



REPUBLIC OF KENYA

COMPETENCY BASED MODULAR CURRICULUM

FOR

FILM PRODUCTION

KNQF LEVEL 6

(CYCLE 3)

PROGRAMME ISCED CODE: 0211 554A



TVET CDACC
P.O. BOX 15745-00100
NAIROBI

© TVET CDACC, 2025

All rights reserved. No part of this curriculum may be reproduced, distributed, or transmitted in any form or by any means, including photocopying, recording, or other electronic or mechanical methods without the prior written permission of TVET CDACC, except in the case of brief quotations embodied in critical reviews and certain other non-commercial uses permitted by copyright law. For permission requests, write to the Council Secretary/CEO at the address below:

Council Secretary/CEO

TVET Curriculum Development, Assessment and Certification Council

P.O. Box 15745–00100

Nairobi, Kenya

Email: info@tvetcdacc.go.ke

FOREWORD

The provision of quality education and training is fundamental to the Government's overall strategy for social and economic development. Quality education and training contribute to the achievement of Kenya's development blueprint and sustainable development goals.

Reforms in the education sector are necessary to achieve Kenya Vision 2030 and meet the provisions of the Constitution of Kenya 2010. The education sector had to be aligned to the Constitution, and this resulted in the formulation of the Policy Framework for Reforming Education and Training in Kenya (Sessional Paper No. 14 of 2012). A key feature of this policy is the radical change in the design and delivery of TVET training. This policy document requires that training in TVET be competency-based, curriculum development be industry-led, certification be based on demonstration of competence, and the mode of delivery allow for multiple entry and exit in TVET programmes.

These reforms demand that Industry takes a leading role in curriculum development to ensure the curriculum addresses its competence needs. It is against this background that this curriculum has been developed. For trainees to build their skills on foundational hands-on activities of the occupation, units of learning are grouped in modules. This has eliminated duplication of content and streamlined exemptions based on skills acquired as a trainee progresses in the up-skilling process, while at the same time allowing trainees to be employable in the shortest time possible through the acquisition of part qualifications.

It is my conviction that this curriculum will play a great role in developing competent human resources for the Media Sector's growth and development.

**PRINCIPAL SECRETARY
STATE DEPARTMENT FOR TVET
MINISTRY OF EDUCATION**

PREFACE

Kenya Vision 2030 aims to transform Kenya into a newly industrializing middle-income country, providing high-quality life to all its citizens by the year 2030. Kenya intends to create globally competitive and adaptive human resource base to meet the requirements of a rapidly industrializing economy through lifelong education and training. TVET has a responsibility to facilitate the process of inculcating knowledge, skills, and worker behaviour necessary for catapulting the nation to a globally competitive country, hence the paradigm shift to embrace Competency-Based Education and Training (CBET).

CAP 210A and Sessional Paper No. 1 of 2019 on Reforming Education and Training in Kenya for Sustainable Development emphasized the need to reform curriculum development, assessment, and certification. This called for a shift to CBET to address the mismatch between skills acquired through training and skills needed by industry, as well as increase the global competitiveness of the Kenyan labour force.

This curriculum has been developed in adherence to the Kenya National Qualifications Framework and CBETA standards and guidelines. The curriculum is designed and organized into Units of Learning with Learning Outcomes, suggested delivery methods, learning resources, and methods of assessing the trainee's achievement. In addition, the units of learning have been grouped in modules to concretize the skills acquisition process and streamline upskilling.

I am grateful to all expert trainers and everyone who played a role in translating the Occupational Standards into this competency-based modular curriculum.

CHAIRMAN
TVET CDACC

ACKNOWLEDGMENT

This curriculum has been designed for competency-based training and has independent units of learning that allow the trainee flexibility in entry and exit. In developing the curriculum, significant involvement and support were received from expert trainers, institutions and organizations.

I recognize with appreciation the role of the Film National Sector Skills Committee (NSSC) in ensuring that competencies required by the industry are addressed in the curriculum. I also thank all stakeholders in the Film sector for their valuable input and everyone who participated in developing this curriculum.

I am convinced that this curriculum will go a long way in ensuring that individuals aspiring to work in the Film Sector acquire competencies to perform their work more efficiently and effectively.

COUNCIL SECRETARY/CEO
TVET CDACC

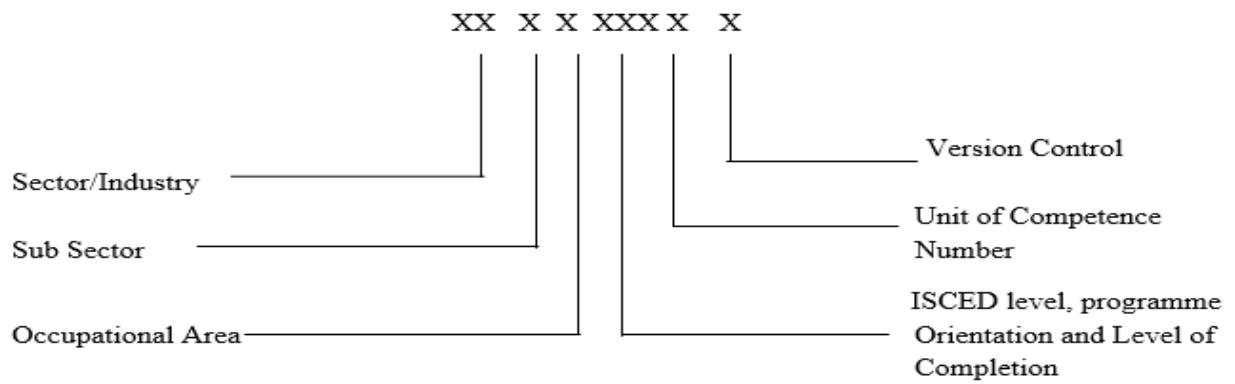
TABLE OF CONTENTS

FOREWORD	ii
PREFACE	iii
ACKNOWLEDGMENT.....	iv
TABLE OF CONTENTS.....	v
KEY TO UNIT CODE.....	vii
COURSE OVERVIEW	viii
MODULE I	1
DIGITAL LITERACY	2
COMMUNICATION SKILLS	12
MEDIA ETHICS.....	16
CAMERA OPERATIONS.....	20
LIGHTING.....	23
MODULE II.....	27
WORK ETHICS AND PRACTICES	28
ENTREPRENEURIAL SKILLS.....	32
MEDIA LAW.....	36
GRIP.....	40
FILM SCRIPT.....	43
MODULE III	46
FILM SET DESIGNING	47
CHARACTER MAKE UP.....	50
FILM SOUND	53
STORYBOARDING.....	56
MODULE IV	59
FILM ACTING	60
SOUND EDITING.....	63
VIDEO EDITING	66
WARDROBE MANAGEMENT	70
MODULE V.....	73
FILM PRODUCTION	74

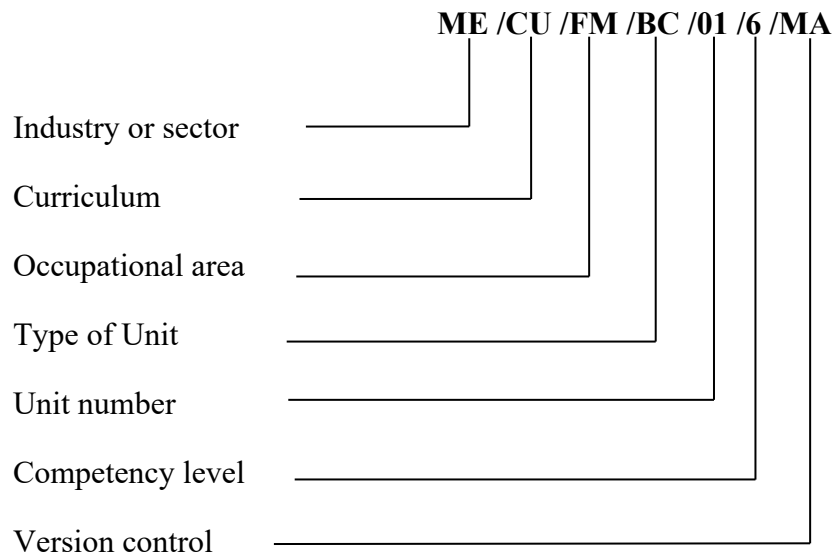
FILM VISUAL EFFECTS (VFX)	78
DIGITAL IMAGE HANDLING	81

KEY TO UNIT CODE

KEY TO ISCED UNIT CODE



KEY TO TVET CDACC UNIT CODE



COURSE OVERVIEW

Film production level 6 qualification consists of competencies that an individual must achieve to offer Film production services. It involves creating film script, managing film production, preparing film storyboard, designing film set, lighting film set, demonstrating film acting, operating film grip, performing camera operations, recording film sound, applying character make-up, managing film wardrobe, managing recorded content, editing audio visual content, editing film sound and designing film visual effects (VFX)

Summary of Units of Learning

ISCED Unit Code	TVE CDACC Unit Code	Unit of Learning Title	Duration in Hours	Credit Factor
MODULE I				
0611 451 01A	ME/CU/FM/BC/01/5/MA	Digital Literacy	40	4
0031 451 02A	ME/CU/FM/BC/02/5/MA	Communication Skills	40	4
0211 441 03A	ME/CU/FM/CC/01/5/MA	Media Ethics	100	10
0211 441 04A	ME/CU/FM/CR/01/5/MA	Camera Operations	100	10
0211 441 05A	ME/CU/FM/CR/02/5/MA	Lighting	100	10
		SUB TOTAL	380	38
MODULE II				
0417 451 03A	ME/CU/FM/BC/03/5/MA	Work Ethics and Practices	40	4
0413 451 04A	ME/CU/FM/BC/04/5/MA	Entrepreneurial Skills	40	4
0211 441 08A	ME/CU/FM/CC/02/5/MA	Media Law	140	14
0211 441 09A	ME/CU/FM/CR/03/5/MA	Film Grip	100	10
0211 441 10A	ME/CU/FM/CR/04/5/MA	Film Script	100	10
		SUB TOTAL	420	42
MODULE III				
0211 441 11A	ME/CU/FM/CR/05/5/MA	Film Set Designing	100	10
0211 441 12A	ME/CU/FM/CR/06/5/MA	Character Make Up	100	10
0211 441 13A	ME/CU/FM/CR/07/5/MA	Film Sound	110	11

0211 441 14A	ME/CU/FM/CR/08/5/MA	Storyboarding	80	8
		SUB TOTAL	390	39
MODULE IV				
0211 541 15A	ME/CU/FM/CR/01/6/MA	Film Acting	110	11
0211 541 16A	ME/CU/FM/CR/02/6/MA	Sound Editing	80	8
0211 541 17A	ME/CU/FM/CR/03/6/MA	Video Editing	100	10
0211 541 18A	ME/CU/FM/CR/04/6/MA	Wardrobe Management	110	11
		SUB TOTAL	400	40
MODULE V				
0211 541 19A	ME/CU/FM/CR/05/6/MA	Film Production	110	11
0211 541 20A	ME/CU/FM/CR/06/6/MA	Film Visual Effects (VFX)	110	11
0211 541 21A	ME/CU/FM/CR/07/6/MA	Digital Image Handling	110	11
		SUB TOTAL	330	33
	ME/CU/FM/CR/08/6/MA	INDUSTRY TRAINING	480	48
		GRAND TOTAL	2400	240

Entry Requirements

An individual entering this course should have any of the following minimum requirements:

- a) Attained KCSE Mean Grade of C- (minus)
- Or**
- b) Film production Level 5 or related Certificate
- Or**
- c) Equivalent qualifications in related fields as determined by the relevant regulatory body

Trainer Qualification

Qualifications of a trainer for this course include:

- a) Possession of a higher qualification than Film production level 6 or in related trade area; and
- b) License by TVETA; and
- c) Licence by regulatory body (where applicable)

Industry Training

An individual enrolled in this course will be required to undergo Industry training for a minimum period of 480 hours in film production sector. The industrial training may be taken after completion of all units for those pursuing the full qualification or be distributed equally in each unit for those pursuing part qualification. In the case of dual training model, industrial training shall be as guided by the dual training policy.

Credit Accumulation, Transfer and Exemptions

TVET CDACC guidelines on credit accumulation, transfer and exemptions shall apply.

Assessment

The course shall be assessed formatively and summatively:

- a) During formative assessment all performance criteria shall be assessed based on performance criteria weighting.
- b) Number of formative assessments shall minimally be equal to the number of elements in a unit of competency.
- c) During summative assessment basic and common units may be integrated in the core units or assessed as discrete units.
- d) Theoretical and practical weighting for each unit of learning shall be as follows:
 - i) 30-70 for units in module I, II and module III
 - ii) 40-60 for units in modules IV and V
- e) Formative and summative assessments shall be weighted at 60% and 40% respectively in the overall unit of learning score
For a candidate to be declared competent in a unit of competency, the candidate must meet the following conditions:
 - i) Obtained at least 40% in theory assessment in formative and summative assessments.
 - ii) Obtained at least 60% in practical assessment in formative and summative assessment where applicable.
 - iii) Obtained at least 50% in the weighted results between formative assessment and summative assessment where the former constitutes 60% and the latter 40% of the overall score.
- f) Assessment performance rating for each unit of competency shall be as follows:

MARKS	COMPETENCE RATING
80 -100	Attained Mastery
65 - 79	Proficient
50 - 64	Competent
49 and below	Not Yet Competent
Y	Assessment Malpractice/irregularities

- g) Assessment for Recognition of Prior Learning (RPL) may lead to award of part and/or full qualification.

