

4XXXX**Develop skills and knowledge for an accounts clerk on a screen production.**

Kaupae Level	4
Whiwhinga Credit	15
Whāinga Purpose	This skill standard is for people wanting to gain employment as an accounts clerk or similar role on a New Zealand screen production. It will prepare learners for the role of accounts clerk by providing them with knowledge of the systems and processes required by the role.
Whakaakoranga me mātua oti Pre-requisites	Learners must have completed the “Introduction to the Screen Industry” micro-credential (skill standards 40008, 40009, 40059) or equivalent.

Hua o te ako me Paearu aromatawai | Learning outcomes and assessment criteria

Hua o te ako Learning outcomes	Paearu aromatawai Assessment criteria
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. b. Enter a sample payroll batch and petty cash float reconciliation using accounting software. c. Set up digital files for record keeping on a sample screen production.

Pārongo aromatawai me te taumata paearu | Assessment information and grade criteria

Assessment specifications:

This standard is designed to be delivered and assessed in a non-workplace environment, e.g. classroom or workshop.

Evidence for achievement of this standard may include written, verbal and observation of practical tasks.

Ngā momo whiwhinga | Grades available

Achieved

Ihirangi waitohu | Indicative content

- How a budget works, links together - coding, general ledger, chart of accounts
- Relationships – Line Producer, Prod Manager, Accountant (triangle of trust)
- Production size – how it determines roles and responsibilities
- Accountants schedule

- Phases of production – development, prep, shoot, post
- Software (e.g. Mydaes, Excel), paper handling and systems
- Purchase Orders
- Petty Cash processing
- Support Role – filing, organising, supporting senior roles
- Structure of production and accounts dept
- Etiquette and communication
- Troubleshooting/problem solving

Rauemi | Resources

Accounting software
Documentation examples

Pārongo Whakaū Kounga | Quality assurance information

Ngā rōpū whakatau-paerewa Standard Setting Body	Toi Mai Workforce Development Council
Whakaritenga Rārangi Paetae Aromatawai DASS classification	Arts and Crafts> Screen> Screen Industry Skills
Ko te tohutoro ki ngā Whakaritenga i te Whakamanatanga me te Whakaōritenga CMR	0099

Hātepe Process	Putanga Version	Rā whakaputa Review Date	Rā whakamutunga mō te aromatawai Last date for assessment
Rēhitatanga Registration	1	[dd mm yyyy]	n/a
Arotakenga Review	n/a	n/a	n/a
Kōrero whakakapinga Replacement information	n/a		
Rā arotake Planned review date	31 December 2027		

Please contact Toi Mai Workforce Development Council at qualifications@toimai.nz to suggest changes to the content of this skill standard.

4XXXX Operate in a support role in the accounts department on a screen production.

Kaupae Level	4
Whiwhinga Credit	30
Whāinga Purpose	This skill standard is for people wanting to gain practical experience as an accounts clerk or similar role on a New Zealand screen production. It will allow learners to learn and apply knowledge of the processes, software and communication required by the role.
Whakaakoranga me mātua oti Pre-requisites	Learners will have completed skill standard “Develop skills and knowledge for an accounts clerk on a screen production”, or equivalent.

Hua o te ako me Paearu aromatawai | Learning outcomes and assessment criteria

Hua o te ako Learning outcomes	Paearu aromatawai Assessment criteria
1. Provide support to the accounts department on a screen production.	a. Use accounting software for screen production. b. Manage and process petty cash and purchase orders. c. Use appropriate communication and etiquette with cast, crew and external parties.

Pārongo aromatawai me te taumata paearu | Assessment information and grade criteria

Assessment specifications:

Evidence for achievement of this standard must be collected in the workplace on a real screen production and may include naturally occurring evidence. Assessment methods may include observation and verification.

Ngā momo whiwhinga | Grades available

Achieved

Ihirangi waitohu | Indicative content

- Software, paper handling and systems
- Purchase Orders
- Petty Cash processing
- Filing, organising, supporting senior roles
- Structure of production and accounts dept
- Troubleshooting/problem solving
- Etiquette and communication

Rauemi | Resources

As this is a work-based skill standard, learners will have access to the resources required to carry out the role on a working screen production.

Pārongo Whakaū Kounga | Quality assurance information

Ngā rōpū whakatau-paerewa Standard Setting Body	Toi Mai Workforce Development Council
Whakaritenga Rārangi Paetae Aromatawai DASS classification	Arts and Crafts> Screen> Screen Industry Skills
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Kōrero whakakapinga Replacement information	n/a		
Rā arotake Planned review date	31 December 2029		

Please contact Toi Mai Workforce Development Council at qualifications@toimai.nz to suggest changes to the content of this skill standard.

4XXXX Develop skills and knowledge for an assistant editor on a screen production.

Kaupae Level	4
Whiwhinga Credit	15
Whāinga Purpose	<p>This skill standard is for people wanting to gain employment in editing department on a New Zealand screen production.</p> <p>It will prepare learners for working as a second assistant editor by providing them with knowledge of the skills, processes, software and equipment required to by the role.</p>
Whakaakoranga me mātua oti Pre-requisites	Learners must have completed the “Introduction to the Aotearoa New Zealand screen industry” micro-credential (skill standards 40008, 40009, 40059), or equivalent.

Hua o te ako me Paearu aromatawai | Learning outcomes and assessment criteria

Hua o te ako Learning outcomes	Paearu aromatawai Assessment criteria
1. Develop skills and knowledge for an assistant in the editing department on a screen production.	<ul style="list-style-type: none"> a. Use editing software to ingest, synchronise and organise media in the required format. b. Explain metadata, timecode, file name protocols, format, codecs, aspect ratio and frame rates. c. Identify issues of image and sound quality in production rushes. d. Describe editorial documentation and its use.

Pārongo aromatawai me te taumata paearu | Assessment information and grade criteria

Assessment specifications:

This standard is designed to be delivered and assessed in a non-workplace environment, e.g. classroom or workshop.

Evidence for achievement of this standard may include written, verbal and observation of practical tasks.

For assessment criteria 1a: editing software includes one of Avid, Adobe Premiere or DaVinci Resolve. Required format includes direct or proxies, or via ALE from DIT.

Ngā momo whiwhinga | Grades available

Achieved

Ihirangi waitohu | Indicative content

- Role of assistant editor
- Structure, hierarchy, relationships and roles within the post department
- Production size and type – how it determines needs, roles and responsibilities
- Post production schedule; set up during a pre-shoot workflow meeting: overall production process, daily workflow during shoot and post shoot.
- Relationship with other departments: sound and music; DI (digital intermediate) and grade; DIT, VFX; continuity/script supervisor; producer and director
- Manaakitanga and whanaungatanga in editorial – taking care of others, respect
- Handling media e.g. for cinema, television drama, documentary, actuality, TV commercials, online, corporate, international and local, funded and non-funded
- Simple production timeline from inception to delivery
- Overview of technology used in post by other departments which impact editorial: camera, sound, DIT, script supervisor, conform, sound design, VFX
- DIT/rushes delivery structure - maintaining within editorial
- Troubleshooting and problem solving: discrepancies of naming protocols between set technicians e.g. audio folders not matching tape name of audio files, checking, spot checking
- Maintaining audio and picture metadata from set to editorial to post houses
- Adding additional metadata from continuity e.g. scene, print take, shoot day/date
- Syncing by autosequence, autosync, manual, front and end slates, no slates and sight sync
- reports and documentation - call sheets, schedules, camera reports, continuity and script documents (lined scripts and facing pages); sound and ADR (automated dialogue replacement) documents, deliverables, cross-checking between all reports
- Equipment overview: computers, servers, office equipment and furniture, drives, peripherals
- Editing software – Avid, Da Vinci Resolve, Adobe Premiere, features and strengths and weaknesses: use of at least one: manipulating, ingesting, syncing,
- Technical aspects of screen production: resolutions, aspect ratios, codecs, file formats, unique filenames, 24 hour time of day timecode, camera information, frame rates, metadata,
- Workplace communication (in person and digital) and etiquette, punctuality, prioritisation, email reporting and communication
- Health and safety including physical and mental health, ScreenSafe protocols within the edit suite.

Rauemi | Resources

- Documentation – callsheets, schedules, camera reports, continuity and script documents, sound and music, delivery requirements
- Examples of set up projects and media from a completed production
- Equipment – laptop with software
- Software – Avid, Adobe Premiere and or Da Vinci Resolve
- DEGANZ Workflow Best Practice Guide <https://workflow.deganz.co.nz/>

Pārongo Whakaū Kouna | Quality assurance information

Ngā rōpū whakatau-paerewa Standard Setting Body	Toi Mai Workforce Development Council
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Kōrero whakakapinga Replacement information	n/a		
Rā arotake Planned review date	31 December 2027		

Please contact Toi Mai Workforce Development Council at qualifications@toimai.nz to suggest changes to the content of this skill standard.

4XXXX Operate as an assistant editor on a screen production.

Kaupae Level	4
Whiwhinga Credit	30
Whāinga Purpose	<p>This skill standard is for people wanting to gain practical experience in the editing department as a second assistant editor on a New Zealand screen production.</p> <p>It will allow learners to learn and apply the knowledge of skills, processes, software and equipment, required by the role.</p>
Whakaakoranga me mātua oti Pre-requisites	Learners will have completed skill standard “Develop skills and knowledge for an assistant in the editing department on a screen production”, or equivalent.

Hua o te ako me Paearu aromatawai | Learning outcomes and assessment criteria

Hua o te ako Learning outcomes	Paearu aromatawai Assessment criteria
1. Support the editing department as an assistant on a screen production.	<ol style="list-style-type: none"> Provide day-to-day support for the editor as required. Manipulate metadata, timecode, frame rates, file names, formats, aspect ratios as required for the production. Cross-check camera/sound/continuity logs to identify missing media. Report any issues to relevant department personnel. Use appropriate terminology, etiquette and communication with crew and external parties. Sync rushes automatically or manually. File papers, digital logs and reports.

