



**STANDARD KEMAHIRAN PEKERJAAN KEBANGSAAN  
(NATIONAL OCCUPATIONAL SKILLS STANDARD)**

**FILM DIRECTING COORDINATION**

**LEVEL 4**



**Jabatan Pembangunan Kemahiran  
Kementerian Sumber Manusia, Malaysia**

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**Department of Skills Development (DSD)  
Federal Government Administrative Centre  
62530 PUTRAJAYA, MALAYSIA**

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**FILM DIRECTING COORDINATION  
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**First Publish 2014**

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## STANDARD PRACTICE

### NATIONAL OCCUPATIONAL SKILLS STANDARD (NOSS) FOR;

### FILM DIRECTING COORDINATION

### LEVEL 4

#### 1. INTRODUCTION

This is a new NOSS developed for Filmmaking (Film Directing) under the sector of Creative Industry. Base on the Gross Domestic Product (KDNK), the need for skilled personnel from the Creative Industry is in great demand. The creative industry refers to a range of economic activities which are concerned with the generation or exploitation of knowledge and information. They may variously also be referred to as the cultural industries or the creative economy (Howkins 2001). The creative industries are industries affecting individual creativity, skill and talent that have the potential to generate wealth and employment creation through the promotion and exploitation of intellectual property. Creative industry research results from developed countries such as the United Kingdom, Singapore, South Korea, New Zealand, Australia and UNESCO, the definition of the creative industries in the Malaysian context is the mobilization and production abilities and talents for individuals or groups based on creativity, innovation and technology that can lead to source of economic success and high income countries, with emphasis on aspects of work and intellectual property rights in accordance with the culture and values diversity in Malaysia. In other words, refers to the art of creative industries to the economy involving talented individuals, corporations and thus have implications for the country in terms of revenue and the country's image.

Film production involves three major stages which is pre-production, production and post-production. Pre-production is the preparations are made for the shoot, in which cast and film crew are hired, locations are selected, and sets are built. The development stage, in which the ideas for the film are created, rights to books/plays are bought and the screenplay is written, occur before Pre-production. Production is the raw elements for the finished film are recorded and Post-Production is the film is edited; production sound (dialogue) is concurrently (but separately) edited, music tracks (and songs) are composed, performed and recorded, if a film is sought to have a score; sound effects are designed and recorded; and any other computer-graphic 'visual' effects are digitally added, all sound elements are mixed into "stems" then the stems are mixed then married to picture and the film is fully completed.

The **Director** is primarily responsible for the storytelling; creative decisions and acting of the film. Directors are responsible for overseeing creative aspects of a film under the overall control of the film producer. Together with the producers, directors develop a vision for a film. Once this vision is developed it is then the director's job to carry out the vision and decide how the film should look. Directors are responsible for turning the script into a sequence of shots. They also direct what tone it should have and what an audience should gain from the cinematic experience. Film directors are responsible for deciding camera angles, lens effects and lighting with the help of the cinematographer and set designer. They will often take part in hiring the cast and key crew members. They coordinate the actors' moves and also may be involved in the writing, financing and editing of a film.

The **Assistant Director** manages the shooting schedule and logistics of the production, among other tasks. The role of an assistant director include tracking daily progress against the filming production schedule, arranging logistics, preparing daily call sheets, checking cast and crew, maintaining order on the set. They also have to take care of health and safety of the crew. This transition into film directing is no longer common in feature films, but remains an avenue for television work. It is more common now for ADs to transition to production management and producer roles than to directing.

**Pre-requisite**

Minimum requirement for those interested to enrol this course are as follows:

- Possess any SKM level 3 or equivalent in sector creative industry

## 2. OCCUPATIONAL STRUCTURE

Film Directing Coordination (Level 4) personnel comes under the sub-sector of Filmmaking. Figure 1.0 and figure 1.1 shows the structured career path and area as below;

SECTOR	CREATIVE INDUSTRY				
SUB SECTOR	FILMMAKING				
AREA	DIRECTING	PRODUCING	SCREEN WRITING	EDITING	CINEMATOGRAPHY
LEVEL 5	Film Director	Producer	Screen Play Director	Film Editor	Director Of Photography
LEVEL 4	<b>Assistant Film Director</b>	Line Producer	Script Writer	Online Editor	Cameraman
LEVEL 3	- No Level -	Production Manager	Script Coordinator	Offline Editor	Lighting
LEVEL 2	- No Level -	Assistant Production Manager	Script Supervisor	- No Level -	Technical Crew
LEVEL 1	- No Level -	- No Level -	- No Level -	- No Level -	- No Level -

Fig. 1.0 Occupational Structure for Film Directing Coordination (Level 4)

SECTOR	CREATIVE INDUSTRY				
SUB SECTOR	FILMMAKING				
AREA	DIRECTING	PRODUCING	SCREEN WRITING	EDITING	CINEMATOGRAPHY
LEVEL 5	<b>Film Directing</b>	Producer	Screen Play Director	Film Editor	Director Of Photography
LEVEL 4	<b>Film Directing Coordination</b>	Line Producer	Script Writer	Online Editor	Cameraman
LEVEL 3	- No Level -	Production Manager	Script Coordinator	Offline Editor	Lighting
LEVEL 2	- No Level -	Assistant Production Manager	Script Supervisor	- No Level -	Technical Crew
LEVEL 1	- No Level -	- No Level -	- No Level -	- No Level -	- No Level -

Fig. 1.1 Occupational Area Structure for Film Directing Coordination (Level 4)

### **3. DEFINITION OF COMPETENCY LEVELS**

The NOSS is developed for various occupational areas. Candidates for certification must be assessed and trained at certain levels to substantiate competencies. Below is a guideline of each NOSS Level as defined by the Department of Skills Development, Ministry of Human Resources, Malaysia.

Level 1	Competent in performing a range of varied work activities, most of which are routine and predictable.
Level 2	Competent in performing a significant range of varied work activities, performed in a variety of contexts. Some of the activities are non-routine and required individual responsibility and autonomy.
Level 3	Competent in performing a broad range of varied work activities, performed in a variety of contexts, most of which are complex and non-routine. There is considerable responsibility and autonomy and control or guidance of others is often required.
Level 4	Competent in performing a broad range of complex technical or professional work activities performed in a wide variety of contexts and with a substantial degree of personal responsibility and autonomy. Responsibility for the work of others and allocation of resources is often present.
Level 5	Competent in applying a significant range of fundamental principles and complex techniques across a wide and often unpredictable variety of contexts. Very substantial personal autonomy and often significant responsibility for the work of others and for the allocation of substantial resources features strongly, as do personal accountabilities for analysis, diagnosis, planning, execution and evaluation.

### **4. AWARD OF CERTIFICATE**

Candidates after being assessed and verified and fulfilled Malaysian Skill Certification requirements shall be awarded with Diploma Kemahiran Malaysia (DKM) for Level 4.

Certification will be based on the candidate competency in performing the Core Competency Unit (CU) and Elective Competency Units (CU) as determined by the Department of Skill Development with reference to current industrial needs defined by their Occupational Area. Certification based on working experience and prior training is allowed.

## **5. JOB COMPETENCIES**

Film Directing Coordination (L4) competent in performing:

- Film Content Coordination
- Film Pre- Production Coordination
- Film Production Coordination
- Film Production Design Coordination
- Film Visual Effects Coordination
- Film Audio Production Coordination

## **6. WORKING CONDITION**

Generally, most Film Directing personnel require a good team work, no fix working hours, willing to travel and work outstation, problem solving, time management, understanding rules and regulation, local custom and sensitive issue and also collaboration work with production team, talent and public.

## **7. EMPLOYMENT PROSPECT**

Other related occupation with respect to employment opportunities are:

- Creative management
- Production management
- Multimedia management

Other related industrial with respect to employment opportunities are:

- Broadcasting Sector
- Information Sector
- Art & Culture Sector
- Education Sector
- Professional and Business Service Sector
- Trade Sector
- Government Sector

## **8. CAREER ADVANCEMENT**

The candidate can obtain his/her competency training at various Vocational Training Institutes, where he/she undergoes the training program, followed by On-The-Job Training (OJT) in the related industries.

The minimum entry qualifications are those with interest to work in the condition as mentioned above. The candidate must be able to read, write and possess analytical skill and have interest in the creative industry.

In order to achieve competencies as a Film Directing in level 4 and level 5, candidates must have successfully completed the training program and assessment in accordance with Department of Skills Development (DSD).

## 9. SOURCES OF ADDITIONAL INFORMATION

- **Perbadanan Kemajuan Filem Nasional Malaysia (FINAS)**

Kompleks Studio Merdeka,  
Jalan Hulu Kelang,  
68000 Ampang, Selangor  
Tel : 03-4104 1300  
Fax : 03-4107 5216  
Email : [ruzita@finas.gov.my](mailto:ruzita@finas.gov.my)

- **Persatuan Sutradara Malaysia (FDAM)**

No. 27-1 Jalan 3/4C,  
Desa Melawati,  
53100 Kuala Lumpur  
Tel : 03-4107 4525  
Fax : 03-4107 4525

- **Akademi Seni Budaya & Warisan Kebangsaan (ASWARA)**

464 Jalan Tun Ismail,  
50480 Kuala Lumpur  
Tel : 03-2697 1777

- **Fakulti Filem, Teater dan Animasi**

Universiti Teknologi Mara  
Kampus Puncak Perdana,  
40150 Shah Alam, Selangor  
Tel : 03-7962 2413  
Fax : 03-7962 2405  
Email : [dknftka@salam.uitm.edu.my](mailto:dknftka@salam.uitm.edu.my)

- **Novista Sdn Bhd**

No.19, Jalan Tunku,  
Bukit Tunku,  
50480 Kuala Lumpur  
Tel : 03-2694 5501  
Fax : 03-62112058  
Email : [docs@novista.tv](mailto:docs@novista.tv)

- **Tanah Licin Sdn Bhd**

No. 32-1, Jalan 8/23E  
Taman Danau Kota  
Off Jalan Genting Klang  
Setapak, Kuala Lumpur  
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Fax : 03-4149 4689

- **Sinergi Unggul Sdn Bhd**

No.25, Jalan AU2A/20,  
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- **Linktree Sdn Bhd**  
48-2, Jalan PJU3/32,  
Parkville Sunway Damansara,  
47810 Petaling Jaya, Selangor  
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Email : producer@kl48hourfilm.com

## 10. ACKNOWLEDGEMENT

The Director General of DSD would like to extend his gratitude to the organisations and individuals who have been involved in developing this standard.

