

Syllabus for Photography and Video Production Assistant

Course Name	Photography and Video Production Assistant
Sector	MEDIA AND ENTERTAINMENT
Course Code	MAE/2023/PVPA/236
Level	3
Occupation	Photography and Video Production Assistant/Camera Operator/Videography Assistant/Production Assistant
Job Description	A Photography and Video Production Assistant is a versatile support role in the creative industry, responsible for assisting photographers and videographers throughout the entire production process. Their tasks range from equipment setup and maintenance, location scouting and preparation and assisting during shoots, to managing data, supporting post-production.
Course Duration	Total Duration 390 Hrs (T-90, P-180, OJT-60 and ES-60)
Trainees' Entry Qualification	Grade 10 OR Grade 8 with two year of (NTC/ NAC) after 8 th OR Grade 8 pass and pursuing continuous schooling in regular school with vocational subject OR 8th grade pass with 2 yrs relevant experience OR Previous relevant Qualification of NSQF Level 2 with one yr experience OR Previous relevant Qualification of NSQF Level 2.5 with 6 months experience
Trainers Qualification	Diploma in Photography/ Cinematography / Videography from recognized board of education with one year experience in the relevant field.

Structure of Course:

Module No.	Module name	Outcome	Compulsory/ Optional/ Elective	Theory (Hrs)	Practical (Hrs)	Total (Hrs) [Multiple of 30]
1	The function of different camera parts.	Demonstrate various parts of the camera and their function for shots.	Compulsory	20	40	60
2	Camera team and Location	Assist to select camera team members and location	Compulsory	20	40	60

Module No.	Module name	Outcome	Compulsory/ Optional/ Elective	Theory (Hrs)	Practical (Hrs)	Total (Hrs) [Multiple of 30]
3	Lighting technique & exposure	Demonstrate Light Techniques for Photography and Videography.	Compulsory	10	20	30
4	Types of Shots	Explore Types of Shots	Compulsory	30	60	90
5	Camera Equipment and their operation.	Operate camera equipment for shots in any situation	Compulsory	10	20	30
6	OJT	Work in real job situation with special emphasis on basic safety and hazards in this domain (OJT).	Compulsory	--	60	60
7	Employability Skill	As per guided curriculum	Compulsory	60	--	60
TOTAL:				150	240	390

SYLLABUS:

Module No. 1: The function of different camera parts.

Outcome: Demonstrate various parts of the camera and their function for shots.

1: Camera Basics

- Work Principles of a Camera
- Types of Cameras (DSLR, Mirrorless, Compact)
- Anatomy of a Camera: Buttons, Dials, and Functions
- Lens Types and Their Uses

2: Photographic Fundamentals

- Depth of Field and Its Creative Uses
- Sensor Types: CCD vs. CMOS
- Memory Cards: Storage and File Formats
- Aperture: Controlling Depth of Field
- Shutter Speed: Capturing Motion
- ISO: Managing Sensitivity to Light

3: Describe Technical Concepts

- PAL vs. NTSC: Video Standards
- White Balance: Achieving Accurate Color

- Image Formats: JPEG, RAW, and More

Practical Content:

1. Hands-on Camera Operation
2. Navigate Camera Menus
3. Proper Camera Handling and Care
4. Change Lenses Safely
5. Capture Portraits
6. Landscape Photography
7. Macro Photography
8. Action and Sports Photography
9. Introduction to Photo Editing Software
10. Basic Photo Editing Techniques

Tools & Equipment needed: Camera, lenses

Module No. 2: Camera Crew and Location Selection

Outcome: Assist to select camera team members and location.

