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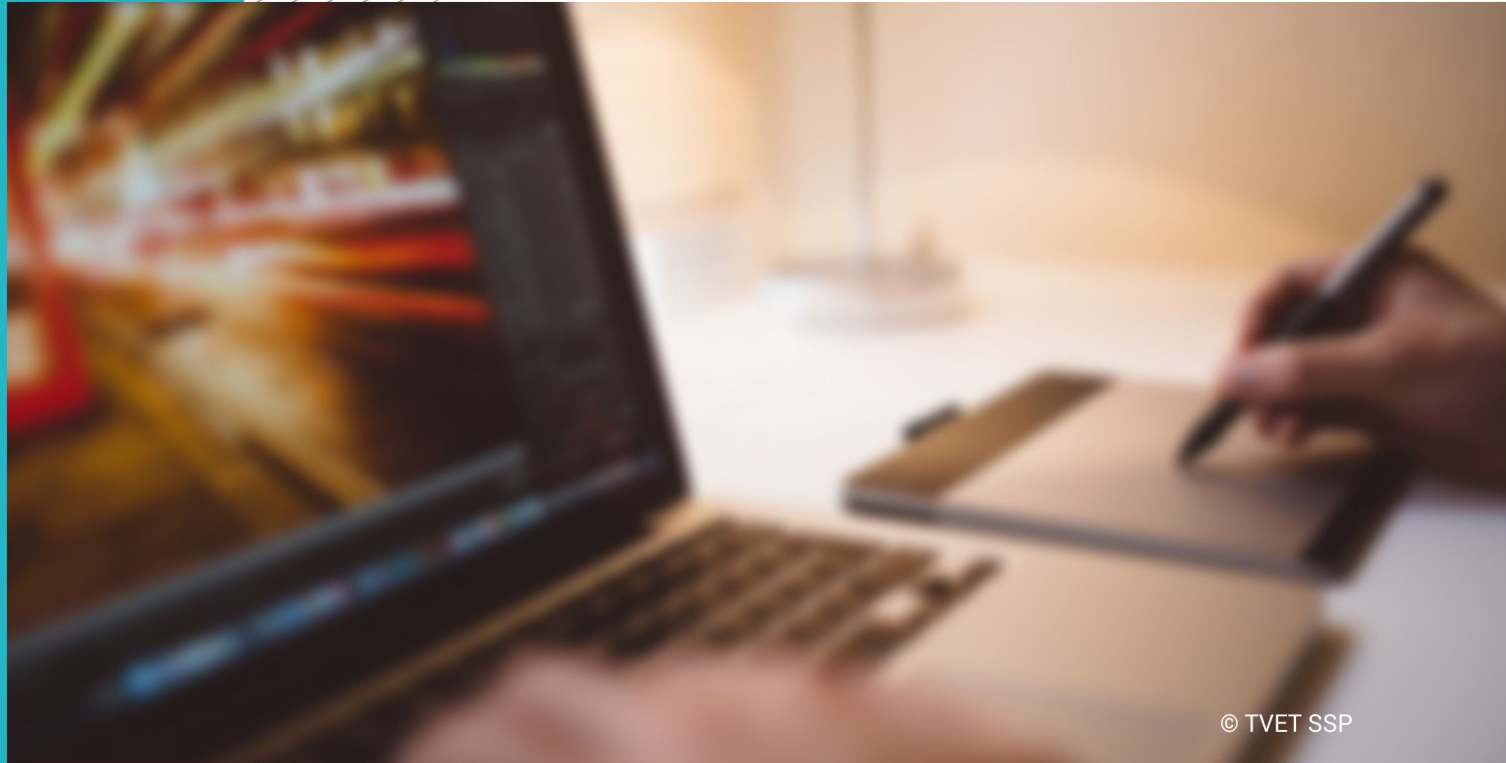
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CBT Curriculum

National Vocational Certificate Level 4

Version 1 - November, 2019



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Introduction

The qualifications of Videographer is developed based on media industry demand on the pattern of competency based training under national vocational qualification framework (NVQF). It carries a proposed learning volume of 600 hours which will be covered in almost 6 months and Two months is recommended as workplace based training for each certificate (On the Job Training).

Training in the course is based on defined competency standards, which are industry oriented. The traditional role of a trainer changes and shifts towards the facilitation of training. A trainer encourages and assists trainees to learn for themselves. As trainees learn at different pace they might well be at different stages in their learning, thus learning must be tailored to suit individual needs. .

Definition/ Description of the training programme for *(Name of the course)*

- National Vocational Certificate level 4, in (Media Developer) “Videographer”

Purpose of the training programme

The purpose of this training is to develop a range of skills and techniques, personal skills and attributes essential for successful performance in media sector in accordance with industry requirements. It also enables the student to pursue a media developer career path with greater employment and entrepreneurial skills progress to related general and/or vocational qualifications

Overall objectives of training programme

After completion of vocational training the graduates of the training program will have a good balance of knowledge, skills, attitude and work experiences, which are the essential elements of employability.

This course shall be facilitating the trainees to:

- Enhance their knowledge and skills to understand various aspects of the Videography.
- Comprehend core values essential to work effectively on processes of project management, composition of videography, setting lights & equipment for videography, shooting video.
- To work as Videographer.

Competencies to be gained after completion of course

Other than understanding leather processing functions, following competency will be gained after completion of the course:

- Able to develop professionalism
- Able to manage team and individual
- Understand the project management
- Understand techniques and procedure of setting up light & composition of videography
- Able to shoot video

Possible available job opportunities available immediately and later in the future:

Trainer can work as the following, after completing this course

- Assistant Cameraman
- Cameraman
- Mobile Cameraman
- Videographer
- Light man
- Light technician
- Light Engineer
- Documentary Cameraman
- OB Operator
- Assistant ENG
- Chief Cameraman
- DOP
- Archive In-charge
- Assistant Producer
- Audio Engineer
- Composer
- V-Logger

Trainee entry level

- Entry for assessment for this qualification is open. However, entry into formal training institute for this qualification is person having National Vocational Certificate level 3, in (Media Developer) “Photography”. Or this person must have Matric with fundamental knowledge of photography & videography or 1 year experience of Photography/Videography can also apply.

Minimum qualification of trainer

Trainer must possess a bachelor’s degree and have working experience of minimum 3 years or a diploma/Intermediate along with 7 years’ experience in the field of Videography.

Recommended trainer: trainee ratio

The recommended ratio of Trainer: Trainee should be 1:20

Medium of instruction i.e. language of instruction

Medium of instruction is English and Urdu

Duration of the course (Total time, Theory & Practical time)

Following is the duration of the course

Videography (NVQF Level 4)			
Time Frame	Credits	Theory Hours	Practical Hours
6 Months	57	169	401
Total	570		

Sequence of the modules

Summary – overview of the curriculum

Following is the sequence of the modules for Leather Tanning Technician (NVQF Level 4).

