



**New Zealand Certificate in Screen Industry Craft Skills  
(Level 4)  
New Zealand Programme**

**60 credits**

**Toi Mai Workforce Development Council**

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## Programme Details

<b>SSB</b>	Toi Mai Workforce Development Council
<b>MoE number</b>	8109
<b>Programme Title and Level</b>	New Zealand Certificate in Screen Industry Craft Skills (Level 4) (New Zealand Programme)
<b>Credits</b>	60
<b>NZSCED</b>	100199 Creative > Performing Arts > Performing Arts not elsewhere classified
<b>NZQA Programme ID</b>	XXX
<b>Qualification and Level</b>	New Zealand Certificate in Screen Industry Craft Skills (Level 4) [Ref: XXX]

### Criterion 1: Title and Purpose

***Criterion 1: Title and purpose statement***

*The title identifies the qualification to which the New Zealand programme leads.*

*There is a suitable purpose statement.*

This programme has been developed for the purpose of providing a national curriculum for the delivery and assessment of the New Zealand Certificate in Screen Industry Craft Skills (Level 4). It will ensure a consistent approach to training for the screen industry in Aotearoa New Zealand.

Education providers will be able to design delivery that aligns with the programme, then seek accreditation from the New Zealand Qualifications Authority (NZQA).

This New Zealand programme will be recognised as an approved programme for funding, fees, immigration and other relevant purposes.

The New Zealand Certificate in Screen Industry Craft Skills (Level 4) is designed to utilise workplace learning and assessment, with practical components being assessed on a real working screen production. Some prior learning, which provides the learner with knowledge needed prior to entering a workplace, may take place in a workshop or classroom.

## Diversity and Inclusion

Providers offering this qualification will have policy and practices in place to ensure all learning and assessment for this programme will:

- influence equitable outcomes for all learners;
- honour ngā kaupapa o te Tiriti o Waitangi (the principles of the Treaty of Waitangi);
- value Māori traditional knowledge; perspectives of Pacific communities, and cultural and educational needs as identified by ākonga/learners;
- support/promote learning that exposes ākonga/learners to a range of cultural values and perspectives that include diverse world views.

## Legislation

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

- legislation including [Health and Safety at Work Act 2015](#) and subsequent amendments;
- [Screen Industry Workers Act 2022](#);
- [Copyright Act 1994](#) and subsequent amendments

## Criterion 2: Structure, length and coherence

### **Criterion 2: Structure, length and coherence**

*The structure (including components and learning outcomes), length and coherence of the whole New Zealand programme are adequate and appropriate and clearly meet the graduate profile and specification for the qualification as listed on the NZQCF.*

*Any standards to be used in the New Zealand programme are to be identified.*

The programme comprises 60 credits, with 15 credits at level 3 and 45 credits at level 4.

The programme is made up of mandatory skill standards. Each learner will complete three core skill standards at level 3, and two skill standards in a chosen discipline at level 4. The learning for the theory standard must be completed before the practical standard as it provides the learner with the underpinning knowledge they will need to undertake their chosen role in a workplace.

### Skill Standards

The following table demonstrates how the graduate profile outcomes are achieved by the completion of skill standards.

<b>Graduate Profile Outcomes for the New Zealand Certificate in Screen Industry Craft Skills (Level 4)</b>	<b>Skill Standards to be Completed</b>
<b>Core (30 credits)</b>	
Explain the nature of employment and roles for crew in the screen industry. (5 credits)	Demonstration of competence for the core Graduate Profile Outcomes will be met by completion of the core skill standards (15 credits), as well as the skill standards aligned to each strand (15 credits from the strand skill standards). Refer to the table in the “Skill Standards Alignment to Graduate Profile Outcomes” section below.
Apply processes and practices to work safely and effectively as part of a production crew in the screen industry. (15 credits)	
Maintain professional respect and etiquette, and apply appropriate communication when working with stakeholders, contributors and team members. (10 credits)	

Graduate Profile Outcomes for the New Zealand Certificate in Screen Industry Craft Skills (Level 4)	Skill Standards to be Completed	
	Theory Skill Standards (15 credits)	Practical Skill Standards (30 credits)
<b>Arts Strand (30 credits)</b>	<i>(30 credits from two skill standards for one role)</i>	
Operate in a role supporting the Arts department in either costume, makeup, props, set dressing or scene construction.	Develop skills and knowledge for an assistant in props or set dressing on a screen production.	Operate as a props assistant or set dresser assistant on a screen production.
	<b>OR</b>	
	Develop skills and knowledge for a construction or greens assistant for a screen production.	Operate as a construction assistant for a screen production. <b>OR</b> Operate as a greens assistant on a screen production.
	<b>OR</b>	
	Develop skills and knowledge for a makeup assistant on a screen production.	Operate as a makeup assistant on a screen production.
<b>OR</b>		
	Develop skills and knowledge for a costume assistant on a screen production.	Operate as a costume assistant on a screen production.
<b>Production Strand (30 credits)</b>	<i>30 credits from two skill standards</i>	
Operate in a production support role as a production assistant, runner, cast driver or accounts clerk.	Develop skills and knowledge for an accounts clerk on a screen production.	Operate in a support role in the accounts department on a screen production.
	<b>OR</b>	
	Develop skills and knowledge for a Production Assistant, Cast Driver or Runner on a screen production.	Operate as a Production Assistant, Cast Driver or Runner on a screen production..
<b>Logistics Strand (30 credits)</b>	<i>30 credits from two skill standards</i>	
Operate in a logistics support role in locations, transport or unit.	Develop skills and knowledge for a locations production assistant on a screen production.	Operate as a locations production assistant on a screen production.
	<b>OR</b>	
	Develop skills and knowledge for a unit or transport department assistant on a screen production.	Operate as a unit assistant on a screen production. <b>OR</b> Operate as a transport assistant on a screen production.