Certification

A candidate will be issued with a Certificate of Competency upon demonstration of competence in a core Unit of Competency. To be issued with Kenya National TVET Certificate in Film Production Level 6, the candidate must demonstrate competence in all the Units of Competency as given in the qualification pack. Statement of Attainment certificate may be awarded upon demonstration of competence in certifiable element within a unit.

These certificates will be issued by TVET CDACC

MODULE I

DIGITAL LITERACY

ISCED UNIT CODE: 0611 451 01A

TVET CDACC UNIT CODE: ME/CU/FM/BC/01/5/MA

Relationship to Occupational Standards

This unit addresses the Unit of Competency: Apply Digital Literacy

Duration of Unit: 40 Hours

Unit Description

This unit covers the competencies required to demonstrate digital literacy. It involves operating computer devices, solving tasks using the Office suite, managing data and information, performing online communication and collaboration, applying cybersecurity skills and job entry techniques, and performing jobs online.

Summary of Learning Outcomes

By the end of this unit, the learner should be able to:

S/No	Learning Outcomes	Duration (Hours)
1.	Operate computer devices	6
2.	Solve task using office suite	14
3.	Manage data and information	6
4.	Online collaboration and communication	4
5.	Apply cyber security skills	4
6.	Perform online jobs	4
7.	Apply job entry techniques	2
Total		40

Learning Outcomes, Content, and Suggested Assessment Methods

Learning Outcome	Content	Suggested Assessment Methods
1. Operate computer devices	<p>1.1 Meaning and importance of digital literacy</p> <p>1.2 Functions and Uses of Computers</p> <p>1.3 Classification of computers</p> <p>1.4 Components of a computer system</p> <p>1.5 Computer Hardware</p> <p>1.5.1 The System Unit E.g. Motherboard, CPU, casing</p> <p>1.5.2 Input Devices e.g. Pointing, keying, scanning, voice/speech recognition, direct data capture devices.</p> <p>1.5.3 Output Devices e.g. hardcopy output and softcopy output</p> <p>1.5.4 Storage Devices e.g. main memory e.g. RAM, secondary storage (Solid state devices), Hard Drives, CDs & DVDs, Memory cards, Flash drives</p> <p>1.5.5 Computer Ports e.g. HDMI, DVI, VGA, USB type C etc.</p> <p>1.6 Classification of computer software</p> <p>1.7 Operating system functions</p> <p>1.8 Procedure for turning/off a computer</p> <p>1.9 Mouse use techniques</p> <p>1.10 Keyboard Parts and Use Techniques</p> <p>1.11 Desktop Customization</p> <p>1.12 File and Files Management using an operating system</p> <p>1.13 Computer Internet Connection Options</p> <p>1.13.1 Mobile Networks/Data Plans</p> <p>1.13.2 Wireless Hotspots</p> <p>1.13.3 Cabled (Ethernet/Fiber)</p> <p>1.13.4 Dial-Up</p> <p>1.13.5 Satellite</p> <p>1.14 Computer external devices management</p> <p>1.15 Device connections</p> <p>1.16 Device controls (volume controls and display properties)</p>	<ul style="list-style-type: none"> ● Observation ● Written assessment ● Oral assessment ● Practical assessment

Learning Outcome	Content	Suggested Assessment Methods
2. Solve tasks using Office suite	2.1 Meaning and Importance of Word Processing 2.2 Examples of Word Processors 2.3 Working with word documents 2.3.1 Open and close word processor 2.3.2 Create a new document 2.3.3 Save a document 2.3.4 Switch between open documents 2.4 Enhancing productivity 2.4.1 Set basic options/preferences 2.4.2 Help resources 2.4.3 Use magnification/zoom tools 2.4.4 Display, hide built-in tool bar 2.4.5 Using navigation tools 2.5 Typing Text 2.6 Document editing (copy, cut, paste commands, spelling and Grammar check) 2.7 Document formatting 2.7.1 Formatting text 2.7.2 Formatting paragraph 2.7.3 Formatting styles 2.7.4 Alignment 2.7.5 Creating tables 2.7.6 Formatting tables 2.8 Graphical objects 2.8.1 Insert object (picture, drawn object) 2.8.2 Select an object 2.8.3 Edit an object 2.8.4 Format an object 2.9 Document Print setup 2.9.1 Page layout, 2.9.2 Margins set up 2.9.3 Orientation. 2.10 Word Document Printing 2.11 Meaning & Importance of electronic spreadsheets 2.12 Components of Spreadsheets 2.13 Application areas of spreadsheets	<ul style="list-style-type: none"> ● Observation ● Portfolio of Evidence ● Project ● Written assessment ● Practical assessment ● Oral assessment

Learning Outcome	Content	Suggested Assessment Methods
	<p>2.14 Using spreadsheet application</p> <p>2.14.1 Parts of Excel screen: ribbon, formula bar, active cell, name box, column letter, row number, Quick Access Toolbar.</p> <p>2.14.2 Cell Data Types</p> <p>2.14.3 Block operations</p> <p>2.14.4 Arithmetic operators (formula bar (-, +, *, /)).</p> <p>2.14.5 Cell Referencing</p> <p>2.15 Data Manipulation</p> <p>2.15.1 Using Functions (Sum, Average, SumIF, Count, Max, Max, IF, Rank, Product, mode etc.)</p> <p>2.15.2 Using Formulae</p> <p>2.15.3 Sorting data</p> <p>2.15.4 Filtering data</p> <p>2.15.5 Visual representation using charts</p> <p>2.16 Worksheet printing</p> <p>2.17 Electronic Presentations</p> <p>2.18 Meaning and Importance of electronic presentations</p> <p>2.19 Examples of Presentation Software</p> <p>2.20 Using the electronic presentation application</p> <p>2.20.1 Parts of the PowerPoint screen (slide navigation pane, slide pane, notes, the ribbon, quick access toolbar, and scroll bars).</p> <p>2.20.2 Open and close presentations</p> <p>2.20.3 Creating Slides (Insert new slides, duplicate, or reuse slides.)</p> <p>2.20.4 Text Management (insert, delete, copy, cut and paste, drag and drop, format, and use spell check).</p> <p>2.20.5 Use magnification/zoom tools</p> <p>2.20.6 Apply or change a theme.</p> <p>2.20.7 Save a presentation</p>	

Learning Outcome	Content	Suggested Assessment Methods
	2.20.8 Switch between open presentations 2.21 Developing a presentation 2.21.1 Presentation views 2.21.2 Slides 2.21.3 Master slide 2.22 Text 2.22.1 Editing text 2.22.2 Formatting 2.22.3 Tables 2.23 Charts 2.23.1 Using charts 2.23.2 Organization charts 2.24 Graphical objects 2.24.1 Insert, manipulate 2.24.2 Drawings 2.25 Prepare outputs 2.25.1 Applying slide effects and transitions 2.25.2 Check and deliver <ul style="list-style-type: none"> • Spell check a presentation • Slide orientation • Slide shows, navigation 2.26 Print presentations (slides and handouts)	
3. Manage Data and Information	3.1 Meaning of Data and information 3.2 Importance and Uses of data and information 3.3 Types of internet services 3.3.1 Communication Services 3.3.2 Information Retrieval Services 3.3.3 File Transfer 3.3.4 World Wide Web Services 3.3.5 Web Services 3.3.6 Automatic Network Address Configuration 3.3.7 NewsGroup 3.3.8 Ecommerce 3.4 Types of Internet Access Applications	<ul style="list-style-type: none"> • Observation • Portfolio of Evidence • Project • Written assessment • Practical assessment • Oral assessment

Learning Outcome	Content	Suggested Assessment Methods
	3.5 Web browsing concepts 3.5.1 Key concepts 3.5.2 Security and safety 3.6 Web browsing 3.6.1 Using the web browser 3.6.2 Tools and settings 3.6.3 Clearing Cache and cookies 3.6.4 URIs 3.6.5 Bookmarks 3.6.6 Web outputs 3.7 Web based information 3.7.1 Search 3.7.2 Critical evaluation of information 3.7.3 Copyright, data protection 3.8 Downloads Management 3.9 Performing Digital Data Backup (Online and Offline) 3.10 Emerging issues in internet	
4. Perform online communication and collaboration	4.1 Netiquette principles 4.2 Communication concepts 4.2.1 Online communities 4.2.2 Communication tools 4.2.3 Email concepts 4.3 Using email 4.3.1 Sending email 4.3.2 Receiving email 4.3.3 Tools and settings 4.3.4 Organizing email 4.4 Digital content copyright and licenses 4.5 Online collaboration tools 4.5.1 Online Storage (Google Drive) 4.5.2 Online productivity applications (Google Docs & Forms) 4.5.3 Online meetings (Google Meet/Zoom) 4.5.4 Online learning environments 4.5.5 Online calendars (Google Calendars) 4.5.6 Social networks (Facebook/Twitter)	<ul style="list-style-type: none"> • Observation • Portfolio of Evidence • Project • Written assessment • Practical assessment • Oral assessment

Learning Outcome	Content	Suggested Assessment Methods
	- Settings & Privacy) 4.6 Preparation for online collaboration 4.6.1 Common setup features 4.6.2 Setup 4.7 Mobile collaboration 4.7.1 Key concepts 4.7.2 Using mobile devices 4.7.3 Applications 4.7.4 Synchronization	
5. Apply cybersecurity skills	5.1 Data protection and privacy 5.1.1 Confidentiality of data/information 5.1.2 Integrity of data/information 5.1.3 Availability of data/information 5.2 Internet security threats 5.2.1 Malware attacks 5.2.2 Social engineering attacks 5.2.3 Distributed denial of service (DDoS) 5.2.4 Man-in-the-middle attack (MitM) 5.2.5 Password attacks 5.2.6 IoT Attacks 5.2.7 Phishing Attacks 5.2.8 Ransomware 5.3 Computer threats and crimes 5.4 Cybersecurity control measures 5.4.1 Physical Controls 5.4.2 Technical/Logical Controls (Passwords, PINs, Biometrics) 5.4.3 Operational Controls 5.5 Laws governing protection of ICT in Kenya 5.5.1 The Computer Misuse and Cybercrimes Act No. 5 of 2018 5.5.2 The Data Protection Act No. 24 Of 2019	<ul style="list-style-type: none"> • Observation • Portfolio of Evidence • Project • Written assessment • Practical assessment • Oral assessment
6. Perform Online Jobs	6.1 Introduction to online working 6.2 Types of online Jobs 6.3 Online job platforms 6.3.1 Remotask 6.3.2 Data annotation tech	<ul style="list-style-type: none"> • Observation • Portfolio of Evidence • Project • Written

Learning Outcome	Content	Suggested Assessment Methods
	6.3.3 Cloud worker 6.3.4 Upwork 6.3.5 Oneforma 6.3.6 Appen 6.4 Online account and profile management 6.5 Identifying online jobs/job bidding 6.6 Online digital identity 6.7 Executing online tasks 6.8 Management of online payment accounts.	assessment • Practical assessment • Oral assessment
7. Apply job entry techniques	7.1 Types of job opportunities 7.1.1 Self-employment 7.1.2 Service provision 7.1.3 product development 7.1.4 salaried employment 7.2 Sources of job opportunities 7.3 Resume/ curriculum vitae 7.3.1 What is a CV 7.3.2 How long should a CV be 7.3.3 What to include in a AC 7.3.4 Format of CV 7.3.5 How to write a good CV 7.3.6 Don'ts of writing a CV 7.4 Job application letter 7.4.1 What to include 7.4.2 Addressing a cover letter 7.4.3 Signing off a cover letter 7.5 Portfolio of Evidence 7.5.1 Academic credentials 7.5.2 Letters of commendations 7.5.3 Certification of participation 7.5.4 Awards and decorations 7.6 Interview skills 7.6.1 Listening skills 7.6.2 Grooming 7.6.3 Language command 7.6.4 Articulation of issues	• Observation • Oral assessment • Portfolio of evidence • Third party report • Written assessment

Learning Outcome	Content	Suggested Assessment Methods
	7.6.5 Body language 7.6.6 Time management 7.6.7 Honesty 7.7 Generally knowledgeable in current affairs and technical area	

Suggested Methods Instruction

- Instructor-led facilitation using active learning strategies
- Demonstration by trainer
- Practical work by trainees
- Viewing of related videos
- Group discussions
- Project
- Role play
- Case study

Recommended Resources for 25 Trainees

S/No.	Category/Item	Description/Specifications	Quantity	Recommended Ratio (Item: Trainee)
A	Learning Materials			
1)	Power point presentations	For trainer's use	1	1:25
2)	Sample CVs	For trainee's use	5	1:5
3)	Sample job applications	For trainee's use	5	1:5
B	Learning Facilities & infrastructure			
4)	Lecture/theory room		1	1:25
5)	Computers with OS (Windows/Linux/Mac), Microsoft Office, Google Workspace, Antivirus	For trainee's use	25	1:1
6)	Internet connection	For trainees and trainer's use	1 connection	1:25
7)	Whiteboard	For trainer's use	1	1:25
8)	Smartboard/Smart TV (Where applicable)	For trainer's use	1	1:25
C	Consumable materials			

9)	Printing papers	For trainer and trainee use	Varies	Varies
10)	Assorted whiteboard markers	For trainer's use	Varies	Varies
D	Tools and Equipment			
11)	Printers	For trainer's use	2	1:12
12)	External storage media	For trainer and trainee use	Varies	1:1 or 1:5 depending on need
13)	Projector	For trainer's use	1	1:25

COMMUNICATION SKILLS

ISCED UNIT CODE: 0031 451 02A

TVET CDACC UNIT CODE: ME/CU/FM/BC/02/5/MA

Relationship to Occupational Standards

This unit addresses the Unit of Competency: Apply Communication Skills

Duration of Unit: 40 hours

Unit Description

This unit covers the competencies required to apply communication skills. It involves applying communication channels, written, non-verbal, oral, and group communication skills.