Module Title and Aim	Learning Units	Theory Days/hours	Workplace Days/hours	Timeframe of modules
Module A: Manage Videography Project Aim: After successful completion of this module, the student will be competent in managing videography project according to professional standards and by respecting safety and health regulations	LU1: Perform Research LU2: Develop Project Concept LU3: Prepare Project Timeline LU4: Carryout Reece LU5: Manage Contracts LU6: Manage Archives	18	42	60
Module B: Develop Storyboard Aim: After successful completion of this module, the student will be competent in developing storyboard according to professional standards and by respecting safety and health regulations	LU1: Create Concept LU2: Sketch Storyline LU3: Develop Script	10	30	40
Module C: Set up light, equipment & accessories for videography Aim: After successful completion of this module, the student will be competent in setting up light, equipment & accessories for videography according to professional standards and by respecting safety and health regulations	LU1: Evaluate light for Videography LU2: Arrange light equipment, accessories LU3: Adjust pattern of light LU4: Light the subject	30	70	100

Module Title and Aim	Learning Units	Theory Days/hours	Workplace Days/hours	Timeframe of modules
<p>Module D: Set Videography Composition Aim: After successful completion of this module, the student will be competent in setting Videography composition according to professional standards and by respecting safety and health regulations</p>	<p>LU1: Develop Design set LU2: Identify & Arrange Props for Video shoot LU3: Arrange Subject LU4: Compose Video</p>	18	42	60
<p>Module E: Shoot Video Aim: After successful completion of this module, the student will be competent in shooting video according to professional standards and by respecting safety and health regulations</p>	<p>LU1: Identify and Select Camera LU2: Identify and Select Camera Lenses LU3: Adjust Lighting and Exposure LU4: Operate Camera LU5: Use techniques to record video LU6: Prepare post recoding documents</p>	30	70	100
<p>Module G: Develop Team & Individuals Aim: After successful completion of this module, the student will be competent in developing team & individuals according to professional standards and by respecting safety and health regulations</p>	<p>LU1: Monitor and evaluate workplace learning LU2: Develop team commitment and cooperation LU3: Plan learning and development in the team LU4: Select suitable learning method LU5: Facilitate accomplishment of organizational goals</p>	10	20	30
<p>Module H: Contribute to Work Related Health and Safety (WHS) Initiatives Aim: After successful completion of this module, the student will be competent in contribute to work related health and safety (WHS) Initiatives according to professional standards and by respecting safety and health regulations</p>	<p>LU1: Contribute to initiate work-related health and safety measures LU2: Contribute to establish work-related health and safety measures LU3: Contribute to ensure legal requirements of WHS measures LU4: Contribute to review WHS measures LU5: valuate the organization's WHS system</p>	10	20	30

Module Title and Aim	Learning Units	Theory Days/hours	Workplace Days/hours	Timeframe of modules
<p>Module I: Comply with Workplace Policy and Procedures Aim: After successful completion of this module, the student will be competent in comply with workplace policy and procedures according to professional standards and by respecting safety and health regulations</p>	<p>LU1: Manage work timeframes LU2: Manage to convene meeting LU3: Decision making at workplace LU4: Set and meet own work priorities at instent LU5: Develop and maintain professional competence LU6: Follow and implement work safety requirements</p>	10	20	30
<p>Module J: Perform Advanced Communication Aim: After successful completion of this module, the student will be competent in perform advanced communication according to professional standards and by respecting safety and health regulations</p>	<p>LU1: Demonstrate professional skills LU2: Plan and Organize work LU3: Provide trainings at workplace</p>	10	20	40
<p>Module K: Develop Advance Computer Application Skills Aim: After successful completion of this module, the student will be competent in develop advance computer application skills according to professional standards and by respecting safety and health regulations</p>	<p>LU1: Manage Information System to complete a task LU2: Prepare Presentation using computers LU3: Use Microsoft Access to manage database LU4: Develop graphics for Design</p>	10	20	20

Module Title and Aim	Learning Units	Theory Days/hours	Workplace Days/hours	Timeframe of modules
<p>Module L: Manage Human Resource Services Aim: After successful completion of this module, the student will be competent in manage human resource services according to professional standards and by respecting safety and health regulations</p>	<p>LU1: Determine strategies for delivery of human resource services LU2: Manage the delivery of human resource services LU3: Evaluate human resource service delivery LU4: Manage integration of business ethics in human resource practices</p>	10	20	30
<p>Module M: Develop Entrepreneurial Skills Aim: After successful completion of this module, the student will be competent in developing entrepreneurial skills according to professional standards and by respecting safety and health regulations</p>	<p>LU1: Develop a business plan LU2: Collect information regarding funding sources LU3: Develop a marketing plan LU4: Develop basic business communication skills</p>	5	25	30
Total		171	399	570

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Module-1
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Modules

Module 1: 0211001002 Manage Videography Project

Objective of the module: After successful completion of this module, the student will be competent in manage videography project according to professional standards

Duration: 60 Hours **Theory:** 18 Hours **Practical:** 42 Hours

Learning Unit	Learning Outcomes	Learning Elements	Duration	Materials Required	Learning Place
LU1: Perform Research	<p>The trainee will be able to:</p> <ul style="list-style-type: none"> Identify areas to research for Videography project Gather information for the Videography project Evaluate gathered information for concept Prepare notes for the Videography project 	<ul style="list-style-type: none"> Explain types of research Explain use of research Explain ways of research 	<p>Total: 10 Hours</p> <p>Theory: 3 Hours</p> <p>Practical: 7 Hours</p>	Computer Multimedia Printer	Classroom or Computer Lab with multimedia aid
LU2: Develop Project Concept	<p>The trainee will be able to:</p> <ul style="list-style-type: none"> Identify scope of videography project 	<ul style="list-style-type: none"> Define project scope Explain benefits of defining project scope Define project feasibility plan & its 	<p>Total: 10 Hours</p> <p>Theory: 3</p>	Computer Multimedia Printer	Classroom or Computer Lab with multimedia aid

	<ul style="list-style-type: none"> • identify the videography project requirements • Develop videography theme • Prepare project feasibility plan 	<p>content</p> <ul style="list-style-type: none"> • Explain techniques project feasibility planning 	<p>Hours</p> <p>Practical: 7 Hours</p>		
<p>LU3: Prepare Project Timeline</p>	<p>The trainee will be able to:</p> <ul style="list-style-type: none"> • Determine duration, sequencing, dependency, and work effect of tasks of project • Prepare project work breakdown chart • Prepare key activity schedule • Prepare Gantt chart for project 	<ul style="list-style-type: none"> • Explain ways to calculate duration • Explain task sequencing techniques • Explain methods, techniques and tools to determine the project schedule and resource requirements • Define time management plan • Explain content of time management plan • Explain project work breakdown chart • Explain key activity schedule • Explain Gantt chart • Explain recce and its benefits 	<p>Total: 10 Hours</p> <p>Theory: 3 Hours</p> <p>Practical: 7 Hours</p>	<p>Computer</p> <p>Multimedia</p> <p>Printer</p>	<p>Classroom or Computer Lab with multimedia aid</p>