Graduate Profile Outcomes for the New Zealand Certificate in Screen Industry Craft Skills (Level 4)	Skill Standards to be Completed	
	Theory Skill Standards (15 credits)	Practical Skill Standards (30 credits)
<b>Technical Strand</b> (30 credits)	<i>30 credits from two skill standards</i>	
Operate in a technical support role in lighting, grip sound, camera or digital imaging.	Develop skills and knowledge for a grip, lighting or rigging assistant on a screen production.	Operate as a grip, lighting or rigging assistant on a screen production.
	<b>OR</b>	
	Develop skills and knowledge for a sound trainee on a screen production.	Operate as a sound trainee on a screen production.
	<b>OR</b>	
	Develop skills and knowledge for a camera trainee on a screen production.	Operate as a camera trainee on a screen production.
<b>OR</b>		
	Develop skills and knowledge for a digital imaging technician assistant on a screen production.	Operate as a digital imaging technician assistant on a screen production.
<b>Postproduction Strand</b> (30 credits)	<i>30 credits from two skill standards</i>	
Operate in a postproduction support role in editing or visual effects (VFX).	Develop skills and knowledge for an assistant in the editing department on a screen production.	Operate as an assistant in the editing department on a screen production.
	<b>OR</b>	
	Develop skills and knowledge for a visual effects (VFX) assistant on a screen production.	Operate as a visual effects (VFX) assistant on a screen production.

## Skill Standards Alignment to Graduate Profile Outcomes

Skill Standard Title, Outcomes and Assessment Criteria		Core Graduate Profile Outcomes NZ Certificate in Screen Industry Craft Skills (Level 4)		
		Explain the nature of employment and roles for crew in the screen industry. <b>5 credits</b>	Apply processes and practices to work safely and effectively as part of a crew in the screen industry. <b>15 credits</b>	Maintain professional respect and etiquette, and apply appropriate communication when working with stakeholders, contributors and team members. <b>10credits</b>
<b>Core</b>				
40008	<b>Explore roles and employment in the Aotearoa New Zealand screen industry</b>			
	LO 1: Investigate screen industry sectors and key characteristics of employment to enable informed career choices.			
	a	Identify the key sectors in the screen industry.	3 cr	
	b	Describe the nature of work in the screen industry.		
	c	Research relevant guilds, agencies and forums to gain information about work opportunities and practices in the screen industry.		
	LO 2: Explore a career pathway for a role in the screen industry.			
	a	Describe departments and key roles involved in a screen production, and how they intersect.	2 cr	
	b	Identify a role of interest and the potential career pathways leading to and from the role.		
c	Describe own skills and suitability for a role of interest.			
40009	<b>Prepare for work as a crew member in the Aotearoa New Zealand Screen industry</b>			
	LO 1: Prepare for starting work in the screen industry.			
	a	Interpret key information from operational documentation such as scripts, schedules, call sheets to determine work times, locations and conditions.		1 cr
	b	Identify appropriate personal clothing and equipment for working on set.		1 cr
	c	Describe guidelines and codes of practice as they apply to an entry level worker in the screen industry.		1 cr
	d	Describe etiquette, professional practice and respect as required by a worker in the screen industry.		1 cr
	LO 2: Explain ways to maintain wellbeing when working on a screen production.			
a	Explain common health and safety risks, that apply to those working on a screen productions and actions to mitigate these.		1 cr	
40059	<b>Apply business financial skills to operate as a self-employed contractor in Aotearoa New Zealand</b>			
	LO 1: Select a business structure for operation as a self-employed contractor.			
	a	Describe the key differences between sole traders, companies, and partnerships.	1 cr	
	b	Select a preferred business structure and describe reasons for its suitability.		
	LO 2: Explain taxation and IRD obligations as they apply to a self-employed contractor			
a	Describe resources to assist with meeting tax obligations.	1 cr		
b	Describe GST, ACC, income tax and withholding tax obligations as they apply to a self-employed contractor.			



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<b>Core</b>				
	LO 3: Use business documentation and systems required for record keeping for a self-employed contractor.			
a	Prepare a timesheet and write an invoice.		2 cr	
b	Use record keeping system to record income and expenses.			
c	Use software to assist with accounting.			
	LO 4: Interpret financial implications of contracts and agreements as they apply to a self-employed contractor.			
a	Describe financial implications of the key sections of contracts and agreements as they apply to a self-employed contractor.		1 cr	