This standard has been checked by the Standard Technical Evaluation Committee (STEC). Panel members of STEC are listed below:

NO	NAME	COMPANY
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2.	KAMAL ARRIFIN	PENSYARAH UNIVERSITI SAINS MALAYSIA PULAU PINANG

11. **COMMITTEE MEMBERS FOR DEVELOPMENT OF STANDARD PRACTICE (SP), COMPETENCY PROFILE CHART (CPC), COMPETENCY PROFILE (CP) AND CURRICULUM OF COMPETENCY UNIT (CoCU)**

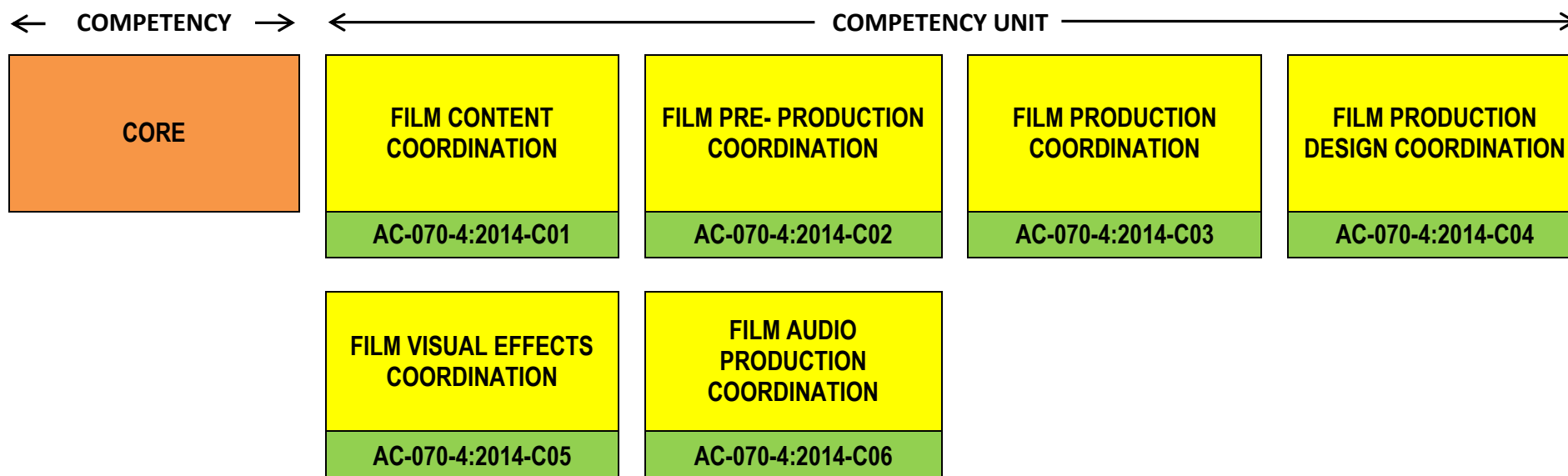
**FILM DIRECTING COORDINATION**

**- LEVEL 4**

<b>PANEL EXPERTS</b>		
1.	En. Rozinor Bin Razali	Creative Consultant, Rozinor bin Razali Sdn. Bhd. Melaka
2.	Dr Khairulfazi Hj. Sa'ari	Producer/Director Tanah Licin Sdn Bhd, Kuala Lumpur
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5	En. Mohamed Harun b Abdul Rahman	Managing Director/Preditor, Novista Sdn Bhd
6.	Pn. Aminah Bt Abd Rhapor	Lecturer Fakulti Filem, Teater & Animasi, UITM
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8.	En. Ahmad Ibrahim	Film Director Freelance Consultant
9.	En. Shahril Fahazmi Bin Musa	Managing / Film Director Linktree Sdn Bhd
10.	En. Ahmad Sharifuddin B. Shamsuddin	Animation / Film Director Addeen Multimedia Sdn Bhd
<b>FACILITATORS</b>		
1.	En. Jefrizain bin Abdul Rasid	JPK, Cyberjaya, Selangor

## COMPETENCY PROFILE CHART (CPC)

SECTOR	CREATIVE INDUSTRY		
SUB SECTOR	FILMMAKING		
JOB AREA	DIRECTING		
NOSS TITLE	FILM DIRECTING COORDINATION		
NOSS LEVEL	4 (FOUR)	NOSS CODE	AC-070-4:2014



## COMPETENCY PROFILE (CP)

Sub Sector	FILMMAKING			
Job Area	DIRECTING			
NOSS Title	FILM DIRECTING COORDINATION			
Level	4 (FOUR)			
CU Title	CU Code	CU Descriptor	CU Work Activities	Performance Criteria
1. FILM CONTENT COORDINATION	AC-070-4:2014-C01	<p>The CU title describes the knowledge, skills and attitude in Film Content Coordination. These activities process analyse film script content, prepare script breakdown, prepare interview questions (non fictional), coordinate script breakdown input and review department script breakdown. In order to proceed with this CU the candidate has to be competent in basic computer knowledge, basic management skills and passionate in films.</p> <p>The person who is competent in this CU shall be able to analyse film script content, prepare script breakdown, prepare interview questions (non fictional), assign script breakdown and review department breakdown reports.</p> <p>The outcome of this competency is to better plan and monitor film content coordination for film production.</p>	<p>1. Analyse film script content</p> <p>2. Prepare script breakdown</p>	<p>1.1 Approved film script obtained</p> <p>1.2 Script content studied and understood.</p> <p>1.3 Checklist of content element identified based on film script..</p> <p>1.4 Content script interpreted and data gathered.</p> <p>1.5 Content script data result organised and recorded based on film script.</p> <p>2.1 Script elements are dissected and listed based on film script.</p> <p>2.2 Production location, character, props, set, wardrobe list identified and outcome recorded in accordance with film script breakdown.</p> <p>2.3 Shooting script and shot list prepared.</p> <p>2.4 Storyboard prepared based on approval of shooting script and shoot list</p>

CU Title	CU Code	CU Descriptor	CU Work Activities	Performance Criteria
			3. Prepare Interview questions (Non-fictional)  4. Coordinate script breakdown input  5. Review department script breakdown	3.1 Treatment script studied and listed 3.2 Story themes and concept identified accordance with film script 3.3 Relevant respondent / characters identified 3.4 Interview questions drafted based on story themes and concept  4.1 Approved script breakdown report obtained 4.2 All production heads involved are identified 4.3 Amended script breakdown approved and distributed to all production heads.  5.1 Production requirements obtained and compiled. 5.2 Production requirements interpreted, reviewed and examined 5.3 Approved production wish lists updated and printed out for production heads.

CU Title	CU Code	CU Descriptor	CU Work Activities	Performance Criteria
<b>2. FILM PRE-PRODUCTION COORDINATION</b>	<b>AC-070-4:2014-C02</b>	<p>The CU title describes the knowledge, skills and attitude in Film Pre-Production Coordination. These activities involve list film casting, prepare production schedule, coordinate production crew and film equipment, coordinate film production location and review pre-production coordination . In order to proceed with this CU the candidate has to obtain competency in Film Content Coordination</p> <p>The person who is competent in this CU shall be able to list film casting, prepare production schedule, coordinate crew and equipment film production and coordinate production location.</p> <p>The outcome of this competency is to better plan and manage pre production phase, prior to principle photography.</p>	<p>1 List film casting</p> <p>2 Prepare production schedule</p> <p>3 Coordinate production crew and film equipment</p>	<p>1.1 Character and characteristics requirement endorsed by director obtained</p> <p>1.2 List of talent based on character and subject requirement from script breakdown gathered</p> <p>1.3 Shortlist of potential talent submitted to director for casting identified.</p> <p>1.4 Script reading sessions coordinated based on director approval</p> <p>1.5 Costume and wardrobe fitting coordinated</p> <p>2.1 Production elements for production schedule determined.</p> <p>2.2 Working schedule elements drafted compliance to the production schedule.</p> <p>2.3 Amended draft working schedule reviewed</p> <p>2.4 Finalised production schedule updated</p> <p>3.1 Suitable and competent production crews identified</p> <p>3.2 Technical elements information for production coordination requirement identified and tested</p> <p>3.3 Approved production technical elements from director of photography acquired</p> <p>3.4 Production crew and technical elements requirements organized and progress monitored</p>

CU Title	CU Code	CU Descriptor	CU Work Activities	Performance Criteria
			<p>4 Coordinate film production location</p> <p>5 Review pre-production coordination</p>	<p>4.1 Location information list and requirements acquired</p> <p>4.2 Potential locations determined according to production requirement.</p> <p>4.3 Visit and assess potential location identified.</p> <p>4.4 Selected location approved by director secured</p> <p>4.5 Technical visit for final location requirement organised</p> <p>4.6 Film production location finalized for production.</p> <p>5.1 Production requirements obtained and compiled</p> <p>5.2 Production requirements examined and interpreted</p> <p>5.3 Production requirements updated and approved wish list distributed for production.</p>

CU Title	CU Code	CU Descriptor	CU Work Activities	Performance Criteria
<b>3. FILM PRODUCTION COORDINATION</b>	<b>AC-070-4:2014-C03</b>	<p>The CU title describes the knowledge, skills and attitude in Film Production Coordination. These activities involves coordinate shooting script and storyboard, coordinate on-set rehearsal, coordinate blocking and plotting, coordinate film set development and coordinate principle photography. In order to proceed with the CU the candidate has to obtain competency in Film Content Coordination and Film Pre-Production Coordination.</p> <p>The person who is competent in this CU shall be able to coordinate art department requirement, coordinate shooting script and storyboard, on-set rehearsal, blocking and plotting, monitor film set development and perform principle photography.</p> <p>The outcome of this competency is to be able to assist, supervise, monitor and perform film production coordination.</p>	<ol style="list-style-type: none"> <li>1. Coordinate shooting script and storyboard</li> <li>2. Coordinate on-set rehearsal</li> <li>3. Coordinate blocking and plotting</li> <li>4. Coordinate film set development</li> <li>5. Coordinate principle photography</li> </ol>	<ol style="list-style-type: none"> <li>1.1 Approved shooting script &amp; storyboard acquired and distributed.</li> <li>1.2 Progress of preparation for principle photography according to shooting script &amp; storyboard monitored.</li> <li>1.3 Set ready for principle photography and director updated.</li> <li>2.1 Final script acquired</li> <li>2.2 Production crew and talent briefed and rehearsal monitored</li> <li>2.3 Set ready and director updated</li> <li>3.1 Blocking and plotting instruction acquired from floor plan layout.</li> <li>3.2 Production crew and talent on blocking and plotting briefed and progress monitor</li> <li>3.3 Blocking and plotting ready and director updated</li> <li>4.1 Floor plan, final script and story board acquired</li> <li>4.2 Technical crew briefed on blocking and plotting assisted</li> <li>4.3 Progress of film set based on set drawing monitor.</li> <li>4.4 Film set ready and director updated</li> <li>5.1 Film set and directors call prepared</li> <li>5.2 Daily production report for principle photography prepared</li> <li>5.3 Daily production of principle photography rushes secured</li> </ol>



CU Title	CU Code	CU Descriptor	CU Work Activities	Performance Criteria
<b>4. FILM PRODUCTION DESIGN COORDINATION</b>	<b>AC-070-4:2014-C04</b>	<p>The CU title describes the knowledge, skills and attitude in Film Production Design Coordination. This activity involves analyse film production design requirements, coordinate film production design preparation, monitor film production design progress, evaluate film production design coordination and prepare film production design report. In order to proceed with this CU the candidate has to obtain competency in film content coordination, film pre-production coordination, and film production coordination.</p> <p>The person who is competent in this CU shall be able to list and coordinate art work preparation.</p> <p>The outcome of this competency is to be able to identify the common elements of art work and it's interaction, to process the direction and control the quality of the art work.</p>	<ol style="list-style-type: none"> <li>Analyse film production design requirements</li> <li>Coordinate film production design preparation</li> <li>Monitor film production design progress</li> <li>Evaluate film production design coordination.</li> </ol>	<ol style="list-style-type: none"> <li>Set, prop, wardrobe and make up for production preparation acquired are identified</li> <li>Set, prop, wardrobe and make up comply with production design specifications</li> <li>Finalised film production design information produced</li> <li>Art departments requirements analysed and segregated</li> <li>Preparations list comprises of design requirements prepared</li> <li>Preparation list distributed to relevant personnel</li> <li>Film production design specification which includes set, prop, wardrobe and make up are checked</li> <li>Film production design quality which includes set, prop, wardrobe and make up are checked</li> <li>Film production design safety which includes set production are checked</li> <li>Film production design schedule which includes set, prop, wardrobe and make up are checked</li> <li>Film production design progress report are prepared</li> <li>Film production design requirement assessed based on approved specification</li> <li>Film production design preparation and progress assessed based on</li> </ol>