LU4: Carryout Reece	<p>The trainee will be able to:</p> <ul style="list-style-type: none"> • Identify location as per videography project requirement • Identify cultural boundaries for video shoot • Identify barriers for video shoot • Arrange permit documents for video shoot • Arrange security as per requirement 	<ul style="list-style-type: none"> • Explain ways to perform recce 	<p>Total: 10 Hours</p> <p>Theory: 3 Hours</p> <p>Practical: 7 Hours</p>	<p>Computer Multimedia Printer</p>	<p>Classroom or Computer Lab with multimedia aid</p>
LU5: Manage Contracts	<p>The trainee will be able to:</p> <ul style="list-style-type: none"> • Prepare equipment rental contracts • Prepare non-disclosure 	<ul style="list-style-type: none"> • Define laws & rules for rental contracts & its importance • Define laws & rules for non-disclosure contract & its importance • Define laws and rules for model release contract & its importance • Define laws and rules for property 	<p>Total: 10 Hours</p> <p>Theory: 3 Hours</p> <p>Practical: 7</p>	<p>Computer Multimedia Printer</p>	<p>Classroom or Computer Lab with multimedia aid</p>

	contracts	release contract & its importance	Hours		
LU6: Manage Archives	<p>The trainee will be able to:</p> <ul style="list-style-type: none"> • Identify & select storage devices for archiving • Label storage devices for achieving • Prepare Index of storage devices/Data 	<ul style="list-style-type: none"> • Define archive • How to manage archive • Define different storage devices • Explain indexing and labeling 	<p>Total: 10 Hours</p> <p>Theory: 3 Hours</p> <p>Practical: 7 Hours</p>	<p>Computer</p> <p>Multimedia</p> <p>Printer</p>	<p>Classroom or Computer Lab with multimedia aid</p>

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Module-2

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Module 2: 0211001003 Develop Storyboard

Objective of the module: After successful completion of this module, the student will be competent in develop storyboard according to professional standards

Duration: 40 Hours **Theory:** 10 hours **Practical:** 30 Hours

Learning Unit	Learning Outcomes	Learning Elements	Duration	Materials Required	Learning Place
LU1: Create Concept	<p>The trainee will be able to:</p> <ul style="list-style-type: none"> Identify clients requirement Select topic according to client requirement Draft Ideas as per client requirement 	<ul style="list-style-type: none"> Define concept development Explain technique to develop concept Explain to understand client requirement. Explain how draft ideas 	<p>Total: 13 Hours</p> <p>Theory: 3 Hours</p> <p>Practical: 10 Hours</p>	Computer Multimedia Printer	Classroom or Computer Lab with multimedia aid
LU2: Sketch Storyline	<p>The trainee will be able to:</p> <ul style="list-style-type: none"> Draw thumbnail sketches for storyline Develop characters for storyline Prepare location list for storyline 	<ul style="list-style-type: none"> Define Storyline and its purpose Explain Thumbnail sketches Explain importance of characters in storyline Explain how to allocate scene/footages time. Explain how to write storyline 	<p>Total: 13 Hours</p> <p>Theory: 3 Hours</p> <p>Practical: 10 Hours</p>	Computer Multimedia Printer	Classroom or Computer Lab with multimedia aid

	<ul style="list-style-type: none"> • Allocate scene/footage time to characters • Prepare Storyline as per client requirement 				
LU3: Develop Script	<p>The trainee will be able to:</p> <ul style="list-style-type: none"> • Identify Script duration as per storyline • Collect data for script • Select words as per concept & Storyline • Write Script as per storyline and script duration 	<ul style="list-style-type: none"> • Define Script and its purpose • Explain importance of script • Explain script writing • Describe techniques of script writing • Explain words selection for script writing & its importance • Explain functionality of scripting software 	<p>Total: 14 Hours</p> <p>Theory: 3 Hours</p> <p>Practical: 11 Hours</p>	<p>Computer Multimedia Printer</p>	<p>Classroom or Computer Lab with multimedia aid</p>

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Module-3

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Module 3: Set up light, equipment & accessories for videography

Objective of the module: After successful completion of this module, the student will be competent in setup light, equipment & accessories for videography according to professional standards

Duration: 100 Hours **Theory:** 30 Hours **Practical:** 70 Hours

Learning Unit	Learning Outcomes	Learning Elements	Duration	Materials Required	Learning Place
LU1: Evaluate light for Videography	<p>The trainee will be able to:</p> <ul style="list-style-type: none"> Identify video shoot timing as per video shoot location Identify source of light at the video shoot location Measure intensity of light at the video shoot location Identify types of light as per video shoot requirement Identify lighting angles as per 	<ul style="list-style-type: none"> Define colors and light theory Define what the relation between colors and light. Explain purpose of identifying of light at location How to evaluate light Define intensity of light Explain different techniques to evaluate light. Explain types of light for video shoot Define light timing for video shoot Explain light angles and its techniques to discover for video shoot. 	<p>Total: 25 Hours</p> <p>Theory: 7.5 Hours</p> <p>Practical: 17.5 Hours</p>	Professional Video Camera 35mm Prime Lenses 14mm Prime Lenses 28mm Prime Lenses 35mm Prime Lenses 50mm Prime Lenses 85mm Prime Lenses 100mm Prime Lenses 135mm V-Matte Box (Barn & Doors) Camera Batteries	Classroom with multimedia aid Training Studio

	<p>video shoot requirement</p>			<p>Preview Monitor</p> <p>Video Camera Tripod</p> <p>Video Camera Monopod</p> <p>Memory Card Class 10</p> <p>Mountain light (Dinky Light)</p> <p>HDMI Cable 5m, 30m, 90m</p> <p>SDI Cable</p> <p>RC cable</p> <p>Chroma and background</p> <p>Tungsten 350watt with accessories</p> <p>Fluorescent Light 100Watt with accessories</p> <p>Fluorescent Light 250Watt with accessories</p> <p>LED Light with stand & accessories</p> <p>Tungsten 350watt</p>	
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				with accessories Light Grid Video Light Modifiers Light Meter	
LU2: Arrange light equipment, accessories	The trainee will be able to: <ul style="list-style-type: none"> • Prepare list of lighting requirements as per video shoot • Prepare list of available light equipment & accessories as per video shoot • Prepare list of rental equipment & accessories as per video shoot • Identify & Select modifiers as per video shoot. 	<ul style="list-style-type: none"> • Describe lights equipment & accessories and their usage for video shoot • Explain light plan for video shoot • Explain different techniques of light plan for video shoot • Explain different modifiers of light • Define types of light • Define accessories of light • Define indoor and out outdoor light. • Explain the use of reflector. 	Total: 25 Hours Theory: 7.5 Hours Practical: 17.5 Hours	Professional Video Camera 35mm Prime Lenses 14mm Prime Lenses 28mm Prime Lenses 35mm Prime Lenses 50mm Prime Lenses 85mm Prime Lenses 100mm Prime Lenses 135mm V-Matte Box (Barn & Doors) Camera Batteries	Classroom with multimedia aid Training Studio