Skill Standard Title, Outcomes and Assessment Criteria		Graduate Profile Outcomes NZ Certificate in Screen Industry Craft Skills (Level 4)			
		Explain the nature of employment and roles for crew in the screen industry. 5 credits	Apply processes and practices to work safely and effectively as part of a crew in the screen industry 15 credits	Maintain professional respect and etiquette, and apply appropriate communication when working with stakeholders, contributors and team members 10 credits	Operate in a role supporting the arts department in either costume, makeup, props, set dressing or scene construction. 30 credits
<b>Arts Strand</b>					
Construction and greens Theory	<b>Develop skills and knowledge for a construction and greens assistant on a screen production.</b>				
	LO 1: Demonstrate methods used in set construction				
	a	Identify relevant construction tools and materials and describe their use in a screen production.			1 cr
	b	Construct a wall panel for a screen production set.	1 cr		5 cr
	LO 2: Source and dress green materials for a set on a screen production.				
	a	Identify relevant greens tools and materials and their use in a screen production.			1 cr
	b	Describe processes for sourcing and caring for living materials such as plants and trees.	1 cr		
	c	Dress a set with green materials using rules of aesthetics and to meet director's vision.	1 cr		5 cr
Construction Practical	<b>Operate as a construction assistant on a screen production.</b>				
	LO 1: Provide support to the construction team on a screen production.				
	a	Work safely and effectively by following instructions as part of the art department team.	1 cr	2 cr	6 cr
	b	Use appropriate communication and etiquette with cast, crew and external parties.		4 cr	
	c	Use construction tools and materials to contribute to the building of sets and props.	2 cr	3 cr	12 cr
Greens Practical	<b>Operate as a greens assistant on a screen production.</b>				
	LO 1: Provide support to the greens team on a screen production.				
	a	Work safely and effectively by following instructions as part of the art department team.	1 cr	2 cr	6 cr
	b	Use appropriate communication and etiquette with cast, crew and external parties.		4 cr	
	c	Use greens tools and materials to contribute to the dressing and maintenance of sets and props.	2 cr	3 cr	12 cr
Costume Assistant Theory	<b>Title: Develop skills and knowledge for a costume assistant on a screen production.</b>				
	LO 1: Develop skills and knowledge for a costume assistant on a screen production.				
	a	Explain the processes related to costumes from sourcing and manufacture through to wrap.	1 cr	1 cr	1 cr
	b	Complete a petty cash reconciliation form for a costume related expense.	1 cr		1 cr
	c	Demonstrate workroom skills in maintenance and aging costumes.	1 cr	1 cr	8 cr

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<b>Arts Strand</b>						
Costume Assist - Practical	<b>Title: Operate as a costume assistant on a screen production.</b>					
	LO 1: Support the costume department as a costume assistant on a screen production.					
	a	Organise and maintain the costume department areas and stock control for preparation and shoot.		2 cr	5 cr	
	b	Apply hygiene, health and safety practices for the costume department.		1 cr	2 cr	3 cr
	LO 2: Assist the standby and costume designer on set to meet costume requirements.					
	a	Carry out costume responsibilities as delegated.			6 cr	
b	Use appropriate communication and etiquette with cast, crew and external parties.		5 cr	6 cr		
Makeup Assistant - Theory	<b>Title: Develop skills and knowledge for a makeup assistant on a screen production.</b>					
	LO 1: Develop skills and knowledge for a makeup assistant on a screen production.					
	a	Describe equipment and products used within the makeup department.			2 cr	
	b	Demonstrate the application of makeup and hair techniques to meet a given brief.		2 cr	4 cr	
	c	Describe workplace preparation and maintenance requirements.			2 cr	
	LO 2: Develop awareness of the considerations and sensitivities required for dealing with a diverse range of people.					
	a	Research ethical and cultural considerations for makeup and hair practice.		1 cr	2 cr	
b	Explain health and safety practices as they apply to the makeup department.			2 cr		
Makeup Assistant - Practical	<b>Title: Operate as a makeup assistant on a screen production.</b>					
	LO 1: Support the makeup department as a makeup assistant on a screen production.					
	a	Organise and maintain the makeup department areas and stock control for preparation and shoot.		1 cr	6 cr	
	b	Provide day-to-day support for the makeup department as required.		1 cr	1 cr	6 cr
	c	Use appropriate communication and etiquette with cast, crew and external parties.			2 cr	5 cr
d	Apply hygiene, health and safety practices for the makeup department.		1 cr	2 cr	5 cr	
Props/Set dressing Assistant - Theory	<b>Title: Develop skills and knowledge for an assistant in props and set dressing on a screen production.</b>					
	LO 1: Develop skills and knowledge for a props or set dressing assistant on a screen production.					
	a	Identify specific role considerations and processes using callsheet and schedule information given.		1 cr	2 cr	2 cr
	b	Explain considerations for hero props from sourcing and manufacture through to on-set use.		1 cr	2 cr	
	c	Research and source materials to meet a set dressing and props brief.				6 cr
d	Identify record keeping processes and documentation used by the art department.		1 cr			

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<b>Arts Strand</b>					
<b>Props/Set dressing Assistant - Practical</b>	<b>Operate as a props assistant or set dresser assistant on a screen production.</b>				
	LO 1: Carry out a role as an assistant in props or set dressing in the art department on a screen production.				
	a	Demonstrate efficient planning for day-to-day activity from a given brief.		1 cr	6 cr
	b	Use appropriate communication and etiquette with cast, crew and external parties.		5 cr	3 cr
	c	Source and manage props and set dressings competently and safely.		1 cr	8 cr
d	Complete documentation and record keeping for the role.		1 cr	5 cr	