Pārongo aromatawai me te taumata paearu | Assessment information and grade criteria

Assessment specifications:

Evidence for achievement of this standard must be collected in the workplace on a real screen production, and may include naturally occurring evidence. Assessment methods may include observation and verification.

For assessment criteria 1d: issues include missing slates, repeated slates, roll numbers, QC errors.

For assessment criteria 1f: Syncing includes handling drifting sync, end slates or non, marking rolling resets and filing additional audio.

For assessment criteria 1g: additional audio may include Wild tracks, atmos, on-set SFX

Ngā momo whiwhinga | Grades available

Achieved

Ihirangi waitohu | Indicative content

- Manaakitanga and whanaungatanga in editorial – taking care of others, respect
- DIT delivery structure - maintaining within editorial
- Maintaining audio and picture metadata from set to editorial to post houses
- Adding additional metadata from continuity e.g. scene, print take, shoot day/date
- Syncing by autosequence, autosync, manual, front and end slates, no slates and sight sync
- Checking, spot checking, making sure work is accurate before passing it on
- Cross-checking between all reports for inconsistencies, dependable paperwork
- Reports and documentation
- Email reporting – communication with other departments
- Editing software
- Workplace communication and etiquette, punctuality, prioritisation
- Health and safety

Rauemi | Resources

As this is a work-based skill standard, learners will have access to the resources required to carry out the role on a working screen production.

Pārongo Whakaū Kounga | Quality assurance information

Ngā rōpū whakatau-paerewa Standard Setting Body	Toi Mai Workforce Development Council
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Kōrero whakakapinga Replacement information	n/a
Rā arotake Planned review date	31 December 2027

Please contact Toi Mai Workforce Development Council at qualifications@toimai.nz to suggest changes to the content of this skill standard.

4XXXX**Develop skills and knowledge for a camera trainee on a screen production.**

Kaupae Level	4
Whiwhinga Credit	15
Whāinga Purpose	This skill standard is for people wanting to gain employment in the camera department on a New Zealand screen production. It will provide learners for working in the role of camera trainee by providing them with knowledge of the skills, processes and equipment required by a trainee role.
Whakaakoranga me mātua oti Pre-requisites	Learners must have completed the “Introduction to the Aotearoa New Zealand Screen Industry” micro-credential (skill standards 40008, 40009, 40059) or equivalent.

Hua o te ako me Paearu aromatawai | Learning outcomes and assessment criteria

Hua o te ako Learning outcomes	Paearu aromatawai Assessment criteria
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. b. Describe workplace preparation and maintenance requirements. c. Explain the relationship and impact between sensor size and lens.
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.

Pārongo aromatawai me te taumata paearu | Assessment information and grade criteria

Assessment specifications:

Evidence for achievement of this standard may include written, verbal and observation of practical tasks.

This standard can be delivered and assessed in a workplace or a non-work environment, e.g. classroom or workshop.

Ngā momo whiwhinga | Grades available

Achieved

Ihirangi waitohu | Indicative content

- Role of camera trainee

- Structure, hierarchy, relationships and roles within the camera department and other technical departments
- Production size – how it determines needs, roles and responsibilities
- Relationship with other departments: video, DIT, grip, VFX and lighting; continuity/script supervisor
- Production documentation: call sheets, schedules, Loss and Damage reports, camera reports
- Lens – handling and maintenance
- Truck – organisation, set up, maintenance
- Stash and equipment – equipment overview, on set setup and maintenance
- Camera and photography overview: exposure, colour theory, information capture, lenses and filters
- Consumables - maintaining
- In and out logs and record keeping
- Workplace communication and etiquette, punctuality, attire, prioritisation
- Personal Protective Equipment (PPE)/Kit
- Health and safety
- Troubleshooting/problem solving

Rauemi | Resources

- Documentation –call sheet, schedule, camera report, loss and damage report
- Equipment – camera kit

Pārongo Whakaū Kounga | Quality assurance information

Ngā rōpū whakatau-paerewa Standard Setting Body	Toi Mai Workforce Development Council
Whakaritenga Rārangi Paetae Aromatawai DASS classification	Arts and Crafts > Screen > Screen Industry skills
Ko te tohutoro ki ngā Whakaritenga i te Whakamanatanga me te Whakaōritenga CMR	0099

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Rēhitatanga Registration	<type here>	[dd mm yyyy]	[dd mm yyyy]
Arotakenga Review			
Kōrero whakakapinga Replacement information			

Rā arotake Planned review date	31 December 2027
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Please contact Toi Mai Workforce Development Council at qualifications@toimai.nz to suggest changes to the content of this skill standard.

4XXXX Operate as a camera trainee on a screen production.

Kaupae Level	4
Whiwhinga Credit	30
Whāinga Purpose	This skill standard is for people wanting to gain practical experience in the camera department as a trainee on a New Zealand screen production. It will allow learners to learn and apply knowledge of the skills, processes and equipment, required by the role.
Whakaakoranga me mātua oti Pre-requisites	Learners must have completed skill standard “Develop skills and knowledge for a camera trainee on a screen production”, or equivalent.

Hua o te ako me Paearu aromatawai | Learning outcomes and assessment criteria

Hua o te ako Learning outcomes	Paearu aromatawai Assessment criteria
1. Support the camera department as a camera trainee on a screen production.	<ol style="list-style-type: none"> Prepare and maintain the camera work spaces during shoot. Provide day-to-day support for the camera department as required. Monitor and maintain consumables for the camera department. Use appropriate communication and etiquette with cast, crew and external parties. Follow health and safety protocols.

Pārongo aromatawai me te taumata paearu | Assessment information and grade criteria

Assessment specifications:

Evidence for achievement of this standard must be collected in the workplace, on a real screen production, and may include naturally occurring evidence.

Ngā momo whiwhinga | Grades available

Achieved

Ihirangi waitohu | Indicative content

- Lens – handling and maintaining
- Truck – organisation, set up, maintenance
- Consumables - maintaining

- In and out logs and record keeping
- Workplace communication and etiquette, punctuality, attire, prioritisation
- Health and safety

Rauemi | Resources

As this is a work-based skill standard, learners will have access to the resources required to carry out the role on a working screen production.

Pārongo Whakaū Kounga | Quality assurance information

Ngā rōpū whakatau-paerewa Standard Setting Body	Toi Mai Workforce Development Council
Whakaritenga Rārangi Paetae Aromatawai DASS classification	Arts and Crafts > Screen > Screen Industry skills
Ko te tohutoro ki ngā Whakaritenga i te Whakamanatanga me te Whakaōritenga CMR	0099

Hātepe Process	Putanga Version	Rā whakaputa Review Date	Rā whakamutunga mō te aromatawai Last date for assessment
Rēhitatanga Registration	<type here>	[dd mm yyyy]	[dd mm yyyy]
Arotakenga Review			
Kōrero whakakapinga Replacement information			
Rā arotake Planned review date	31 December 2029		

Please contact Toi Mai Workforce Development Council at qualifications@toimai.nz to suggest changes to the content of this skill standard.

4XXXX**Develop skills and knowledge for a construction or greens assistant on a screen production.**

Kaupae Level	4
Whiwhinga Credit	15
Whāinga Purpose	<p>This skill standard is for people wanting to gain employment as a construction or greens assistant within the art department on a New Zealand screen production.</p> <p>It will provide learners with knowledge of the processes, materials and techniques required to assist in the construction of sets and use of green props and set pieces that contribute to the aesthetic aspects of a screen production.</p>
Whakaakoranga me mātua oti Pre-requisites	<p>Learners must have completed the “Introduction to the Screen Industry” micro-credential (skill standards 40008, 40009, 40059) or equivalent.</p> <p>It is recommended that learners have experience in the building or horticulture sectors.</p>

Hua o te ako me Paearu aromatawai | Learning outcomes and assessment criteria

Hua o te ako Learning outcomes	Paearu aromatawai Assessment criteria
1. Demonstrate methods used in set construction.	<p>a. Identify relevant construction tools and materials and describe their in a screen production.</p> <p>b. Construct a wall panel for a screen production set.</p>
2. Source and dress green materials for a set on a screen production.	<p>a. Identify relevant greens tools and materials and their use in a screen production.</p> <p>b. Describe processes for sourcing and caring for living materials such as plants, trees.</p> <p>c. Dress a set with green materials using rules of aesthetics and to meet director’s vision.</p>

Pārongo aromatawai me te taumata paearu | Assessment information and grade criteria

Assessment specifications:

Evidence for achievement of this standard may include written, verbal and observation of practical tasks.

This standard is designed to be delivered and assessed in a non-workplace environment, e.g. classroom or workshop.

Definitions:

Green materials – includes plants, trees, grasses, moss - may be artificial or living

Greens – the area of the art department that deals with plant life, either real or artificial.

Ngā momo whiwhinga | Grades available

Achieved

Ihirangi waitohu | Indicative content

- Role of construction worker and greens person in the art department – what they do
- Structure, relationships and roles (and how these might vary) within the art department
- Production size – how it determines roles and responsibilities
- On-set relationship and liaison with other departments: costume, art, assistant director, cast, extras, stunts departments, safety department, production office
- Production documentation (script, schedule, callsheet) interpretation from a Greens/Construction perspective
- Workplace maintenance
- Considerations for working around actors: etiquette, health and safety, confidentiality
- Experience relevant to the role/s – complementary learning and skills
- Materials - natural and artificial
- Specialised equipment
- Health and safety, compliance
- Personal equipment and clothing, personal protective equipment (PPE)
- Knot tying – half hitch, bowline, trucker's knot
- Transport, storage and logistics of set pieces
- Continuity
- Wrap out – disposal and repurpose, sustainability
- Working at heights - harness use and working on top of sets, use of specialist machinery like - access equipment, and ladders.

