

DELIVERY GUIDANCE

for

Introduction to the Screen Industry in Aotearoa NZ

Micro-credential

Overview

This document provides guidance for providers intending to offer the Introduction to the Screen Industry in Aotearoa NZ micro-credential and the skills standards leading to this. It reflects industry expectations for the design and delivery of programmes leading to this micro-credential.

Programme Entry

It is important that learners are counselled to ensure suitability for the programme and nature of work in the screen industry. This may involve discussing career aspirations, and a learner's previous employment experience or interests. It is recommended that learners hold, or are working towards, a driver's licence.

Structure

It is recommended that Providers deliver the content of the skill standards in the following order to ensure fundamental information is taught first:

1. Demonstrate knowledge of the operations and structure within the Aotearoa New Zealand screen industry.
2. Demonstrate knowledge of the processes and ethics required in the Aotearoa New Zealand screen industry.
3. Demonstrate knowledge of the business skills required to operate as a contractor in Aotearoa New Zealand.

Delivery

Delivery must include engagement with current industry practitioners such as guest speakers, site visits, field trips.

This may include:

- Visits and presentations from practising industry Heads of Department and the equipment they work with – drawn from Art, Costume, 1st Assistant Director, Grip, Gaffer (Lighting), Data Imaging Technician, Makeup/prosthetics, Camera, 1st Assistant Editor, Sound (prod & post), VFX (visual effects production and post production), Production Accountant, Health and Safety.
- Presentations from practicing industry guests to discuss pathways to their position, their creative input into the production and visits to external equipment houses, onset production, film/tv studios and post facilities.
- Visits/presentations from tangata whenua industry practitioners
- Site visits e.g. departmental trucks, camera house, grip facility, lighting hire, post facility

- The opportunity for learners to experience real equipment used in the screen industry.

Legislation and guidelines

Programmes leading to this micro-credential must include relevant legislation, regulations, rules and guidelines.

All learning and assessment within a programme leading to this qualification must be carried out in accordance with the following as relevant:

- [Health and Safety at Work Act 2015](#) and subsequent amendments;
- ScreenSafe www.screensafe.co.nz
- [Screen Industry Workers Act 2022](#)
- [Copyright Act 1994 and subsequent amendments](#);
- Screen Industry Guild [Blue book](#)
- Ngā Aho Whakaari [Brown book](#)
- [DEGANZ Workflow best practice guide](#)

Skills and knowledge to be covered

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| Micro-credential outcomes: | Apply knowledge of the screen industry landscape, departments, and roles to identify a career pathway in the screen production industry. |
| Skill standard: | Demonstrate knowledge of operations and structure within the Aotearoa screen industry |
| Resources for delivery: | <ul style="list-style-type: none"> • Departmental trucks and equipment • Access to finishing post facilities • List of links to relevant information, agencies, forums, technology • Screen Industry Guild Blue book • Ngā Aho Whakaari Brown book • Industry codes of conduct, e.g. ScreenSafe, health and safety • DEGANZ Workflow best practice guide |
| Content to be covered: | <ul style="list-style-type: none"> • Nature of work in the screen industry including freelancing • Sectors within the screen industry may include film, television, tv commercials, online content, VFX, digital creation, animation and AR/VR. • Parts of the screen industry including Māori media: cinema, television drama, documentary, actuality, TV commercials, online, corporate, international and local, funded and non-funded • Key departments and roles • Entry level positions in departments, and the skills required for these • Different genres of film and television and the approaches they require • Writing a targeted CV • Guilds, crew networking groups and booking agencies/apps, funding bodies |

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| | <ul style="list-style-type: none"> • Using online resources identifying agencies, forums, technology information • Technology and equipment used in departments. |
| Micro-credential outcomes: | Demonstrate knowledge of the processes and protocols required to carry out an entry level role on a screen production. |
| Skill standard: | Demonstrate knowledge of the processes and ethics required in the Aotearoa New Zealand Screen Industry. |
| Resources for delivery: | <ul style="list-style-type: none"> • An onset toolkit • Examples of shooting script, schedule, Call sheet, Delivery schedule • Te Tiriti o Waitangi resources • Screen Industry Workers Act, 2022 • Health & Safety at Work Act, 2015 • Intimacy Guidelines for Stage and Screen New Zealand • Industry codes of conduct, e.g. Screensafe, health and safety Screen Industry Guild Blue book • Ngā Aho Whakaari Brown book • DEGANZ Workflow best practice guide |
| Content: | <ul style="list-style-type: none"> • Components of an onset toolkit • Set-ready equipment • Screen industry terminology • Screen industry documentation including script decoding, schedules, call sheets, delivery schedules • Attitude and etiquette, professional respect • Te Tiriti o Waitangi: relevance to NZ filmmaking • Rangatiratanga and its application to screen production • Manaakitanga, whanaungatanga and kaitiakitanga are and how they apply to screen production • ScreenSafe protocols • Codes of Conduct for screen production • Relevant legislation and guidelines • Strategies for health and wellbeing |

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| Micro-credential outcomes: | Identify (business practices required to be a self-employed contractor. |
| Skill standard: | Demonstrate knowledge of the business skills required to operate as a contractor in the Aotearoa New Zealand creative industries |
| Resources for delivery: | <ul style="list-style-type: none"> • IRD website forms and guidelines • Examples of documentation relevant to industry e.g. timesheets, petty cash forms, invoices, non-disclosure agreements, release forms • Examples of contracts: for the screen industry this may include US based international, local Guild based • Screen Industry Workers Act, 2022 |
| Content to be covered: | <ul style="list-style-type: none"> • Contracts – international and domestic, memorandum/letter of understanding • Negotiating contract conditions and remuneration • Expenses – may include equipment hire, phone, vehicle, per diems, accommodation, utilities • Non-Disclosure Agreements, • Completing timesheets and writing invoices • Obtaining receipts and making petty cash claims • Record keeping, business expenses • Business structures: sole trader, company, partnership • Provisional tax, income tax, GST, withholding tax, ACC, filing returns • Insurance - Public Liability, Health, Income Protection • Budgeting for tax and contingency/quiet times • Professional business practices – phone messages, online presence • Staying up to date - Govt laws, business practice, NZ agencies, forums • Kiwisaver • Inland Revenue forms and help • Financial implications of contracting |