	<ul style="list-style-type: none"> Identify & arrange source of electricity for equipment and accessories 			<p>Preview Monitor</p> <p>Video Camera Tripod</p> <p>Video Camera Monopod</p> <p>Memory Card Class 10</p> <p>Mountain light (Dinky Light)</p> <p>HDMI Cable 5m, 30m, 90m</p> <p>SDI Cable</p> <p>RC cable</p> <p>Chroma and background</p> <p>Tungsten 350watt with accessories</p> <p>Fluorescent Light 100Watt with accessories</p> <p>Fluorescent Light 250Watt with accessories</p> <p>LED Light with stand & accessories</p> <p>Tungsten 350watt</p>	
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				with accessories Light Grid Video Light Modifiers Light Meter	
LU3: Adjust pattern of light	<p>The trainee will be able to:</p> <ul style="list-style-type: none"> • Prepare light plan for video shoot • Adjust reflected light • Develop light pattern for video shoot 	<ul style="list-style-type: none"> • Explain adjustment of light • Explain light pattern & its importance for video shoot • Explain reflected light and its usage for video shoot • Define setup 3 point light (Basic light, Key light, fill light and back light) • Define Chroma key light • Explain how to adjust lighting in different environment (stage lighting, interview, drama, Theater) 	<p>Total: 25 Hours</p> <p>Theory: 7.5 Hours</p> <p>Practical: 17.5 Hours</p>	Professional Video Camera 35mm Prime Lenses 14mm Prime Lenses 28mm Prime Lenses 35mm Prime Lenses 50mm Prime Lenses 85mm Prime Lenses 100mm Prime Lenses 135mm V-Matte Box (Barn & Doors) Camera Batteries	Classroom with multimedia aid Training Studio

				Preview Monitor Video Camera Tripod Video Camera Monopod Memory Card Class 10 Mountain light (Dinky Light) HDMI Cable 5m, 30m, 90m SDI Cable RC cable Chroma and background Tungsten 350watt with accessories Fluorescent Light 100Watt with accessories Fluorescent Light 250Watt with accessories LED Light with stand & accessories Tungsten 350watt	
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				with accessories Light Grid Video Light Modifiers Light Meter	
LU4: Light the subject	<p>The trainee will be able to:</p> <ul style="list-style-type: none"> Identify subject light for video shoot Apply shade & reflection for video shoot Create astatically light for video shoot Create angles of light for video shoot Set lights on location as per light plan 	<ul style="list-style-type: none"> Define subject Explain subject light in video shoot Describe shades, & reflection of lights & its usage in video shoot Explain techniques of lighting the subject for video shoot Describe techniques of setting up light at location for video shoot 	<p>Total: 25 Hours</p> <p>Theory: 7.5 Hours</p> <p>Practical: 17.5 Hours</p>	Professional Video Camera 35mm Prime Lenses 14mm Prime Lenses 28mm Prime Lenses 35mm Prime Lenses 50mm Prime Lenses 85mm Prime Lenses 100mm Prime Lenses 135mm V-Matte Box (Barn & Doors) Camera Batteries	Classroom with multimedia aid Training Studio

				Preview Monitor Video Camera Tripod Video Camera Monopod Memory Card Class 10 Mountain light (Dinky Light) HDMI Cable 5m, 30m, 90m SDI Cable RC cable Chroma and background Tungsten 350watt with accessories Fluorescent Light 100Watt with accessories Fluorescent Light 250Watt with accessories LED Light with stand & accessories Tungsten 350watt	
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				with accessories Light Grid Video Light Modifiers Light Meter	
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Module-4

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Module 4: 0211001004 Set videography composition

Objective of the module: After successful completion of this module, the student will be competent in set videography composition according to professional standards

Duration: 60 Hours **Theory:** 18 Hours **Practical:** 42 Hours

Learning Unit	Learning Outcomes	Learning Elements	Duration	Materials Required	Learning Place
LU1: Develop Design set	<p>The trainee will be able to:</p> <ul style="list-style-type: none"> Identify set design requirement as per video shoot Prepare set designing as per video shoot Set background as per set design 	<ul style="list-style-type: none"> Explain importance design set for video shoot Explain relationship of design set and video composition Explain background setting for video shoot Explain backdrop/background selection for video shoot Explain Virtual Shoot Explain how to create color theme of set 	<p>Total:12</p> <p>Theory:2</p> <p>Practical:10</p>	Professional Video Camera 35mm Prime Lenses 14mm Prime Lenses 28mm Prime Lenses 35mm Prime Lenses 50mm Prime Lenses 85mm Prime Lenses 100mm Prime Lenses 135mm V-Matte Box (Barn & Doors) Camera Batteries	Classroom with multimedia aid Training Studio

				Preview Monitor Video Camera Tripod Video Camera Monopod Memory Card Class 10 Mountain light (Dinky Light) HDMI Cable 5m, 30m, 90m SDI Cable RC cable Chroma and background Tungsten 350watt with accessories Fluorescent Light 100Watt with accessories Fluorescent Light 250Watt with accessories LED Light with stand & accessories Tungsten 350watt	
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				with accessories Light Grid Video Light Modifiers Light Meter	
LU2: Identify & Arrange Props for Video shoot	The trainee will be able to: <ul style="list-style-type: none"> Identify and select props as per set design Arrange props as per set design 	<ul style="list-style-type: none"> Explain props & its usage for video shoot Explain how to use props creatively 	Total:7 Theory:1 Practical:6	Professional Video Camera 35mm Prime Lenses 14mm Prime Lenses 28mm Prime Lenses 35mm Prime Lenses 50mm Prime Lenses 85mm Prime Lenses 100mm Prime Lenses 135mm V-Matte Box (Barn & Doors) Camera Batteries	Classroom with multimedia aid Training Studio