CU Title	CU Code	CU Descriptor	CU Work Activities	Performance Criteria
			5. Prepare film production design report	production schedule 4.3 Non compliance remedial action proposed 5.1 Film production design feedback obtained 5.2 Film production design report format checked 5.3 Film production design report produced
<b>5. FILM VISUAL EFFECTS COORDINATION</b>	<b>AC-070-4:2014-C05</b>	<p>The CU title describes the knowledge, skills and attitude in Film Visual Effects Coordination. These activities involve coordinate film visual effects / CGI production, coordinate film stunt element, evaluate film visual effects coordination and prepare film visual effects report. In order to proceed with the CU the candidate has to obtain competency in Film Content Coordination, Film Pre-Production Coordination, Film Production Coordination and Visual Effect Coordination.</p> <p>The person who is competent in this CU shall be able to identify; special effect personnel, stunt personnel and coordinate visual/CGI effect.</p> <p>The outcome of this competency is to be able to coordinate all visual effect works and adhere to all safety requirements during principle photography.</p>	1. Coordinate film visual effects / CGI production  2. Coordinate film stunt element  3. Evaluate film visual effects coordination	1.1 Special effect requirement for production obtained 1.2 Special effect personnel information identified 1.3 Selected special effect personnel recommended 1.4 Finalised special effect personnel and director updated  2.1 Stunt actions identified & personnel information obtained 2.2 Stunt personnel selection recommended 2.3 Finalised stunt personnel and director updated  3.1 Visual and CGI effect requirement needs acquired 3.2 Visual and CGI effect progress monitored 3.3 Final visual & CGI effect and director updated. 3.4 Visual effects requirements reports gathered and arranged.

CU Title	CU Code	CU Descriptor	CU Work Activities	Performance Criteria
			4. Prepare film visual effects report	3.5 Reports examined and requirements finalised. 4.1 Directors report collected and comments analysed 4.2 Carry out instructions and maintained reports

CU Title	CU Code	CU Descriptor	CU Work Activities	Performance Criteria
6. FILM AUDIO PRODUCTION COORDINATION	AC-070-4:2014-C06	<p>The CU title describes the knowledge, skills and attitude in Film Audio Production Coordination. Is a process of recording sound in film production to enhance the effectiveness of the storytelling.</p> <p>The person who is competent in this CU shall be able to coordinate camera and audio test, coordinate film score, coordinate sound and foley effects, coordinate direct sound recording, coordinate film dubbing process, evaluate film audio production coordination and prepare film audio production report.</p> <p>The outcome of this competency is to be able to monitor all film audio works, during principle photography and post production.</p>	<p>1. Coordinate camera and audio test</p> <p>2. Coordinate film score</p> <p>3. Coordinate sound and foley effects</p> <p>4. Coordinate direct sound recording</p>	<p>1.1 Approved camera and audio technical list sourced</p> <p>1.2 Availability of camera and audio recording devise equipment assured from rental house and functionality ascertained as specification</p> <p>1.3 Camera and audio recording device test assign to head of department within timeframe and progress feedback received</p> <p>2.1 Film score material list from screenplay acquired.</p> <p>2.2 Availability of talent, composer and secessionist checked.</p> <p>2.3 Film score conducted by composer and secessionist supervised.</p> <p>3.1 Sound and foley effect comprises of film fine cut/picture lock acquired.</p> <p>3.2 Availability and functionality of sound designer and foley artist for film fine/picture lock checked.</p> <p>3.3 Sound and Foley effects conducted by sound designer and foley artist supervised.</p> <p>4.1 Film screenplay for direct sound recording acquired.</p> <p>4.2 Document and material of direct sound recording identified for production and compiled.</p> <p>4.3 Direct sound recording as perform by the Sound Engineer within</p>

CU Title	CU Code	CU Descriptor	CU Work Activities	Performance Criteria
				timeframe and progress feedback received.
			5. Coordinate film dubbing process	<p>5.1 Film dubbing process comprises of fine cut/picture lock and amended dialog script acquired.</p> <p>5.2 Availability of talent list and sound engineer are schedule for film dubbing process checked.</p> <p>5.3 Film dubbing process perform by sound engineer and talent supervised.</p>
			6. Evaluate film audio production coordination	<p>6.1 Approved camera and audio test compliances which include function, performance and durability are checked.</p> <p>6.2 Film score compliances which include themes, mood and feel specification are checked.</p> <p>6.3 Sound and foley effects compliance to the story, themes and plots are checked.</p> <p>6.4 Direct sound recording compliances to the story situation, sound distortion, sound effectiveness and sound clearness are checked.</p> <p>6.5 Film dubbing compliances to the error of dialogue used, clearness of the dialogue and dialogued continuity are checked.</p> <p>6.6 Film audio production compliances to the format, accuration and clear</p>

CU Title	CU Code	CU Descriptor	CU Work Activities	Performance Criteria
			7. Prepare film audio production report	<p>are documented.</p> <p>7.1 Film audio production report gathered from HOD within timeframe is obtained.</p> <p>7.2 Film audio production report compliances to the specification requirement which contained audio technical list, film score material list, sound and foley effects document, film screenplay and film dubbing materials document are fulfilled.</p> <p>7.3 Film audio production report submitted for approval.</p>

<b>SUB SECTOR</b>	<b>FILMMAKING</b>									
<b>JOB AREA</b>	<b>DIRECTING</b>									
<b>NOSS TITLE</b>	<b>FILM DIRECTING COORDINATION</b>									
<b>COMPETENCY UNIT TITLE</b>	<b>FILM CONTENT COORDINATION</b>									
<b>LEARNING OUTCOME</b>	<p>The person who is competent in this CU shall be able to better plan and monitor film content coordination for film production.</p> <p>Upon completion of this competency unit trainees will be able to:-</p> <ul style="list-style-type: none"> <li>Analyse film script content</li> <li>Prepare script breakdown</li> <li>Prepare interviews questions (non fictional)</li> <li>Coordinate script breakdown input.</li> <li>Review department script breakdown</li> </ul>									
<b>PRE-REQUISITE (if applicable)</b>										
<b>COMPETENCY UNIT CODE</b>	AC-070-4:2014-C01	<b>COMPETENCY TYPE</b>	Core	<b>LEVEL</b>	4	<b>TRAINING DURATION</b>	265	<b>CREDIT HOUR</b>	26.5	
<b>Work Activities</b>	<b>Related Knowledge</b>	<b>Related Skills</b>	<b>Attitude/Safety/Environment</b>	<b>Training Hours</b>	<b>Delivery Mode</b>	<b>Assessment Criteria</b>				
1. Analyse film script content	i. Fundamental in Film script format <ul style="list-style-type: none"> <li>Fiction</li> <li>Non-fiction</li> </ul> ii. Storytelling in film. <ul style="list-style-type: none"> <li>Character</li> <li>Setting</li> <li>Conflicts</li> <li>Plots</li> <li>Events</li> </ul>	i. Obtain film script ii. Study script content iii. Identify content element iv. Gather film	<u>Attitude</u> i. Commitment, diligent. Punctuality and patience with the work. ii. Team player iii. Good communication	<u>Related Knowledge</u> 10 <u>Related Skills</u> 30	<u>Related Knowledge</u> Lecture <u>Related Skills</u> Production workshop, tutorial and	i. Final approved film script from Director acquired. ii. Examined and understood of the different film format and genre. iii. Story structure and arche type of				

	iii. Story elements <ul style="list-style-type: none"> <li>• Structure</li> <li>• Archetype</li> </ul> iv. Classification of story elements v. Report writing	script data v. Produce data breakdown	skill <u>Safety</u> i. Confidentiality ii. Intellectual property rights  <u>Environment</u> i. Eco friendly practices		consultation	story element. categorised and classified  iv. Film script and story summarised and presented.
2. Prepare script breakdown	i. Fundamental of film script <ul style="list-style-type: none"> <li>• Format</li> <li>• Genre</li> </ul> ii. Story structure and archetype <ul style="list-style-type: none"> <li>• Characters</li> <li>• Setting</li> <li>• Conflicts</li> <li>• Resolution</li> <li>• Plots</li> </ul> iii. Categorise story elements <ul style="list-style-type: none"> <li>• Location</li> <li>• Wardrobe</li> <li>• Music</li> <li>• Props</li> <li>• Effects</li> </ul> iv. Classification of story elements <ul style="list-style-type: none"> <li>• Fiction</li> </ul>	i. Dissect finalized script ii. Identify production elements list iii. Record script breakdown iv. Produce shooting script and shot list v. Draft script breakdown	<u>Attitude</u> i. Commitment and patience with the work ii. Diligent and punctuality, iii. Team player iv. Good communication skill  <u>Safety</u> i. Confidentiality ii. Intellectual property rights  <u>Environment</u> i. Eco friendly practices	<u>Related Knowledge</u> 15  <u>Related Skills</u> 45	<u>Related Knowledge</u> Lecture  <u>Related Skills</u> Production workshop, tutorial and consultation	i. Analysed final script. ii. Determined list of production elements. iii. Prepared shooting script and shot list from script breakdown. iv. Attained Directors approval for the shooting script and shot list.  v. Monitored Storyboard preparation progress.