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<b>Production Strand</b>					
Accounts clerk Theory	<b>Develop skills and knowledge for an accounts clerk on a screen production</b>				
	LO 1: Develop skills and knowledge for an accounts clerk on a screen production.				
	a	Identify specific role considerations and processes used by the production accounts department.		1 cr	
	b	Enter a sample payroll batch and petty cash float reconciliation using accounting software.		1 cr	6 cr
c	Set up digital files for record keeping on a sample screen production.		1 cr	6 cr	
Accounts Clerk Practical	<b>Operate in a support role in the accounts department on a screen production.</b>				
	LO 1: Provide support to the accounts department on a screen production.				
	a	Use accounting software for screen production.		2 cr	6 cr
	b	Manage and process petty cash and purchase orders.		1 cr	5 cr
c	Use appropriate communication and etiquette with cast, crew and external parties.			4 cr	
PA, Cast Driver, Runner Theory	<b>Develop skills and knowledge for a production assistant, cast driver or runner on a screen production.</b>				
	LO 1: Develop the skills and knowledge required by a production assistant, runner or cast driver on a screen production.				
	a	Interpret documentation to gain information.			
	b	Use software to produce a production schedule or box calendar from information given by the production team.			
	c	Describe appropriate communication and etiquette as required by a role in the production team.			
	d	Describe process for petty cash float and reconciliation.			
PA, Cast Driver, Runner Practical	<b>Operate as a production assistant, cast driver or runner on a screen production.</b>				
	LO 1: Provide support to the production department on a screen production as a production assistant, runner or cast driver.				
	a	Demonstrate effective communication and time management.			
	b	Interpret and follow call sheets.			
	c	Demonstrate management of petty cash float.			
d	Carry out tasks and follow instructions as required by the department and specific to role.				

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<b>Logistics Strand</b>						
Locations PA Theory	<b>Develop skills and knowledge for a locations production assistant on a screen production.</b>					
	LO 1: Develop skills and knowledge for a locations production assistant on a screen production.					
	a	Gain information from call sheet and crew list to ascertain requirements for the role.			5 cr	
	b	Describe and prioritise preparation, equipment and set up for set locations.		1 cr	5 cr	
	c	Explain the responsibilities for location and property care while filming/during production.		1 cr	1 cr	2 cr
Locations PA Practical	<b>Operate as a locations production assistant on a screen production.</b>					
	LO 1: Carry out the role of locations production assistant on a screen production.					
	a	Set up and check a filming location appropriate to the environment and conditions.			5 cr	
	b	Use appropriate communication and etiquette with cast, crew and external parties.		4 cr	2 cr	
	c	Manage the park up of vehicles on location.		2 cr	2 cr	5 cr
	d	Follow health and safety protocols.		2 cr		5 cr
	e	Demonstrate problem solving to resolve or elevate issues.		2 cr		1 cr
Unit or Transport Assistant Theory	<b>Develop skills and knowledge for a unit or transport department assistant on a screen production.</b>					
	LO 1: Develop skills and knowledge for a unit or transport assistant on a screen production.					
	a	Gain information relevant to role from a callsheet.				4 cr
	b	List equipment used in unit and transport and describe how it is used for different set locations.				3 cr
	c	Describe and prioritise preparation, equipment and set up for set locations.				4 cr
	d	Describe considerations for sustainability and waste management in the unit and transport departments.				3 cr
	e	Explain considerations for power distribution used by unit and transport.		1 cr		
Unit Assistant Practical	<b>Operate as a unit assistant a screen production.</b>					
	LO 1: Operate as a unit assistant on a screen production.					
	a	Set up and wrap out the unit truck and equipment according to production documentation.		1 cr	2 cr	5 cr
	b	Carry out craft set up and service according to daily schedule and demand.		2 cr	2 cr	5 cr
	c	Follow health and safety protocols.		2 cr		5 cr
	d	Use appropriate communication and etiquette with cast, crew and external parties.			5 cr	1 cr

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		Explain the nature of employment and roles for crew in the screen industry. <b>5 credits</b>	Apply processes and practices to work safely and effectively as part of a crew in the screen industry. <b>15 credits</b>	Maintain professional respect and etiquette, and apply appropriate communication when working with stakeholders, contributors and team members. <b>10 credits</b>	Operate in a logistics support role in locations, transport or unit. <b>30 credits</b>	
<b>Logistics Strand</b>						
<b>Transport Assistant Practical</b>	<b>Operate as a transport assistant on a screen production.</b>					
	LO 1: Operate as a transport assistant on a screen production.					
	a	Set up and wrap out the unit base according to production documentation.		1 cr	2 cr	5 cr
	b	Service vehicles and equipment with fuel and water as required.		1 cr	2 cr	2 cr
	c	Apply correct procedures when working with power and generators.		1 cr		3 cr
	d	Follow health and safety protocols.		2 cr		5 cr
e	Use appropriate communication and etiquette with cast, crew and external parties.			5 cr	1 cr	

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<b>Technical Strand</b>					
Grip, lighting or rigging assistant - Theory	<b>Develop skills and knowledge for a grip, lighting or rigging assistant on a screen production.</b>				
	LO 1: Develop skills and knowledge for a grip, lighting or rigging assistant on a screen production.				
	a	Identify key equipment used in the grip and lighting department and describe its use.			5 cr
	b	Correctly set up stands and handle equipment.	1 cr		4 cr
	c	Secure equipment using knots and tie-downs.	1 cr		4 cr
Grip, lighting or rigging assistant - Practical	<b>Operate as a grip, lighting or rigging assistant on a screen production.</b>				
	LO 1: Operate as a grip, lighting or rigging assist on a screen production.				
	a	Follow instructions to retrieve and set up equipment for a production.	2 cr	4 cr	10 cr
	b	Follow health and safety protocols.	2 cr		5 cr
	c	Use appropriate communication and etiquette with cast, crew and external parties.		5 cr	2 cr
Sound Trainee Theory	<b>Develop skills and knowledge for a sound trainee on a screen production.</b>				
	LO 1: Develop skills and knowledge for a sound assistant on a screen production.				
	a	Interpret a call sheet and sides to gain information relevant to the sound department.	1 cr		4 cr
	b	Describe workplace preparation and maintenance requirements.	1 cr		1 cr
	c	Explain the process and etiquette for identifying and minimising noise interference during a shoot on a screen production.	1 cr	1 cr	
	LO 2: Demonstrate the set up and placement of batteries used in sound capturing equipment				
	a	Describe battery types and their use in sound equipment.			3 cr
	b	Set up a battery charge station and describe appropriate placement for the charge station.			3 cr
Sound Trainee Practical	<b>Operate as a sound trainee on a screen production.</b>				
	LO 1: Support the sound department as a sound trainee on a screen production.				
	a	Distribute and maintain individual fold backs (IFBs) for relevant key crew e.g. script supervisor, director, Assistant Directors and camera.		2 cr	5 cr
	b	Monitor and maintain batteries, time code devices and consumables for sound equipment.			5 cr
	c	Demonstrate appropriate practice when fitting radio microphones to cast.	1 cr	2 cr	2 cr
	d	Use appropriate communication and etiquette with cast, crew and external parties.		4 cr	2 cr
	e	Follow health and safety protocols.	2 cr		5 cr