				Preview Monitor Video Camera Tripod Video Camera Monopod Memory Card Class 10 Mountain light (Dinky Light) HDMI Cable 5m, 30m, 90m SDI Cable RC cable Chroma and background Tungsten 350watt with accessories Fluorescent Light 100Watt with accessories Fluorescent Light 250Watt with accessories LED Light with stand & accessories Tungsten 350watt	
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				with accessories Light Grid Video Light Modifiers Light Meter	
LU3: Arrange Subject	<p>The trainee will be able to:</p> <ul style="list-style-type: none"> Identify & Select subject as per video shoot Adjust subject with light as per video shoot 	<ul style="list-style-type: none"> Explain subject selection for video shoot Explain subject & storyboard relation Explain camera placing for video shoot 	<p>Total:15</p> <p>Theory:3</p> <p>Practical:12</p>	Professional Video Camera 35mm Prime Lenses 14mm Prime Lenses 28mm Prime Lenses 35mm Prime Lenses 50mm Prime Lenses 85mm Prime Lenses 100mm Prime Lenses 135mm V-Matte Box (Barn & Doors) Camera Batteries	Classroom with multimedia aid Training Studio

				Preview Monitor Video Camera Tripod Video Camera Monopod Memory Card Class 10 Mountain light (Dinky Light) HDMI Cable 5m, 30m, 90m SDI Cable RC cable Chroma and background Tungsten 350watt with accessories Fluorescent Light 100Watt with accessories Fluorescent Light 250Watt with accessories LED Light with stand & accessories Tungsten 350watt	
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				with accessories Light Grid Video Light Modifiers Light Meter	
LU4: Compose Video	<p>The trainee will be able to:</p> <ul style="list-style-type: none"> • Set camera location and angles as per video shoot requirement • Set aspect ratio for video shoot • Compose wide, medium and close-up frame for video shoot • Set leading lines for video shoot • Select background & backdrop for 	<ul style="list-style-type: none"> • Explain video composition • Explain video composition rules • Explain aspect ratio selection for video shoot • Explain frames & its purpose • Explain leading lines & its purpose • Explain depth of field & its usage • Define rules of third • Define different angles for composition • Explain how to compose wide, medium and close-up frame for video shoot 	<p>Total:26</p> <p>Theory:6</p> <p>Practical:20</p>	Professional Video Camera 35mm Prime Lenses 14mm Prime Lenses 28mm Prime Lenses 35mm Prime Lenses 50mm Prime Lenses 85mm Prime Lenses 100mm Prime Lenses 135mm V-Matte Box (Barn & Doors) Camera Batteries	Classroom with multimedia aid Training Studio

	<p>video shoot</p> <ul style="list-style-type: none"> • Adjust depth of field as per video shoot • Apply composition rules for video shoot 		<p>Preview Monitor</p> <p>Video Camera Tripod</p> <p>Video Camera Monopod</p> <p>Memory Card Class 10</p> <p>Mountain light (Dinky Light)</p> <p>HDMI Cable 5m, 30m, 90m</p> <p>SDI Cable</p> <p>RC cable</p> <p>Chroma and background</p> <p>Tungsten 350watt with accessories</p> <p>Fluorescent Light 100Watt with accessories</p> <p>Fluorescent Light 250Watt with accessories</p> <p>LED Light with stand & accessories</p> <p>Tungsten 350watt</p>	
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				with accessories Light Grid Video Light Modifiers Light Meter	
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Module-5

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Module 5: 0211001005 Shoot Video

Objective of the module: After successful completion of this module, the student will be competent in shoot video according to professional standards

Duration: 100 Hours **Theory:** 30 Hours **Practical:** 70 Hours

Learning Unit	Learning Outcomes	Learning Elements	Duration	Materials Required	Learning Place
LU1: Identify and Select Camera	<p>The trainee will be able to:</p> <ul style="list-style-type: none"> Identify camera requirement as per project Identify image sensor & formats Identify features of camera Prepare budget plan for shoot Select camera as per project budget 	<ul style="list-style-type: none"> Explain Camera & its types Explain videography & its history Brief different accessories of camera Define image sensor Explain type of image sensor Define camera FPS Explain camera future Explain boom mic and different mic. 	<p>Total: 16 Hours</p> <p>Theory: 5 Hours</p> <p>Practical: 11 Hours</p>	Professional Video Camera 35mm Prime Lenses 14mm Prime Lenses 28mm Prime Lenses 35mm Prime Lenses 50mm Prime Lenses 85mm Prime Lenses 100mm Prime Lenses 135mm V-Matte Box (Barn & Doors) Camera Batteries Preview Monitor	Classroom with multimedia aid Training Studio

				<p>Video Camera Tripod</p> <p>Video Camera Monopod</p> <p>Memory Card Class 10</p> <p>Mountain light (Dinky Light)</p> <p>HDMI Cable 5m, 30m, 90m</p> <p>SDI Cable</p> <p>RC cable</p> <p>Chroma and background</p> <p>Tungsten 350watt with accessories</p> <p>Fluorescent Light 100Watt with accessories</p> <p>Fluorescent Light 250Watt with accessories</p> <p>LED Light with stand & accessories</p> <p>Tungsten 350watt with accessories</p>	
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				Light Grid Video Light Modifiers Light Meter Double arm Steadicam Double distance slider Professional Drone Camera Stabilizing equipment	
LU2: Identify and Select Camera Lenses	The trainee will be able to: <ul style="list-style-type: none"> Identify Aperture of lenses Identify focal length of lenses Identify image stabilization and distortion of lenses Prepare budget plan for lenses Select lenses as per you project 	<ul style="list-style-type: none"> Explain Lenses & its types Define aperture of lenses & its purpose Define focal length of lenses & its usage Explain image stabilization & distortion of lenses 	Total: 16 Hours Theory: 5 Hours Practical: 11 Hours	Professional Video Camera 35mm Prime Lenses 14mm Prime Lenses 28mm Prime Lenses 35mm Prime Lenses 50mm Prime Lenses 85mm Prime Lenses	Classroom with multimedia aid Training Studio

				100mm Prime Lenses 135mm V-Matte Box (Barn & Doors) Camera Batteries Preview Monitor Video Camera Tripod Video Camera Monopod Memory Card Class 10 Mountain light (Dinky Light) HDMI Cable 5m, 30m, 90m SDI Cable RC cable Chroma and background Tungsten 350watt with accessories Fluorescent Light 100Watt with accessories	
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				Fluorescent Light 250Watt with accessories LED Light with stand & accessories Tungsten 350watt with accessories Light Grid Video Light Modifiers Light Meter Double arm Steadicam Double distance slider Professional Drone Camera Stabilizing equipment	
LU3: Adjust Lighting and Exposure	The trainee will be able to: <ul style="list-style-type: none"> Identify lighting & exposure requirement as per video shoot location Set white 	<ul style="list-style-type: none"> Explain exposure Explain techniques of setting exposure Explain metering system Explain ISO/Gain DB Explain purpose of ISO/Gain DB 	Total: 16 Hours Theory: 5 Hours	Professional Video Camera 35mm Prime Lenses 14mm Prime Lenses 28mm	Classroom with multimedia aid Training Studio