Summary of Learning Outcomes

By the end of this unit, the learner should be able to:

S/No	Learning Outcomes	Duration (Hours)
1.	Apply communication channels	10
2.	Apply written communication skills	12
3.	Apply non-verbal communication skills	4
4.	Apply oral communication skills	4
5.	Apply group communication skills	10
Total		40

Learning Outcomes, Content, and Suggested Assessment Methods

Learning Outcome	Content	Suggested Assessment Methods
1. Apply communication channels	1.1 Communication process 1.2 Principles of effective communication 1.3 Channels/medium/modes of communication 1.4 Factors to consider when selecting a channel of communication	<ul style="list-style-type: none">• Oral questions• Written assessment• Observation• Portfolio of Evidence• Practical assessment• Third party report

Learning Outcome	Content	Suggested Assessment Methods
	1.5 Barriers to effective communication 1.6 Flow/patterns of communication 1.7 Sources of information 1.8 Organizational policies	
2. Apply written communication skills	2.1 Types of written communication 2.2 Elements of communication 2.3 Organization requirements for written communication	<ul style="list-style-type: none"> • Oral assessment • Written assessment • Observation • Portfolio of Evidence • Practical assessment • Third party report
3. Apply non-verbal communication skills	3.1 Utilize body language and gestures 3.2 Apply body posture 3.3 Apply workplace dressing code	<ul style="list-style-type: none"> • Oral assessment • Written assessment • Observation • Portfolio of Evidence • Practical assessment • Third party report
4. Apply oral communication skills	4.1 Types of oral communication pathways 4.2 Effective questioning techniques 4.3 Workplace etiquette 4.4 Active listening	<ul style="list-style-type: none"> • Oral assessment • Written assessment • Observation • Portfolio of Evidence • Practical assessment • Third party report
5. Apply group discussion skills	1.1 Establishing rapport 1.2 Facilitating resolution of issues 1.3 Developing action plans 1.4 Group organization techniques 1.5 Turn-taking techniques 1.6 Conflict resolution techniques 1.7 Teamwork	<ul style="list-style-type: none"> • Oral assessment • Written assessment • Observation • Portfolio of Evidence • Practical assessment

Suggested Methods of Instruction

- Role playing
- Group discussion
- Direct instruction

Recommended Resources for 25 Trainees

S/No.	Category/Item	Description/ Specifications	Quantity	Recommended Ratio (Item: Trainee)
A	Learning Materials			
1.	Textbooks		5 pcs	1:5
2.	Charts			
3.	PowerPoint presentations	For trainer's use		
4.	Whiteboard		1	
5.	Assorted colour of whiteboard markers			
6.	Printers		2	
7.	External storage media			
8.	Projector		1	
9.	Whiteboard		1	
10.	Smart board/ Smart TV (where applicable)			
B	Learning Facilities & infrastructure			
1.	Lecture/theory room	Size??	1	1:25
2.	Projector		1	
3.	Telephone			
4.	samples of CV		5	
5.	Assorted Flash Cards		25	
6.	Site	Size?	1	1:25
C	Consumable materials			
	Printing Papers			
	Assorted colour of whiteboard marker			
D	Tools and Equipment			
1.	Desktop computers/laptops with the following software:		15 pcs	

	i. Windows /Linux/Macintosh Operating System ii. Microsoft Office Software iii. Google Workspace Account iv. Antivirus Software			
2.	Internet connection	For trainer's use		
3.	Rolls flip charts			
4.	Assorted Flash Cards			
5.	Telephone			

MEDIA ETHICS

ISCED UNIT CODE: 0211 441 03A

TVET CDACC UNIT CODE: ME/CU/FM/CC/01/5/MA

Relationship to Occupational Standards

This unit addresses the unit of competency: Demonstrate media Ethics

Duration of Unit: 100 hours

Unit Description

This unit specifies the competencies required to **demonstrate Media Ethics**. It involves determining ethical principles, applying media ethics, evaluating code of ethics, determining ethical issues in entertainment, determining media censorship, determining conflict of interest, determining media plagiarism and applying digital media ethics

Summary of Learning Outcomes

By the end of this unit, the learner should be able to:

S/No	Learning Outcomes	Duration (Hours)
1.	Determine Ethical Principles	10
2.	Apply Media Ethics	12
3.	Evaluate Code of Ethics	14
4.	Determine Ethical Issues in Entertainment in Media	15
5.	Determine Media Censorship	11
6.	Determine Conflict of Interest	11
7.	Determine Media Plagiarism	12
8.	Apply Digital Media Ethics	15
Total		100

Learning Outcomes, Content and Suggested Assessment Methods

Learning Outcome	Content	Suggested Assessment Methods
1. Determine Ethical Principles	1.1 Meaning of ethics 1.2 Ethical perspectives 1.3 Classical frameworks/theories 1.4 Modern ethical frameworks	<ul style="list-style-type: none"> • Observation • Written tests • Assignments • Supervised exercises
2. Apply Media Ethics	2.1 Meaning of media ethics 2.2 Ethical standards of media 2.3 Principles of ethical journalism 2.4 Media ethics theories and frameworks 2.5 Print media ethics 2.6 Broadcast media ethics	<ul style="list-style-type: none"> • Observation • Written tests • Assignments • Supervised exercises
3. Evaluate Code of Ethics	3.1 Meaning of code of ethics 3.2 Media code of ethics 3.3 Analysing media code of ethics 3.4 Media Code of ethics case studies	<ul style="list-style-type: none"> • Observation • Written tests • Oral questioning • Assignments • Supervised exercises
4. Determine ethical issues in entertainment in Media	4.1 Meaning of entertainment media 4.2 Categories of ethical issues in entertainment media 4.3 Ethical guidelines in entertainment media 4.4 Case studies of ethics in entertainment media	<ul style="list-style-type: none"> • Observation • Written tests • Oral questioning • Assignments • Supervised exercises
5. Determine Media Censorship	5.1 Meaning of censorship 5.2 Types of censorship 5.3 Media censorship 5.4 Self-regulation and media censorship 5.5 Effects of censorship on media	<ul style="list-style-type: none"> • Observation • Written tests • Oral questioning • Assignments • Supervised exercises
6. Determine conflict of interest	6.1 Meaning of conflict of interest 6.2 Types of conflict of interest 6.3 Conflict of interest in media 6.4 Conflict of interest policy in media 6.5 Case studies of conflict of interest in media	<ul style="list-style-type: none"> • Observation • Written tests • Oral questioning • Assignments • Supervised exercises

7. Determine media Plagiarism	7.1 Meaning of plagiarism 7.2 Types of plagiarism 7.3 Plagiarism in Media 7.4 Citing and avoiding plagiarism in media 7.5 Case studies of plagiarism in media	<ul style="list-style-type: none"> • Observation • Written tests • Oral questioning • Assignments • Supervised exercises
8. Apply Digital media Ethics	8.1 Meaning of digital media ethics 8.2 Issues in the ethics of digital media 8.3 Ethical standards in digital media 8.4 Principles of ethical digital journalism 8.5 Digital Media ethics frameworks 8.6 Emerging information technologies and ethical challenges	<ul style="list-style-type: none"> • Observation • Written tests • Oral questioning • Assignments • Supervised exercises

Suggested Methods of Instruction

- Group discussions and presentation
- Demonstration by trainer
- Practical work by trainee
- Exercises

Recommended Resources for 25 Trainees

S/No.	Category/Item	Description/Specifications	Quantity	Recommended Ratio (Item: Trainee)
A	Learning Materials			
1)	Books	For trainer's use	1	1:25
2)	Journals	For trainee's use	5	1:5
B	Learning Facilities & infrastructure			
3)	Lecture/theory room		1	1:25
4)	Computers with OS (Windows/Linux/Mac), Microsoft Office, Google Workspace, Antivirus	For trainee's use	25	1:1
5)	Internet connection	For trainees and trainer's use	1 connection	1:25
6)	Whiteboard	For trainer's use	1	1:25
7)	Smartboard/Smart TV (Where applicable)	For trainer's use	1	1:25
C	Consumable materials			
8)	Printing papers	For trainer and	Varies	Varies

		trainee use		
9)	Assorted whiteboard markers	For trainer's use	Varies	Varies
D	Tools and Equipment			
10)	Printers	For trainer's use	2	1:12
11)	External storage media	For trainer and trainee use	Varies	1:1 or 1:5 depending on need
12)	Projector	For trainer's use	1	1:25

CAMERA OPERATIONS

ISCED UNIT CODE: 0211 441 04A

TVET CDACC UNIT CODE: ME/CU/FM/CR/01/5/MA

Relationship to Occupational Standards

This unit addresses the unit of competency: perform camera operations

Duration of Unit: 100 hours

Unit Description

This unit specifies the competencies required to perform camera operations. It involves planning film shoot, executing photography principal and maintaining camera equipment.

Summary of Learning Outcomes

By the end of this unit, the learner should be able to:

S/No	Learning Outcomes	Duration (Hours)
1.	Plan film shoot	40
2.	Execute photography principal	35
3.	Maintain camera equipment	25
Total		100

Learning Outcomes, Content and Suggested Assessment Methods

Learning Outcome	Content	Suggested Assessment Methods
1. Plan film shoot	1.1 Meaning of terms 1.2 Types of cameras 1.3 Camera settings 1.4 Features of camera equipment 1.5 Camera sensors 1.6 Camera lens 1.7 Broadcasting formats 1.8 Video formats 1.9 Video resolutions 1.10 Frame rates	<ul style="list-style-type: none">• Observation• Oral questions• Third party report• Interviewing• Project and report writing

2. Execute principal photography	2.1 Meaning of terms 2.2 Film set floor plans. 2.3 Camera rigging equipment 2.4 Camera set up techniques 2.5 Film tools and equipment 2.6 Safety rules and regulation 2.7 Card speeds	<ul style="list-style-type: none"> • Observation • Oral questions • Third party report • Interviewing • Project and report writing
3. Maintain camera equipment	3.1 Camera and accessory servicing and maintenance	<ul style="list-style-type: none"> • Observation • Oral questions • Third party report • Interviewing • Project and report writing

Suggested Methods of Instruction

- Project
- Demonstration by trainer
- Practice by the trainee
- Discussions
- Direct instruction
- Case study
- Audio –visual aids

Recommended Resources for 25 Trainees

S/No.	Category/Item	Description/Specifications	Quantity	Recommended Ratio (Item: Trainee)
A	Learning Materials			
1)	Books	For trainer's use	1	1:25
2)	Journals	For trainee's use	5	1:5
B	Learning Facilities & infrastructure			
3)	Lecture/theory room		1	1:25
4)	Computers with OS (Windows/Linux/Mac), Microsoft Office, Google Workspace, Antivirus, Livestream Software	For trainee's use	25	1:1
5)	Digital cameras	For trainees and trainer's use	5	1:5
6)	Internet connection	For trainees and trainer's use	1 connectio	1:25

			n	
7)	Whiteboard	For trainer's use	1	1:25
8)	Smartboard/Smart TV (Where applicable)	For trainer's use	1	1:25
C	Consumable materials			
9)	Printing papers	For trainer and trainee use	Varies	Varies
10)	Assorted whiteboard markers	For trainer's use	Varies	Varies
D	Tools and Equipment			
11)	Printers	For trainer's use	2	1:12
12)	External storage media	For trainer and trainee use	Varies	1:1 or 1:5 depending on need
13)	Projector	For trainer's use	1	1:25

LIGHTING

ISCED UNIT CODE: 0211 441 05A

TVET CDACC UNIT CODE: ME/CU/FM/CR/02/5/MA

Relationship to Occupational Standards

This unit addresses the unit of competency: perform film set lighting

Duration of Unit: 100 hours

Unit Description

This unit specifies the competencies required to light film set. It includes, managing lighting equipment, preparing scene lighting, setting up light equipment, controlling scene lighting and disassemble lighting equipment.