Theory Content:

1. Selection of Camera Team Members
 - Understand the Role of Camera Team Members
 - Criteria for Selecting Camera Operators, Assistants, and Technicians
2. Choose the Right Location
 - Importance of Location in Film Production
 - Factors to Consider When Selecting a Location
3. Evaluate Location Advantages and Disadvantages
 - Identify Location Strengths and Weaknesses
 - Impact of Location on Cinematography
4. Crew Size and Roles
 - Determine the Number of Crew Members Needed
 - Define Roles and Responsibilities
 - Efficient Crew Coordination

Practical Content:

- 1 Assist in Practical Exercises in Candidate Recruitment
2. List out requirement for Proper Location
3. Location Scouting Field Trip
4. Location Assessment and Documentation
5. Presentation Skills for Location Proposals
6. Effective Communication with Production Team

7. Role of the Camera Team in the Production Crew
8. Real-time Updates and Changes

Tools & Equipment needed:

Camera, Lenses, Tripods, stabilizers, Memory cards, Lighting equipment,

Module No. 3: Lighting technique & exposure

Outcome: Demonstrate Light Techniques for Photography and Videography.

Theory Content:

- 1: Introduction to Light
 - Properties of light
 - Types of light sources
- 2: Filters and Their Applications
 - Different types of filters
 - Creative and technical uses of filters
- 3: Reflectors and Their Functions
 - Use reflectors for softening and directing light
- 4: Chroma Key (Green Screen) Basics
 - Setting up a green screen
 - Keying techniques for video production
- 5: 3-Point Lighting Setup
 - Key light, fill light, and back light
 - Balancing the three lights for various scenarios
- 6: Exposure Metering and Calculation
 - Describe exposure values (EV)
 - Use light meters for accurate exposure
- 7: Exploring the Inverse Square Law
 - How light intensity changes with distance
 - Apply in photography and videography

Practical Content:

1. Hands-on exercises to create various lighting setups
2. Light modifiers and their effects
3. Use green screens for photography and videography
4. Calculate exposure for different lighting conditions

Tools & Equipment needed:

Various types of light, filters, reflectors, chroma screen, light cutter, exposure meter

Module No. 4: Types of Shots

Outcome: Explore Types of Shots

Theory Content:

1: Explain the Importance of shot types

2: Types of Shots

- Close-up shots
- Wide-angle shots
- Telephoto shots
- Portrait shots
- Landscape shots
- Macro shots
- Action shots
- Candid shots
- Still life shots
- Silhouette shots

Practical Content:

- Hands-on experience with different types of cameras and lenses
- Field trip for shot demonstrations.
- Describe the composition and framing techniques for each shot type.
- Natural light vs. artificial light
- Control exposure: Aperture, shutter speed, ISO
- Light setups for different shot types
- Introduction to photo editing software

Tools & Equipment needed:

Camera, Tripod, trolley, crane, steady cam

Module No. 5: Camera Equipment and their operation.

Outcome: Operate camera equipment for shots in any situation

Theory Content:

1: Introduction to Camera Equipment

- Describe the fundamental components of a camera
- Overview of various types of cameras (DSLR, mirrorless, cinema, etc.)
- The role of camera equipment in achieving creative shots

2: Lenses and Optics

- Types of lenses and their applications (prime, zoom, wide-angle, telephoto, etc.)
- Lens properties (focal length, aperture, focal distance, etc.)
- Lens selection for specific shots and effects

3: Tripods and Stabilization

- Importance of stable shots
- Types of tripods and stabilizers (monopods, gimbals, steadicams, etc.)
- Techniques for achieving steady shots

4: Lighting and Accessories

- Various lighting equipment (flash, continuous, natural light, etc.)

- Light modifiers (diffusers, reflectors, grids, gels, etc.)
- Accessories for enhancing shots (filters, lens hoods, etc.)