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		Explain the nature of employment and roles for crew in the screen industry. <b>5 credits</b>	Apply processes and practices to work safely and effectively as part of a crew in the screen industry. <b>15 credits</b>	Maintain professional respect and etiquette, and apply appropriate communication when working with stakeholders, contributors and team members. <b>10 credits</b>	Operate in a technical support role in lighting, grip sound or camera. <b>30 credits</b>
<b>Technical Strand</b>					
Camera Trainee Theory	<b>Develop skills and knowledge for a camera trainee on a screen production.</b>				
	LO 1: Develop skills and knowledge for a camera trainee on a screen production.				
	a	Interpret a call sheet to gain information for camera department needs.		1 cr	4 cr
	b	Describe workplace preparation and maintenance requirements.		1 cr	2 cr
	c	Explain the relationship and impact between sensor size and lens.			2 cr
	LO 2: Assemble camera equipment ready for use on a screen production.				
	a	Identify key parts of a camera body and demonstrate how they fit together.			5 cr
Camera Trainee Practical	<b>Operate as a camera trainee on a screen production.</b>				
	LO 1: Support the camera department as a camera trainee on a screen production.				
	a	Prepare and maintain the camera work spaces during shoot.		1 cr	5 cr
	b	Provide day-to-day support for the camera department as required.			4 cr
	c	Monitor and maintain consumables for the camera department.		1 cr	4 cr
	d	Use appropriate communication and etiquette with cast, crew and external parties.			5 cr
	e	Follow health and safety protocols.		2 cr	5 cr
DIT Assistant Theory	<b>Develop skills and knowledge for a digital imaging technician on a screen production.</b>				
	a	Explain the different types of video signals and monitors, and their application in screen production.			1 cr
	b	Demonstrate use of software and file types to capture data in screen production.			3 cr
	c	Describe best practice for security and safe handling of media.		1 cr	1 cr
	d	Describe the equipment used in a DIT (Digital Imaging Technician) cart, and its purpose.			1 cr
	e	Explain cable types used in DIT and their use.			2 cr
	f	Demonstrate cable coiling to prevent damage and maintain safety.		1 cr	2 cr
	g	Test and repair cables.			3 cr
DIT Assistant Practical	<b>Operate as a digital imaging technician assistant on a screen production.</b>				
	a	Run cables and maintain monitors to enable connectivity.			6 cr
	b	Carry out digital imaging tasks in an efficient manner, as directed by the digital imaging technician.		2 cr	4 cr
	c	Give an overview of the video distribution set up on set.			2 cr
	d	Give examples of signal troubleshooting processes carried out during screen production.			3 cr
	e	Use appropriate communication and etiquette with cast, crew and external parties.			5 cr
	f	Follow health and safety protocols		2 cr	2 cr

Skill Standard Title, Outcomes and Assessment Criteria		Graduate Profile Outcomes NZ Certificate in Screen Industry Craft Skills (Level 4)			
		Explain the nature of employment and roles for crew in the screen industry. <b>5 credits</b>	Apply processes and practices to work safely and effectively as part of a crew in the screen industry. <b>15 credits</b>	Maintain professional respect and etiquette, and apply appropriate communication when working with stakeholders, contributors and team members. <b>10 credits</b>	Operate in a technical support role in lighting, grip sound or camera. <b>30 credits</b>
<b>Technical Strand</b>					
Skill Standard Title, Outcomes and Assessment Criteria		Graduate Profile Outcomes NZ Certificate in Screen Industry Craft Skills (Level 4)			
		Explain the nature of employment and roles for crew in the screen industry. <b>5 credits</b>	Apply processes and practices to work safely and effectively as part of a crew in the screen industry. <b>15 credits</b>	Maintain professional respect and etiquette, and apply appropriate communication when working with stakeholders, contributors and team members. <b>10 credits</b>	Operate in a postproduction support role in visual effects (VFX) or editing. <b>30 credits</b>
<b>Postproduction Strand</b>					
<b>Editing Assistant - Theory</b>	<b>Develop skills and knowledge for an assistant in the editing department on a screen production.</b>				
	LO 1: Develop skills and knowledge for an assistant in the editing department on a screen production.				
	a	Use editing software to ingest, synchronise and organise media.			5 cr
	b	Explain metadata, timecode, file name protocols, format, codecs, aspect ratio and frame rates.			4 cr
	c	Identify issues of image and sound quality in production rushes.			4 cr
d	Describe editorial documentation and its use.		2 cr		
<b>Editing assistant - Practical</b>	<b>Operate as an assistant in the editing department on a screen production.</b>				
	LO 1: Support the editing department as an assistant on a screen production.				
	a	Provide day-to-day support for the editor as required.		2 cr	5 cr
	b	Manipulate metadata, timecode, frame rates, file names, formats, aspect ratios as required for the production.			2 cr
	c	Cross-check camera/sound/continuity logs to identify missing media			2 cr
	d	Report any issues to relevant department personnel.	1 cr	1 cr	
	e	Use appropriate terminology, etiquette and communication with crew and external parties.		5 cr	
	f	Ingest picture and audio files in the required format including metadata.			4 cr
	g	Sync rushes automatically or manually, handling drifting sync, end slates or non, mark rolling resets and file additional audio appropriately.			2 cr
h	File papers, digital logs and reports.	1 cr		2 cr	