	<ul style="list-style-type: none"> <li>Non-Fiction</li> </ul> <p>v. Script management</p> <p>vi. Production management</p>					
3. Prepare interview questions (non fictional)	<p>i. Fundamental of Documentary modes.</p> <p>ii. Fundamental of research technique.</p> <p>iii. Fundamental of interviewing technique.</p>	<p>i. Identify interview respondents</p> <p>ii. Dissect treatment script</p> <p>iii. Identify story themes and concept</p> <p>iv. Draft interview questions</p>	<p><u>Attitude</u></p> <p>i. Commitment, Diligent, punctuality, patience, team player and good communication skill when preparing interview question.</p> <p><u>Safety</u></p> <p>i. Confidentiality and Intellectual property rights</p> <p><u>Environment</u></p> <p>i. Eco friendly practices</p>	<p><u>Related Knowledge</u></p> <p>25</p> <p><u>Related Skills</u></p> <p>60</p>	<p><u>Related Knowledge</u></p> <p>Lecture</p> <p><u>Related Skills</u></p> <p>Production workshop, tutorial and consultation</p>	<p>i. Approved treatment script analysed and production concept established</p> <p>ii. Based on research data interview questioned are formulated and interview respondents determined</p> <p>iii. Research information recorded</p>
4. Coordinate script breakdown input	<p>i. Fundamental in Film script format</p> <ul style="list-style-type: none"> <li>Fiction</li> <li>Non-fiction</li> </ul>	<p>i. Obtain script breakdown input</p> <p>ii. Identify production department head</p>	<p><u>Attitude</u></p> <p>i. Commitment, Diligent, punctuality, patience, team player and good communication skill when coordinating</p>	<p><u>Related Knowledge</u></p> <p>10</p> <p><u>Related Skills</u></p> <p>30</p>	<p><u>Related Knowledge</u></p> <p>Lecture</p> <p><u>Related Skills</u></p> <p>Production</p>	<p>i. Approved script breakdown identified.</p> <p>ii. All production heads of department involved are</p>

		iii. Distribute script breakdown  iv. Compile script breakdown input	script breakdown.  <u>Safety</u> i. Confidentiality and Intellectual property rights  <u>Environment</u> i. Eco friendly practices		workshop, tutorial and consultation	identified and informed  iii. Script breakdown to all production heads are approved and distributed
5. Review department script breakdown	i. Knowledge of production departments in film production  ii. Knowledge of production department functions  iii. Maintain production reports	i. Obtain script breakdown input  ii. Check production requirements  iii. Update production requirements	<u>Attitude</u> i. Commitment, Diligent, punctuality, patience, team player and good communication skill when reviewing department breakdown report.  <u>Safety</u> i. Confidentiality and Intellectual property rights  <u>Environment</u> i. Eco friendly practices	<u>Related Knowledge</u>  10  <u>Related Skills</u>  30	<u>Related Knowledge</u>  Lecture  <u>Related Skills</u>  Production workshop, tutorial and consultation	i. Production requirements Obtained and compiled.  ii. Production requirements are interpreted, reviewed and examined.  iii. Update approved production wish lists for production heads.

### Employability Skills

CORE ABILITIES	SOCIAL SKILLS
<p>Related NOSS Core Abilities (Z-009) :-</p> <ol style="list-style-type: none"> <li>1. Locate and Process Information</li> <li>2. Exchange/Communicate Information</li> <li>3. Work and Interact with People</li> <li>4. Plan and Organize Work Activities</li> <li>5. Manage Resources</li> <li>6. Work within and with Systems</li> </ol>	<ol style="list-style-type: none"> <li>1. Communication skills</li> <li>2. Conceptual skills</li> <li>3. Interpersonal skills</li> <li>4. Learning skills</li> <li>5. Leadership skills</li> <li>6. Multitasking and prioritizing</li> <li>7. Self-discipline</li> <li>8. Teamwork</li> </ol>

### Tools, Equipment and Materials (TEM)

ITEMS	RATIO (TEM : TRAINEES)
<ol style="list-style-type: none"> <li>1. Screenplay</li> <li>2. Computer / Laptop</li> <li>3. Celtx Software</li> <li>4. Excell Software</li> <li>5. A4 Paper</li> <li>6. Printer</li> </ol>	<ol style="list-style-type: none"> <li>1 : 1</li> <li>1 : 1</li> <li>1 : 1</li> <li>1 : 1</li> <li>As required</li> <li>1 : 10</li> </ol>

## REFERENCES

1. Ray Dizazzo (2004), Cooperation Media Production (second edition), (ISBN-0-240-80408-2)
2. Fairweather, Rod. (1998), Basic Studio Directing: Burlington, Focal Press.
3. Van Nostran, William (1999), The Media Writer's Guide Writing for Business and Educational Programming: Burlington, Focal Press.
4. Dancyger, Ken (2001), Alternative scriptwriting Successfully Breaking the Rules (Third edition): Burlington, Focal Press.
5. Garrnand, Timothy (2000), Writing For Multimedia and The Web (second edition): Burlington, Focal Press.
6. Michael Rabiger (1989), Directing Film : Technique and aesthetics: United State, Boston Press Ltd.
7. Rod Whitaker (1970), The Language of Film: New Jersey, Prentice Hall.

<b>SUB SECTOR</b>	<b>FILMMAKING</b>								
<b>JOB AREA</b>	<b>DIRECTING</b>								
<b>NOSS TITLE</b>	<b>FILM DIRECTING COORDINATION</b>								
<b>COMPETENCY UNIT TITLE</b>	<b>FILM PRE-PRODUCTION COORDINATION</b>								
<b>LEARNING OUTCOME</b>	<p>The person who is competent in this CU shall be able to better plan and monitor film pre-production phase, prior to principle photography. Upon completion of this competency unit trainees will be able to:-</p> <ul style="list-style-type: none"> <li>• List film casting</li> <li>• Prepare production schedule</li> <li>• Coordinate production crew and film equipment</li> <li>• Coordinate film production location</li> <li>• Review pre-production coordination</li> </ul>								
<b>PRE-REQUISITE (if applicable)</b>	-								
<b>COMPETENCY UNIT CODE</b>	AC-070-4:2014-C02	<b>COMPETENCY TYPE</b>	Core	<b>LEVEL</b>	4	<b>TRAINING DURATION</b>	270	<b>CREDIT HOUR</b>	27.0

<b>Work Activities</b>	<b>Related Knowledge</b>	<b>Related Skills</b>	<b>Attitude/Safety/Environment</b>	<b>Training Hours</b>	<b>Delivery Mode</b>	<b>Assessment Criteria</b>
1. List film casting	i. Fundamental of Film Production <ul style="list-style-type: none"> <li>• Pre-Production</li> <li>• Talent Casting</li> </ul>	i. Identify character and characteristics requirement	<u>Attitude</u> i. Obedient, respectful, thorough, diligent, punctual, team player and cooperative when listing film casting.	<u>Related Knowledge</u>  10	<u>Related Knowledge</u>  Lecture	i. Character and characteristics requirement by director's endorsement obtained and identified.
	ii. Fundamental of Report writing in filmmaking	ii. Gather talent information for casting		<u>Related Skills</u>  30	<u>Related Skills</u>  Production workshop, tutorial and consultation, Presentation	ii. list of talent based on character and subject requirement
	iii. Fundamental of Director's craft. <ul style="list-style-type: none"> <li>• Acting for camera</li> </ul>	iii. Identify talent for casting				

		iv. Propose talent for film production	<u>Safety</u> i. Confidentiality ii. Intellectual property rights iii. safety archiving material  <u>Environment</u> i. Eco friendly and Ensure recycle material		.	from script breakdown gathered and listed.  iii. Shortlist of potential talent identified and submitted to director for casting.
2. Prepare production schedule	i. Fundamental in production management <ul style="list-style-type: none"> <li>• Scheduling</li> <li>• Budgeting</li> </ul>	i. Acquire production elements  ii. Study production requirements  iii. Produce working schedule	<u>Attitude</u> i. Obedient, respectful, thorough, diligent, punctual, team player and cooperative when producing production schedule.  <u>Safety</u> i. Confidentiality ii. Intellectual property rights iii. safety archiving material	<u>Related Knowledge</u>  15  <u>Related Skills</u>  45	<u>Related Knowledge</u>  Lecture  <u>Related Skills</u>  Production workshop, tutorial and consultation, Presentation	i. Production elements script breakdown, locations, logistics, budget, deadline for production schedule obtained.  ii. Working schedule in compliance to the production schedule understood and concluded  iii. Finalised production schedule and

			<u>Environment</u> i. Eco friendly and ensure recycle material			progress monitored.
3. Coordinate production crew and film equipment	i. Fundamental of Film Production <ul style="list-style-type: none"> <li>Pre-Production <ul style="list-style-type: none"> <li>Crew</li> <li>Equipment</li> </ul> </li> <li>Production <ul style="list-style-type: none"> <li>Crew</li> <li>Equipment</li> </ul> </li> </ul> ii. Fundamental in production management <ul style="list-style-type: none"> <li>Crew</li> <li>Equipment</li> </ul>	i. Identify production crew and film equipment ii. Organize crew and film equipment production utilization iii. Monitor crew and film equipment production utilization iv. Review crew and film equipment production equipment coordination	<u>Attitude</u> i. Obedient, respectful, thorough, diligent, punctual, team player and cooperative when coordinating production crew and film equipment.  <u>Safety</u> i. Confidentiality ii. Intellectual property rights iii. safety archiving material  <u>Environment</u> i. Eco friendly and ensure recycle material	<u>Related Knowledge</u> 25  <u>Related Skills</u> 60	<u>Related Knowledge</u> Lecture  <u>Related Skills</u> Production workshop, tutorial and consultation, Presentation	i. Production crews determined based on grades and availability on doing production works. ii. Technical elements (Camera, Audio, Lighting, Grip and Logistics) information are approved, arranged and monitored for film production. iii. Production crew and technical elements progress feedback monitored.

4. Coordinate film production location	i. Fundamental of Film Production <ul style="list-style-type: none"> <li>• Pre-Production               <ul style="list-style-type: none"> <li>▪ Location</li> </ul> </li> <li>• Production               <ul style="list-style-type: none"> <li>▪ Location</li> </ul> </li> </ul> ii. Fundamental in production management (Location)	i. Obtain script breakdown input ii. Identify production department head iii. Distribute script breakdown iv. Compile script breakdown input	<u>Attitude</u> i. Obedient, respectful, thorough, diligent, punctual, team player and cooperative when coordinating film production location.  <u>Safety</u> i. Confidentiality ii. Intellectual property rights iii. safety archiving material  <u>Environment</u> i. Eco friendly and ensure recycle material	<u>Related Knowledge</u> 15  <u>Related Skills</u> 30	<u>Related Knowledge</u> Lecture  <u>Related Skills</u> Production workshop, tutorial and consultation, Presentation .	i. Script breakdown input determined. ii. All production heads involved are confirmed. iii. Amended script breakdown approved and distributed to all production heads
5. Review pre-production coordination	i. Fundamental in production management <ul style="list-style-type: none"> <li>• Screenplay</li> <li>• Talent casting</li> <li>• Budgeting</li> <li>• Scheduling</li> <li>• Crew</li> <li>• Equipment</li> </ul>	i. Obtain script breakdown input ii. Check production requirements iii. Update	<u>Attitude</u> i. Obedient, respectful, thorough, diligent, punctual, team player and cooperative when reviewing	<u>Related Knowledge</u> 10  <u>Related Skills</u> 30	<u>Related Knowledge</u> Lecture  <u>Related Skills</u> Production	i. Script breakdown input for production requirements obtained. ii. Script breakdown



	<ul style="list-style-type: none"> <li>Location</li> </ul>	production requirements	script breakdown.  <u>Safety</u> i. Confidentiality  ii. Intellectual property rights  iii. safety archiving material  <u>Environment</u> i. Eco friendly and ensure recycle material		workshop, tutorial and consultation, Presentation	input for production requirements confirmed.   iii. Approved production wish lists updated and distributed.
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### Employability Skills

CORE ABILITIES	SOCIAL SKILLS
Related NOSS Core Abilities (Z-009) :-  1. Locate and Process Information 2. Exchange/Communicate Information 3. Work and Interact with People 4. Plan and Organize Work Activities 5. Manage Resources 6. Work within and with Systems	1. Communication skills 2. Conceptual skills 3. Interpersonal skills 4. Learning skills 5. Leadership skills 6. Multitasking and prioritizing 7. Self-discipline 8. Teamwork

### Tools, Equipment and Materials (TEM)

ITEMS	RATIO (TEM : TRAINEES)
1. A4 paper	As required
2. Computer / Laptop	1 : 1
3. Printer	1 : 10
4. LCD Projector	1 : 10
5. Whiteboard	1 : 10
6. Excel Software	1 : 1
7. Celtx Software	1 : 1

### REFERENCES

1. Ray Dizazzo (2004), Cooperation Media Production (second edition) (ISBN-0-240-80408-2)
2. Fairweather, Rod. (1998), Basic Studio Directing: Burlington, Focal Press.
3. Van Nostran, William (1999), The Media Writer's Guide Writing for Business and Educational Programming: Burlington, Focal Press.
4. Dancyger, Ken (2001), Alternative scriptwriting Successfully Breaking the Rules (Third edition): Burlington, Focal Press.
5. Garrnand, Timothy (2000), Writing For Multimedia and The Web (second edition): Burlington, Focal Press.
6. Michael Rabiger (1989), Directing Film : Technique and aesthetics: United State, Boston Press Ltd.
7. Rod Whitaker (1970), The Language of Film: New Jersey, Prentice Hall.