Construction

- Construction – building and assembling sets and props
- Construction plans, design documents and alignment with artistic vision
- Tools

Greens

- Sourcing living materials
- Nursery – plant and tree care
- Garden/landscape design/set dressing
- Rule of two thirds, odd numbers, clusters, use of negative space
- Interior greens
- Fabrication overview
- Rigging overview

Rauemi | Resources

- Documentation – plans
- Tutorial videos / slideshows
- Workshop/studio visits
- Tools and materials examples

Pārongo Whakaū Kounga | Quality assurance information

Ngā rōpū whakatau-paerewa Standard Setting Body	Toi Mai Workforce Development Council
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Arotakenga Review	n/a	n/a	n/a
Kōrero whakakapinga Replacement information	n/a		
Rā arotake Planned review date	31 December 2027		

Please contact Toi Mai Workforce Development Council at qualifications@toimai.nz to suggest changes to the content of this skill standard.

4XXXX**Operate as a construction assistant on a screen production.**

Kaupae Level	4
Whiwhinga Credit	30
Whāinga Purpose	<p>This skill standard is for people wanting to gain practical experience in the art department as a construction assistant on a New Zealand screen production.</p> <p>It will allow learners the opportunity to apply knowledge and skills to assist in the construction of sets that contribute to the aesthetic aspects of a screen production.</p>
Whakaakoranga me mātua oti Pre-requisites	Learners must have completed the skill standard “Develop skills and knowledge for a construction or greens assistant on a screen production”, or equivalent.

Hua o te ako me Paearu aromatawai | Learning outcomes and assessment criteria

Hua o te ako Learning outcomes	Paearu aromatawai Assessment criteria
1. Provide support to the construction team on a screen production.	<ul style="list-style-type: none"> a. Work safely and effectively by following instructions as part of the art department team. b. Use appropriate communication and etiquette with cast, crew and external parties. c. Use construction tools and materials to contribute to the building of sets and props.

Pārongo aromatawai me te taumata paearu | Assessment information and grade criteria

Assessment specifications:

Evidence for achievement of this standard must be collected in the workplace on a real screen production and may include naturally occurring evidence. Assessment methods may include observation and verification.

Ngā momo whiwhinga | Grades available

Achieved

Ihirangi waitohu | Indicative content

- Communication with department, team, other departments
- Materials - natural and artificial
- Health and safety, compliance
- Transport, storage and logistics of set pieces
- Continuity
- Wrap out – disposal and repurpose, sustainability
- Construction – building and assembling sets and props
- Construction plans, design documents and alignment with artistic vision
- Tools

Rauemi | Resources

As this is a work-based skill standard, learners will have access to the resources required to carry out the role on a working screen production.

Pārongo Whakaū Kounga | Quality assurance information

Ngā rōpū whakatau-paerewa Standard Setting Body	Toi Mai Workforce Development Council
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Kōrero whakakapinga Replacement information	n/a		
Rā arotake Planned review date	31 December 2029		

Please contact Toi Mai Workforce Development Council at qualifications@toimai.nz to suggest changes to the content of this skill standard.

4XXXX Operate as a greens assistant on a screen production.

Kaupae Level	4
Whiwhinga Credit	30
Whāinga Purpose	This skill standard is for people wanting to gain practical experience in the art department as a greens assistant on a New Zealand screen production. It will allow learners the opportunity to apply knowledge and skills to assist in the use of green props and set pieces that contribute to the aesthetic aspects of a screen production.
Whakaakoranga me mātua oti Pre-requisites	Learners must have completed the skill standard “Develop skills and knowledge for a construction or greens assistant on a screen production”, or equivalent.

Hua o te ako me Paearu aromatawai | Learning outcomes and assessment criteria

Hua o te ako Learning outcomes	Paearu aromatawai Assessment criteria
1. Provide support to the greens team on a screen production.	<ul style="list-style-type: none"> a. Work safely and effectively by following instructions as part of the art department team. b. Use appropriate communication and etiquette with cast, crew and external parties. c. Use greens tools and materials to contribute to the dressing and maintenance of sets and props.

Pārongo aromatawai me te taumata paearu | Assessment information and grade criteria

Assessment specifications:

Evidence for achievement of this standard must be collected in the workplace on a real screen production and may include naturally occurring evidence. Assessment methods may include observation and verification.

Definitions:

Green materials – includes plants, trees, grasses, moss - may be artificial or living

Greens – the area of the art department that deals with plant life, either real or artificial.

Ngā momo whiwhinga | Grades available

Achieved

Ihirangi waitohu | Indicative content

- Communication with department, team, other departments
- Materials - natural and artificial
- Health and safety, compliance
- Transport, storage and logistics of greens set pieces
- Continuity
- Wrap out – disposal and repurpose, sustainability
- Nursery – plant and tree care
- Garden/landscape design/set dressing
- Rule of two thirds, odd numbers, clusters, use of negative space
- Interior greens

Rauemi | Resources

As this is a work-based skill standard, learners will have access to the resources required to carry out the role on a working screen production.

Pārongo Whakaū Kounga | Quality assurance information

Ngā rōpū whakatau-paerewa Standard Setting Body	Toi Mai Workforce Development Council
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Kōrero whakakapinga Replacement information	n/a		
Rā arotake Planned review date	31 December 2029		

Please contact Toi Mai Workforce Development Council at qualifications@toimai.nz to suggest changes to the content of this skill standard.

1XXXXX **Develop skills and knowledge for a costume assistant on a screen production.**

Kaupae Level	4
Whiwhinga Credit	15
Whāinga Purpose	This skill standard is for people wanting to gain employment in the costume department on a New Zealand screen production. It will prepare learners for working as a costume assistant by providing them with specific knowledge of the skills and processes required by the role.
Whakaakoranga me mātua oti Pre-requisites	Learners must have completed the “Introduction to the Screen Industry” micro-credential (skill standards 4008, 4009, 40059), or equivalent.

Hua o te ako me Paearu aromatawai | Learning outcomes and assessment criteria

Hua o te ako Learning outcomes	Paearu aromatawai Assessment criteria
1. Develop skills and knowledge for a costume assistant on a screen production.	<ul style="list-style-type: none"> a. Explain the processes related to costumes from sourcing and manufacture through to wrap. b. Complete a petty cash reconciliation form for a costume related expense. c. Demonstrate workroom skills in maintenance and aging costumes.

Pārongo aromatawai me te taumata paearu | Assessment information and grade criteria

Assessment specifications:

Evidence for achievement of this standard may include written, verbal and observation of practical tasks.

This standard is designed to be delivered and assessed in a non-workplace environment, e.g. classroom or workshop.

Ngā momo whiwhinga | Grades available

Achieved

Ihirangi waitohu | Indicative content

- Role of costume assistant
- Structure, relationships and roles within the costume department
- Relationship with other departments: makeup, art, assistant directors, talent, extras, production office
- Communication: talent, makeup and other departments
- Production size – how it determines roles and responsibilities
- Production documentation (script, schedule, callsheet) interpretation from a costume perspective
- Relationship of costume to character and period
- Costume knowledge and maintenance (sewing, steaming, ironing, laundering)
- Costume breakdown (aging)
- Research and sourcing costumes
- Costume fittings and alterations overview
- Workplace maintenance - background talent areas
- Costume continuity (digital or manual)
- Mood boards, story boards, treatments
- Administration, errands and stock control for the costume department
- Petty cash, costume returns
- Set etiquette overview
- Workplace etiquette, punctuality, attire and kit
- Ethical considerations and cultural sensitivity
- Health and safety, hygiene
- Waste management and sustainability

Rauemi | Resources

- Documentation – script, breakdown template, mood boards, call sheet, schedule, planning calendar, photographs, petty cash forms
- Costumes
- Equipment – sewing, ironing, breakdown (aging) kit
- Laptop with MS office or similar (tablet)
- Phone with camera, internet access

Pārongo Whakaū Kounga | Quality assurance information

Ngā rōpū whakatau-paerewa Standard Setting Body	Toi Mai Workforce Development Council
Whakaritenga Rārangi Paetae Aromatawai DASS classification	Arts and Crafts> Screen> Screen Industry skills
Ko te tohutoro ki ngā Whakaritenga i te Whakamanatanga me te Whakaōritenga CMR	0099

Hātepe Process	Putanga Version	Rā whakaputa Review Date	Rā whakamutunga mō te aromatawai Last date for assessment
Rēhitatanga Registration	1	[dd mm yyyy]	n/a
Arotakenga Review	n/a	n/a	n/a
Kōrero whakakapinga Replacement information	n/a		
Rā arotake Planned review date	31 December 2027		

Please contact Toi Mai Workforce Development Council at qualifications@toimai.nz to suggest changes to the content of this skill standard.

4XXXX Operate as a costume assistant on a screen production.

Kaupae Level	4
Whiwhinga Credit	30
Whāinga Purpose	This skill standard is for people wanting to gain practical experience in the costume department as an assistant on a New Zealand screen production. It will allow learners to learn and apply knowledge of the skills and processes, required by the role.
Whakaakoranga me mātua oti Pre-requisites	Learners will have completed skill standard “Develop skills and knowledge for a costume assistant on a screen production”, or equivalent.

Hua o te ako me Paearu aromatawai | Learning outcomes and assessment criteria

Hua o te ako Learning outcomes	Paearu aromatawai Assessment criteria
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.
	b. Apply hygiene, health and safety practices for the costume department.
2. Assist the standby and costume designer onset to meet costume requirements.	a. Carry out costume responsibilities as delegated.
	b. Use appropriate communication and etiquette with cast, crew and external parties.

Pārongo aromatawai me te taumata paearu | Assessment information and grade criteria

Assessment specifications:

Evidence for achievement of this standard must be collected in the workplace on a real screen production, and may include naturally occurring evidence. Assessment methods may include observation and verification.