Skill Standard Title, Outcomes and Assessment Criteria		Graduate Profile Outcomes				
		NZ Certificate in Screen Industry Craft Skills (Level 4)				
		Explain the nature of employment and roles for crew in the screen industry. <b>5 credits</b>	Apply processes and practices to work safely and effectively as part of a crew in the screen industry. <b>15 credits</b>	Maintain professional respect and etiquette, and apply appropriate communication when working with stakeholders, contributors and team members. <b>10 credits</b>	Operate in a technical support role in lighting, grip sound or camera. <b>30 credits</b>	
<b>Technical Strand</b>						
	i	Follow health and safety protocols		2 cr	1 cr	
<b>Develop skills and knowledge for a visual effects (VFX) assistant on a screen production.</b>						
LO 1: Develop skills and knowledge for a visual effects (VFX) assistant on a screen production.						
VFX Assistant Theory	a	Demonstrate fundamental photography skills including use of lens, exposure, tripod.			2 cr	
	b	Describe processes for the management of data related to VFX.		1 cr	2 cr	
	c	Set up and use equipment according to standard practice.			2 cr	
	d	Explain data wrangling documentation and its use.		1 cr	1 cr	
	e	Explain data types and their use in VFX.		1 cr	2 cr	
	f	Describe how the data collected on set is distributed to and used in the postproduction pipeline.		1 cr		
	g	Describe health and safety, including security and intellectual property) practices for the on-set environment.			2 cr	
<b>Operate as a visual effects (VFX) assistant on a screen production.</b>						
LO 1: Support the VFX department on a screen production.						
VFX Assistant Practical	a	Set up and wrap out VFX according to production documentation.			6 cr	
	b	Demonstrate processes that ensure security of data and assets.			5 cr	
	c	Carry out VFX tasks as directed by VFX Supervisor in an efficient manner.			2 cr	8 cr
	d	Use appropriate communication and etiquette with cast, crew and external parties.			5 cr	
	e	Follow health and safety protocols.		2 cr		2 cr

## Length

Programmes may be delivered full time or part time. Programme length will vary depending on the availability of work placements, i.e. screen productions. The theory component/skill standards may be completed in one block, with the workplace practical standard being completed at a later time.

Minimum time for completion: 12 weeks

Maximum time for completion: three years – this takes into account the nature of the screen industry and the gig economy. Extensions to this may be approved by the provider where currency of skills can be assured.

## Criterion 3: Delivery Methods

### *Criterion 3: Title and purpose statement*

*The delivery methods must be adequate and appropriate, given the stated learning outcomes for the programme. Where specific resources are necessary for the programme to be provided, those resources are clearly outlined.*

Delivery may be blended (classroom/online and work based) or fully work based. The theory standard component may be delivered in a classroom, workshop or online. The practical skill standard component must take place on a working screen production.

Industry engagement with learners is essential for the delivery of both standards. For the theory standards, industry engagement may include visits and presentations from industry practitioners and/or site visits.

### Delivery Hours Table:

Skill standard	Credit	Level	Tutor directed hours	Self-directed hours	Work placement hours	Total learning Hours	EFTS
Core skill standards	15	3	40	110	0	150	0.1250
Theory Skill Standard	15	4	40	110	0	150	0.1250
Practical Skill Standard	30	4	0	100	200	300	0.2500
	40		80	320	200	600	0.5000

- **Tutor directed learning hours.** The hours a learner is expected to be engaged in learning opportunities facilitated by a tutor who is physically present with learners. These hours include any face-to-face activities in classrooms or workshops including tutorials **and** required online learning activities delivered synchronously with teacher facilitation.
- **Work placement learning hours.** The hours a learner is expected to be engaged in **learning** opportunities in the workplace on a screen production.

- **Self-directed learning hours.** The hours a learner is expected to engage in learning activities without the presence of a tutor and where the learner is required to self-manage to complete a learning activity within the expected timeframe. Self-directed learning hours may also be included in face to face and online modes. The learning activities may be designed by the tutor but carried out by a learner alone or in groups, for example in a project, online learning or preparation and completion of an assessment task. Self-directed learning can also be learner-directed where a learner chooses to explore topics of interest to them as an adjunct to the formal learning directed by the tutor.

## Workplace delivery

The practical skill standard must be completed in the workplace, on a working screen production. Multiple screen productions may be utilized to ensure learning hours are met.

Work placement for learners must ensure that:

- The learner receives on-the-job learning opportunities and exposure to industry professionals.
- Learners are mentored by industry professionals.
- Learners are given the opportunity to meet the skill standard and qualification outcomes.

The provider must ensure agreements are in place prior to work placement, outlining the responsibilities of the provider, the learner and the workplace.