<b>SUB SECTOR</b>	<b>FILMMAKING</b>								
<b>JOB AREA</b>	<b>DIRECTING</b>								
<b>NOSS TITLE</b>	<b>FILM DIRECTING COORDINATION</b>								
<b>COMPETENCY UNIT TITLE</b>	<b>FILM PRODUCTION COORDINATION</b>								
<b>LEARNING OUTCOME</b>	<p>The person who is competent in this CU shall be able to assist, supervise, monitor and perform film production coordination. Upon completion of this competency unit trainees will be able to:-</p> <ul style="list-style-type: none"> <li>• Coordinate shooting script and storyboard</li> <li>• Coordinate on-set rehearsal</li> <li>• Coordinate blocking and plotting</li> <li>• Coordinate film set development</li> <li>• Coordinate principle photography</li> </ul>								
<b>PRE-REQUISITE (if applicable)</b>									
<b>COMPETENCY UNIT CODE</b>	AC-070-4:2014-C03	<b>COMPETENCY TYPE</b>	Core	<b>LEVEL</b>	4	<b>TRAINING DURATION</b>	310	<b>CREDIT HOUR</b>	31.0

<b>Work Activities</b>	<b>Related Knowledge</b>	<b>Related Skills</b>	<b>Attitude/Safety/Environment</b>	<b>Training Hours</b>	<b>Delivery Mode</b>	<b>Assessment Criteria</b>
1. Coordinate shooting script and storyboard	i. Fundamental of film production. <ul style="list-style-type: none"> <li>• Shooting Script</li> <li>• Storyboarding</li> <li>• Illustration</li> </ul> ii. Fundamental of Production management.	i. Acquire shooting script and story board ii. Check shooting script and storyboard consistency iii. Distribute shooting script and storyboard	<u>Attitude</u> i. Obedient, respectful, thorough, diligent, punctual, team player and cooperative when coordinating shooting script and storyboard development..	<u>Related Knowledge</u> 15 <u>Related Skills</u> 45	<u>Related Knowledge</u> Lecture <u>Related Skills</u> Production workshop, tutorial and consultation, Presentation.	i. Shooting script & storyboard acquired and distributed. ii. Preparation for principle photography according to shooting script & storyboard monitored.

			<u>Safety</u> i. Confidentiality  ii. Intellectual property rights  iii. safety archiving material			iii. Film set are ready for principle photography and feedback progress monitored.
2. Coordinate on-set rehearsal	i. Fundamental of Director's craft <ul style="list-style-type: none"> <li>Directing for camera.</li> <li>Acting for camera</li> </ul>	i. Acquire on-set rehearsal instruction  ii. Brief crew and cast on-set rehearsal  iii. Monitor on-set rehearsal progress	<u>Attitude</u> i. Obedient, respectful, thorough, diligent, punctual, team player and cooperative when listing film casting.  <u>Safety</u> i. Confidentiality  ii. Intellectual property rights  iii. safety archiving material	<u>Related Knowledge</u>  15  <u>Related Skills</u>  45	<u>Related Knowledge</u>  Lecture  <u>Related Skills</u>  Production workshop, tutorial and consultation, Presentation.	i. Final script for on-set rehearsal acquired based on director's instruction.  ii. On-set rehearsal for production crew and talent monitored  iii. Set ready and director updated
3. Coordinate blocking and plotting	i. Fundamental of Director's craft <ul style="list-style-type: none"> <li>Directing for camera.</li> <li>Acting for camera</li> </ul>	i. Acquire blocking and plotting instruction  ii. Brief production	<u>Attitude</u> i. Obedient, respectful, thorough, diligent, punctual, team	<u>Related Knowledge</u>  15	<u>Related Knowledge</u>  Lecture	i. Blocking and plotting instruction from floor plan layout confirmed.

		crew  iii. Monitor blocking and plotting progress	player and cooperative when listing film casting.  <u>Safety</u> i. Confidentiality  ii. Intellectual property rights  iii. safety archiving material	<u>Related Skills</u>  30	<u>Related Skills</u>  Production workshop, tutorial and consultation, Presentation.	ii. Camera and talent on blocking and plotting progress monitor  iii. Blocking and plotting readied on director's call for shot.
4. Coordinate film set development	i. Fundamental in Production design development. <ul style="list-style-type: none"> <li>• Setting</li> <li>• Props</li> </ul> ii. Fundamental of Production management.	i. Acquire approved film set requirements  ii. Check film set development requirement  iii. Monitor film set development progress.	<u>Attitude</u> i. Obedient, respectful, thorough, diligent, punctual, team player and cooperative when listing film casting.  <u>Safety</u> i. Confidentiality  ii. Intellectual property rights  iii. safety archiving material	<u>Related Knowledge</u>  15  <u>Related Skills</u>  50	<u>Related Knowledge</u>  Lecture  <u>Related Skills</u>  Production workshop, tutorial and consultation, Presentation.	i. Film set development based on floor plan, final script and story board confirmed.  ii. Film set development for technical crew are briefed based on film set blocking and plotting.  iii. Film set based on set drawing feedback progress monitored.

5. Coordinate principal photography	i. Fundamental of film production. <ul style="list-style-type: none"> <li>• Camera and Audio</li> <li>• Production Design</li> <li>• Cast</li> <li>• Film Set</li> <li>• Technical Crew</li> </ul> ii. Fundamental of Production management.	i. Supervise photography preparation progress ii. Liaise with production team iii. Obtain director's instruction and call for shot	<u>Attitude</u> i. Obedient, respectful, thorough, diligent, punctual, team player and cooperative when listing film casting.  <u>Safety</u> i. Confidentiality  ii. Intellectual property rights  iii. safety archiving material	<u>Related Knowledge</u>  20  <u>Related Skills</u>  60	<u>Related Knowledge</u>  Lecture  <u>Related Skills</u>  Production workshop, tutorial and consultation, Presentation.	i. Principal photography for film production readied and directors call confirmed.  ii. Director's instruction for principal photography carried out.  iii. Principle photography daily production report prepared  iv. Principle photography daily production rushes secured.
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## Employability Skills

CORE ABILITIES	SOCIAL SKILLS
<p>Related NOSS Core Abilities (Z-009) :-</p> <ol style="list-style-type: none"> <li>1. Locate and Process Information</li> <li>2. Exchange/Communicate Information</li> <li>3. Work and Interact with People</li> <li>4. Plan and Organize Work Activities</li> <li>5. Manage Resources</li> <li>6. Work within and with Systems</li> </ol>	<ol style="list-style-type: none"> <li>1. Communication skills</li> <li>2. Conceptual skills</li> <li>3. Interpersonal skills</li> <li>4. Learning skills</li> <li>5. Leadership skills</li> <li>6. Multitasking and prioritizing</li> <li>7. Self-discipline</li> <li>8. Teamwork</li> </ol>

## Tools, Equipment and Materials (TEM)

ITEMS	RATIO (TEM : TRAINEES)
1. Digital camera set	1 : 10
2. Digital audio mixer set	1 : 10
3. Computer / Laptop	1 : 5
4. A4 & A3 paper	1 : 1
5. Shooting Script	1 : 1
6. Location floor plan layout.	1 : 1
7. Storyboard	1 : 1
8. Talent Casting	1 : 10
9. Studio	1 : 10
10. Props	1 : 1
11. Wardrobe	1 : 1

## REFERENCES

1. Ray Dizazzo (2004), Cooperation Media Production (second edition) (ISBN-0-240-80408-2)
2. Fairweather, Rod. (1998), Basic Studio Directing: Burlington, Focal Press.
3. Van Nostran, William (1999), The Media Writer's Guide Writing for Business and Educational Programming: Burlington, Focal Press.
4. Dancyger, Ken. (2001), Alternative scriptwriting Successfully Breaking the Rules (Third edition): Burlington, Focal Press.
5. Garrnand, Timothy (2000), Writing For Multimedia and The Web (second edition): Burlington, Focal Press.
6. Michael Rabiger (1989), Directing Film : Technique and aesthetics: United State, Boston Press Ltd.
7. Rod Whitaker (1970), The Language of Film: New Jersey, Prentice Hall.



<b>SUB SECTOR</b>	<b>FILMMAKING</b>								
<b>JOB AREA</b>	<b>DIRECTING</b>								
<b>NOSS TITLE</b>	<b>FILM DIRECTING COORDINATION</b>								
<b>COMPETENCY UNIT TITLE</b>	<b>FILM PRODUCTION DESIGN COORDINATION</b>								
<b>LEARNING OUTCOME</b>	<p>The person who is competent in this CU shall be able to identify the common elements of art work and it's interaction, to process the direction and control the quality of the art work. Upon completion of this competency unit trainees will be able to:-</p> <ul style="list-style-type: none"> <li>Analyse film production design requirements</li> <li>Coordinate film production design preparation</li> <li>Monitor film production design progress</li> <li>Evaluate film production design coordination.</li> <li>Prepare film production design report</li> </ul>								
<b>PRE-REQUISITE (if applicable)</b>									
<b>COMPETENCY UNIT CODE</b>	AC-070-4:2014-C04	<b>COMPETENCY TYPE</b>	Core	<b>LEVEL</b>	4	<b>TRAINING DURATION</b>	200	<b>CREDIT HOUR</b>	20.0