Summary of Learning Outcomes

By the end of this unit, the learner should be able to:

S/No	Learning Outcomes	Duration (Hours)
1.	Manage lighting equipment	30
2.	Prepare scene lighting	15
3.	Set up light equipment	30
4.	Control scene lighting	15
5.	Disassemble lighting equipment	10
Total		100

Learning Outcomes, Content and Suggested Assessment Methods

Learning Outcome	Content	Suggested Assessment Methods
1. Manage lighting equipment	1.1 Meaning of terms 1.2 Types of lighting equipment 1.3 Properties of lighting equipment 1.4 Features of lighting equipment 1.5 Sources of light 1.6 Distribution of light	<ul style="list-style-type: none">• Observation• Oral questions• Third party report• Interviewing

2. Prepare scene lighting	2.1 Functions of lighting 2.2 Effects of lighting 2.3 Elements in lighting 2.4 Intensity 2.5 Colour 2.6 Lines, shapes 2.7 Direction 2.8 Hardness and softness 2.9 Lighting plans 2.10 Lighting designs	<ul style="list-style-type: none"> • Observation • Oral questions • Third party report • Interviewing • Project and report writing
3. Set up light equipment	3.1 Meaning of terms 3.2 Basics of electrical installation 3.2.1 Fundamentals of electricity 3.2.2 Electrical wiring 3.2.3 Electrical Safety and regulations 3.3 Lighting tools and equipment 3.4 Rail track construction 3.5 Lighting set up 3.6 Film lighting process 3.7 Safety rules and regulation	<ul style="list-style-type: none"> • Observation • Oral questions • Third party report • Interviewing • Project and report writing
4. Control scene lighting	4.1 Production procedures 4.2 Safety checklist 4.3 Methods of light control 4.4 Lighting control tools and equipment 4.5 Film lighting and colour temperature	<ul style="list-style-type: none"> • Observation • Oral questions • Third party report • Interviewing • Project and report writing
5. Disassemble lighting equipment	5.1 Cleaning of film lighting equipment 5.2 Servicing and monitoring of film lighting equipment 5.3 Repair and replacing of film lighting equipment 5.4 Uninstalling of set lighting	<ul style="list-style-type: none"> • Observation • Oral questions • Third party report • Interviewing • Project and report writing

Suggested Methods of Instruction

- Project
- Demonstration by trainer
- Practice by the trainee

- Discussions
- Direct instruction
- Case study
- Audio –visual aids

Recommended Resources for 25 Trainees

S/No.	Category/Item	Description/Specifications	Quantity	Recommended Ratio (Item: Trainee)
A	Learning Materials			
1.	Books	For trainer's use	5	1:5
2.	Journals	For trainee's use	5	1:5
3.	Magazines	For trainee's use	25	1:1
4.	Films	For trainee's use	1	1:1
B	Learning Facilities & infrastructure			
5.	Lecture/theory room/studio		1	1:25
6.	Computers with OS (Windows/Linux/Mac), Microsoft Office, Google Workspace, Antivirus, and Lighting Simulation Software	For trainee's use	25	1:1
7.	Stereo Studio Headset	For trainee's use	25	1:1
8.	Digital Drawing Tablet	For trainee's use	25	1:1
9.	Digital cameras	For trainees	5	1:5
10.	Drawing sets	For trainees	25	1:1
11.	Drawing tables	For trainee's use	25	1:1
12.	Audio Recorder	For trainees and trainer's use	5	1:5
13.	Internet connection	For trainees and trainer's use	1 connection	1:25
14.	Whiteboard	For trainer's use	1	1:25
15.	Smartboard/Smart TV (Where applicable)	For trainer's use	1	1:25

C	Consumable materials			
16.	Printing papers	For trainer and trainee use	Varies	Varies
17.	Assorted whiteboard markers	For trainer's use	Varies	Varies
D	Tools and Equipment			
18.	Printers (with scanning option)	For trainer's use	2	1:12
19.	External storage media	For trainer and trainee use	Varies	1:1 or 1:5 depending on need
20.	Projector	For trainer's use	1	1:25

MODULE II

WORK ETHICS AND PRACTICES

ISCED UNIT CODE: 0417 451 03MA

TVET CDACC UNIT CODE: ME/CU/FM/BC/03/5/MA

Relationship to Occupational Standards

This unit addresses the Unit of Competency: Apply work ethics and practices.

Duration of Unit: 40 hours

Unit Description

This unit covers competencies required to demonstrate employability skills. It involves the ability to: conduct self-management, promote ethical work practices and values, promote teamwork, manage workplace conflicts, maintain professional and personal development, apply problem-solving, and promote customer care.

Summary of Learning Outcomes

By the end of this unit, the learner should be able to:

S/No	Learning Outcomes	Duration (Hours)
1.	Apply Self-Management Skills	10
2.	Promote Ethical Practices and Values	4
3.	Promote Teamwork	10
4.	Maintain Professional and Personal Development	10
5.	Apply Problem-Solving Skills	4
6.	Promote Customer Care.	2
Total		40

Learning Outcomes, Content, and Suggested Assessment Methods

Learning Outcome	Content	Suggested Assessment Methods
1. Apply self-management skills	1.1 Self-awareness 1.2 Formulating personal vision, mission, and goals 1.3 Healthy lifestyle practices 1.4 Strategies for overcoming work	<ul style="list-style-type: none">● Observation● Written assessment● Oral assessment● Third party reports● Portfolio of evidence

Learning Outcome	Content	Suggested Assessment Methods
	challenges 1.5 Emotional intelligence 1.6 Coping with Work Stress. 1.7 Assertiveness versus aggressiveness and passiveness 1.8 Developing and maintaining high self-esteem 1.9 Developing and maintaining positive self-image 1.10 Time management 1.11 Setting performance targets 1.12 Monitoring and evaluating performance targets	<ul style="list-style-type: none"> ● Project ● Practical
2. Promote ethical work practices and values	2.1 Integrity 2.2 Core Values, ethics and beliefs 2.3 Patriotism 2.4 Professionalism 2.5 Organizational codes of conduct 2.6 Industry policies and procedures	<ul style="list-style-type: none"> ● Observation ● Written assessment ● Oral assessment ● Third party reports ● Portfolio of evidence ● Project ● Practical
3. Promote Teamwork	3.1 Types of teams 3.2 Team building 3.3 Individual responsibilities in a team 3.4 Determination of team roles and objectives 3.5 Team parameters and relationships 3.6 Benefits of teamwork 3.7 Qualities of a team player 3.8 Leading a team 3.9 Team performance and evaluation 3.10 Conflicts and conflict resolution 3.11 Gender and diversity mainstreaming 3.12 Developing Healthy workplace relationships 3.13 Adaptability and flexibility	<ul style="list-style-type: none"> ● Observation ● Written assessment ● Oral assessment ● Third party reports ● Portfolio of evidence ● Project ● Practical

Learning Outcome	Content	Suggested Assessment Methods
	3.14 Coaching and mentoring skills	
4. Maintain professional and personal development	4.1 Personal vs professional development and growth 4.2 Avenues for professional growth 4.3 Recognizing career advancement 4.4 Training and career opportunities 4.5 Assessing training needs 4.6 Mobilizing training resources 4.7 Licenses and certifications for professional growth and development 4.8 Pursuing personal and organizational goals 4.9 Managing work priorities and commitments 4.10 Dynamism and on-the-job learning	<ul style="list-style-type: none"> ● Observation ● Written assessment ● Oral assessment ● Third party reports ● Portfolio of evidence ● Project ● Practical
5. Apply Problem-solving skills	5.1 Causes of problems 5.2 Methods of solving problems 5.3 Problem-solving process 5.4 Decision making 5.5 Creative thinking and critical thinking process in development of innovative and practical solutions	<ul style="list-style-type: none"> ● Observation ● Written assessment ● Oral assessment ● Third party reports ● Portfolio of evidence ● Project ● Practical
6. Promote Customer Care	6.1 Identifying customer needs 6.2 Qualities of good customer service 6.3 Customer feedback methods 6.4 Resolving customer concerns 6.5 Customer outreach programs 6.6 Customer retention	<ul style="list-style-type: none"> ● Observation ● Written assessment ● Oral assessment ● Third party reports ● Portfolio of evidence ● Project ● Practical

Suggested Methods of Instruction

- Instructor lead facilitation of theory using active learning strategies.

- Demonstrations
- Simulation/Role play
- Group Discussion
- Presentations
- Projects
- Case studies
- Assignments

Recommended Resources for 25 Trainees

S/No.	Category/item	Quantity	Recommendation ratio (item; Trainee)
1.	Reference books	5	1:5
2.	Case studies	5	1:5
3.	Desktop computers/laptops	5	1:5
4.	Operating system	1	1:25
5.	Internet connection	1	1:25
6.	1 Projector	1	1:25
7.	Business plan templates	5	1:5
8.	1 Whiteboard	1	1:25
9.	Assorted colour of whiteboard markers	Assorted	1:25
10.	Stationery	Assorted	1:5
11.	Online pattern libraries	Assorted	1:5
12.	Video clips	5	1:25
13.	Newspapers and Handouts	5	1:5
14.	5 Business Journals	5	1:5
15.	25 sets of Writing materials	25	1:1

ENTREPRENEURIAL SKILLS

ISCED UNIT CODE: 0413 451 04A

TVET CDACC UNIT CODE: ME/CU/FM/BC/04/5/MA

Relationship to occupational standards

This unit addresses the unit of competency: Apply Entrepreneurial skills.

Duration of unit: 40 hours

Unit Description:

This unit covers the competencies required to demonstrate an understanding of entrepreneurship. It involves demonstrating an understanding of financial literacy, applying entrepreneurial concepts identifying entrepreneurship opportunities, applying business legal aspects, and developing business innovative strategies and business plans.

Summary of Learning Outcomes

By the end of this unit, the learner should be able to:

S/No	Learning Outcomes	Duration (Hours)
1.	Apply financial literacy	6
2.	Apply the entrepreneurial concept	4
3.	Identify entrepreneurship opportunities	6
4.	Apply business legal aspects	6
5.	Innovate Business Strategies	6
6.	Develop business plan	12
Total		40

Learning Outcomes, Content and Suggested Assessment Methods

Learning Outcome	Content	Suggested Assessment Methods
1. Apply financial literacy	1.1 Personal finance management 1.2 Balancing between needs and wants 1.3 Budget Preparation 1.4 Saving management 1.5 Factors to consider when	<ul style="list-style-type: none">• Observation• Project• Written assessment• Oral assessment• Third party report

Learning Outcome	Content	Suggested Assessment Methods
	deciding where to save 1.6 Debt management 1.7 Factors to consider before taking a loan 1.8 Investment decisions 1.9 Types of investments 1.10 Factors to consider when investing money 1.11 Insurance services 1.12 insurance products available in the market 1.13 Insurable risks	<ul style="list-style-type: none"> Interviews
2. Apply entrepreneurial concept	2.1 Difference between Entrepreneurs and business persons 2.2 Types of entrepreneurs 2.3 Ways of becoming an entrepreneur 2.4 Characteristics of Entrepreneurs 2.5 salaried employment and self-employment 2.6 Requirements for entry into self-employment 2.7 Roles of an Entrepreneur in an enterprise 2.8 Contributions of Entrepreneurship	<ul style="list-style-type: none"> Observation Project Written assessment Oral assessment Third party report
3. Identify entrepreneurship opportunities	3.1 Sources of business ideas 3.2 Factors to consider when evaluating business opportunities 3.3 Business life cycle	<ul style="list-style-type: none"> Observation Project Written assessment Oral assessment Third party report
4. Apply business legal aspects	4.1 Forms of business ownership 4.2 Business registration and licensing processing 4.3 Types of contracts and agreements 4.4 Employment laws 4.5 Taxation laws	<ul style="list-style-type: none"> Observation Project Written assessment Oral assessment Third party report
5. Innovate business	5.1 Creativity in business	<ul style="list-style-type: none"> Observation

Learning Outcome	Content	Suggested Assessment Methods
Strategies	5.2 Innovative business strategies 5.3 Entrepreneurial Linkages 5.4 ICT in business growth and development	<ul style="list-style-type: none"> • Project • Written assessment • Oral assessment • Third party report
6.Develop Business Plan	6.1 Business description 6.2 Marketing plan 6.3 Organizational/Management plan 6.4 plan 6.5 Production/operation plan 6.6 Financial plan 6.7 Executive summary 6.8 Business plan presentation 6.9 Business idea incubation	<ul style="list-style-type: none"> • Observation • Written assessment • Project • Oral assessment • Third party report

Suggested Methods of Instruction

- Direct instruction
- Project (Business plan)
- Case studies
- Group Discussions
- Demonstration
- Question and answer
- Problem solving
- Experiential

Recommended Resources for 25 Trainees

S/No.	Category/Item	Description/ Specifications	Quantity	Recommended Ratio (Item: Trainee)
A	Learning Materials			
1.	Business Journals		5 pcs	1:5
2.	writing materials		50	
3.	Charts			
4.	PowerPoint presentations	For trainer's use		

5.	Whiteboard		1	
6.	Assorted colour of whiteboard markers			
7.	Printers		2	
8.	External storage media			
9.	Projector		1	
10.	Whiteboard		1	
11.	Smart board/ Smart TV (where applicable)			
12.	Newspapers and Handouts		5	
B	Learning Facilities & infrastructure			
1.	Lecture/theory room	Size??	1	1:25
2.	Projector		1	
3.	Telephone			
4.	samples of CV		5	
5.	Assorted Flash Cards		25	
6.	Site	Size?	1	1:25
C	Consumable materials			
	Printing Papers			
	Assorted colour of whiteboard marker			
D	Tools and Equipment			
1.	Desktop computers/laptops with the following software: i. Windows /Linux/Macintosh Operating System ii. Microsoft Office Software iii. Google Workspace Account iv. Antivirus Software		15 pcs	
2.	Internet connection	For trainer's use		
3.	Rolls flip charts			
4.	Assorted Flash Cards			
5.	Telephone			

MEDIA LAW

ISCED UNIT CODE: 0211 441 08A

TVET CDACC UNIT CODE: ME/CU/FM/CC/02/5/MA

Relationship to Occupational Standards

This unit addresses the unit of competency: **demonstrate media law**

Duration of Unit: 140 hours

Unit Description

This unit specifies the competencies required to demonstrate media laws .it involves applying media law, determining human rights, applying law of defamation, determining contempt of court, determining invasion of privacy, applying copyright laws and determining laws governing media practice.