	<p>balance/Kalvin as video shoot location</p> <ul style="list-style-type: none"> • Adjust Gain DB or ISO as video shoot location • Set Shutter speed as per video shoot requirement • Adjust Iris or Aperture as per video shoot requirement • Use filters as per video shoot location 	<ul style="list-style-type: none"> • Explain aperture, shutter speed, ISO and its relationship. • Explain White balance/kelvin • Explain purpose of white balance/kelvin • Explain IRIS/aperture and its purpose • Explain depth of field • Explain techniques to use depth of field • Explain black balance in video shoot. 	<p>Practical: 11 Hours</p>	<p>Prime Lenses 35mm</p> <p>Prime Lenses 50mm</p> <p>Prime Lenses 85mm</p> <p>Prime Lenses 100mm</p> <p>Prime Lenses 135mm</p> <p>V-Matte Box (Barn & Doors)</p> <p>Camera Batteries</p> <p>Preview Monitor</p> <p>Video Camera Tripod</p> <p>Video Camera Monopod</p> <p>Memory Card Class 10</p> <p>Mountain light (Dinky Light)</p> <p>HDMI Cable 5m, 30m, 90m</p> <p>SDI Cable</p> <p>RC cable</p>	
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				<p>Chroma and background</p> <p>Tungsten 350watt with accessories</p> <p>Fluorescent Light 100Watt with accessories</p> <p>Fluorescent Light 250Watt with accessories</p> <p>LED Light with stand & accessories</p> <p>Tungsten 350watt with accessories</p> <p>Light Grid</p> <p>Video Light Modifiers</p> <p>Light Meter</p> <p>Double arm Steadicam</p> <p>Double distance slider</p> <p>Professional Drone Camera</p> <p>Stabilizing equipment</p>	
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<p>LU4: Operate Camera</p>	<p>The trainee will be able to:</p> <ul style="list-style-type: none"> • Fit camera on tripod or other stabilization tool • Apply camera setting as per video shoot requirement • Set resolution and frame rate as per video shoot requirement • Set audio panel & mic with camera as per video shoot • Set focus as per video shoot requirement • Take test shoot • Preview the test shot • Capture final video as per video shoot requirement 	<ul style="list-style-type: none"> • Explain Tripod And monopod and its purpose • Explain functions of camera & their purpose • Explain modes of camera & their purpose • Explain resolution & frame rate in video shoot • Explain audio panel setting • Explain HDMI, SDI, RC and others cables and their usage • Explain Zoom in and Zoom out • Explain different techniques of shooting (static, pan, tilt up & down) • Explain Servo zoom/focus control kit • Explain View finder and Top Monitor and their setting • Explain focus and defocus • Explain OB system and its functionality 	<p>Total: 18 Hours</p> <p>Theory: 5 Hours</p> <p>Practical: 13 Hours</p>	<p>Professional Video Camera 35mm</p> <p>Prime Lenses 14mm</p> <p>Prime Lenses 28mm</p> <p>Prime Lenses 35mm</p> <p>Prime Lenses 50mm</p> <p>Prime Lenses 85mm</p> <p>Prime Lenses 100mm</p> <p>Prime Lenses 135mm</p> <p>V-Matte Box (Barn & Doors)</p> <p>Camera Batteries</p> <p>Preview Monitor</p> <p>Video Camera Tripod</p> <p>Video Camera Monopod</p> <p>Memory Card</p>	<p>Classroom with multimedia aid</p> <p>Training Studio</p>
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				<p>Class 10</p> <p>Mountain light (Dinky Light)</p> <p>HDMI Cable 5m, 30m, 90m</p> <p>SDI Cable</p> <p>RC cable</p> <p>Chroma and background</p> <p>Tungsten 350watt with accessories</p> <p>Fluorescent Light 100Watt with accessories</p> <p>Fluorescent Light 250Watt with accessories</p> <p>LED Light with stand & accessories</p> <p>Tungsten 350watt with accessories</p> <p>Light Grid</p> <p>Video Light Modifiers</p> <p>Light Meter</p>	
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				Double arm Steadicam Double distance slider Professional Drone Camera Stabilizing equipment	
LU5: Use techniques to record video	The trainee will be able to: <ul style="list-style-type: none"> • Perform aerial shoot technique • Perform steady shoot technique • Use chroma technique 	<ul style="list-style-type: none"> • Explain chroma key techniques & its usage • Explain aerial shoots techniques • Explain steady shoot techniques • Explain stabilizer tools • Explain use of Track, Camera Jib, Crane and Dolly 	Total: 18 Hours Theory: 5 Hours Practical: 13 Hours	Professional Video Camera 35mm Prime Lenses 14mm Prime Lenses 28mm Prime Lenses 35mm Prime Lenses 50mm Prime Lenses 85mm Prime Lenses 100mm Prime Lenses 135mm V-Matte Box (Barn & Doors)	Classroom with multimedia aid Training Studio

				<p>Camera Batteries</p> <p>Preview Monitor</p> <p>Video Camera Tripod</p> <p>Video Camera Monopod</p> <p>Memory Card Class 10</p> <p>Mountain light (Dinky Light)</p> <p>HDMI Cable 5m, 30m, 90m</p> <p>SDI Cable</p> <p>RC cable</p> <p>Chroma and background</p> <p>Tungsten 350watt with accessories</p> <p>Fluorescent Light 100Watt with accessories</p> <p>Fluorescent Light 250Watt with accessories</p> <p>LED Light with stand &</p>	
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				accessories Tungsten 350watt with accessories Light Grid Video Light Modifiers Light Meter Double arm Steadicam Double distance slider Professional Drone Camera Stabilizing equipment	
LU6: Prepare post recoding documents	The trainee will be able to: <ul style="list-style-type: none"> • Prepare shoot log sheet • Create shot list • Prepare catalogs and archive data 	<ul style="list-style-type: none"> • Explain how to prepare shoot log sheet • Explain archiving • Explain log sheet & its purpose • Explain shoot list & its purpose • Explain cataloging • Explain purpose & technique of cataloging 	Total: 16 Hours Theory: 5 Hours Practical: 11 Hours	Professional Video Camera 35mm Prime Lenses 14mm Prime Lenses 28mm Prime Lenses 35mm Prime Lenses 50mm	Classroom with multimedia aid Training Studio