Ngā momo whiwhinga | Grades available

Achieved

Ihirangi waitohu | Indicative content

- Communication: talent, makeup and other departments
- Production documentation (script, schedule, callsheet) interpretation from a costume perspective
- Costume knowledge and maintenance (sewing, steaming, ironing)
- Workplace maintenance - background talent areas
- Administration, errands and stock control for the costume department
- Petty cash, costume returns
- Workplace etiquette, punctuality, PPE/attire
- Ethical considerations and cultural sensitivity
- Health and safety, hygiene
- Waste management and sustainability

Rauemi | Resources

As this is a work-based skill standard, learners will have access to the resources required to carry out the role on a working screen production.

Pārongo Whakaū Kounga | Quality assurance information

Ngā rōpū whakatau-paerewa Standard Setting Body	Toi Mai Workforce Development Council
Whakaritenga Rārangi Paetae Aromatawai DASS classification	Arts and Crafts> Screen> Screen Industry Skills
Ko te tohutoro ki ngā Whakaritenga i te Whakamanatanga me te Whakaōritenga CMR	0099

Hātepe Process	Putanga Version	Rā whakaputa Review Date	Rā whakamutunga mō te aromatawai Last date for assessment
Rēhitatanga Registration	1	[dd mm yyyy]	n/a
Arotakenga Review	n/a	n/a	n/a
Kōrero whakakapinga Replacement information	n/a		
Rā arotake Planned review date	31 December 2029		

Please contact Toi Mai Workforce Development Council at qualifications@toimai.nz to suggest changes to the content of this skill standard.

1XXXXX **Develop skills and knowledge for a digital imaging technician assistant on a screen production.**

Kaupae Level	4
Whiwhinga Credit	15
Whāinga Purpose	<p>This skill standard is for people wanting to gain employment as a digital imaging technician assistant on a screen production in Aotearoa New Zealand.</p> <p>It will prepare learners for working as a digital imaging technician assistant by providing them with knowledge of the equipment and skills required by the role.</p>
Whakaakoranga me mātua oti Pre-requisites	Learners must have completed the “Introduction to the Aotearoa New Zealand Screen Industry” micro-credential (skill standards 40008, 40009, 40059) or equivalent.

Hua o te ako me Paearu aromatawai | Learning outcomes and assessment criteria

Hua o te ako Learning outcomes	Paearu aromatawai Assessment criteria
1. Develop skills and knowledge for a digital imaging technician assistant on a screen production.	<ul style="list-style-type: none"> a. Explain the different types of video signals and monitors, and their application in screen production. b. Demonstrate use of software and file types to capture data in screen production. c. Describe best practice for security and safe handling of media. d. Describe the equipment used in a DIT (Digital Imaging Technician) cart, and its purpose. e. Explain cable types used in DIT and their use. f. Demonstrate cable coiling to prevent damage and maintain safety. g. Test and repair cables.

Pārongo aromatawai me te taumata paearu | Assessment information and grade criteria

Assessment specifications:

This standard is designed to be delivered and assessed in a non-workplace environment, e.g. classroom or workshop.

Evidence for achievement of this standard may include written, verbal and observation of practical tasks.

Ngā momo whiwhinga | Grades available

Achieved

Ihirangi waitohu | Indicative content

- Specific roles within DIT (Digital Imaging Technician) team, hierarchy/structure
- Roles and responsibilities
- Production size – how it determines needs, roles and responsibilities
- Communication and etiquette within the department and with other departments and stakeholders
- Personal Protective Equipment (PPE)/Kit
- Cables and cabling – key understanding
- Troubleshooting Signal flow
- Radio telephone (RT) communication,
- Wireless video frequencies
- Power types and best practices
- Safe handling, moving and maintenance of equipment
- Software used in a DIT (Digital Imaging Technician) cart
- Data management fundamentals
- Data security and integrity
- Transcoding of recorded media
- Camera systems overview
- Monitor systems overview
- Video scopes
- Understanding key deliverables
- Production Documentation Interpretation
- Troubleshooting/problem solving
- Health and Safety

Rauemi | Resources

- DIT cart
- Cables and tools needed to make them
- Software examples
- Common on set monitors, stands and sandbags
- Wireless video kit – live camera
- Colour tape
- Labelling examples

Pārongo Whakaū Kounga | Quality assurance information

Ngā rōpū whakatau-paerewa Standard Setting Body	Toi Mai Workforce Development Council
Whakaritenga Rārangi Paetae Aromatawai DASS classification	Arts and Crafts> Screen> Screen Industry Skills
Ko te tohutoro ki ngā Whakaritenga i te Whakamanatanga me te Whakaōritenga CMR	0099

Hātepe Process	Putanga Version	Rā whakaputa Review Date	Rā whakamutunga mō te aromatawai Last date for assessment
Rēhitatanga Registration	1	[dd mm yyyy]	n/a
Arotakenga Review	n/a	n/a	n/a
Kōrero whakakapinga Replacement information	n/a		
Rā arotake Planned review date	31 December 2027		

Please contact Toi Mai Workforce Development Council at qualifications@toimai.nz to suggest changes to the content of this skill standard.

1XXXXX Operate as a digital imaging technical assistant on a screen production.

Kaupae Level	4
Whiwhinga Credit	30
Whāinga Purpose	<p>This skill standard is for people wanting to gain practical experience as an assistant to the digital imaging technician on a New Zealand screen production.</p> <p>It will allow learners to learn and apply knowledge of the skills and equipment required by the role.</p>
Whakaakoranga me mātua oti Pre-requisites	Learners will have completed skill standard prepare for employment as a digital imaging technician assistant on a screen production in Aotearoa New Zealand, or equivalent.

Hua o te ako me Paearu aromatawai | Learning outcomes and assessment criteria

Hua o te ako Learning outcomes	Paearu aromatawai Assessment criteria
1. Carry out the role of digital imaging technician assistant for a screen production.	<ol style="list-style-type: none"> Run cables and maintain monitors to enable connectivity. Carry out digital imaging tasks in an efficient manner, as directed by the digital imaging technician. Give an overview of the video distribution set up on set. Give examples of signal troubleshooting processes carried out during screen production. Use appropriate communication and etiquette with cast, crew and external parties.

Pārongo aromatawai me te taumata paearu | Assessment information and grade criteria

Assessment specifications:

Evidence for achievement of this standard must be collected in the workplace on a real screen production, and may include naturally occurring evidence. Assessment methods may include observation and verification.

Ngā momo whiwhinga | Grades available

Achieved

Ihirangi waitohu | Indicative content

- Troubleshooting Signal flow
- RT communication,
- Wireless video frequencies
- Power types and best practices
- Safe handling, moving and maintenance of equipment
- Software used in a DIT cart
- Data management fundamentals
- Data security and integrity
- Transcoding of recorded media
- Video scopes
- Production documentation interpretation

Rauemi | Resources

As this is a work-based skill standard, learners will have access to the resources required to carry out the role on a working screen production.

Pārongo Whakaū Kounga | Quality assurance information

Ngā rōpū whakatau-paerewa Standard Setting Body	Toi Mai Workforce Development Council
Whakaritenga Rārangi Paetae Aromatawai DASS classification	Arts and Crafts> Screen> Screen Industry Skills
Ko te tohutoro ki ngā Whakaritenga i te Whakamanatanga me te Whakaōritenga CMR	0099

Hātepe Process	Putanga Version	Rā whakaputa Review Date	Rā whakamutunga mō te aromatawai Last date for assessment
Rēhitatanga Registration	1	[dd mm yyyy]	n/a
Arotakenga Review	n/a	n/a	n/a
Kōrero whakakapinga Replacement information	n/a		
Rā arotake Planned review date	31 December 2027		

Please contact Toi Mai Workforce Development Council at qualifications@toimai.nz to suggest changes to the content of this skill standard.

4XXXX**Develop skills and knowledge for a locations production assistant on a screen production.**

Kaupae Level	4
Whiwhinga Credit	15
Whāinga Purpose	This skill standard is for people wanting to gain employment as a locations production assistant on a New Zealand screen production. It will provide learners with specific knowledge of the processes and skills required by the role.
Whakaakoranga me mātua oti Pre-requisites	Learners must have completed the “Introduction to the Screen Industry micro-credential” (skill standards 40008, 40009, 40059) or equivalent.

Hua o te ako me Paearu aromatawai | Learning outcomes and assessment criteria

Hua o te ako Learning outcomes	Paearu aromatawai Assessment criteria
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. b. Describe and prioritise preparation, equipment and set up for set locations. c. Explain the responsibilities for location and property care while filming/during production.

Pārongo aromatawai me te taumata paearu | Assessment information and grade criteria

This standard is designed to be delivered and assessed in a non-workplace environment, e.g. classroom or workshop.

Evidence for achievement of this standard may include written, verbal and observation of practical tasks.

For assessment criteria 1b: Information gained includes weather, equipment required, location, movement, additional crew

Definitions:

Mud map – a map which provides people with an illustration of a new locations surrounding streets, distinguishing landmarks, base position, equipment, infrastructure, camera position/s, pedestrian and or traffic control, generators, and amenities.