Summary of Learning Outcomes

By the end of this unit, the learner should be able to:

S/No	Learning Outcomes	Duration (Hours)
1.	Demonstrate media law	6
2.	Determine human rights	4
3.	Apply law of defamation	6
4.	Determine contempt of court	6
5.	Determine invasion of privacy	6
6.	Apply copyright laws	4
7.	Apply Laws Governing Media practice	
Total		140

Learning Outcomes, Content and Suggested Assessment Methods

Learning Outcome	Content	Suggested Assessment Methods
1. Demonstrate media law	1.1 Meaning of Law 1.2 Introduction to media law 1.3 Media law and its sources 1.4 Principles of media law 1.5 Classification of media laws 1.6 Constitutional rights, freedom of media & limits	<ul style="list-style-type: none">• Observation• Written tests• Group Assignments

	1.7 Media act Kenya, 2013	
2. Determine human rights	2.1 General principles of International Law 2.2 Human Rights Law 2.3 Freedom of expression	<ul style="list-style-type: none"> • Written tests • Group Assignments • exercises
3. Apply law of defamation	3.1 Meaning of defamation 3.2 Types of defamation 3.3 Elements of defamation 3.4 Defamation and the law 3.5 Libel and Slander 3.6 Hate speech and defamation 3.7 Concept of public interest	<ul style="list-style-type: none"> • Written tests • Oral questioning • Assignments • Supervised exercises
4. Determine contempt of court	4.1 Judicial process and systems in Kenya 4.2 Introduction to Contempt of court 4.3 Circumstances of contempt of court 4.4 Restrictions on reporting of court proceedings 4.5 Subjudice rule 4.6 Defenses against contempt of court	<ul style="list-style-type: none"> • Written tests • Oral questioning • Assignments • Supervised exercises
5. Determine invasion of privacy	5.1 Introduction to privacy law 5.2 Confidential Information 5.3 Description of areas of private law	<ul style="list-style-type: none"> • Written tests • Oral questioning • Assignments • Supervised exercises
6. Apply copyright laws	6.1 Understanding Intellectual Property Rights 6.2 Difference between general property and IP 6.3 Forms of IP Rights (copyright, patent and trademarks) 6.4 Ways to protect ideas 6.5 Plagiarism	<ul style="list-style-type: none"> • Observation • Written tests • Oral questioning • Assignments • Supervised exercises

7. Apply Laws Governing Media practice	7.1 Kenya Data protection 7.2 Information Communication Act 7.3 Accreditation of professional practitioners 7.4 Media Council of Kenya Act 7.5 Internal code of ethics 7.6 Media Houses Internal Code of Conduct	<ul style="list-style-type: none"> • Observation • Written tests • Oral questioning • Assignments • Supervised exercises
--	---	---

Suggested Methods of Instruction

- Group discussions and presentation
- Demonstration by trainer
- Practical work by trainee
- Exercises

Recommended Resources for 25 Trainees

S/No.	Category/Item	Description/Specifications	Quantity	Recommended Ratio (Item: Trainee)
A	Learning Materials			
1)	Books	For trainer's use	1	1:25
2)	Journals	For trainee's use	5	1:5
3)	The Constitution of Kenya 2010	For trainee's use	5	1:5
4)	Media Council of Kenya Handbook	For trainee's use	5	1:5
B	Learning Facilities & infrastructure			
5)	Lecture/theory room		1	1:25
6)	Computers with OS (Windows/Linux/Mac), Microsoft Office, Google Workspace, Antivirus	For trainee's use	25	1:1
7)	Tablets	For trainee's use	25	1:1
8)	Smartphones	For trainee's use	25	1:1
9)	Internet connection	For trainees and trainer's use	1 connection	1:25
10)	Whiteboard	For trainer's use	1	1:25
11)	Smartboard/Smart TV	For trainer's use	1	1:25

	(Where applicable)			
C	Consumable materials			
12)	Printing papers	For trainer and trainee use	Varies	Varies
13)	Assorted whiteboard markers	For trainer's use	Varies	Varies
D	Tools and Equipment			
14)	Printers	For trainer's use	2	1:12
15)	External storage media	For trainer and trainee use	Varies	1:1 or 1:5 depending on need
16)	Projector	For trainer's use	1	1:25

FILM GRIP

ISCED UNIT CODE: 0211 441 09A

TVET CDACC UNIT CODE: ME/CU/FM/CR/03/5/MA

Relationship to Occupational Standards

This unit addresses the unit of competency: perform film set lighting

Duration of Unit: 100 hours

Unit Description

This unit specifies the competencies required to perform film set lighting. It involves preparing grip production equipment, setting up film rigs and disassembling film rigs.

Summary of Learning Outcomes

By the end of this unit, the learner should be able to:

S/No	Learning Outcomes	Duration (Hours)
1.	Prepare grip production equipment	30
2.	Set up film rigs	50
3.	Disassemble film rigs	20
Total		100

Learning Outcomes, Content and Suggested Assessment Methods

Learning Outcome	Content	Suggested Assessment Methods
1. Prepare equipment for production	1.1 Introduction to GRIP 1.2 Location scouting for grip requirements 1.3 Grip equipment and tools	<ul style="list-style-type: none">• Observation• Oral questions• Third party report• Interviewing
2. Set up film rigs	2.1 Set design analysed 2.2 Grip equipment assembly and deployment 2.3 Safety (OSHA) requirements	<ul style="list-style-type: none">• Observation• Oral questions• Third party report• Interviewing• Project and report writing

3. Disassemble film rigs	3.1 Uninstallation procedures and technical standards manufacturers procedures 3.2 Packing storage and transportation	<ul style="list-style-type: none"> • Observation • Oral questions • Third party report • Interviewing • Project and report writing
--------------------------	--	---

Suggested Methods of Instruction

- Project
- Demonstration by trainer
- Practice by the trainee
- Discussions
- Direct instruction
- Case study
- Audio –visual aids

Recommended Resources for 25 Trainees

S/No.	Category/Item	Description/ Specifications	Quantity	Recommended Ratio (Item: Trainee)
A	Learning Materials			
1.	Books	For trainer's use	5	1:5
2.	Journals	For trainee's use	5	1:5
3.	Magazines	For trainee's use	25	1:1
4.	Films	For trainee's use	1	1:1
B	Learning Facilities & infrastructure			
5.	Lecture/theory room/studio		1	1:25
6.	Digital Drawing Tablet	For trainee's use	25	1:1
7.	Drawing sets	For trainees	25	1:1
8.	Drawing tables	For trainee's use	25	1:1
9.	Internet connection	For trainees and trainer's use	1 connectio	1:25

			n	
10.	Whiteboard	For trainer's use	1	1:25
11.	Smartboard/Smart TV (Where applicable)	For trainer's use	1	1:25
C	Consumable materials			
12.	Printing papers	For trainer and trainee use	Varies	Varies
13.	Assorted whiteboard markers	For trainer's use	Varies	Varies
D	Tools and Equipment			
14.	Printers (with scanning option)	For trainer's use	2	1:12
15.	External storage media	For trainer and trainee use	Varies	1:1 or 1:5 depending on need
16.	Projector	For trainer's use	1	1:25

FILM SCRIPT

ISCED UNIT CODE: 0211 441 10A

TVET CDACC UNIT CODE: ME/CU/FM/CR/04/5/MA

Relationship to Occupational Standards

This unit addresses the Unit of Competency: create film script

Duration of Unit: 100 hours

Unit Description

This unit specifies the competencies required to create film script. It involves formulating film ideas, writing film synopsis, developing scene treatment, creating character profile and creating film script.

Summary of Learning Outcomes

By the end of this unit, the learner should be able to:

S/No	Learning Outcomes	Duration (Hours)
1.	Formulate film idea	6
2.	Write film synopsis and treatment	40
3.	Create character profiles	20
4.	Develop film script	30
5.	Pitch film script	4
Total		100

Learning Outcomes, Content and Suggested Assessment Methods

Learning Outcome	Content	Suggested Assessment Methods
1. Formulate film idea	1.1 Film ideas research. 1.2 Genres 1.3 Concepts development. 1.4 Inspiration board. 1.5 Narrative and structural framework. 1.6 Script loglines	<ul style="list-style-type: none">• Observation• Third party report• Project and report writing

2. Write film synopsis and treatment	2.1 Story structure 2.1.1 Introduction of the story 2.1.2 Story conflict 2.1.3 Story resolution 2.1.4 Story ending 2.2 Narrative plot development 2.3 Narrative setting 2.4 Writing film synopsis and treatment	<ul style="list-style-type: none"> • Observation • Third party report • Project and report writing
3. Create character profiles	3.1 Character development 3.2 Scene breakdown 3.3 Story sub-plot 3.4 Character dialogues 3.5 Scene action 3.6 Scene setting	<ul style="list-style-type: none"> • Observation • Third party report • Project and report writing
4. Develop film script	4.1 Introduction to script writing 4.2 Script writing format 4.3 Script writing software 4.4 Types of scripts 4.5 Script components 4.6 Index cards 4.7 Script Generation 4.8 Draft script 4.9 Final script	<ul style="list-style-type: none"> • Observation • Third party report • Project and report writing
5. Pitching film script	5.1 Audience research 5.2 Mood board 5.3 Pitch development 5.4 Presentation skills	<ul style="list-style-type: none"> • Observation • Third party report • Project and report writing

Suggested Methods of Delivery

- Project
- Demonstration by trainer
- Practice by the trainee
- Discussions
- Direct instruction
- Case study
- Audio –visual aids

Recommended Resources for 25 Trainees

S/No.	Category/Item	Description/Specifications	Quantity	Recommended Ratio (Item: Trainee)
A	Learning Materials			
1.	Books	For trainer's use	5	1:5
2.	Journals	For trainee's use	5	1:5
3.	Magazines	For trainee's use	25	1:1
4.	Films	For trainee's use	1	1:1
B	Learning Facilities & infrastructure			
5.	Lecture/theory room/studio		1	1:25
6.	Computers with OS (Windows/Linux/Mac), Microsoft Office, Google Workspace, Antivirus	For trainee's use	25	1:1
7.	Digital Drawing Tablet	For trainee's use	25	1:1
8.	Drawing sets	For trainees	25	1:1
9.	Drawing tables	For trainee's use	25	1:1
10.	Internet connection	For trainees and trainer's use	1 connection	1:25
11.	Whiteboard	For trainer's use	1	1:25
12.	Smartboard/Smart TV (Where applicable)	For trainer's use	1	1:25
C	Consumable materials			
13.	Printing papers	For trainer and trainee use	Varies	Varies
14.	Assorted whiteboard markers	For trainer's use	Varies	Varies
D	Tools and Equipment			
15.	Printers (with scanning option)	For trainer's use	2	1:12
16.	External storage media	For trainer and trainee use	Varies	1:1 or 1:5 depending on need
17.	Projector	For trainer's use	1	1:25

MODULE III

FILM SET DESIGNING

ISCED UNIT CODE: 0211 441 11A

TVET CDACC UNIT CODE: ME/CU/FM/CR/05/5/MA

Relationship to Occupational Standards

This unit addresses the unit of competency: film set design

Duration of Unit: 100 hours

Unit Description

This unit specifies the competencies required to design film set. This includes, researching set conceptual ideas, developing basic ground plan, preparing composite ground plans, carrying out film set partitioning, managing film locations.