				Prime Lenses 85mm Prime Lenses 100mm Prime Lenses 135mm V-Matte Box (Barn & Doors) Camera Batteries Preview Monitor Video Camera Tripod Video Camera Monopod Memory Card Class 10 Mountain light (Dinky Light) HDMI Cable 5m, 30m, 90m SDI Cable RC cable Chroma and background Tungsten 350watt with accessories	
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				Fluorescent Light 100Watt with accessories Fluorescent Light 250Watt with accessories LED Light with stand & accessories Tungsten 350watt with accessories Light Grid Video Light Modifiers Light Meter Double arm Steadicam Double distance slider Professional Drone Camera Stabilizing equipment	
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MEDIA DEVELOPER



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Module-6

CBT Curriculum

National Vocational Certificate Level 4

Version 1 - November, 2019

Module 6: 0000000 Develop Team and Individuals

Objective of the module: After successful completion of this module, the student will be competent in develop team & individuals according to professional standards

Duration: 30 Hours **Theory:** 10 Hours **Practical:** 20 Hours

Learning Unit	Learning Outcomes	Learning Elements	Duration	Materials Required	Learning Place
LU1: Monitor and evaluate workplace learning	<p>The trainee will be able to:</p> <ul style="list-style-type: none"> Get feedback from individuals or teams is used to identify and implement improvements in future learning arrangements. Assess performance of individuals/teams and recorded to determine the effectiveness of development programmes and the extent of additional 	<ul style="list-style-type: none"> Explain Career planning/development Explain Coaching, mentoring and/or supervision 	<p>Total: 6 Hours</p> <p>Theory: 2 Hours</p> <p>Practical: 4 Hours</p>	<p>Computer</p> <p>Multimedia</p> <p>Printer</p>	Classroom with multimedia aid

	<p>support.</p> <ul style="list-style-type: none"> • Modify learning plans to improve the efficiency and effectiveness of learning. • Records and reports of competency are maintained within organizational requirement. 				
<p>LU2: Develop team commitment and cooperation</p>	<p>The trainee will be able to:</p> <ul style="list-style-type: none"> • Open communication processes are used to obtain and share information is used by team. 	<ul style="list-style-type: none"> • Define Formal/informal learning programme • Define Internal/external training provision • Explain Performance appraisals • Explain benefits recognition of prior learning • Define work experience/exchange/opportunities 	<p>Total: 6 Hours</p> <p>Theory: 2 Hours</p> <p>Practical: 4 Hours</p>	<p>Computer Multimedia Printer</p>	<p>Classroom with multimedia aid</p>

	<ul style="list-style-type: none"> • Make decisions about team in accordance with its agreed roles and responsibilities. • Develop mutual concern and camaraderie in the team. 	<ul style="list-style-type: none"> • Explain workplace skills assessment 			
LU3: Plan learning and development in the team	<p>The trainee will be able to:</p> <ul style="list-style-type: none"> • Identify learning and development needs in line with organizational requirements based on feedback on performance and self-evaluation. • Develop & implement learning plan to meet individual and group training and developmental 	<ul style="list-style-type: none"> • Define Training need analysis • Define ways to identify training needs • Define competencies of teams • Define performance evaluation • Define organization's human resource requirements in team • Define ways to identify organization human resources requirements • Explain learning plan • Explain development techniques of learning plans • Explain ways of implementation of development plan • Explain ways to motivate staff for self-evaluation 	<p>Total: 6 Hours</p> <p>Theory: 2 Hours</p> <p>Practical: 4 Hours</p>	<p>Computer</p> <p>Multimedia</p> <p>Printer</p>	<p>Classroom with multimedia aid</p>

	<p>needs is collaboratively</p> <ul style="list-style-type: none"> • Encourage individuals to self-evaluate performance and identify areas for improvement. 				
<p>LU4: Select suitable learning method</p>	<p>The trainee will be able to:</p> <ul style="list-style-type: none"> • Identify learning and development programme goals and objectives to match the specific knowledge and skills requirements of competency standards. • Select delivery methods for learner for the learning goals, the learning style of participants and availability of equipment and resources. • Identify resources and timelines 	<ul style="list-style-type: none"> • Explain learning development program • Explain learning development program's goal & objectives • Define techniques to develop learning program • Explain ways to match learning program objectives with knowledge and skills • Explain learning program delivery method • Explain learning methods & its purposes • Explain types of learners learning styles • Explain resources required for different learning methods 	<p>Total: 6 Hours</p> <p>Theory: 2 Hours</p> <p>Practical: 4 Hours</p>	<p>Computer Multimedia Printer</p>	<p>Classroom with multimedia aid</p>

	required for learning activities in accordance with organizational requirements.				
LU5: Facilitate accomplishment of organizational goals	<p>The trainee will be able to:</p> <ul style="list-style-type: none"> • Participate with team members actively in team activities and communication processes. • Develop team members & individual responsibility for their actions. • Make collaborative efforts to attain organizational goals. 	<ul style="list-style-type: none"> • Explain methods to motivate team members for active participation • Explain ways to make teams responsible for their actions • Explain techniques to create collaborative effort for achievement of task/objective 	<p>Total: 6 Hours</p> <p>Theory: 2 Hours</p> <p>Practical: 4 Hours</p>	<p>Computer Multimedia Printer</p>	<p>Classroom with multimedia aid</p>

General assessment guidance for *Media Developer*

Good practice in Pakistan is to make use of sessional and final assessments, the basis of which is described below. Good practice by vocational training providers in Pakistan is to use a combination of these sessional and final assessments, combined to produce the final qualification result.

Sessional assessment is going on all the time. Its purpose is to provide feedback on what students are learning:

- To the student: to identify achievement and areas for further work
- To the teacher: to evaluate the effectiveness of teaching to date, and to focus future plans.

Assessors need to devise sessional assessments for both theoretical and practical work. Guidance is provided in the assessment strategy

Final assessment is the assessment, usually on completion of a course or module, which says whether or not the student has "passed". It is – or should be – undertaken with reference to all the objectives or outcomes of the course, and is usually fairly formal. Considerations of security – ensuring that the student who gets the credit is the person who did the work – assume considerable importance in final assessment.

Methods of assessment

For lessons with a high quantity of theory, written or oral tests related to learning outcomes and/ or learning content can be conducted. For workplace lessons, assessment can focus on the quality of planning the related process, quality of executing the process, quality of the product and/or evaluation of the process.

Methods include direct assessment, which is the most desirable form of assessment. For this method, evidence is obtained by direct observation of the student's performance.

Examples for direct assessment of a Media Developer include:

- Work performances, for example shooting video.
- Demonstrations, for example demonstrating shoot video, such as identify and select camera.
- Direct questioning, where the assessor would ask the student what could be the precautions should be taken during shooting video.

- Paper-based tests, such as multiple choice or short answer questions on manage videography project, develop storyboard, set up light, equipment and accessories for videography, set videography composition, shoot video.

Indirect assessment is the method used where the performance could not be watched and evidence is gained indirectly.