Ngā momo whiwhinga | Grades available

Achieved

Ihirangi waitohu | Indicative content

- Specific roles within locations team, hierarchy/structure

- Relationships – working with other departments (camera, art, unit, production)
- Production size and how it determines roles and responsibilities
- Call sheets
- Communication within the department
- Etiquette and communication with cast, crew and external stakeholders, specific to role – applicable to all standards
- Personal protection equipment (PPE)/Kit
- Organising, planning day/time management, arriving early
- Location check, unit base check, holding area
- Access to set
- Preparation of areas for crew arrival
- Coordination of park up
- Parking plans
- Health and safety protocols specific to locations
- Liaison with security and parking personnel
- Preventing/reparation of damage on location
- Liaison with on set Assistant Directors to control pedestrians and onlookers
- Reinstatement of property after filming
- Using a close up/mud map
- Crew vs public needs
- Environmental sustainability
- Problem solving/troubleshooting

Rauemi | Resources

- Smart phone with internet access
- Laptop
- Examples of call sheet, crew list, map
- Equipment e.g. cones, signs, floor coverings
- Examples of permits, road plans etc
- RTs (Radio Telephones)

Pārongo Whakaū Kounga | Quality assurance information

Ngā rōpū whakatau-paerewa Standard Setting Body	Toi Mai Workforce Development Council
Whakaritenga Rārangi Paetae Aromatawai DASS classification	Arts and Crafts> Screen> Screen Industry Skills
Ko te tohutoro ki ngā Whakaritenga i te Whakamanatanga me te Whakaōritenga CMR	0099

Hātepe Process	Putanga Version	Rā whakaputa Review Date	Rā whakamutunga mō te aromatawai Last date for assessment
Rēhitatanga Registration	1	[dd mm yyyy]	n/a

Arotakenga Review	n/a	n/a	n/a
Kōrero whakakapinga Replacement information	n/a		
Rā arotake Planned review date	31 December 2027		

Please contact Toi Mai Workforce Development Council at qualifications@toimai.nz to suggest changes to the content of this skill standard.

4XXXX**Operate as a locations production assistant on a screen production.**

Kaupae Level	4
Whiwhinga Credit	30
Whāinga Purpose	This skill standard is for people wanting to gain practical experience as a locations production assistant on a New Zealand screen production. It will allow learners to learn and apply knowledge of the processes, documentation and communication required by the role.
Whakaakoranga me mātua oti Pre-requisites	Learners must have completed skill standard “Develop skills and knowledge for a locations production assistant on a screen production”, or equivalent.

Hua o te ako me Paearu aromatawai | Learning outcomes and assessment criteria

Hua o te ako Learning outcomes	Paearu aromatawai Assessment criteria
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. b. Use appropriate communication and etiquette with cast, crew and external parties. c. Manage the park up of vehicles on location. d. Follow health and safety protocols. e. Demonstrate problem solving to resolve or elevate issues.

Pārongo aromatawai me te taumata paearu | Assessment information and grade criteria

Assessment specifications:

Evidence for achievement of this standard must be collected in the workplace on a real screen production, and may include naturally occurring evidence. Assessment methods may include observation and verification.

Ngā momo whiwhinga | Grades available

Achieved

Ihirangi waitohu | Indicative content

- Relationships – working with other departments (camera, art, unit, production)
- Communicating and liaising with the public
- Communication within the department

- Organising, planning day/time management, arriving early
- Location check, unit base check, holding area
- Access to set
- Preparation of areas for crew arrival
- Coordination of park up
- Parking plans
- Health and safety protocols specific to locations
- Liaison with security and parking personnel
- Preventing/reparation of damage on location
- Liaison with on set Assistant Directors to control pedestrians and onlookers
- Reinstatement of property after filming
- Using a close up/mud map

Rauemi | Resources

As this is a work-based skill standard, learners will have access to the resources required to carry out the role on a working screen production.

Pārongo Whakaū Kounga | Quality assurance information

Ngā rōpū whakatau-paerewa Standard Setting Body	Toi Mai Workforce Development Council
Whakaritenga Rārangi Paetae Aromatawai DASS classification	Arts and Crafts> Screen> Screen Industry Skills
Ko te tohutoro ki ngā Whakaritenga i te Whakamanatanga me te Whakaōritenga CMR	0099

Hātepe Process	Putanga Version	Rā whakaputa Review Date	Rā whakamutunga mō te aromatawai Last date for assessment
Rēhitatanga Registration	1	[dd mm yyyy]	n/a
Arotakenga Review	n/a	n/a	n/a
Kōrero whakakapinga Replacement information	n/a		
Rā arotake Planned review date	31 December 2029		

Please contact Toi Mai Workforce Development Council at qualifications@toimai.nz to suggest changes to the content of this skill standard.

4XXXX**Develop skills and knowledge for a grip, lighting or rigging assistant on a screen production.**

Kaupae Level	4
Whiwhinga Credit	15
Whāinga Purpose	This skill standard is for people wanting to gain employment in a support role as a grip, lighting, or rigging assistant on a New Zealand screen production. It will prepare learners for working in the role by providing them with technical knowledge of the processes and skills required by the role.
Whakaakoranga me mātua oti Pre-requisites	Learners must have completed the “Introduction to the Screen Industry” micro-credential (skill standards 40008, 40009, 40059) or equivalent.

Hua o te ako me Paearu aromatawai | Learning outcomes and assessment criteria

Hua o te ako Learning outcomes	Paearu aromatawai Assessment criteria
1. Develop skills and knowledge for a grip, lighting or rigging assist on a screen production.	a. Identify key equipment used in the grip and lighting department and describe its use. b. Correctly set up stands and handle equipment. c. Secure equipment using knots and tie-downs.

Pārongo aromatawai me te taumata paearu | Assessment information and grade criteria

Assessment specifications:

This standard is designed to be delivered and assessed in a non-workplace environment, e.g. classroom or workshop.

Evidence for achievement of this standard may include written, verbal and observation of practical tasks.

Ngā momo whiwhinga | Grades available

Achieved

Ihirangi waitohu | Indicative content**Core**

- Roles and hierarchy within the department
- Production size – how it determines roles and responsibilities
- Employment pathways within the department
- Knot tying
- Set etiquette
- Teamwork
- Radio etiquette
- Shot making
- Communication and following instructions
- Etiquette
- Interpreting a call sheet
- Personal Protective Equipment (PPE)/Kit
- First Aid
- Environmental sustainability
- Troubleshooting/problem solving

Grip

- Grip equipment in the Grip Truck, including name of the equipment, what it does, dos and don'ts and how to look after it.
- Specialty equipment – cranes, dollies, car mounts, gimbles and any other specialty equipment as it comes on to the market.
- Reporting damage
- Tailgate talk
- Health and safety for the role
- Operation of equipment
- Loading/unloading/packing

Lighting

- Lighting equipment in the lighting truck, including name of the equipment, what it does, dos and don'ts and how to look after it.
- Reporting damage
- Tailgate talk
- Health and safety for the role
- Operation of equipment
- Loading/unloading/packing

Rigging

- Rigging equipment in the rigging truck, including name of the equipment, what it does, dos and don'ts and how to look after it.
- Reporting damage
- Health and safety for the role
- Operation of equipment
- Loading/unloading/packing
- Working at heights

Rauemi | Resources

- Industry experts

- Instructional videos/examples (screen, tv)
- Knot tying resources
- Access to camera, lighting, grip, rigging equipment
- Radio Telephones (RTs)
- Call sheets
- Photos of specialty equipment and rigs

Pārongo Whakaū Kounga | Quality assurance information

Ngā rōpū whakatau-paerewa Standard Setting Body	Toi Mai Workforce Development Council
Whakaritenga Rārangi Paetae Aromatawai DASS classification	Arts and Crafts> Screen> Screen Industry Skills
Ko te tohutoro ki ngā Whakaritenga i te Whakamanatanga me te Whakaōritenga CMR	0099

Hātepe Process	Putanga Version	Rā whakaputa Review Date	Rā whakamutunga mō te aromatawai Last date for assessment
Rēhitatanga Registration	1	[dd mm yyyy]	n/a
Arotakenga Review	n/a	n/a	n/a
Kōrero whakakapinga Replacement information	n/a		
Rā arotake Planned review date	31 December 2027		

Please contact Toi Mai Workforce Development Council at qualifications@toimai.nz to suggest changes to the content of this skill standard.

4XXXX**Operate as a grip, lighting or rigging assistant on a screen production.**

Kaupae Level	4
Whiwhinga Credit	30
Whāinga Purpose	This skill standard is for people wanting to gain practical experience in the area of grip, lighting or rigging on a New Zealand screen production. It will allow learners to learn and apply technical knowledge of the processes, skills and communication required by the role.
Whakaakoranga me mātua oti Pre-requisites	Learners will have completed skill standard “Develop skills and knowledge for a grip, lighting or rigging assistant on a screen production”, or equivalent.

Hua o te ako me Paearu aromatawai | Learning outcomes and assessment criteria

Hua o te ako Learning outcomes	Paearu aromatawai Assessment criteria
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. b. Follow health and safety protocols. c. Use appropriate communication and etiquette with cast, crew and external parties.

Pārongo aromatawai me te taumata paearu | Assessment information and grade criteria

Assessment specifications:

Evidence for achievement of this standard must be collected in the workplace on a real screen production, and may include naturally occurring evidence. Assessment methods may include observation and verification.

Ngā momo whiwhinga | Grades available

Achieved

Ihirangi waitohu | Indicative content

- Etiquette and communication

- Operation of equipment
- Loading/unloading/packing
- Health and safety protocols

Rauemi | Resources

Pārongo Whakaū Kounga | Quality assurance information

Ngā rōpū whakatau-paerewa Standard Setting Body	Toi Mai Workforce Development Council
Whakaritenga Rārangi Paetae Aromatawai DASS classification	Arts and Crafts> Screen> Screen Industry Skills
Ko te tohutoro ki ngā Whakaritenga i te Whakamanatanga me te Whakaōritenga CMR	0099

Hātepe Process	Putanga Version	Rā whakaputa Review Date	Rā whakamutunga mō te aromatawai Last date for assessment
Rēhitanga Registration	1	[dd mm yyyy]	n/a
Arotakenga Review	n/a	n/a	n/a
Kōrero whakakapinga Replacement information	n/a		
Rā arotake Planned review date	31 December 2029		

Please contact Toi Mai Workforce Development Council at qualifications@toimai.nz to suggest changes to the content of this skill standard.