Summary of Learning Outcomes

By the end of this unit, the learner should be able to:

S/No	Learning Outcomes	Duration (Hours)
1.	Research Set Conceptual Ideas	6
2.	Develop Basic Ground Plan	14
3.	Prepare Composite Ground Plans	25
4.	Carry Out Film Set Partitioning	25
5.	Design Film Set and Props	30
Total		100

Learning Outcomes, Content and Suggested Assessment Methods

Learning Outcome	Content	Suggested Assessment Methods
1. Research set conceptual ideas	1.1 Introduction to set design 1.1.1 Elements and principles of set design 1.1.2 Theme and style 1.2 Director's brief and interpretation 1.3 Project resources. 1.4 Site parameters	<ul style="list-style-type: none">• Observation• Oral questions• Third party report• Interviewing• Report writing

2. Develop basic ground plan	2.1 Budget preparation 2.2 Sketching 2.3 Sketching techniques	<ul style="list-style-type: none"> • Observation • Oral questions • Third party report • Interviewing • Project and report writing
3. Prepare Composite ground plans	3.1.1 Composite ground plans 3.1.2 Working sketches 3.1.3 Equipment locations and placement 3.1.4 Moving scenic elements 3.1.5 Storage points 3.1.6 Action paths	<ul style="list-style-type: none"> • Observation • Oral questions • Third party report • Interviewing • Project and report writing
4. Carry out film set partitioning	4.1 Partitions designs 4.2 Working drawings 4.2.1 Plans 4.2.2 Sections 4.2.3 Elevations 4.3 Design models	<ul style="list-style-type: none"> • Observation • Oral questions • Third party report • Interviewing • Project and report writing
5. Design film set and props	5.1 Film set construction safety rules and regulations 5.2 Set walls 5.3 Set windows 5.4 Set ceilings 5.5 Set floors 5.6 Painting and texturing	<ul style="list-style-type: none"> • Observation • Oral questions • Third party report • Interviewing • Project and report writing

Suggested Methods of Instruction

- Project
- Demonstration by trainer
- Practice by the trainee
- Discussions
- Direct instruction
- Case study
- Audio –visual aids

Recommended Resources for 25 Trainees

S/No.	Category/Item	Description/Specifications	Quantity	Recommended Ratio (Item: Trainee)
A	Learning Materials			
1)	Books	For trainer's use	1	1:25
2)	Journals	For trainee's use	5	1:5
3)	Magazines	For trainee's use	25	1:1
4)	Films	For trainee's use	25	1:1
B	Learning Facilities & infrastructure			
5)	Lecture/theory room		1	1:25
6)	Computers with OS (Windows/Linux/Mac), Microsoft Office, Google Workspace, Antivirus	For trainee's use	25	1:1
7)	Digital Drawing Tablet	For trainee's use	25	1:1
8)	Drawing sets	For trainees	25	1:1
9)	Drawing tables	For trainee's use	25	1:1
10)	Digital cameras	For trainees and trainer's use	5	1:5
11)	Internet connection	For trainees and trainer's use	1 connection	1:25
12)	Whiteboard	For trainer's use	1	1:25
13)	Smartboard/Smart TV (Where applicable)	For trainer's use	1	1:25
C	Consumable materials			
14)	Assorted whiteboard markers	For trainer's use	Varies	Varies
D	Tools and Equipment			
15)	External storage media	For trainer and trainee use	Varies	1:1 or 1:5 depending on need

CHARACTER MAKE UP

ISCED UNIT CODE: 0211 441 12A

TVET CDACC UNIT CODE: ME/CU/FM/CR/06/5/MA

Relationship to Occupational Standards

This unit addresses the unit of competency: perform character make up and costume design

Duration of Unit: 100 hours

Unit Description

This unit covers the competencies required to perform character make up. This involves organizing make up application, designing character costume, applying special effects make up and applying character make up.

Summary of Learning Outcomes

By the end of this unit, the learner should be able to:

S/No	Learning Outcomes	Duration (Hours)
1.	Organize Make Up Application	10
2.	Apply Special Effects Make Up	40
3.	Apply Character Make Up	30
4.	Carry Out Post Service Procedures	20
Total		100

Learning Outcomes, Content and Suggested Assessment Methods

Learning Outcome	Content	Suggested Assessment Methods
1. Apply make up	1.1 Make up terminologies 1.2 Colour theory 1.3 Types of make up for Film 1.4 Make up products and accessories 1.5 Make up safety, sanitation and hygiene 1.6 Make up budget	<ul style="list-style-type: none">• Observation• Oral questions• Third party report• Project and report writing
2. Apply character make up	2.1 Skin fundamentals 2.2 Face Structure 2.3 Application of character make up	<ul style="list-style-type: none">• Observation• Oral questions• Third party report

	2.4 Removal of character make up 2.5 Hair styling and wigs	<ul style="list-style-type: none"> Project and report writing
3. Apply special effects make up	3.1 Types of special effects make up 3.2 Make up theme 3.2.1 Visual effect 3.2.2 3D effects 3.2.3 Artificial blood effect 3.2.4 Prosthetic effect 3.3 Application of special effect make up 3.4 Removal of special effect make up 3.5 Challenges of make up 3.6 Post service procedures	<ul style="list-style-type: none"> Observation Oral questions Third party report Project and report writing

Suggested Methods of Instruction

- Project
- Demonstration by trainer
- Practice by the trainee
- Discussions
- Direct instruction
- Case study
- Audio –visual aids

Recommended Resources for 25 Trainees

S/No.	Category/Item	Description/Specifications	Quantity	Recommended Ratio (Item: Trainee)
A	Learning Materials			
1.	Books	For trainer's use	5	1:5
2.	Journals	For trainee's use	5	1:5
3.	Magazines	For trainee's use	25	1:1
4.	Films	For trainee's use	1	1:1
B	Learning Facilities & infrastructure			
5.	Lecture/theory room/editing &		1	1:25

	recording studio			
6.	Computers with OS (Windows/Linux/Mac), Microsoft Office, Google Workspace, Antivirus, and Character Make-Up Software	For trainee's use	25	1:1
7.	Stereo Studio Headset	For trainee's use	25	1:1
8.	Television	For trainee's use	1	1:25
9.	Digital Drawing Tablet	For trainee's use	25	1:1
10.	Digital cameras	For trainees	5	1:5
11.	Drawing sets	For trainees	25	1:1
12.	Drawing tables	For trainee's use	25	1:1
13.	Audio Recorder	For trainees and trainer's use	5	1:5
14.	Internet connection	For trainees and trainer's use	1 connection	1:25
15.	Whiteboard	For trainer's use	1	1:25
16.	Smartboard/Smart TV (Where applicable)	For trainer's use	1	1:25
C	Consumable materials			
17.	Printing papers	For trainer and trainee use	Varies	Varies
18.	Assorted whiteboard markers	For trainer's use	Varies	Varies
D	Tools and Equipment			
19.	Printers (with scanning option)	For trainer's use	2	1:12
20.	External storage media	For trainer and trainee use	Varies	1:1 or 1:5 depending on need
21.	Projector	For trainer's use	1	1:25

FILM SOUND

ISCED UNIT CODE: 0211 441 13A

TVET CDACC UNIT CODE: ME/CU/FM/CR/07/5/MA

Relationship to Occupational Standards

This unit addresses the unit of competency: develop film sound

Duration of Unit: 110 hours

Unit Description

This unit specifies the competencies required to develop sound for film. It involves; planning sound recording, recording film dialogue and creating film Foleys

Summary of Learning Outcomes

By the end of this unit, the learner should be able to:

S/No	Learning Outcomes	Duration (Hours)
1.	Plan sound recording	20
2.	Record film dialogue	50
3.	Record film Foley	40
Total		110

Learning Outcomes, Content and Suggested Assessment Methods

Learning Outcome	Content	Suggested Assessment Methods
1. Plan sound recording	1.1 Introduction to sound 1.2 Sources of sound 1.3 Categories of sound 1.4 Properties of sound 1.5 Elements of sound 1.6 Audio file formats 1.7 Sound recording software 1.8 Sound recording equipment 1.9 Script analysis	<ul style="list-style-type: none">• Observation• Oral questions• Third party report• Project and report writing
2. Record film dialogue	2.2 Audio recording processes 2.3 Setting up audio recording equipment 2.4 Sound recording techniques	<ul style="list-style-type: none">• Observation• Oral questions• Third party report• Project and report writing

3	Edit audio elements	3.1 Audio editing hardware 3.2 Audio editing software 3.3 Audio editing techniques 3.4 Audio editing processes	<ul style="list-style-type: none"> • Observation • Oral questions • Third party report • Interviewing • Project and report writing
4	Create film Foleys	4.1 Recording Foley	<ul style="list-style-type: none"> • Observation • Oral questions • Third party report • Project and report writing report writing

Suggested Methods of Instruction

- Project
- Demonstration by trainer
- Practice by the trainee
- Discussions
- Direct instruction
- Case study
- Audio –visual aids

Recommended Resources for 25 Trainees

S/No.	Category/Item	Description/Specifications	Quantity	Recommended Ratio (Item: Trainee)
A	Learning Materials			
1.	Books	For trainer's use	5	1:5
2.	Journals	For trainee's use	5	1:5
3.	Magazines	For trainee's use	25	1:1
4.	Films	For trainee's use	1	1:1
B	Learning Facilities & infrastructure			
5.	Lecture/theory room/editing & recording studio		1	1:25
6.	Computers with OS (Windows/Linux/Mac), Microsoft Office, Google Workspace, Antivirus, and Audio Software	For trainee's use	25	1:1
7.	Stereo Studio Headset	For trainee's	25	1:1

		use		
8.	Television	For trainee's use	1	1:25
9.	Digital Drawing Tablet	For trainee's use	25	1:1
10.	Digital cameras	For trainees	5	1:5
11.	Drawing sets	For trainees	25	1:1
12.	Drawing tables	For trainee's use	25	1:1
13.	Audio Recorder	For trainees and trainer's use	5	1:5
14.	Internet connection	For trainees and trainer's use	1 connection	1:25
15.	Whiteboard	For trainer's use	1	1:25
16.	Smartboard/Smart TV (Where applicable)	For trainer's use	1	1:25
C	Consumable materials			
17.	Printing papers	For trainer and trainee use	Varies	Varies
18.	Assorted whiteboard markers	For trainer's use	Varies	Varies
D	Tools and Equipment			
19.	Printers (with scanning option)	For trainer's use	2	1:12
20.	External storage media	For trainer and trainee use	Varies	1:1 or 1:5 depending on need
21.	Projector	For trainer's use	1	1:25

STORYBOARDING

ISCED UNIT CODE: 0211 441 14A

TVET CDACC UNIT CODE: ME/CU/FM/CR/08/5/MA

Relationship to Occupational Standards

This unit addresses the unit of competency: **Prepare film storyboard**

Duration of Unit: 80 hours

Unit Description

This unit specifies the competencies required to create film storyboard. It involves demonstrating drawing skills preparing shot list, setting script scenes, drawing draft storyboard and drawing final storyboard.

Summary of Learning Outcomes

By the end of this unit, the learner should be able to:

S/No	Learning Outcomes	Duration (Hours)
1.	Set script scenes	10
2.	Prepare shot list	10
3.	Draw draft film storyboard	30
4.	Draw final storyboard	30
Total		80

Learning Outcomes, Content and Suggested Assessment Methods

Learning Outcome	Content	Suggested Assessment Methods
1. Demonstrate drawing skills	1.1 Introduction to drawing 1.2 Life drawing 1.3 Perspective drawing 1.4 Human figure drawing 1.5 Visual Storytelling and continuity 1.6 Framing shots	<ul style="list-style-type: none">• Observation• Third party report• Project and report writing
2. Prepare shot list	2.1 Introduction to storyboarding 2.2 Elements of a storyboard 2.3 Scene analysis	<ul style="list-style-type: none">• Observation• Third party report• Project and report writing

3. Draw draft storyboard	3.1 Frame dimensions 3.2 Storyboard layout 3.3 Storyboard panels 3.4 Storyboarding tools 3.4.1 Pencil and paper 3.4.2 software 3.5 Draft sketching	<ul style="list-style-type: none"> • Observation • Third party report • Project and report writing
4. Draw final storyboard	4.1 Storyboard refining 4.2 Storyboard clean-up 4.3 Storyboard colouring	<ul style="list-style-type: none"> • Observation • Third party report • Project and report writing

Suggested Methods of Instruction

- Project
- Demonstration by trainer
- Practice by the trainee
- Discussions
- Direct instruction
- Case study
- Audio –visual aids

Recommended Resources for 25 Trainees

S/No.	Category/Item	Description/Specifications	Quantity	Recommended Ratio (Item: Trainee)
A	Learning Materials			
1.	Books	For trainer's use	5	1:5
2.	Journals	For trainee's use	5	1:5
3.	Magazines	For trainee's use	25	1:1
4.	Films	For trainee's use	1	1:1
B	Learning Facilities & infrastructure			
5.	Lecture/theory room/editing & recording studio		1	1:25
6.	Computers with OS (Windows/Linux/Mac), Microsoft Office, Google Workspace, Antivirus, and Storyboarding Software	For trainee's use	25	1:1

7.	Stereo Studio Headset	For trainee's use	25	1:1
8.	Television	For trainee's use	1	1:25
9.	Digital Drawing Tablet/Drawing equipment	For trainee's use	25	1:1
10.	Digital cameras	For trainees	5	1:5
11.	Drawing sets	For trainees	25	1:1
12.	Drawing tables	For trainee's use	25	1:1
13.	Audio Recorder	For trainees and trainer's use	5	1:5
14.	Internet connection	For trainees and trainer's use	1 connection	1:25
15.	Whiteboard	For trainer's use	1	1:25
16.	Smartboard/Smart TV (Where applicable)	For trainer's use	1	1:25
C	Consumable materials			
17.	Printing papers	For trainer and trainee use	Varies	Varies
18.	Assorted whiteboard markers	For trainer's use	Varies	Varies
D	Tools and Equipment			
19.	Printers (with scanning option)	For trainer's use	2	1:12
20.	External storage media	For trainer and trainee use	Varies	1:1 or 1:5 depending on need
21.	Projector	For trainer's use	1	1:25