5: Audio Equipment

- Importance of audio in video production
- Types of microphones (shotgun, lavalier, condenser, etc.)
- Recording and synchronization techniques

Practical Content:

1. Familiarization with different camera models
2. Operating basic camera functions (shutter, aperture, ISO, etc.)
3. Practice with various lenses and their applications
4. Practical use of tripods, monopods, and gimbals
5. Capturing stable shots in different scenarios
6. Hands-on experience with lighting equipment
7. Using light modifiers to achieve desired effects
8. Setup and operation of microphones
9. Record high-quality audio for video

Tools & Equipment needed: camera, Tripod, trolley, crane, steady cam

Module No. 6: OJT

Outcome: Work in real job situation with special emphasis on basic safety and hazards in this domain

Practical Content:

Assessor will check report prepared for this component of Practical training of the course and assess whether competency has been developed to work in the real job situation with special emphasis on basic safety and hazards in this domain. (The trainee is expected to undertake work in actual workplace under any supervisor / contractor for **60 Hours.**)

Module No. 7: Employability Skills (60 Hrs)

Key Learning Outcomes

Introduction to Employability Skills

Duration: 1.5 Hours

After completing this programme, participants will be able to:

1. Discuss the Employability Skills required for jobs in various industries
2. List different learning and employability related GOI and private portals and their usage

Constitutional values - Citizenship

Duration: 1.5 Hours

3. Explain the constitutional values, including civic rights and duties, citizenship, responsibility towards society and personal values and ethics such as honesty, integrity, caring and respecting others that are required to become a responsible

citizen

4. Show how to practice different environmentally sustainable practices.

Becoming a Professional in the 21st Century

Duration: 2.5 Hours

5. Discuss importance of relevant 21st century skills.
6. Exhibit 21st century skills like Self-Awareness, Behavior Skills, time management, critical and adaptive thinking, problem-solving, creative thinking, social and cultural awareness, emotional awareness, learning to learn etc. in personal or professional life.
7. Describe the benefits of continuous learning.

Basic English Skills

Duration: 10 Hours

8. Show how to use basic English sentences for everyday conversation in different contexts, in person and over the telephone
9. Read and interpret text written in basic English
10. Write a short note/paragraph / letter/e -mail using basic English

Career Development & Goal Setting Hours

Duration: 2

11. Create a career development plan with well-defined short- and long-term goals

Communication Skills Hours

Duration: 5

12. Demonstrate how to communicate effectively using verbal and nonverbal communication etiquette.
13. Explain the importance of active listening for effective communication
14. Discuss the significance of working collaboratively with others in a team

Diversity & Inclusion

Duration: 2.5 Hours

15. Demonstrate how to behave, communicate, and conduct oneself appropriately with all genders and PwD
16. Discuss the significance of escalating sexual harassment issues as per POSH act.

Financial and Legal Literacy Hours

Duration:5

17. Outline the importance of selecting the right financial institution, product, and service
18. Demonstrate how to carry out offline and online financial transactions, safely and securely
19. List the common components of salary and compute income, expenditure, taxes, investments etc.
20. Discuss the legal rights, laws, and aids

Essential Digital Skills

Duration: 10 Hours

21. Describe the role of digital technology in today's life
22. Demonstrate how to operate digital devices and use the associated applications and features, safely and securely
23. Discuss the significance of displaying responsible online behavior while

browsing, using various social media platforms, e-mails, etc., safely and securely

24. Create sample word documents, excel sheets and presentations using basic features
25. utilize virtual collaboration tools to work effectively

Entrepreneurship

Duration: 7

Hours

26. Explain the types of entrepreneurship and enterprises
27. Discuss how to identify opportunities for potential business, sources of funding and associated financial and legal risks with its mitigation plan
28. Describe the 4Ps of Marketing-Product, Price, Place and Promotion and apply them as per requirement
29. Create a sample business plan, for the selected business opportunity

Customer Service

Duration: 5

Hours

30. Describe the significance of analyzing different types and needs of customers
31. Explain the significance of identifying customer needs and responding to them in a professional manner.
32. Discuss the significance of maintaining hygiene and dressing appropriately

Getting Ready for apprenticeship & Jobs

Duration:

8 Hours

33. Create a professional Curriculum Vitae (CV)
34. Use various offline and online job search sources such as employment exchanges, recruitment agencies, and job portals respectively
35. Discuss the significance of maintaining hygiene and confidence during an interview
36. Perform a mock interview
37. List the steps for searching and registering for apprenticeship opportunities