4XXXX**Develop skills and knowledge for a makeup assistant on a screen production.**

Kaupae Level	4
Whiwhinga Credit	15
Whāinga Purpose	<p>This skill standard is for people wanting to gain employment in the area of makeup on a New Zealand screen production.</p> <p>It will prepare learners for the role of makeup assistant by providing them with specific knowledge of the skills and techniques required for the role.</p>
Whakaakoranga me mātua oti Pre-requisites	Learners must have completed the “Introduction to the Screen Industry” micro-credential (skill standards 4008, 4009, 40059), or equivalent.

Hua o te ako me Paearu aromatawai | Learning outcomes and assessment criteria

Hua o te ako Learning outcomes	Paearu aromatawai Assessment criteria
1. Develop skills and knowledge for a makeup assistant on a screen production.	<ul style="list-style-type: none"> a. Describe equipment and products used within the makeup department. b. Demonstrate the application of makeup and hair techniques to meet a given brief. c. Describe workplace preparation and maintenance requirements.
2. Develop awareness of the considerations and sensitivities required for dealing with a diverse range of people.	<ul style="list-style-type: none"> a. Research ethical and cultural considerations for makeup and hair practice. b. Explain health and safety practices as they apply to the makeup department.

Pārongo aromatawai me te taumata paearu | Assessment information and grade criteria

Assessment specifications:

Evidence for achievement of this standard may include written, verbal and observation of practical tasks.

This standard is designed to be delivered and assessed in a non-workplace environment, e.g. classroom or workshop.

Ngā momo whiwhinga | Grades available

Achieved

Ihirangi waitohu | Indicative content

- Role of makeup assistant
- Structure, relationships and roles within the makeup department
- Relationship with other departments: costume, art, AD, cast, extras, stunts departments, production office
- Communication: talent, makeup and other departments
- Production size – how it determines roles and responsibilities
- Terminology used in the makeup department ?
- Call sheet and makeup map interpretation
- Script and schedule breakdown from a makeup perspective
- Mood boards, story boards, treatments
- Makeup and hair techniques/styles, equipment and products
- Relationship of makeup and hair to character and period
- Administration and stock control for the makeup department
- Workspace preparation and maintenance
- Workplace etiquette, punctuality, PPE/attire
- Ethical considerations and cultural sensitivity
- Health and safety, hygiene
- Waste management and sustainability

Rauemi | Resources

Documentation – script, breakdown template, mood boards, call sheet, makeup map, schedule, planning calendar, photographs

Makeup and hair products, wigs

Laptop with MS office or similar (tablet)

Phone with camera, internet access

Pārongo Whakaū Kounga | Quality assurance information

Ngā rōpū whakatau-paerewa Standard Setting Body	Toi Mai Workforce Development Council
Whakaritenga Rārangi Paetae Aromatawai DASS classification	Arts and Crafts> Screen> Screen Industry skills
Ko te tohutoro ki ngā Whakaritenga i te Whakamanatanga me te Whakaōritenga CMR	0099

Hātepe Process	Putanga Version	Rā whakaputa Review Date	Rā whakamutunga mō te aromatawai Last date for assessment
Rēhitanga Registration	1	[dd mm yyyy]	n/a
Arotakenga Review	n/a	n/a	n/a
Kōrero whakakapinga Replacement information	n/a		
Rā arotake Planned review date	31 December 2027		

Please contact Toi Mai Workforce Development Council at qualifications@toimai.nz to suggest changes to the content of this skill standard.

4XXXX Operate as a makeup assistant on a screen production.

Kaupae Level	4
Whiwhinga Credit	30
Whāinga Purpose	This skill standard is for people wanting to gain practical experience in the makeup department as an assistant on a New Zealand screen production. It will allow learners to learn and apply knowledge of the skills and techniques required by the role.
Whakaakoranga me mātua oti Pre-requisites	Learners will have completed skill standard “Develop skills and knowledge for a makeup assistant on a screen production”, or equivalent.

Hua o te ako me Paearu aromatawai | Learning outcomes and assessment criteria

Hua o te ako Learning outcomes	Paearu aromatawai Assessment criteria
1. Support the makeup department as a makeup assistant on a screen production.	<ul style="list-style-type: none"> a. Organise and maintain the makeup department areas and stock control for preparation and shoot. b. Provide day-to-day support for the makeup department as required. c. Use effective and appropriate communication and etiquette with cast, crew and external parties. d. Apply hygiene, health and safety practices for the makeup department.

Pārongo aromatawai me te taumata paearu | Assessment information and grade criteria

Assessment specifications:

Evidence for achievement of this standard may include written, verbal and observation of practical tasks.

This standard is designed to be delivered and assessed in a non-workplace environment, e.g. classroom or workshop.

Ngā momo whiwhinga | Grades available

Achieved

Ihirangi waitohu | Indicative content

- Communication: talent, makeup and other departments
- Call sheet and makeup map interpretation
- Script and schedule breakdown from a makeup perspective
- Mood boards, story boards, treatments
- Makeup and hair techniques/styles, equipment and products
- Administration and stock control for the makeup department
- Workspace preparation and maintenance
- Workplace etiquette, punctuality, PPE/attire
- Ethical considerations and cultural sensitivity
- Health and safety, hygiene
- Waste management and sustainability

Rauemi | Resources

As this is a work-based skill standard, learners will have access to the resources required to carry out the role on a working screen production.

Pārongo Whakaū Kounga | Quality assurance information

Ngā rōpū whakatau-paerewa Standard Setting Body	Toi Mai Workforce Development Council
Whakaritenga Rārangi Paetae Aromatawai DASS classification	Arts and Crafts> Screen> Screen Industry skills
Ko te tohutoro ki ngā Whakaritenga i te Whakamanatanga me te Whakaōritenga CMR	0099

Hātepe Process	Putanga Version	Rā whakaputa Review Date	Rā whakamutunga mō te aromatawai Last date for assessment
Rēhitatanga Registration	1		n/a
Arotakenga Review	n/a	n/a	n/a
Kōrero whakakapinga Replacement information	n/a		
Rā arotake Planned review date	31 December 2029		

Please contact Toi Mai Workforce Development Council at qualifications@toimai.nz to suggest changes to the content of this skill standard.

4XXXX Develop skills and knowledge for a production assistant, cast driver or runner on a screen production.

Kaupae Level	4
Whiwhinga Credit	15
Whāinga Purpose	<p>This skill standard is for people wanting to gain employment in the production department on a New Zealand screen production.</p> <p>It will prepare learners for working in the role of production assistant, cast driver or runner by providing them with knowledge of the processes and skills required by the role.</p>
Whakaakoranga me mātua oti Pre-requisites	Learners must have completed the “Introduction to the screen industry” micro-credential (skill standards 40008, 40009, 40059), or equivalent.

Hua o te ako me Paearu aromatawai | Learning outcomes and assessment criteria

Hua o te ako Learning outcomes	Paearu aromatawai Assessment criteria
1. Develop skills and knowledge for a production assistant, runner or cast driver on a screen production.	<ul style="list-style-type: none"> a. Describe the roles, hierarchical structure and reporting lines within the production team. b. Interpret documentation to gain information. c. Use software to produce a production schedule or box calendar from information given by the production team. d. Describe appropriate communication and etiquette as required by a role in the production team. e. Describe process for petty cash float and reconciliation. f. Complete a petty cash expense form with receipts.

Pārongo aromatawai me te taumata paearu | Assessment information and grade criteria

Assessment specifications:

This standard is designed to be delivered and assessed in a non-workplace environment, e.g. classroom or workshop.

Evidence for achievement of this standard may include written, verbal and observation of practical tasks.

Ngā momo whiwhinga | Grades available

Achieved

Ihirangi waitohu | Indicative content**Core**

- Specific roles within production team, hierarchy/structure
- Production size – how it determines roles and responsibilities
- Relationships – working with other departments, cast, discretion
- Communication within the department
- Etiquette and communication with cast, crew and external stakeholders
- Personal Protective Equipment (PPE)/Kit
- Organising, planning your day/time management
- Optimising efficiency to complete tasks
- Petty cash float and processing
- Challenges of the role, boundaries
- Expectations of the role and the work environment
- Environmental Sustainability
- Troubleshooting/problem solving

Production Assistant

- Documentation: scripts, call sheets, shooting schedules – one liners, full schedules, DOODs, production schedule (daily and weekly), box calendar
- Purchase orders – writing, what it's for,
- Production office setup and facilities
- Agreements with vendors
- Distribution lists
- Collation and distribution of start-work crew paperwork: non disclosure agreements, crew start form, bank details, health declaration, invoice template, IR330C
- Preparation and distribution of sides (extraction of the scene being shot that day, A5)
- Liaison with catering/suppliers
- Software and tools used in production department; excel, Word, Adobe, database, google, dropbox, digital file/document management, Mydeas/PO Software

Runner / Cast Driver

- Petty cash
- About the role: production office support, tea and coffee
- Navigation – getting around, knowing where key places are, researching the area
- Radio Telephone (RT)
- Reporting lines and responsibilities

Rauemi | Resources

Accounting software

Documentation examples

Pārongo Whakaū Kounga | Quality assurance information

Ngā rōpū whakatau-paerewa Standard Setting Body	Toi Mai Workforce Development Council
Whakaritenga Rārangi Paetae Aromatawai DASS classification	Arts and Crafts> Screen> Screen Industry Skills
Ko te tohutoro ki ngā Whakaritenga i te Whakamanatanga me te Whakaōritenga CMR	0099

Hātepe Process	Putanga Version	Rā whakaputa Review Date	Rā whakamutunga mō te aromatawai Last date for assessment
Rēhitatanga Registration	1	[dd mm yyyy]	n/a
Arotakenga Review	n/a	n/a	n/a
Kōrero whakakapinga Replacement information	n/a		
Rā arotake Planned review date	31 December 2027		

Please contact Toi Mai Workforce Development Council at qualifications@toimai.nz to suggest changes to the content of this skill standard.