MODULE IV

FILM ACTING

ISCED UNIT CODE: 0211 541 15A

TVET CDACC UNIT CODE: ME/CU/FM/CR/01/6/MA

Relationship to Occupational Standards

This unit addresses the unit of competency: demonstrate acting for film

Duration of Unit: 110 hours

Unit Description

This unit specifies the competencies required to demonstrate acting for film. It involves conducting film audition, conducting film rehearsals, conducting set acting

Summary of Learning Outcomes

By the end of this unit, the learner should be able to:

S/No	Learning Outcomes	Duration (Hours)
1.	Conduct Auditions	30
2.	Conduct film rehearsals	50
3.	Conduct set acting	30
Total		110

Learning Outcomes, Content and Suggested Assessment Methods

Learning Outcome	Content	Suggested Assessment Methods
1. Conduct film audition	1.1 Types of acting auditions 1.2 Acting audition procedures 1.3 Audition techniques 1.4 Casting call	<ul style="list-style-type: none">• Observation• Oral questions• Third party report• Interviewing• Project and report writing
2. Conduct film rehearsals	2.1 Stages of Film rehearsals 2.2 Film rehearsals techniques 2.3 Safety measures in film rehearsals	<ul style="list-style-type: none">• Observation• Oral questions• Third party report• Interviewing• Project and report writing
3. Conduct set acting	3.1 Kinaesthetic expression 3.2 Acting techniques 3.3 Acting processes	<ul style="list-style-type: none">• Observation• Oral questions• Third party report• Interviewing• Project and report writing

Suggested Methods of Instruction

- Project
- Demonstration by trainer
- Practice by the trainee
- Discussions
- Direct instruction
- Case study
- Audio –visual aids

Recommended Resources for 25 Trainees

S/No.	Category/Item	Description/Specifications	Quantity	Recommended Ratio (Item: Trainee)
A	Learning Materials			
1.	Books	For trainer's use	5	1:5
2.	Journals	For trainee's use	5	1:5
3.	Magazines	For trainee's use	25	1:1
4.	Films	For trainee's use	1	1:1
B	Learning Facilities & infrastructure			
5.	Lecture/theory room/editing & recording studio		1	1:25
6.	Computers with OS (Windows/Linux/Mac), Microsoft Office, Google Workspace, Antivirus, and Film related Software	For trainee's use	25	1:1
7.	Stereo Studio Headset	For trainee's use	25	1:1
8.	Television	For trainee's use	1	1:25
9.	Digital Drawing Tablet/Drawing equipment	For trainee's use	25	1:1
10.	Digital cameras	For trainees	5	1:5
11.	Drawing sets	For trainees	25	1:1
12.	Drawing tables	For trainee's use	25	1:1
13.	Audio Recorder	For trainees and trainer's use	5	1:5
14.	Internet connection	For trainees and	1	1:25

		trainer's use	connecti on	
15.	Whiteboard	For trainer's use	1	1:25
16.	Smartboard/Smart TV (Where applicable)	For trainer's use	1	1:25
C	Consumable materials			
17.	Printing papers	For trainer and trainee use	Varies	Varies
18.	Assorted whiteboard markers	For trainer's use	Varies	Varies
D	Tools and Equipment			
19.	Printers (with scanning option)	For trainer's use	2	1:12
20.	External storage media	For trainer and trainee use	Varies	1:1 or 1:5 depending on need
21.	Projector	For trainer's use	1	1:25

SOUND EDITING

ISCED UNIT CODE: 0211 541 16A

TVET CDACC UNIT CODE: ME/CU/FM/CR/02/6/MA

Relationship to Occupational Standards

This unit addresses the unit of competency: edit film sound

Duration of Unit: 80 hours

Unit Description

This unit specifies the competencies required to edit film sound. It involves preparing audio files, synchronising film audio, mixing film audio and mixing soundtrack.

Summary of Learning Outcomes

By the end of this unit, the learner should be able to:

S/No	Learning Outcomes	Duration (Hours)
1.	Prepare audio files	10
2.	Edit audio elements	24
3.	Synchronise film audio	22
4.	Mix film audio	12
5.	Mix soundtrack	12
Total		80

Learning Outcomes, Content and Suggested Assessment Methods

Learning Outcome	Content	Suggested Assessment Methods
1. Prepare audio files	1.1 Audio files formats 1.2 Audio cleaning 1.3 Sound editing software	<ul style="list-style-type: none">• Observation• Oral questions• Third party report• Interviewing• Project and report writing
2. Synchronize film audio	2.1 Automatic dialogue replacement 2.2 Sound synchronisation	<ul style="list-style-type: none">• Observation• Oral questions• Third party report• Interviewing• Project and report writing

3. Mix film audio	3.1 Hard effects recording and editing 3.2 Foley recording and editing	<ul style="list-style-type: none"> • Observation • Oral questions • Third party report • Interviewing • Project and report writing
4. Mix soundtrack	4.1 Sound mixing	<ul style="list-style-type: none"> • Observation • Oral questions • Third party report • Interviewing • Project and report writing

Suggested Methods of Instruction

- Project
- Demonstration by trainer
- Practice by the trainee
- Discussions
- Direct instruction
- Case study
- Audio –visual aids

Recommended Resources for 25 Trainees

S/No.	Category/Item	Description/Specifications	Quantity	Recommended Ratio (Item: Trainee)
A	Learning Materials			
1.	Books	For trainer's use	5	1:5
2.	Journals	For trainee's use	5	1:5
3.	Magazines	For trainee's use	25	1:1
4.	Films	For trainee's use	1	1:1
B	Learning Facilities & infrastructure			
5.	Lecture/theory room/editing & recording studio		1	1:25
6.	Computers with OS (Windows/Linux/Mac), Microsoft Office, Google Workspace,	For trainee's use	25	1:1

	Antivirus, and Audio Software			
7.	Stereo Studio Headset	For trainee's use	25	1:1
8.	Television	For trainee's use	1	1:25
9.	Digital Drawing Tablet/Drawing equipment	For trainee's use	25	1:1
10.	Digital cameras	For trainees	5	1:5
11.	Drawing sets	For trainees	25	1:1
12.	Drawing tables	For trainee's use	25	1:1
13.	Audio Recorder	For trainees and trainer's use	5	1:5
14.	Internet connection	For trainees and trainer's use	1 connection	1:25
15.	Whiteboard	For trainer's use	1	1:25
16.	Smartboard/Smart TV (Where applicable)	For trainer's use	1	1:25
C	Consumable materials			
17.	Printing papers	For trainer and trainee use	Varies	Varies
18.	Assorted whiteboard markers	For trainer's use	Varies	Varies
D	Tools and Equipment			
19.	Printers (with scanning option)	For trainer's use	2	1:12
20.	External storage media	For trainer and trainee use	Varies	1:1 or 1:5 depending on need
21.	Projector	For trainer's use	1	1:25

VIDEO EDITING

ISCED UNIT CODE: 0211 541 17A

TVET CDACC UNIT CODE: ME/CU/FM/CR/03/6/MA

Relationship to Occupational Standards

This unit addresses the unit of competency: carry out video editing

Duration of Unit: 100 hours

Unit Description

This unit specifies the competencies required to edit audio visual content. It involves collecting and collating film footage, generating film titles and credits, combining film shots, modifying film audio, grade film colour and executing film rendering.

Summary of Learning Outcomes

By the end of this unit, the learner should be able to:

S/No	Learning Outcomes	Duration (Hours)
1.	Collect and collate film footage	8
2.	Generate film titles and credits	20
3.	Combine film shots	30
4.	Modify film audio	20
5.	Grade film colour	12
6.	Execute film rendering	10
Total		100

Learning Outcomes, Content and Suggested Assessment Methods

Learning Outcome	Content	Suggested Assessment Methods
1. Collect and collate film footage	1.1 Introduction to editing 1.2 Editing techniques 1.3 Linear and non-linear editing 1.4 Video and audio editing software 1.5 Software interface 1.6 Editing process	<ul style="list-style-type: none">• Observation• Oral questions• Third party report• Interviewing• Project and report writing
2. Generate film titles and credits	2.1 Applying titles and credits	<ul style="list-style-type: none">• Observation• Oral questions

		<ul style="list-style-type: none"> • Third party report • Interviewing • Project and report writing
3. Combine film shots	3.1 Footage cutting and Trimming 3.2 transitions	<ul style="list-style-type: none"> • Observation • Oral questions • Third party report • Interviewing • Project and report writing
4. Modify film audio	4.1 Audio file formats 4.2 Basic audio editing	<ul style="list-style-type: none"> • Observation • Oral questions • Third party report • Interviewing • Project and report writing
5. Grade film colour	5.1 Film colour theory 5.2 Film colour schemes 5.3 Colour grading techniques 5.4 Film colour grading styles 5.5 Colour grading process	<ul style="list-style-type: none"> • Observation • Oral questions • Third party report • Interviewing • Project and report writing
6. Execute film rendering	6.1 Film rendering 6.2 Video formats 6.3 Resolutions and aspect ratio 6.4 Frame rate	<ul style="list-style-type: none"> • Observation • Oral questions • Third party report • Interviewing • Project and report writing

Suggested Methods of Instruction

- Project
- Demonstration by trainer
- Practice by the trainee
- Discussions
- Direct instruction
- Case study
- Audio –visual aids

Recommended Resources for 25 Trainees

S/No.	Category/Item	Description/Specifications	Quantity	Recommended Ratio (Item: Trainee)
A	Learning Materials			
1.	Books	For trainer's use	5	1:5
2.	Journals	For trainee's use	5	1:5
3.	Magazines	For trainee's use	25	1:1
4.	Films	For trainee's use	1	1:1
B	Learning Facilities & infrastructure			
5.	Lecture/theory room/editing & recording studio		1	1:25
6.	Computers with OS (Windows/Linux/Mac), Microsoft Office, Google Workspace, Antivirus, and Video Editing Software	For trainee's use	25	1:1
7.	Stereo Studio Headset	For trainee's use	25	1:1
8.	Television	For trainee's use	1	1:25
9.	Digital Drawing Tablet	For trainee's use	25	1:1
10.	Digital cameras	For trainees	5	1:5
11.	Drawing sets	For trainees	25	1:1
12.	Drawing tables	For trainee's use	25	1:1
13.	Audio Recorder	For trainees and trainer's use	5	1:5
14.	Internet connection	For trainees and trainer's use	1 connection	1:25
15.	Whiteboard	For trainer's use	1	1:25
16.	Smartboard/Smart TV (Where applicable)	For trainer's use	1	1:25
C	Consumable materials			
17.	Printing papers	For trainer and trainee use	Varies	Varies
18.	Assorted whiteboard markers	For trainer's use	Varies	Varies
D	Tools and Equipment			
19.	Printers (with scanning option)	For trainer's	2	1:12

		use		
20.	External storage media	For trainer and trainee use	Varies	1:1 or 1:5 depending on need
21.	Projector	For trainer's use	1	1:25

WARDROBE MANAGEMENT

ISCED UNIT CODE: 0211 541 18A

TVET CDACC UNIT CODE: ME/CU/FM/CR/04/6/MA

Relationship to Occupational Standards

This unit addresses the unit of competency: manage film wardrobe

Duration of Unit: 110 hours

Unit Description

This unit specifies the competencies required to perform character wardrobe. This involves carrying out character analysis, conducting wardrobe research, sketching and colouring preliminary layout, developing wardrobe and managing wardrobe inventory.