### **Provider responsibilities should include:**

- How support for the learner in the workplace will be carried out, and by whom
- Provider responsibility and liability for the learner while on placement
- Course expectations for learning while on placement – for both the learner and workplace provider
- Assurance that the learner will be fully prepared for and informed of the expectations and requirements of the work placement. This may include necessary police checks, driver’s licence etc.
- Oversight of assessment and quality assurance
- Procedures for withdrawing a learner from placement
- Procedures for dealing with disputes and issues for both the learner and workplace provider

### **Workplace Learning provider responsibilities should include:**

- Workplace health and safety requirements and policies
- Any induction training required for the role
- How the learner will be supervised and mentored
- Participation in the assessment process, assessor verification and assessment of performance
- Liaison with the provider and details of provider access to the workplace for support and assessment of the learner
- Agreed dates and hours of work
- Details of remuneration if a paid placement

**Learner responsibilities should include:**

- Compliance with health and safety, confidentiality and intellectual property in the workplace
- Compliance with the provider and workplace code of conduct
- Agreed dates and hours of work
- Details of remuneration if a paid placement
- Procedures for advisement of non attendance due to illness, bereavement or other
- Responsibilities for engagement in the learning process
- Expectations of professional behaviour
- Procedures for communicating any issues arising during the work placement
- Assessment procedures and specific dates

## **Criterion 4: Collaboration, acceptability and consultation**

***Criterion 4: Title and purpose statement***

*There is a written summary of the collaborative process and consultation undertaken, the views expressed, and consideration of the views. The consultation and summary must identify the bodies that participated and articulate the need for and acceptability of the programme to the relevant communities and other key stakeholders).*

### **Industry Engagement**

Both industry and providers have been involved in the development of the qualification and this New Zealand programme.

*To be completed after consultation.*

## Criterion 5: Regulations

### **Criterion 5: Regulations**

*There are clear, relevant, and appropriate regulations that specify requirements for:*

- *admission*
- *credit recognition and transfer*
- *recognition of prior learning*
- *programme length and structure*
- *integration of practical and work-based components*
- *assessment procedures, including authenticity of student work*
- *normal progression within the programme*
- *details for transitioning from an approved programme to the recognised New Zealand programme, for both students and accredited institutions.*

### Programme admission:

#### **Academic entry**

The programme is open entry. It is recommended that potential learners undertake programme and career advisement to ensure programme suitability and alignment with career aspirations prior to enrolling.

#### **Additional entry for the Art Strand**

Construction or Greens Assistant: It is recommended learners have relevant experience in building, horticulture, nursery etc.

#### **Additional entry for the Production Strand**

Production Assistant, runner or cast driver: Learners intending on pursuing a role as a runner or cast driver must have a full New Zealand Driver's License.

#### **English language requirements:**

English Requirements for international learners: IELTS 5.5 Academic (no lower than 5.0 in any subtest).

### Credit recognition and transfer, recognition of prior learning

Recognition of prior learning is allowed for all or part of this programme, including the skill standards. Providers should carry out RPL in accordance with their policy and quality management system (QMS).

Learners who have previously completed the Introduction to Screen Industry Micro-credential (skill standards 40008, 40009 and 400059) will be entitled to credit recognition for 15 credits at level 3.

### Assessment procedures

Assessment will be carried out in accordance with the skill standard assessment criteria and specifications.

Assessment methods may include:

1. Workbooks
2. Reflective journaling/reports
3. Portfolio
4. Presentations – verbal and/or visual
5. Workplace attestation/verification
6. Observation of practical tasks

### Authenticity of student work/Academic integrity

Academic integrity is a commitment from tutors, workplace supervisors, assessors and learners to apply the fundamental values of honesty, trust, fairness, respect, and responsibility to all academic matters.

Providers must have in place policies relating to the management of authenticity of learner work including plagiarism and cheating.