4XXXX Operate as a production assistant, cast driver or runner on a screen production.

Kaupae Level	4
Whiwhinga Credit	30
Whāinga Purpose	<p>This skill standard is for people wanting to gain practical experience in the production department on a New Zealand screen production.</p> <p>It will allow learners to learn and apply knowledge of the processes, documentation and communication required by a production assistant, runner or cast driver.</p>
Whakaakoranga me mātua oti Pre-requisites	<p>Learners will have completed skill standard prepare for employment as production assistant, cast driver or runner on a screen production in Aotearoa New Zealand, or equivalent.</p> <p>Learners wishing to undertake the role of cast driver must have a full driver's license.</p>

Hua o te ako me Paearu aromatawai | Learning outcomes and assessment criteria

Hua o te ako Learning outcomes	Paearu aromatawai Assessment criteria
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.

Pārongo aromatawai me te taumata paearu | Assessment information and grade criteria

Assessment specifications:

Evidence for achievement of this standard must be collected in the workplace on a real screen production, and may include naturally occurring evidence. Assessment methods may include observation and verification.

Ngā momo whiwhinga | Grades available

Achieved

Ihirangi waitohu | Indicative content

- Documentation: scripts, call sheets, shooting schedules – one liners, full schedules, DOODs, production schedule (daily and weekly), box calendar

- Distribution lists
- Purchase orders
- Production office setup and facilities
- Communication
- Set etiquette
- Organising, day/time management
- Petty cash float and processing
- Navigation – getting around, knowing where key places are, researching the area
- RT (radio telephone)

Rauemi | Resources

As this is a work-based skill standard, learners will have access to the resources required to carry out the role on a working screen production.

Pārongo Whakaū Kounga | Quality assurance information

Ngā rōpū whakatau-paerewa Standard Setting Body	Toi Mai Workforce Development Council
Whakaritenga Rārangi Paetae Aromatawai DASS classification	Arts and Crafts> Screen> Screen Industry Skills
Ko te tohutoro ki ngā Whakaritenga i te Whakamanatanga me te Whakaōritenga CMR	0099

Hātepe Process	Putanga Version	Rā whakaputa Review Date	Rā whakamutunga mō te aromatawai Last date for assessment
Rēhitatanga Registration	1	[dd mm yyyy]	n/a
Arotakenga Review	n/a	n/a	n/a
Kōrero whakakapinga Replacement information	n/a		
Rā arotake Planned review date	31 December 2027		

Please contact Toi Mai Workforce Development Council at qualifications@toimai.nz to suggest changes to the content of this skill standard.

4XXXX**Develop skills and knowledge for an assistant in props or set dressing on a screen production.**

Kaupae Level	4
Whiwhinga Credit	15
Whāinga Purpose	This skill standard is for people wanting to gain employment in the area of props and set dressing on a New Zealand screen production. It will prepare learners for the role of props and set dressing assistant by providing them with specific knowledge of the processes and techniques required by the role.
Whakaakoranga me mātua oti Pre-requisites	Learners must have completed the “Introduction to the Screen Industry” micro-credential (skill standards 40008, 40009, 40059) or equivalent.

Hua o te ako me Paearu aromatawai | Learning outcomes and assessment criteria

Hua o te ako Learning outcomes	Paearu aromatawai Assessment criteria
1. Develop skills and knowledge for a props or set dressing assistant on a screen production.	<ul style="list-style-type: none"> a. Identify specific role considerations and processes using callsheet and schedule information given. b. Explain considerations for hero props from sourcing and manufacture through to on-set use. c. Research and source materials to meet a set dressing and props brief. d. Identify record keeping processes and documentation used by the art department.

Pārongo aromatawai me te taumata paearu | Assessment information and grade criteria

Assessment specifications:

Evidence for achievement of this standard may include written, verbal and observation of practical tasks.

This standard is designed to be delivered and assessed in a non-workplace environment, e.g. classroom or workshop.

For assessment criteria 1b logistical considerations may include health and safety, weather cover, transportation, storage, dress, strike and wrap, and working hours.

Definitions:

Hero props - props that are intended for close inspection by the camera or audience, such as those held by a performer.

Ngā momo whiwhinga | Grades available

Achieved

Ihirangi waitohu | Indicative content

- Roles of props and set dressing assistant.
- Structure, relationships and roles within the art department
- Production size – how it determines roles and responsibilities
- Production documentation (script, schedule, mood boards, story boards, treatments, dressing and set plans) interpretation from a props/set dressing assistant perspective
- Callsheet interpretation from a props/set dressing assist perspective
- Workplace maintenance, cleanliness and hospitality
- Attire, personal protective equipment (PPE) and kit
- On-set relationship and liaison with team and other departments
- Communication & time management
- Script and schedule breakdown overview from a set dressing and props perspective
- Callsheet Interpretation from the art department perspective; interpretation from a props/set dressing assistant perspective
- Researching context specific to script, character and period
- Sourcing and buying processes – suppliers, internet, telephone, local area
- Petty cash and purchase orders
- Shoot day considerations
- Set dressing overview & practices:
 - Working with scenic artist
 - Ageing and greeking (removal of labels / hiding brands)
 - Best practice and consideration of working in shared workspace
 - Location specific sensitivities / rules / protocols
 - Reinstating - leaving the place exactly as you found it.
- Props overview:
 - Hero props
 - Multiple stages, fabrication, repeats and continuity
 - On set management
 - Ageing and greeking (removal of labels / hiding brands)
 - Working with food and liquids, on-set/off-set overview
 - Working with live props
 - Working with dangerous props eg weapons
- Respect/cultural/ethical considerations and sensitivities
- Health and safety
- Environmental/sustainable practices
- Software used in the art department
- Approvals, clearances and product placement
- Documentation, photography and record-keeping practices
- Monitoring of schedule and script changes
- Problem solving and troubleshooting

Rauemi | Resources

Documentation – script, treatment, mood boards, story boards, schedule, planning calendar
 Breakdown template
 Set dressing and props examples
 Laptop with MS office or similar
 Phone with camera, internet access
 List of relevant prop houses/suppliers

Pārongo Whakaū Kounga | Quality assurance information

Ngā rōpū whakatau-paerewa Standard Setting Body	Toi Mai Workforce Development Council
Whakaritenga Rārangi Paetae Aromatawai DASS classification	Arts and Crafts > Screen > Screen Industry skills
Ko te tohutoro ki ngā Whakaritenga i te Whakamanatanga me te Whakaōritenga CMR	0099

Hātepe Process	Putanga Version	Rā whakaputa Review Date	Rā whakamutunga mō te aromatawai Last date for assessment
Rēhitanga Registration	1	[dd mm yyyy]	n/a
Arotakenga Review	n/a	n/a	n/a
Kōrero whakakapinga Replacement information	n/a		
Rā arotake Planned review date	31 December 2027		

Please contact Toi Mai Workforce Development Council at qualifications@toimai.nz to suggest changes to the content of this skill standard.

4XXXX Operate as a props assistant or set dresser assistant on a screen production.

Kaupae Level	4
Whiwhinga Credit	30
Whāinga Purpose	<p>This skill standard is for people wanting to gain practical experience in the art department as a props or set dresser assistant on a New Zealand screen production.</p> <p>It will allow learners to learn and apply knowledge of the processes and techniques, required by the role.</p>
Whakaakoranga me mātua oti Pre-requisites	Learners must have completed the skill standard “Develop skills and knowledge for a props assistant or set dresser assistant on a screen production”, or equivalent.

Hua o te ako me Paearu aromatawai | Learning outcomes and assessment criteria

Hua o te ako Learning outcomes	Paearu aromatawai Assessment criteria
1. Carry out a role as an assistant in props or set dressing in the art department on a screen production.	<ul style="list-style-type: none"> a. Demonstrate efficient planning for day-to-day activity from a given brief. b. Use appropriate communication and etiquette with cast, crew and external parties. c. Source and manage props and set dressings competently and safely. d. Complete documentation and record keeping for the role.

Pārongo aromatawai me te taumata paearu | Assessment information and grade criteria

Assessment specifications:

Evidence for achievement of this standard must be collected in the workplace on a real screen production and may include naturally occurring evidence. Assessment methods may include observation and verification.

Ngā momo whiwhinga | Grades available

Achieved

Ihirangi waitohu | Indicative content

- Dressing and set plans
- Shot list, scheduling, studio/locations
- Petty cash and purchase orders
- Sourcing processes – suppliers, approval, clearances, product placement, internet, telephone, local area
- Communication with department, team, external suppliers, other departments
- Set dressing:
 - Storage and transportation of goods, inventory
 - Practical skills – workshop and power tool use
- Props – hero props, researching, on set use, fabrication
- Ethical considerations and cultural sensitivity
- Health and safety
- Software used in the art department
- Documentation, photography and record-keeping practices
- Monitoring of schedule and script changes
- Problem solving

Rauemi | Resources

As this is a work-based skill standard, learners will have access to the resources required to carry out the role on a working screen production.

Pārongo Whakaū Kounga | Quality assurance information

Ngā rōpū whakatau-paerewa Standard Setting Body	Toi Mai Workforce Development Council
Whakaritenga Rārangi Paetae Aromatawai DASS classification	Arts and Crafts > Screen > Screen Industry Skills
Ko te tohutoro ki ngā Whakaritenga i te Whakamanatanga me te Whakaōritenga CMR	0099

Hātepe Process	Putanga Version	Rā whakaputa Review Date	Rā whakamutunga mō te aromatawai Last date for assessment
Rēhitatanga Registration	1	[dd mm yyyy]	n/a
Arotakenga Review	n/a	n/a	n/a
Kōrero whakakapinga Replacement information	n/a		

Rā arotake Planned review date	31 December 2029
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Please contact Toi Mai Workforce Development Council at qualifications@toimai.nz to suggest changes to the content of this skill standard.