Summary of Learning Outcomes

By the end of this unit, the learner should be able to:

S/No	Learning Outcomes	Duration (Hours)
1.	Carry out character analysis	25
2.	Conduct wardrobe research	10
3.	Sketch and colour Preliminary layout	25
4.	Develop film Wardrobe	30
5.	Manage wardrobe inventory	10
Total		110

Learning Outcomes, Content and Suggested Assessment Methods

Learning Outcome	Content	Suggested Assessment Methods
1. Carry out character analysis	1.1 Meaning of terms 1.2 Character Analysis 1.3 Film wardrobe	<ul style="list-style-type: none">• Observation• Oral questions• Third party report• Project and report writing
2. Conduct wardrobe research	2.1 Character costume measurements 2.2 Character duties and roles	<ul style="list-style-type: none">• Observation• Oral questions• Third party report• Project and report writing

3. sketch and colour Preliminary layout	3.1 Thumbnail sketching 3.2 Colour in costume design 3.3 Costume fabrics	<ul style="list-style-type: none"> • Observation • Oral questions • Third party report • Project and report writing
4. developed Wardrobe	4.1 Costume design and construction 4.2 Costume styles	
5. Manage wardrobe inventory	5.1 Wardrobe maintenance	

Suggested Methods of Instruction

- Project
- Demonstration by trainer
- Practice by the trainee
- Discussions
- Direct instruction
- Case study
- Audio –visual aids

Recommended Resources for 25 Trainees

S/No.	Category/Item	Description/ Specifications	Quantity	Recommended Ratio (Item: Trainee)
A	Learning Materials			
1.	Books	For trainer's use	5	1:5
2.	Journals	For trainee's use	5	1:5
3.	Magazines	For trainee's use	25	1:1
4.	Films	For trainee's use	1	1:1
B	Learning Facilities & infrastructure			
5.	Lecture/theory room/editing & recording studio		1	1:25
6.	Computers with OS (Windows/Linux/Mac), Microsoft Office, Google Workspace, Antivirus,	For trainee's use	25	1:1
7.	Stereo Studio Headset	For trainee's	25	1:1

		use		
8.	Television	For trainee's use	1	1:25
9.	Digital Drawing Tablet	For trainee's use	25	1:1
10.	Digital cameras	For trainees	5	1:5
11.	Drawing sets	For trainees	25	1:1
12.	Drawing tables	For trainee's use	25	1:1
13.	Audio Recorder	For trainees and trainer's use	5	1:5
14.	Internet connection	For trainees and trainer's use	1 connection	1:25
15.	Whiteboard	For trainer's use	1	1:25
16.	Smartboard/Smart TV (Where applicable)	For trainer's use	1	1:25
C	Consumable materials			
17.	Printing papers	For trainer and trainee use	Varies	Varies
18.	Assorted whiteboard markers	For trainer's use	Varies	Varies
D	Tools and Equipment			
19.	Printers (with scanning option)	For trainer's use	2	1:12
20.	External storage media	For trainer and trainee use	Varies	1:1 or 1:5 depending on need
21.	Projector	For trainer's use	1	1:25

MODULE V

FILM PRODUCTION

ISCED UNIT CODE: 0211 541 19A

TVET CDACC UNIT CODE: ME/CU/FM/CR/05/6/MA

Relationship to Occupational Standards

This unit addresses the Unit of Competency: manage film production

Duration of Unit: 110 hours

Unit Description

This unit specifies the competencies required to manage film production. It involves assembling core film production crew, analysing film script, preparing film budget, determining film production finance, preparing production Schedule, managing shooting location acquisition, preparing film production logistics, drafting film agreements and contracts and carrying out film marketing and distribution.

Summary of Learning Outcomes

By the end of this unit, the learner should be able to:

S/No	Learning Outcomes	Duration (Hours)
1.	Assemble core film production crew	8
2.	Analyse film script	16
3.	Prepare film budget	14
4.	Determine film production finance	6
5.	Prepare film production schedule	26
6.	Manage shooting location acquisition	6
7.	Prepare film production logistics	6
8.	Draft film agreements and contracts	4
9.	Carry out film marketing and distribution	24
Total		110

Learning Outcomes, Content and Suggested Assessment Methods

Learning Outcome	Content	Suggested Assessment Methods
1. Assemble core film production crew	1.1 Film Regulating authorities 1.2 Filming regulations 1.3 Film crew roles	<ul style="list-style-type: none"> • Written tests • Observation • Oral questions • Third party report • Report writing
2. Analyse film script	2.1 Script analysis	<ul style="list-style-type: none"> • Written tests • Observation • Oral questions • Third party report • Report writing
3. Prepare film budget	3.1 Preparing estimated film budget	<ul style="list-style-type: none"> • Written tests • Observation • Oral questions • Third party report • Report writing
4. Determine film production finance	4.1 Film proposal writing 4.2 Film pitch preparation and Presentation 4.3 Film Funding sources	<ul style="list-style-type: none"> • Written tests • Observation • Oral questions • Third party report • Report writing
5. Prepare production Schedule	5.1 Production scheduling	<ul style="list-style-type: none"> • Written tests • Observation • Oral questions • Third party report • Report writing
6. Manage shooting location acquisition	6.1 Filming permits 6.2 Location scouting 6.3 Location recce 6.4 Location leases	<ul style="list-style-type: none"> • Written tests • Observation • Oral questions • Third party report • Report writing
7. Prepare film production logistics	7.1 Film production Equipment 7.2 Cast and crew 7.3 Film logistics	<ul style="list-style-type: none"> • Written tests • Observation • Oral questions • Third party report • Report writing
8. Draft film agreements and contracts	8.1 Crew contracts 8.2 Cast contracts 8.3 Labour and Union laws	<ul style="list-style-type: none"> • Written tests • Observation • Oral questions • Third party report • Report writing

9. Carry out film marketing and distribution	9.1 Introduction to Marketing and Distribution 9.2 Film Distribution strategies 9.3 Distribution and marketing rights and contracts 9.4 Advertising publicity and promotion 9.5 Marketing campaign 9.6 Distribution Budget 9.7 Media advertising contracts 9.8 Film Advertising	<ul style="list-style-type: none"> • Written tests • Observation • Oral questions • Third party report • Report writing
--	--	--

Suggested Methods of Instruction

- Project
- Demonstration by trainer
- Practice by the trainee
- Discussions
- Direct instruction
- Case study
- Audio –visual aids

Recommended Resources for 25 Trainees

S/No.	Category/Item	Description/Specifications	Quantity	Recommended Ratio (Item: Trainee)
A	Learning Materials			
1.	Books	For trainer's use	5	1:5
2.	Journals	For trainee's use	5	1:5
3.	Magazines	For trainee's use	25	1:1
4.	Films	For trainee's use	1	1:1
B	Learning Facilities & infrastructure			
5.	Computers with OS (Windows/Linux/Mac), Microsoft Office, Google Workspace, Antivirus,	For trainee's use	25	1:1
6.	Internet connection	For trainees and trainer's use	1 connection	1:25

7.	Whiteboard	For trainer's use	1	1:25
C	Consumable materials			
8.	Printing papers	For trainer and trainee use	Varies	Varies
9.	Assorted whiteboard markers	For trainer's use	Varies	Varies
D	Tools and Equipment			
10.	Printers (with scanning option)	For trainer's use	2	1:12
11.	External storage media	For trainer and trainee use	Varies	1:1 or 1:5 depending on need
12.	Projector	For trainer's use	1	1:25

FILM VISUAL EFFECTS (VFX)

ISCED UNIT CODE: 0211 541 20A

TVET CDACC UNIT CODE: ME/CU/FM/CR/06/6/MA

Relationship to Occupational Standards

This unit addresses the unit of competency: design film visual effects (VFX)

Duration of Unit: 110 hours

Unit Description

This unit specifies the competencies required to develop film visual effects (VFX). It involves preparing visual effects project, carrying out pre-visualise visual effects, conceptualising art and design creating 3D Models and simulations and rendering and compositing Visual effects.

Summary of Learning Outcomes

By the end of this unit, the learner should be able to:

S/No	Learning Outcomes	Duration (Hours)
1.	Prepare project visual effects	10
2.	Carrying out pre-visualise visual effects	30
3.	Conceptualise art and design	20
4.	Create 3D Models and simulations	40
5.	Render and composite Visual effects	10
Total		110

Learning Outcomes, Content and Suggested Assessment Methods

Learning Outcome	Content	Suggested Assessment Methods
1. Prepare visual effects project	1.1 Introduction to visual effects 1.2 Types and Categories of visual effects 1.3 Functions of visual effects 1.4 Comparison of special effects and visual effects 1.5 VFX briefs	<ul style="list-style-type: none">• Observation• Oral questions• Third party report• Project and report writing
2. Carry out pre-visualise visual effects	2.1 Visual effects production process and stages 2.2 Capturing live action footage	<ul style="list-style-type: none">• Observation• Oral questions• Third party report

	2.3 Scene elements 2.4 3D software 2.5 Visual effects elements development 2.6 Particle Systems 2.7 Computer Generated Imagery	<ul style="list-style-type: none"> Project and report writing
3. Conceptualise art and design	3.1 Rot scoping or Chroma keying 3.2 Visualisation of intended effects	<ul style="list-style-type: none"> Observation Oral questions Third party report Project and report writing
4. Create 3D Models and simulations	4.1 Modelling 4.2 Rigging 4.3 Texturing 4.4 Lighting 4.5 Particle systems	<ul style="list-style-type: none"> Observation Oral questions Third party report Project and report writing
5. Render and composite Visual effects	5.1 Motion tracking 5.2 Uniting live action and CGI 5.3 Colour grading and correction	<ul style="list-style-type: none"> Observation Oral questions Third party report Project and report writing

Suggested Methods of Instruction

- Project
- Demonstration by trainer
- Practice by the trainee
- Discussions
- Direct instruction
- Case study
- Audio –visual aids

Recommended Resources for 25 Trainees

S/No.	Category/Item	Description/ Specifications	Quantity	Recommended Ratio (Item: Trainee)
A	Learning Materials			
1.	Books	For trainer's use	5	1:5
2.	Journals	For trainee's use	5	1:5

3.	Magazines	For trainee's use	25	1:1
4.	Films	For trainee's use	1	1:1
B	Learning Facilities & infrastructure			
5.	Lecture/theory room/editing & recording studio		1	1:25
6.	Computers with OS (Windows/Linux/Mac), Microsoft Office, Google Workspace, Antivirus, and Video/Animation Software	For trainee's use	25	1:1
7.	Stereo Studio Headset	For trainee's use	25	1:1
8.	Digital Drawing Tablet	For trainee's use	25	1:1
9.	Digital cameras	For trainees	5	1:5
10.	Drawing sets	For trainees	25	1:1
11.	Drawing tables	For trainee's use	25	1:1
12.	Audio Recorder	For trainees and trainer's use	5	1:5
13.	Internet connection	For trainees and trainer's use	1 connection	1:25
14.	Whiteboard	For trainer's use	1	1:25
15.	Smartboard/Smart TV (Where applicable)	For trainer's use	1	1:25
C	Consumable materials			
16.	Printing papers	For trainer and trainee use	Varies	Varies
17.	Assorted whiteboard markers	For trainer's use	Varies	Varies
D	Tools and Equipment			
18.	Printers (with scanning option)	For trainer's use	2	1:12
19.	External storage media	For trainer and trainee use	Varies	1:1 or 1:5 depending on need
20.	Projector	For trainer's use	1	1:25

DIGITAL IMAGE HANDLING

ISCED UNIT CODE: 0211 541 21A

TVET CDACC UNIT CODE: ME/CU/FM/CR/07/6/MA

Relationship to Occupational Standards

This unit addresses the unit of competency: manage recorded content

Duration of Unit: 110 hours

Unit Description

This unit specifies the competencies required to manage recorded content. It involves planning digital image recording, data wrangling and protection and dailies.

Summary of Learning Outcomes

By the end of this unit, the learner should be able to:

S/No	Learning Outcomes	Duration (Hours)
1.	Plan digital image recording	30
2.	Conduct data wrangling and protection	50
3.	Manage daily rushes	30
Total		110

Learning Outcomes, Content and Suggested Assessment Methods

Learning Outcome	Content	Suggested Assessment Methods
1. Plan digital image recording	1.1 Introduction to digital imaging 1.2 Storage technologies 1.3 Storage devices	<ul style="list-style-type: none">• Observation• Oral questions• Third party report• Project and report writing
2. Conduct data wrangling and protection	2.1 Data archiving and compression 2.2 Data conversion 2.3 Footage review 2.4 Data file formats	<ul style="list-style-type: none">• Observation• Oral questions• Third party report• Project and report writing
3. Managing daily rushes	3.1 Dailies management	<ul style="list-style-type: none">• Observation• Oral questions• Third party report• Project and report writing

Suggested Methods of Instruction

- Project
- Demonstration by trainer
- Practice by the trainee
- Discussions
- Direct instruction
- Case study
- Audio –visual aids

Recommended Resources for 25 Trainees

S/No.	Category/Item	Description/Specifications	Quantity	Recommended Ratio (Item: Trainee)
A	Learning Materials			
1.	Books	For trainer's use	5	1:5
2.	Journals	For trainee's use	5	1:5
3.	Magazines	For trainee's use	25	1:1
4.	Films	For trainee's use	1	1:1
B	Learning Facilities & infrastructure			
5.	Lecture/theory room/editing & recording studio		1	1:25
6.	Computers with OS (Windows/Linux/Mac), Microsoft Office, Google Workspace, Antivirus, and Video/Image Editing Software	For trainee's use	25	1:1
7.	Stereo Studio Headset	For trainee's use	25	1:1
8.	Digital Drawing Tablet	For trainee's use	25	1:1
9.	Digital cameras	For trainees	5	1:5
10.	Drawing sets	For trainees	25	1:1
11.	Drawing tables	For trainee's use	25	1:1
12.	Audio Recorder	For trainees and trainer's use	5	1:5
13.	Internet connection	For trainees and trainer's use	1 connecti	1:25

			on	
14.	Whiteboard	For trainer's use	1	1:25
15.	Smartboard/Smart TV (Where applicable)	For trainer's use	1	1:25
C	Consumable materials			
16.	Printing papers	For trainer and trainee use	Varies	Varies
17.	Assorted whiteboard markers	For trainer's use	Varies	Varies
D	Tools and Equipment			
18.	Printers (with scanning option)	For trainer's use	2	1:12
19.	External storage media	For trainer and trainee use	Varies	1:1 or 1:5 depending on need
20.	Projector	For trainer's use	1	1:25