Examples for indirect assessment of a Media Developer include:

- Develop storyboard, set up light equipment and accessories,
- Workplace documents, such as a register for recoding staking operations.

Indirect assessment should only be a second choice. (In some cases, it may not even be guaranteed that the work products were produced by the person being assessed.)

Principles of assessment

All assessments should be valid, reliable, fair and flexible:

Fairness means that there should be no advantages or disadvantages for any assessed person. For example, it should not happen that one student gets prior information about the type of work performance that will be assessed, while another candidate does not get any prior information.

Validity means that a valid assessment assesses what it claims to assess. For example, if shooting video skills are to be assessed and certificated, the assessment should involve performance criteria that are directly related to that shooting video activity. An interview about the effect of the shooting video on different type of equipment would not meet the performance criteria.

Reliability means that the assessment is consistent and reproducible. For example, if the work performance of set videography composition has been assessed, another assessor (eg the future employer) should be able to see the same work performance and witness the same level of achievement.

Flexibility means that the assessor has to be flexible concerning the assessment approach. For example, if there is a power failure during the assessment, the assessor should modify the arrangements to accommodate the students' needs.

Assessment strategy for *Media Developer*

This curriculum consists of 6 modules:

1. Manage Videography Project
2. Develop Storyboard
3. Set up light equipment and accessories
4. Set videography composition
5. Shoot Video
6. Develop team and individual

Sessional assessment

The sessional assessment for all modules shall be in two parts: theoretical assessment and practical assessment. The sessional marks shall contribute to the final qualification.

Theoretical assessment for all learning modules must consist of a written paper lasting at least 15-30mins per module. This can be a combination of multiple choice and short answer questions.

For practical assessment, all procedures and methods for the modules must be assessed on a sessional basis. Guidance is provided below under Planning for assessment.

Final assessment

Final assessment shall be in two parts: theoretical assessment and practical assessment. The final assessment marks shall contribute to the final qualification.

The final theoretical assessment shall consist of 15-30min paper.

For the final practical assessment, each student shall be assessed over a period of one day, with one (8-hour) session on each day. During this period, each student must be assessed on his/her ability to make a 1 minute promo/show reel as per given assessor instruction, Perform photoshoot of assessor in the given subject in the studio.

There is no final practical assessment for Module 23: Develop Professionalism or Develop Communication Skills. Practical work for these modules shall be assessed on a sessional basis only.

The assessment team

The number of assessors must meet the needs of the students and the training provider. For example, where two assessors are conducting the assessment, there must be a maximum of five students per assessor. In this example, a group of 20 students shall therefore require assessments to be carried out over a four-day period. For a group of only 10 students, assessments would be carried out over a two-days period only.

Planning for assessment

Sessional assessment: assessors need to plan in advance how they will conduct sessional assessments for each module. The tables on the following pages are for assessors to use to insert how many hours of theoretical and practical assessment will be conducted and what the scheduled dates are.

Final assessment: Training providers need to decide ways to combine modules into a cohesive two-day final assessment programme for each group of five students. Training providers must agree for practical assessments in advance

Complete list of tools and equipment

List of Tools & Equipment's

Sr. no.	Tools & Equipment	Quantity
1.	Trainer Computer	1
2.	Multimedia	1
3.	Multi-Function Printer	1
4.	Desktop Photo Printer	1
5.	Trainee Computer Computer or Imac Spec: Intel Core i7 16GB RAM 1TB Hard Drive 8GB, 256bits Graphic Card M Audio/Sound Forge – Sound Card Other Essential Accessories	5
6.	Microsoft Office/Application Software	5
7.	Professional Video Camera 35mm	1
8.	Prime Lenses 14mm	1

9.	Prime Lenses 28mm	1
10.	Prime Lenses 35mm	1
11.	Prime Lenses 50mm	1
12.	Prime Lenses 85mm	1
13.	Prime Lenses 100mm	1
14.	Prime Lenses 135mm	1
15.	V-Matte Box (Barn & Doors)	1
16.	Camera Batteries	2
17.	Preview Monitor	1
18.	Video Camera Tripod	1
19.	Video Camera Monopod	1
20.	Memory Card Class 10	5
21.	Mountain light (Dinky Light)	1
22.	HDMI Cable 5m, 30m, 90m	1 each
23.	SDI Cable	2
24.	RC cable	2
25.	Chroma and background	1 each
26.	Tungsten 350watt with accessories	2
27.	Fluorescent Light 100Watt with accessories	2
28.	Fluorescent Light 250Watt with accessories	2
29.	LED Light with stand & accessories	2

30.	Light Grid	1
31.	Video Light Modifiers	2
32.	Light Meter	1
33.	Double arm Steadicam	1
34.	Double distance slider	1
35.	Professional Drone Camera	1
36.	Stabilizing equipment	1
37.	Final Cut Pro	5
38.	Headphone	1
39.	5.1 Channel Speaker	1
40.	Preview Monitor	1
41.	Screw Driver	1
42.	Blower	1

List of Personal Protective Equipment

Sr. #	Description	Specifications	Quantity
1.	First AID Box	Standard	2
2.	Fire Extinguisher Cylinder	Co2- 5 Kg	5
3.	Fire Blanket	Standard	2
4.	Fire Bucket	Standard	2
5.	Safety Gloves	Standard	5
6.	Safety Goggles	White	5
7.	Safety Shoes	Standard	5
8.	Safety Belt	Standard	5

List of Stationary

Sr. #	Description
1.	Handbooks / Registers
2.	Pencils/ pens
3.	Rubbers
4.	Sharpeners
5.	Paper Cutter
6.	Seizers
7.	Colors
8.	White charts
9.	Brown sheets
10.	White board markers
11.	Permanent markers
12.	File cover and files
13.	Tag cards
14.	Small Knife and blades

List of consumable supplies

Credit values

The credit value of the National Certificate Level 3 - 4 in Media Developer is defined by estimating the amount of time/ instruction hours required to complete each competency unit and competency standard. The NVQF uses a standard credit value of 1 credit = 10 hours of learning (Following Higher Education Commission (HEC) guidelines).

The credit values are as follows:

Code	Competency Standards	Estimated Hours	Credit Hours
1	Manage Videography Project	60	6
2	Develop Storyboard	40	4
3	Set up light, equipment & accessories for videography	100	10
4	Set Videography Composition	60	6
5	Shoot Video	100	10
6	Develop team & individual	30	3
7	Contribute to Work Related Health and Safety (WHS) Initiatives	30	3
8	Comply with Workplace Policy and Procedures	30	3
9	Perform Advanced Communication	30	3
10	Develop Advance Computer Application Skills	30	3
11	Manage Human Resource Services	30	3
12	Develop Entrepreneurial Skills	30	3
	Total	570	57