### Reporting on achievement

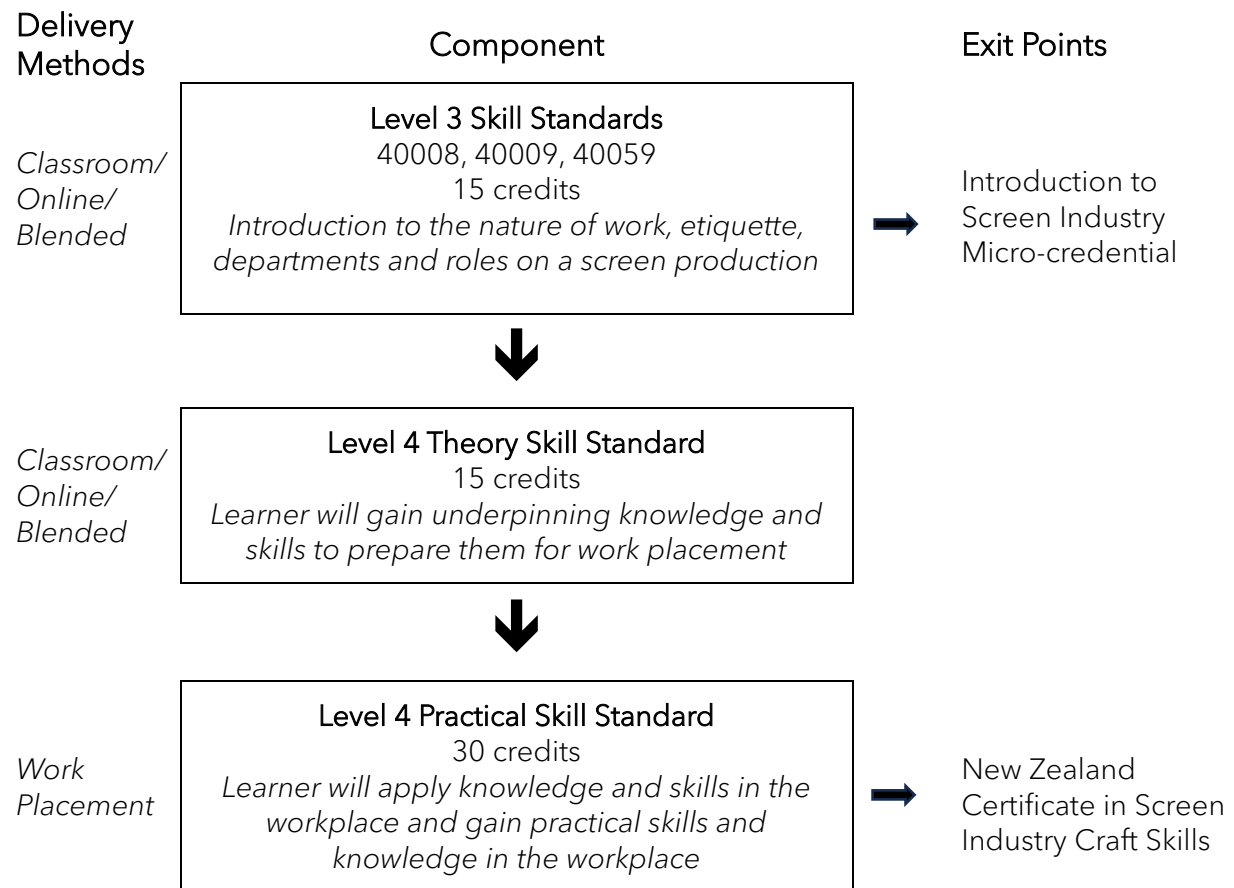
The programme uses competency-based assessment with the available grade being “Achieved”. Learners must achieve three core mandatory skill standards plus two strand skill standards to be awarded the qualification.



## Progression within the programme

The below diagram illustrates the order in which the programme should be completed in. The programme may be offered full time, part time or in block courses. Underpinning knowledge is achieved by completion of the level 3 standards, then the theory standard with the practical work placement being the final component of the programme.

Resubmissions and resit opportunities are allowed. This includes further opportunities for work placement if learning outcomes cannot be achieved in one placement.



## Criterion 6: Assessment and Moderation

### **Criterion 6 - Assessment and moderation**

*Assessment methodology is fair, valid, consistent and appropriate given the stated learning outcomes. Any assessment requirements, in addition to those specified in standards used in the programme, are identified.*

*There is an effective system for moderation of assessment materials and decisions*

### Moderation

Internal moderation will be carried out according to providers' policy and practices. This will include moderation of all new assessments and significant changes to assessments to ensure the assessment is clear, accurate and appropriate for the level and outcomes assessed.

### Consent and Moderation Requirements

All providers offering this programme must gain consent to assess for consent and moderation requirements (CMR) 99.

Skill standard assessment will be pre and post moderated by Toi Mai Workforce Development Council according to CMR 99:

#### **Pre-assessment Moderation**

Self-developed assessment material must be submitted to Toi Mai WDC for pre-assessment moderation and approval at least four weeks before the organisation with consent to assess intends to use it. No charges apply. The material submitted must include the assessment activity, the model answers or judgement statements and evidence that the assessment resources have been internally moderated by the organisation prior to submission to Toi Mai WDC.

#### **Post-assessment moderation**

Requests to organisations with consent to assess for assessment material for moderation will relate to credits reported according to NZQA assessment standard quarterly usage reports. Organisations with consent to assess will be advised of their moderation requirements by letter (either postal or electronic) at the beginning of every quarter. The frequency of moderation activity will depend on the credit reporting activity, the number of sites reporting credits, and the immediately previous moderation outcome/s and will be negotiated with the organisation with consent to assess as required.

The selection of skill standards for post-assessment moderation will also be informed by the following:

- standards that are to be assessed for the first time, or have been reviewed in the last twelve months
- a spread of domains, levels and high use standards
- standards that have a potential health and safety risk
- standards that have an outdoor leadership component
- recent moderation results
- any industry concerns.

The assessment material required for post-assessment moderation shall consist of:

- assessment schedule/model answer, assessment activities and marking guide/assessment guide
- three samples of assessed candidate work. For postal and cluster group moderation, student scripts supplied should be those with borderline assessment decisions where credit was awarded and where credit was not awarded
- verifier's evidence, if applicable.

## Consistency Arrangements

Providers delivering this programme will participate in a scheduled consistency review process, lead by NZQA and attended by providers and the qualification developer. This will include reviewing evidence associated with graduates' achievement of outcomes, and agreeing acceptable standards and/or benchmarks for qualification outcome achievement and areas for improvement.

## Criterion 7: Review

### ***Criterion 7: Review***

*The approved standard-setting body:*

- *assesses the currency and content of the programme*
- *has adequate and effective processes for the ongoing review of the programme, taking account of the results of any review of the qualification*
- *has adequate and effective processes for monitoring the quality of outcomes for learners and other stakeholders, and for reviewing programme regulations and content*
- *updates the programme accordingly.*

This programme will be reviewed every five years, in line with the qualification. Regular engagement with providers to obtain feedback will be carried out at least annually, with improvements and changes to the programme being made as identified.

Ongoing feedback from industry and communities will be gathered through the Toi Mai engagement team, the Toi Mai website and via providers.

Any feedback may also be mailed to [qualifications@toimai.nz](mailto:qualifications@toimai.nz).