Learning Outcome – Assessment Criteria

Module No.	Outcome	Assessment Criteria
1	Demonstrate various parts of the camera and their function for shots.	<p>After completion of this module students will be able to:</p> <p>1.1 Demonstrate work Principles of a Camera</p> <p>1.2 Explain types of Cameras (DSLR, Mirrorless, Compact)</p> <p>1.3 Describe Lens Types and Their Uses</p> <p>1.4 Demonstrate photographic Fundamentals: Depth of field, sensors, memory card, aperture, Shutter speed, ISO.</p> <p>1.5 Describe Technical Concepts: PAL, NTSC, White Balance, and Image format.</p>

Module No.	Outcome	Assessment Criteria
2	Assist to select camera team members and location	<p>After completion of this module students will be able to:</p> <p>2.1 Assist in recruitment of perfect candidates for the shoot for each role. 2.2 Evaluate suitability of a location for the shoot. 2.3 Evaluate the advantages and disadvantages of the shoot at the location. 2.4 Inform the production team for any changes time to time.</p>
3	Demonstrate Light Techniques for Photography and Videography.	<p>After completion of this module students will be able to:</p> <p>3.1 Describe the properties of light 3.2 Demonstrate different types of filters and their application 3.3 Explain reflectors and their functions 3.4 Explain Chroma Key (Green Screen) and their application. 3.5 Exposure Metering and Calculation 3.6 Demonstrate exposure to Metering and Calculation.</p>
4	Explore Types of Shots	<p>After completion of this module students will be able to:</p> <p>4.1 Explain the Importance of shot types. 4.2 Demonstrate different types of Shots. 4.3 Describe the composition and framing techniques for each shot type. 4.4 Describe Control exposure: Aperture, shutter speed, ISO. 4.5 Light setups for different shot types. 4.6 Demonstrate photo editing software.</p>
5	Operate camera equipment for shots in any situation	<p>After completion of this module students will be able to:</p> <p>5.1 Describe the fundamental components of a camera 5.2 Explain various types of cameras (DSLR, mirrorless, cinema, etc.) 5.3 Explain types of lenses and their applications 5.4 Explain types of tripods and stabilizers (monopods, gimbals, steadicams, etc.) 5.5 Describe various lighting equipment (flash, continuous, natural light, etc.)</p>
6	OJT	<p>Assessor will check report prepared for this component of Practical training of the course and assess whether competency has been developed to work in the real job situation with special emphasis on basic safety and hazards in this domain. (The trainee is expected to undertake work in actual workplace under any supervisor / contractor for 60 Hours.)</p>

Module No.	Outcome	Assessment Criteria
7	Employability Skill	As per guided curriculum

List of Tools, Equipment & materials needed for 30 Trainees (Practical)

Sl No	Items Name	Specification	Qty
1	Camera	4K	5
2	Tripod	Professional Quality	5
3	Steady cam	Professional Quality	5
4	Spotlight	1 KW	15
5	Light Stand	Professional Quality	15
6	HMI Light	1 KW	3
7	Kino light	6 Band	6
8	Reflector	Silver/Golden/White	6
9	Light filter	Ember/85A	6
10	Computer	2 TB HDD, 8GB Graphics Card	1
11	Trolley	Straight & Round Track	2
12	Hard Crane	Professional Quality	1
13	Exposure meter	Digital	2
14	Chroma screen	12'x10'	2

Marks Distribution

Outcome	Outcome code	Total Th. marks	Total Pr. marks
Demonstrate various parts of the camera and their function for shots.	MAE/2705/OC1	30	130
Assist to select camera team members and location	MAE/2705/OC2	30	130
Demonstrate Light Techniques for Photography and Videography.	MAE/2705/OC3	30	110
Explore Types of Shots	MAE/2705/OC4	40	170
Operate camera equipment for shots in any situation	MAE/2705/OC5	20	110
Work in real job situation with special emphasis on basic safety and hazards in this domain (OJT).	MAE/2705/OC6		150
Employability Skills – 30 Hrs	DGT/VSQ/N0101	50	0