<b>Work Activities</b>	<b>Related Knowledge</b>	<b>Related Skills</b>	<b>Attitude/Safety/Environment</b>	<b>Training Hours</b>	<b>Delivery Mode</b>	<b>Assessment Criteria</b>
1. Analyse film production design requirements	i. Basic Film Production Design. <ul style="list-style-type: none"> <li>Set production</li> <li>Wardrobe</li> <li>Props</li> <li>Make Up</li> </ul>	i. Obtain art department material	<u>Attitude</u> i. Obedient, respectful, thorough, diligent, punctual, team player and cooperative when analysing	<u>Related Knowledge</u> 10	<u>Related Knowledge</u> Lecture	i. Set, prop, wardrobe and make up for production preparation acquired are identified
	ii. Fundamental of Production	ii. Identify art department data  iii. Examine art department		<u>Related Skills</u>  30	<u>Related Skills</u>  Production workshop, tutorial,	ii. Set, prop, wardrobe and make up comply with

	management.	requirements  iv. Produce film production design report	ii. film production design requirements  <u>Safety</u> i. Confidentiality  ii. Intellectual property rights  iii. safety archiving material  <u>Environment</u> Eco friendly and ensure recycle material		presentation and consultation	production design specifications are identified and listed  iii. Finalised film production design information produced
2. Coordinate film production design preparation	i. Basic Film Production Design. • Set production • Wardrobe • Props • Make Up  ii. Fundamental of Production management.	i. Dissect art department information  ii. Prepare art department preparation list  iii. Distribute art department preparation list	<u>Attitude</u> i. Obedient, respectful, thorough, diligent, punctual, team player and cooperative when coordinating film production design preparation  <u>Safety</u> i. Confidentiality  ii. Intellectual property rights  iii. safety archiving	<u>Related Knowledge</u>  10  <u>Related Skills</u>  30	<u>Related Knowledge</u>  Lecture  <u>Related Skills</u>  Production workshop, tutorial, presentation and consultation	i. Art departments requirements analysed and segregated  ii. Preparations list comprises of design requirements prepared  iii. Preparation list distributed to relevant personnel

			material  <u>Environment</u> Eco friendly and Ensure recycle material			
3. Monitor film production design progress	i. Basic Film Production Design. <ul style="list-style-type: none"> <li>• Set production</li> <li>• Wardrobe</li> <li>• Props</li> <li>• Make Up</li> </ul> ii. Fundamental of Production management. <ul style="list-style-type: none"> <li>• Scheduling</li> <li>• Report Writing</li> <li>• Health and Safety compliance</li> </ul>	i. Check film production design specifications compliance.  ii. Check film production design quality compliance.  iii. Check film production design safety compliance.  iv. Check film production design schedule compliance.  v. Prepare film production design progress report.	<u>Attitude</u> <ul style="list-style-type: none"> <li>i. Obedient, respectful, thorough, diligent, punctual, team player and cooperative when monitoring film production design progress</li> </ul> <u>Safety</u> <ul style="list-style-type: none"> <li>i. Confidentiality</li> <li>ii. Intellectual property rights</li> <li>iii. safety archiving material</li> </ul> <u>Environment</u> <ul style="list-style-type: none"> <li>i. Eco friendly and ensure recycle material</li> </ul>	<u>Related Knowledge</u>  10  <u>Related Skills</u>  30	<u>Related Knowledge</u>  Lecture  <u>Related Skills</u>  Production workshop, tutorial, presentation and consultation	i. Film production design specification which includes set, prop, wardrobe and make up are confirmed  ii. Film production design quality which includes set, prop, wardrobe and make up are confirmed  iii. Film production design safety which includes set production are confirmed  iv. Film production design schedule which includes set, prop, wardrobe and make up are confirmed  v. Film production design progress report are produced

<p>4. Evaluate film production design coordination.</p>	<p>i. Basic Film Production Design.</p> <ul style="list-style-type: none"> <li>• Set production compliance</li> <li>• Wardrobe compliance</li> <li>• Props compliance</li> <li>• Make Up compliance</li> </ul> <p>ii. Fundamental of Production management.</p> <ul style="list-style-type: none"> <li>• Scheduling compliance</li> <li>• Remedial Procedures</li> <li>• Health and Safety compliance</li> </ul>	<p>i. Assess film production design requirement.</p> <p>ii. Assess film production design preparation.</p> <p>iii. Assess film production design progress monitoring.</p> <p>iv. Propose remedial action.</p>	<p><u>Attitude</u></p> <p>i. Obedient, respectful, thorough, diligent, punctual, team player and cooperative when evaluating film production design coordination</p> <p><u>Safety</u></p> <p>i. Confidentiality</p> <p>ii. Intellectual property rights</p> <p>iii. Safety archiving material</p> <p><u>Environment</u></p> <p>i. Eco friendly and ensure recycle material</p>	<p><u>Related Knowledge</u></p> <p>10</p> <p><u>Related Skills</u></p> <p>30</p>	<p><u>Related Knowledge</u></p> <p>Lecture</p> <p><u>Related Skills</u></p> <p>Production workshop, tutorial, presentation and consultation</p>	<p>i. Film production design requirement (wardrobe, set and prop) complied to specification</p> <p>ii. Film production design quality, specification, schedule and safety preparation and progress monitoring are complied</p> <p>iii. Film production design non compliance remedial action suggested</p>
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5. Prepare film production design report	i. Film Production Design Feedback. <ul style="list-style-type: none"> <li>Physical inspection</li> <li>report</li> </ul> ii. Types of design report format iii. Process of generating report	i. Obtain film production design feedback ii. Check film production design report format. iii. Produce film production design report.	<u>Attitude</u> i. Obedient, respectful, thorough, diligent, punctual, team player and cooperative when preparing film production design report  <u>Safety</u> i. Confidentiality ii. Intellectual property rights iii. safety archiving material  <u>Environment</u> i. Eco friendly and ensure recycle material	<u>Related Knowledge</u>  10  <u>Related Skills</u>  30	<u>Related Knowledge</u>  Lecture  <u>Related Skills</u>  Production workshop, tutorial, presentation and consultation	i. Film production design feedback from relevant authorities acquired within time frame. ii. Film production design report format complied according to production specification. iii. Complete film production design report documented.
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## Employability Skills

CORE ABILITIES	SOCIAL SKILLS
<p>Related NOSS Core Abilities (Z-009) :-</p> <ol style="list-style-type: none"> <li>1. Locate and Process Information</li> <li>2. Exchange/Communicate Information</li> <li>3. Work and Interact with People</li> <li>4. Plan and Organize Work Activities</li> <li>5. Manage Resources</li> <li>6. Work within and with Systems</li> </ol>	<ol style="list-style-type: none"> <li>1. Communication skills</li> <li>2. Conceptual skills</li> <li>3. Interpersonal skills</li> <li>4. Learning skills</li> <li>5. Leadership skills</li> <li>6. Multitasking and prioritizing</li> <li>7. Self-discipline</li> <li>8. Teamwork</li> </ol>

## Tools, Equipment and Materials (TEM)

ITEMS	RATIO (TEM : TRAINEES)
<ol style="list-style-type: none"> <li>1. Computer / Notebook</li> <li>2. A4 Paper</li> <li>3. LCD Projector</li> <li>4. White board</li> <li>5. Safety manual</li> <li>6. Report documents</li> <li>7. Sample of Production Set Design</li> <li>8. Sample of Production Wardrobe</li> <li>9. Sample of Props</li> <li>10. Sample of Make up</li> <li>11. Production Scheduling</li> </ol>	<ol style="list-style-type: none"> <li>1 : 1</li> <li>As required</li> <li>1 : 20</li> <li>1 : 20</li> <li>1 : 1</li> <li>1 : 1</li> <li>1 : 1</li> <li>1 : 1</li> <li>1 : 1</li> <li>1 : 1</li> <li>1 : 1</li> </ol>

## REFERENCES

1. Ray Dizazzo (2004), Cooperation Media Production (second edition) (ISBN-0-240-80408-2)
2. Fairweather, Rod (1998), Basic Studio Directing: Burlington, Focal Press.
3. Van Nostran, William (1999), The Media Writer's Guide Writing for Business and Educational Programming: Burlington, Focal Press.
4. Dancyger, Ken. (2001) Alternative scriptwriting Successfully Breaking the Rules (Third edition): Burlington, Focal Press.
5. Garrnand, Timothy (2000), Writing For Multimedia and The Web (second edition): Burlington, Focal Press.
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7. Rod Whitaker (1970), The Language of Film: New Jersey, Prentice Hall.

<b>SUB SECTOR</b>	<b>FILMMAKING</b>								
<b>JOB AREA</b>	<b>DIRECTING</b>								
<b>NOSS TITLE</b>	<b>FILM DIRECTING COORDINATION</b>								
<b>COMPETENCY UNIT TITLE</b>	<b>FILM VISUAL EFFECTS COORDINATION</b>								
<b>LEARNING OUTCOME</b>	<p>The person who is competent in this CU shall be able to coordinate all visual effect works and adhere to all safety requirements during principle photography. Upon completion of this competency unit trainees will be able to:-</p> <ul style="list-style-type: none"> <li>• Coordinate film visual effects / CGI production</li> <li>• Coordinate film stunt element</li> <li>• Evaluate film visual effects coordination</li> <li>• Prepare film visual effects report</li> </ul>								
<b>PRE-REQUISITE (if applicable)</b>									
<b>COMPETENCY UNIT CODE</b>	AC-070-4:2014-C05	<b>COMPETENCY TYPE</b>	Core	<b>LEVEL</b>	4	<b>TRAINING DURATION</b>	280	<b>CREDIT HOUR</b>	28.0

<b>Work Activities</b>	<b>Related Knowledge</b>	<b>Related Skills</b>	<b>Attitude/Safety/Environment</b>	<b>Training Hours</b>	<b>Delivery Mode</b>	<b>Assessment Criteria</b>
1. Coordinate film visual effects / CGI production	i. Film visual effects <ul style="list-style-type: none"> <li>• Green screen technology</li> <li>• Computer Generated Image (CGI)</li> <li>• Prosthetic make up effects</li> <li>• Morphing</li> <li>• Motion control</li> <li>• Virtual cinematography</li> </ul>	i. Study film visual effect requirements. ii. Identify film visual effects providers iii. Proposed film special effects providers	<u>Attitude</u> i. Obedient, respectful, thorough, diligent, punctual, team player and cooperative when coordinating film visuals effects CGI production	<u>Related Knowledge</u>  20  <u>Related Skills</u>  60	<u>Related Knowledge</u> Lecture  <u>Related Skills</u>  Production workshop, tutorial, presentation	i. Special effect requirement for film visual production understood.  ii. Special effect personnel information determined.  iii. Special effect



	<ul style="list-style-type: none"> <li>• Animation</li> </ul> <ul style="list-style-type: none"> <li>ii. Film structure <ul style="list-style-type: none"> <li>• Visual composition</li> <li>• Visual language</li> </ul> </li> <li>iii. Film production management</li> <li>iv. Process of generating report</li> </ul>	<ul style="list-style-type: none"> <li>iv. Monitor film visual effects productions progress.</li> <li>v. Prepare film visual effects productions report.</li> </ul>	<u>Safety</u> <ul style="list-style-type: none"> <li>i. Confidentiality</li> <li>ii. Intellectual property rights</li> <li>iii. Safety archiving material</li> </ul> <u>Environment</u> <ul style="list-style-type: none"> <li>i. Eco friendly and ensure recycle material</li> </ul>		and consultation	personnel selected and feedback progress compiled.
2. Coordinate film stunt element	<ul style="list-style-type: none"> <li>i. Type of stunt actions <ul style="list-style-type: none"> <li>• Extreme act</li> <li>• Action sport</li> <li>• Professional act</li> <li>• Specialty act</li> </ul> </li> <li>ii. Stunt personnel <ul style="list-style-type: none"> <li>• Pyro technology</li> <li>• Stunt rigger</li> <li>• Special effects</li> <li>• Choreographer</li> <li>• Animal handler</li> <li>• Non Descriptive stunt</li> <li>• Scuba safety diver</li> <li>• Logistic supervisor</li> <li>• Operators</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>i. Study film stunt actions requirements</li> <li>ii. Identify film stunt performer</li> <li>iii. Proposed film stunt performer</li> <li>iv. Monitor film stunt performance</li> <li>v. Prepare film stunt report</li> </ul>	<u>Attitude</u> <ul style="list-style-type: none"> <li>i. Obedient, respectful, thorough, diligent, punctual, team player and cooperative when coordinating film stunt element</li> </ul> <u>Safety</u> <ul style="list-style-type: none"> <li>i. Confidentiality</li> <li>ii. Intellectual property rights</li> <li>iii. safety archiving material</li> </ul>	<u>Related Knowledge</u>  20  <u>Related Skills</u>  60	<u>Related Knowledge</u>  Lecture  <u>Related Skills</u>  Production workshop, tutorial, presentation and consultation	<ul style="list-style-type: none"> <li>i. Type of stunt actions, personnel information and equipment requirement determined.</li> <li>ii. Stunt personnel selected based on performance portfolio.</li> <li>iii. Film stunt performance feedback and remedial progress supervised.</li> </ul>

	iii. Health and safety requirement.		<u>Environment</u> i. Eco friendly and ensure recycle material			iv. Film stunt report completed and submitted.
3. Evaluate film visual effects coordination	i. Film visual effects <ul style="list-style-type: none"> <li>• Green screen technology compliance,</li> <li>• Computer Generated Image (CGI) compliance.</li> <li>• Prosthetic make up effects compliance.</li> <li>• Morphing compliance.</li> <li>• Motion control compliance.</li> <li>• Virtual cinematography compliance.</li> <li>• Animation compliance.</li> </ul> ii. Film structure <ul style="list-style-type: none"> <li>• Visual composition compliance</li> <li>• Visual language compliance</li> </ul> iii. Film production management compliance	i. Check film visual effects production schedule compliance. ii. Check film visual effects / CGI production compliance. iii. Check film stunt element compliance. iv. Check film visual effects quality compliance. v. Check film visual effects safety compliance. vi. Prepare film visual effects production report.	<u>Attitude</u> i. Obedient, respectful, thorough, diligent, punctual, team player and cooperative when evaluating film visual effects coordination compliance.  <u>Safety</u> i. Confidentiality ii. Intellectual property rights iii. safety archiving material  <u>Environment</u> i. Eco friendly and ensure recycle material	<u>Related Knowledge</u>  20  <u>Related Skills</u>  60	<u>Related Knowledge</u> Lecture  <u>Related Skills</u>  Production workshop, tutorial, presentation and consultation	i. Film visual effects production schedule and CGI production compliance confirmed.  ii. Film stunt element compliance confirmed.  iii. Film visual effects quality and safety adhered.  iv. Film visual effects production report completed and submitted.

	iv. Process of generating report compliance					
4. Prepare film visual effects report	i. Film visual effects feedback <ul style="list-style-type: none"> <li>Quality control</li> </ul> ii. Types of visual effects report format           iii. Process of generating report	i. Obtain film visual effects feedback           ii. Check film visual effects report content.           iii. Produce film visual effects design report.	<u>Attitude</u> i. Obedient, respectful, thorough, diligent, punctual, team player and cooperative when preparing film visual effects report  <u>Safety</u> i. Confidentiality           ii. Intellectual property rights           iii. safety archiving material  <u>Environment</u> i. Eco friendly and ensure recycle material	<u>Related Knowledge</u>  10  <u>Related Skills</u>  30	<u>Related Knowledge</u> Lecture  <u>Related Skills</u> Production workshop, tutorial, presentation and consultation	i. Film visual effects progress, quality control, effectiveness feedback acquired.           ii. Film visual production schedule, quality, effectiveness and specification determined.           iii. Film visual effects design report comprises to the schedule, quality, effectiveness and specification generated.

## Employability Skills

CORE ABILITIES	SOCIAL SKILLS
<p>Related NOSS Core Abilities (Z-009) :-</p> <ol style="list-style-type: none"> <li>1. Locate and Process Information</li> <li>2. Exchange/Communicate Information</li> <li>3. Work and Interact with People</li> <li>4. Plan and Organize Work Activities</li> <li>5. Manage Resources</li> <li>6. Work within and with Systems</li> </ol>	<ol style="list-style-type: none"> <li>1. Communication skills</li> <li>2. Conceptual skills</li> <li>3. Interpersonal skills</li> <li>4. Learning skills</li> <li>5. Leadership skills</li> <li>6. Multitasking and prioritizing</li> <li>7. Self-discipline</li> <li>8. Teamwork</li> </ol>

## Tools, Equipment and Materials (TEM)

ITEMS	RATIO (TEM : TRAINEES)
<ol style="list-style-type: none"> <li>1. Computer / Notebook</li> <li>2. CGI software</li> <li>3. Green Screen Studio</li> <li>4. Prosthetics make up</li> <li>5. Digital camera</li> <li>6. Schedule</li> <li>7. Report document</li> <li>8. Stunt provider list</li> <li>9. Guideline checklist</li> <li>10. Motion capture studio</li> <li>11. Logistic</li> <li>12. Insurance</li> <li>13. Food &amp; Beverages</li> </ol>	<ol style="list-style-type: none"> <li>1 : 1</li> <li>1 : 20</li> <li>1 : 20</li> <li>1 : 20</li> <li>1 : 5</li> <li>1 : 1</li> <li>1 : 1</li> <li>1 : 1</li> <li>1 : 1</li> <li>1 : 20</li> <li>As required</li> <li>1 : 1</li> <li>As required</li> </ol>

## REFERENCES

1. Ray Dizazzo (2004), Cooperation Media Production (second edition) (ISBN-0-240-80408-2)
2. Fairweather, Rod. (1998), Basic Studio Directing: Burlington, Focal Press.
3. Van Nostran, William (1999), The Media Writer's Guide Writing for Business and Educational Programming: Burlington, Focal Press.
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<b>SUB SECTOR</b>	<b>FILMMAKING</b>								
<b>JOB AREA</b>	<b>DIRECTING</b>								
<b>NOSS TITLE</b>	<b>FILM DIRECTING COORDINATION</b>								
<b>COMPETENCY UNIT TITLE</b>	<b>FILM AUDIO PRODUCTION COORDINATION</b>								
<b>LEARNING OUTCOME</b>	<p>The person who is competent in this CU shall be able to monitor all film audio works, during principle photography and post production. Upon completion of this competency unit trainees will be able to:-</p> <ul style="list-style-type: none"> <li>• Coordinate camera and audio test</li> <li>• Coordinate film score</li> <li>• Coordinate sound and foley effects</li> <li>• Coordinate direct sound recording</li> <li>• Coordinate film dubbing process</li> <li>• Evaluate film audio production coordination</li> <li>• Prepare film audio production report</li> </ul>								
<b>PRE-REQUISITE (if applicable)</b>									
<b>COMPETENCY UNIT CODE</b>	AC-070-4:2014-C06	<b>COMPETENCY TYPE</b>	Core	<b>LEVEL</b>	4	<b>TRAINING DURATION</b>	360	<b>CREDIT HOUR</b>	36.0

<b>Work Activities</b>	<b>Related Knowledge</b>	<b>Related Skills</b>	<b>Attitude/Safety/Environment</b>	<b>Training Hours</b>	<b>Delivery Mode</b>	<b>Assessment Criteria</b>
1. Coordinate camera and audio test	i. Fundamental in camera and audio technical. <ul style="list-style-type: none"> <li>• Types of Camera and Audio.</li> <li>• Function of Camera and</li> </ul>	i. Acquire audio technical list  ii. Check camera and audio equipment availability and functionality	<u>Attitude</u> i. Discipline, trustworthy, patience and passionate when coordinating camera and	<u>Related Knowledge</u>  20  <u>Related Skills</u>	<u>Related Knowledge</u>  Lecture  <u>Related Skills</u>	i. Audio technical list comprises of types, function and durability list from HOD obtained.

	<p>Audio</p> <ul style="list-style-type: none"> <li>• Camera and audio testing cycle.</li> </ul> <p>ii. Scope of work of service provider.</p> <p>iii. Liaison camera and audio test work.</p> <ul style="list-style-type: none"> <li>• Scheduling</li> <li>• Feedback Process</li> <li>• Location</li> </ul>	iii. Supervise camera and audio test	<p>audio test.</p> <p><u>Safety</u></p> <p>i. Ensured safety on crews when test is carried out.</p> <p><u>Environment</u></p> <p>i. Observed noise pollution.</p>	60	Production Workshop, Tutorial and coaching	<p>ii. Availability of camera and audio equipment are liase with the service provider and it's operation are confirmed</p> <p>iii. Camera and audio test conducted by DOP and Soundman are closely monitored and progress feedback obtained.</p>
2. Coordinate film score	<p>i. Fundamental in audio post production</p> <ul style="list-style-type: none"> <li>• Types and Function of Film Score.</li> </ul> <p>ii. Scope of work of Film score maker.</p> <p>iii. Liasion film score development.</p> <ul style="list-style-type: none"> <li>• Scheduling</li> <li>• Feedback</li> </ul>	<p>i. Acquire film score material list</p> <p>ii. Check film score material availability</p> <p>iii. Supervise film score progress</p>	<p><u>Attitude</u></p> <p>i. Discipline, trustworthy, patience and passionate when coordinating film score</p> <p>ii. Good public relation skill in coordination of film score production.</p>	<p><u>Related Knowledge</u></p> <p>10</p> <p><u>Related Skills</u></p> <p>30</p>	<p><u>Related Knowledge</u></p> <p>Lecture</p> <p><u>Related Skills</u></p> <p>Production Workshop, Tutorial and coaching</p>	<p>i. Film score material list from screenplay obtained.</p> <p>ii. Availability of talent, composer and secessionist confirmed.</p> <p>iii. Film score conducted by</p>

	Process <ul style="list-style-type: none"> <li>Talent, Composer and Sessionist</li> </ul>		<u>Safety</u> <ul style="list-style-type: none"> <li>Ensured safety measure on studio and crew when coordinating film score,</li> </ul> <u>Environment</u> <ul style="list-style-type: none"> <li>Observed noise pollution.</li> </ul>			composer and secessionist are closely monitored and progress feedback obtained.
3. Coordinate sound and foley effects	<ul style="list-style-type: none"> <li>i. Fundamental of audio post production.             <ul style="list-style-type: none"> <li>Types and Function of sound and foley effects</li> </ul> </li> <li>ii. Scope of work sound and foley effects designer.</li> <li>iii. Liasion with sound and foley effects development.             <ul style="list-style-type: none"> <li>Sound designer</li> <li>Foley Artist</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>i. Acquire sound and foley effects document</li> <li>ii. Check sound and foley effects document availability and functionality</li> <li>iii. Supervise sound and foley effect progress</li> </ul>	<u>Attitude</u> <ul style="list-style-type: none"> <li>Discipline, trustworthy, patience and passionate when coordinating sound and foley effects</li> <li>Good public relation skill in coordination of sound and foley effects production.</li> </ul> <u>Safety</u> <ul style="list-style-type: none"> <li>Ensured safety measure on studio and crew when coordinating film</li> </ul>	<u>Related Knowledge</u> 10  <u>Related Skills</u> 30	<u>Related Knowledge</u> Lecture  <u>Related Skills</u> Production Workshop, Tutorial and coaching	<ul style="list-style-type: none"> <li>i. Sound and foley effect comprises of film fine cut/picture lock obtained.</li> <li>ii. Availability and functionality of sound designer and foley artist for film fine/picture lock confirmed.</li> <li>iii. Sound and Foley effects conducted by sound designer and foley artist are</li> </ul>



			score, <u>Environment</u> i. Observed noise pollution.			closely monitored and progress feedback obtained.
4. Coordinate direct sound recording	i. Fundamental of Audio Post production. <ul style="list-style-type: none"> <li>• Dialogue</li> <li>• Ambience</li> </ul> ii. Fundamental in audio technical <ul style="list-style-type: none"> <li>• Types of Audio.</li> <li>• Function of Audio</li> </ul> iii. Liasion with direct sound recording development. <ul style="list-style-type: none"> <li>• Sound Engineer</li> <li>• Boom Man</li> </ul>	i. Acquire film screenplay ii. Identify direct sound recording requirements iii. Supervise direct sound recording progress	<u>Attitude</u> i. Discipline, trustworthy patience and passionate when coordinating direct sound recording. ii. Good public relation skill in coordination of direct sound recording.  <u>Safety</u> i. Ensured safety measure on studio and crew when coordinating direct sound recording,  <u>Environment</u> i. Observed noise pollution.	<u>Related Knowledge</u> 20  <u>Related Skills</u> 60	<u>Related Knowledge</u> Lecture  <u>Related Skills</u> Production Workshop, Tutorial and coaching	i. Direct sound recording of comprises of the screenplay obtained. ii. Availability and functionality of direct sound recording requirements confirmed. iii. Direct sound recording performed by the Sound Engineer and Boom Man are closely monitored and progress feedback obtained.

5. Coordinate film dubbing process	<p>i. Fundamental of Audio Post production.</p> <ul style="list-style-type: none"> <li>Dialogue</li> <li>Ambience</li> </ul> <p>ii. Fundamental in audio technical</p> <ul style="list-style-type: none"> <li>Types of Audio.</li> <li>Function of Audio</li> </ul> <p>iii. Liasion with film dubbing process development.</p> <ul style="list-style-type: none"> <li>Sound Engineer</li> </ul>	<p>i. Acquire film dubbing process material and document</p> <p>ii. Check talent and schedule availability</p> <p>iii. Supervise film dubbing progress</p>	<p><u>Attitude</u></p> <p>i. Discipline, trustworthy patience and passionate when coordinating film dubbing.</p> <p>ii. Good public relation skill in coordination of film dubbing.</p> <p><u>Safety</u></p> <p>i. Ensured safety measure on studio and crew when coordinating film dubbing.</p> <p><u>Environment</u></p> <p>i. Observed noise pollution.</p>	<p><u>Related Knowledge</u></p> <p>10</p> <p><u>Related Skills</u></p> <p>30</p>	<p><u>Related Knowledge</u></p> <p>Lecture</p> <p><u>Related Skills</u></p> <p>Production Workshop, Tutorial and coaching</p>	<p>i. Film dubbing process comprises of fine cut/picture lock and amended dialog script obtained.</p> <p>ii. Availability of talent list and sound engineer are schedule for film dubbing process confirmed.</p> <p>iii. Film dubbing process perform by sound engineer and talent are closely monitored and progress feedback obtained.</p>
6. Evaluate film audio production coordination	<p>i. Fundamental of camera and audio.</p> <ul style="list-style-type: none"> <li>Testing procedure</li> <li>Equipment functionality</li> <li>Remedial</li> </ul>	<p>i. Check camera and audio test compliance</p> <p>ii. Check film score compliance</p>	<p><u>Attitude</u></p> <p>i. Discipline, analytical, critical and ethical in evaluating film audio</p>	<p><u>Related Knowledge</u></p> <p>10</p> <p><u>Related</u></p>	<p><u>Related Knowledge</u></p> <p>Lecture</p> <p><u>Related Skills</u></p>	<p>i. Camera and audio functionality are monitored and confirmed.</p>

	<p>procedure</p> <ul style="list-style-type: none"> <li>• Studio recording safety procedures.</li> </ul> <p>ii. Requirement of film score compliances.</p> <ul style="list-style-type: none"> <li>• Themes</li> <li>• Concept</li> </ul> <p>iii. Sound and foley effects compliances.</p> <ul style="list-style-type: none"> <li>• Storytelling</li> <li>• Effectiveness</li> <li>• Compatibility</li> <li>• Feasibility</li> <li>• Studio recording safety</li> </ul> <p>iv. Direct sound compliances.</p> <ul style="list-style-type: none"> <li>• Accessibility of equipment and sessionist</li> <li>• Live recording procedures</li> <li>• Crowd control procedures</li> </ul> <p>v. Film dubbing process compliances.</p> <ul style="list-style-type: none"> <li>• Accessibility of recording studio, talent</li> </ul>	<p>iii. Check sound and foley effects compliance</p> <p>iv. Check direct sound recording compliance</p> <p>v. Check film dubbing process compliance</p> <p>vi. Prepare film audio production compliance report</p>	<p>production.</p> <p><u>Safety</u></p> <p>i. Non disclosure confidentiality.</p> <p><u>Environment</u></p> <p>i. Observed noise pollution and surrounding sensitivity.</p>	<p><u>Skills</u></p> <p>30</p>	<p>Production Workshop, Tutorial and coaching</p>	<p>ii. Film score conducted by composer and secessionist are closely monitored.</p> <p>iii. Sound and Foley effects conducted by sound designer and foley artist are closely monitored.</p> <p>iv. Direct sound recording performed by the Sound Engineer and Boom Man are closely monitored.</p> <p>v. Film dubbing process perform by sound engineer and talent are closely monitored.</p> <p>vi. Film audio production progress</p>
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	and sound engineer. <ul style="list-style-type: none"> <li>• Dubbing process procedures</li> </ul>					feedback compiled.
	vi. Film audio production report compliances <ul style="list-style-type: none"> <li>• Format</li> <li>• Hierachy</li> <li>• Non disclosure procedures</li> <li>• Legal procedure</li> <li>• Safety procedure</li> </ul>					
7. Prepare film Audio Production report	i. Fundamental of film audio production. <ul style="list-style-type: none"> <li>• Audio production procedure</li> <li>• Audio production report writing</li> </ul> ii. Film audio production specification <ul style="list-style-type: none"> <li>• Sound Location</li> <li>• Studio recording</li> <li>• Composer</li> <li>• Secessionist</li> <li>• Orchestra</li> <li>• Instrument</li> </ul>	i. Obtain film audio production feedback  ii. Study film audio production specification requirement  iii. Check film audio production compliance  iv. Produce film audio production report	<u>Attitude</u> i. Discipline, trustworthy patience and passionate when coordinating direct sound recording.  ii. Good public relation skill in coordination of direct sound recording.  <u>Safety</u> i. Ensured safety measure on studio and crew	<u>Related Knowledge</u>  10  <u>Related Skills</u>  30	<u>Related Knowledge</u>  Lecture  <u>Related Skills</u>  Production Workshop, Tutorial and coaching	i. Film audio production compliances to the procedure and report are obtained and analysed.  ii. Availability of the location, studio recoding, composer, secessionist, talent, orchestra and instrument are checked and confirmed

			<p>when coordinating direct sound recording,</p> <p><u>Environment</u></p> <p>i. Observed noise pollution.</p>			<p>compliance to the progress feedback.</p> <p>iii. Film audio production report produced and submitted.</p>
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### Employability Skills

CORE ABILITIES	SOCIAL SKILLS
<p>Related NOSS Core Abilities (Z-009) :-</p> <ol style="list-style-type: none"> <li>1. Locate and Process Information</li> <li>2. Exchange/Communicate Information</li> <li>3. Work and Interact with People</li> <li>4. Plan and Organize Work Activities</li> <li>5. Manage Resources</li> <li>6. Work within and with Systems</li> </ol>	<ol style="list-style-type: none"> <li>1. Communication skills</li> <li>2. Conceptual skills</li> <li>3. Interpersonal skills</li> <li>4. Learning skills</li> <li>5. Leadership skills</li> <li>6. Multitasking and prioritizing</li> <li>7. Self-discipline</li> <li>8. Teamwork</li> </ol>

### Tools, Equipment and Materials (TEM)

ITEMS	RATIO (TEM : TRAINEES)
1. Camera Equipment (tripod & lense)	1 : 5
2. Audio Mixer	1 : 5
3. Microphone	1 : 5
4. Headphone	1 : 5
5. Boompole	1 : 5
6. Computer Set / Laptop	1 : 1
7. Pro tool software	1 : 1
8. A4 Paper	As required
9. Music Score	1 : 5
10. Orchestra Instrument	1 : 5
11. Recording Studio	1 : 5
12. Music Sessionist	1 : 5
13. Foley Studio	1 : 5
14. Foley Artist	1 : 5

### REFERENCES

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3. Van Nostran, William (1999), The Media Writer's Guide Writing for Business and Educational Programming: Burlington, Focal Press.
4. Dancyger, Ken. (2001), Alternative scriptwriting Successfully Breaking the Rules (Third edition): Burlington, Focal Press.
5. Garrnand, Timothy (2000), Writing For Multimedia and The Web (second edition): Burlington, Focal Press.
6. Michael Rabiger (1989), Directing Film : Technique and aesthetics: United State, Boston Press Ltd.
7. Rod Whitaker (1970), The Language of Film: New Jersey, Prentice Hall.

SUMMARY OF TRAINING DURATION FOR FILM DIRECTING COORDINATION (LEVEL 4)						
NO.	COMPETENCY UNIT TITLE	WORK ACTIVITIES	RELATED KNOWLEDGE	RELATED SKILLS	HOURS	TOTAL (HRS)
CU1	Film Content Coordination	Analyse film script content	10	30	40	265
		Prepare script breakdown	15	45	60	
		Prepare Interview questions (Non-fictional)	25	60	85	
		Coordinate script breakdown input	10	30	40	
		Review department script breakdown	10	30	40	
CU2	Film pre-production coordination	List film casting	10	30	40	270
		Prepare production schedule	15	45	60	
		Coordinate production crew and film equipment	25	60	85	
		Coordinate film production location	15	30	45	
		Review pre-production coordination	10	30	40	
CU3	Film production coordination	Coordinate shooting script and storyboard	15	45	60	310
		Coordinate on-set rehearsal	15	45	60	
		Coordinate blocking and plotting	15	30	45	
		Coordinate film set development	15	50	65	
		Coordinate principle photography	20	60	80	
CU4	Film production design coordination	Analyse film production design requirements	10	30	40	200
		Coordinate film production design preparation	10	30	40	
		Monitor film production design progress	10	30	40	
		Evaluate film production design coordination.	10	30	40	
		Prepare film production design report	10	30	40	
CU5	Film visual effects coordination	Coordinate film visual effects / CGI production	20	60	80	280
		Coordinate film stunt element	20	60	80	
		Evaluate film visual effects coordination	20	60	80	
		Prepare film visual effects report	10	30	40	
CU6	Film audio production coordination	Coordinate camera and audio test	20	60	80	360
		Coordinate film score	10	30	40	
		Coordinate sound and foley effects	10	30	40	
		Coordinate direct sound recording	20	60	80	
		Coordinate film dubbing process	10	30	40	
		Evaluate film audio production coordination	10	30	40	
		Prepare film audio production report	10	30	40	
TOTAL HOURS (Core Competencies)			435	1250	1685	1685