4XXXX**Develop skills and knowledge for a sound trainee on a screen production.**

Kaupae Level	5
Whiwhinga Credit	15
Whāinga Purpose	<p>This skill standard is for people wanting to prepare for working in the sound department on a New Zealand screen production.</p> <p>It will prepare learners for working in the role of sound assistant by providing them knowledge of the skills, processes and equipment required by a trainee role.</p>
Whakaakoranga me mātua oti Pre-requisites	Learners must have completed the “Introduction to the Screen Industry” micro-credential (skill standards 40008, 40009, 40059) or equivalent.

Hua o te ako me Paearu aromatawai | Learning outcomes and assessment criteria

Hua o te ako Learning outcomes	Paearu aromatawai Assessment criteria
1. Develop skills and knowledge for a sound assistant on a screen production.	<ul style="list-style-type: none"> a. Interpret a call sheet and sides to gain information relevant to the sound department. b. Describe workplace preparation and maintenance requirements. c. Explain the process and etiquette for identifying and minimising noise interference during a shoot on a screen production.
2. Demonstrate the set up and placement of batteries used in sound capturing equipment.	<ul style="list-style-type: none"> a. Describe battery types and their use in sound equipment. b. Set up a battery charge station and describe appropriate placement for the charge station.

Pārongo aromatawai me te taumata paearu | Assessment information and grade criteria

Assessment specifications:

This standard is designed to be delivered and assessed in a non-workplace environment, e.g. classroom or workshop.

Evidence for achievement of this standard may include written, verbal and observation of practical tasks.

For Learning Outcome 1b relevant information includes cast numbers, weather, action and specialty equipment required.

For Learning Outcome 1c requirements include placement of equipment, time code, cables, interruptable foldback (IFB), “voice of god” speaker.

Ngā momo whiwhinga | Grades available

Achieved

Ihirangi waitohu | Indicative content

- Role of sound trainee
- Structure, hierarchy, relationships and roles within the sound department and other technical departments
- Production size – how it determines needs, roles and responsibilities
- Relationship with other departments: camera, video, grip, AD, lighting, art, wardrobe, continuity/script supervisor
- Production documentation: call sheets, schedules, loss and damage reports, sound reports, location and mud maps
- Preparation – reading the script, sides, storyboards
- Batteries – maintenance, charging, monitoring, when and how to replace
- Equipment overview, maintenance, transport and storage, location (where it goes, what it's for), set up and break down
- Time code devices – purpose and operation
- Cables running, connecting and maintenance
- Overview of capturing sound, mic/boom placement, individual fold back (IFB)
- Liaison with production sound mixer, sound assistants
- Cast radio microphone fitting (mic-ing), relationship with cast
- Noise interference – identifying and managing
- Consumables – stock take, process of ordering
- Workplace communication and etiquette, punctuality, prioritisation
- Personal Protective Equipment (PPE)/Kit
- Health and safety
- Troubleshooting/problem solving
- Environmental Sustainability

Rauemi | Resources

Examples of documentation –call sheet, schedule, sides, sound report, storyboards

Equipment – sound, time code, battery charge , station, interruptable fold back (IFB), cables

Pārongo Whakaū Kounga | Quality assurance information

Ngā rōpū whakatau-paerewa Standard Setting Body	Toi Mai Workforce Development Council
Whakaritenga Rārangi Paetae Aromatawai DASS classification	Arts and Crafts> Screen> Screen Industry Skills
Ko te tohutoro ki ngā Whakaritenga i te Whakamanatanga me te Whakaōritenga CMR	0099

Hātepe Process	Putanga Version	Rā whakaputa Review Date	Rā whakamutunga mō te aromatawai Last date for assessment
Rēhitatanga Registration	1	[dd mm yyyy]	n/a
Arotakenga Review	n/a	n/a	n/a
Kōrero whakakapinga Replacement information	n/a		
Rā arotake Planned review date	31 December 2027		

Please contact Toi Mai Workforce Development Council at qualifications@toimai.nz to suggest changes to the content of this skill standard.

4XXXX**Operate as a sound trainee on a screen production.**

Kaupae Level	4
Whiwhinga Credit	30
Whāinga Purpose	This skill standard is for people wanting to gain practical experience in the sound department as a trainee on a New Zealand screen production. It will allow learners to learn and apply knowledge of the skills, processes and equipment required by the role.
Whakaakoranga me mātua oti Pre-requisites	Learners will have completed skill standard “Develop skills and knowledge for a sound trainee on a screen production”, or equivalent.

Hua o te ako me Paearu aromatawai | Learning outcomes and assessment criteria

Hua o te ako Learning outcomes	Paearu aromatawai Assessment criteria
1. Support the sound department as a sound trainee on a screen production.	<ul style="list-style-type: none"> a. Distribute and maintain individual fold backs (IFBs) for relevant key crew e.g. script supervisor, director, Assistant Directors and camera. b. Monitor and maintain batteries, time code devices and consumables for sound equipment. c. Demonstrate appropriate practice when fitting radio microphones to cast. d. Use appropriate communication and etiquette with cast, crew and external parties. e. Follow health and safety protocols.

Pārongo aromatawai me te taumata paearu | Assessment information and grade criteria

Assessment specifications:

Evidence for achievement of this standard must be collected in the workplace on a real screen production, and may include naturally occurring evidence. Assessment methods may include observation and verification.

For assessment criteria 1d: day-to-day support may include management of consumables, running errands, placing microphones.

Ngā momo whiwhinga | Grades available

Achieved

Ihirangi waitohu | Indicative content

- Production documentation: call sheets, schedules, loss and damage reports, sound reports, location and mud maps
- Preparation
- Batteries – maintenance, charging, monitoring, when and how to replace
- Equipment maintenance, transport and storage, location (where it goes, what it's for), set up and break down
- Time code devices
- Cables running, connecting and maintenance
- mic/boom placement, individual fold back (IFB)
- Liaison with production sound mixer, sound assistants
- Cast radio microphone fitting (mic-ing)
- Noise interference – identifying and managing
- Consumables – stock take, process of ordering
- Workplace communication and etiquette, punctuality, attire and kit, prioritisation
- Health and safety

Rauemi | Resources

As this is a work-based skill standard, learners will have access to the resources required to carry out the role on a working screen production.

Pārongo Whakaū Kounga | Quality assurance information

Ngā rōpū whakatau-paerewa Standard Setting Body	Toi Mai Workforce Development Council
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Arotakenga Review	n/a	n/a	n/a
Kōrero whakakapinga Replacement information	n/a		
Rā arotake Planned review date	31 December 2029		

Please contact Toi Mai Workforce Development Council at qualifications@toimai.nz to suggest changes to the content of this skill standard.

4XXXX Develop skills and knowledge for a unit or transport department assistant on a screen production.

Kaupae Level	4
Whiwhinga Credit	15
Whāinga Purpose	<p>This skill standard is for people wanting to gain employment as a unit or transport assistant on a New Zealand screen production.</p> <p>It will prepare learners for the role of unit or transport assistant by providing them with knowledge of the processes, equipment and skills required by the role.</p>
Whakaakoranga me mātua oti Pre-requisites	Learners must have completed the “Introduction to the screen industry” micro-credential (skill standards 40008, 40009, 40059), or equivalent.

Hua o te ako me Paearu aromatawai | Learning outcomes and assessment criteria

Hua o te ako Learning outcomes	Paearu aromatawai Assessment criteria
1. Develop skills and knowledge for a unit or transport assistant on a screen production.	<ul style="list-style-type: none"> a. Gain information relevant to role from a callsheet. b. List equipment used in unit and transport and describe how it is used for different set locations. c. Describe and prioritise preparation, equipment and set up for set locations. d. Describe considerations for sustainability and waste management in the unit and transport departments. e. Explain considerations for power distribution used by unit and transport.

Pārongo aromatawai me te taumata paearu | Assessment information and grade criteria

Assessment specifications:

This standard is designed to be delivered and assessed in a non-workplace environment, e.g. classroom or workshop.

Evidence for achievement of this standard may include written, verbal and observation of practical tasks.

For assessment criteria 1c – information includes xxx

Definitions:

Mud map – a map which provides people with an illustration of a new locations surrounding streets, distinguishing landmarks, base position, equipment, infrastructure, camera position/s, parking plan pedestrian and or traffic control, generators, and amenities.

Wrap out – activities carried out on completion of a screen production.

Ngā momo whiwhinga | Grades available

Achieved

Ihirangi waitohu | Indicative content**Core**

- Specific roles within teams, hierarchy/structure
- Production size – how it determines roles and responsibilities
- Attributes and requirements for the roles – complementary experience
- Etiquette and communication with cast and crew
- Trouble shooting/problem solving
- Production documentation - schedules/call sheets/location and mud maps
- Health and safety

Unit

- Relationships – transport, location, unit; production, assistant directors; caterers; other departments
- Daily routines – busy times, time management
- Craft service/hospitality for cast and crew
- Managing dietary and allergy considerations
- Unit truck: contents, packing, unpacking
- Equipment – identifying and using
- Identifying needs – location, weather
- Waste management and sustainability

Transport

- Relationships – transport, location, unit
- Time management
- Power overview – generators, plugs, cables, function, distribution
- Parking plans
- Preparation - knowledge of local area/locations
- Vehicles - overview and basic mechanics
- Setting up a unit base – spatial awareness, location of vehicles and equipment, levels, ground conditions
- Servicing – fresh water, waste water, fuel, vehicles
- Equipment e.g. dunnage, truck mats
- Swings

Rauemi | Resources

Smart phone with internet access

Examples of production documentation

Equipment e.g.

- Unit truck and equipment
- Generator/power reticulation
- Dunnage
- RTs

Pārongo Whakaū Kounga | Quality assurance information

Ngā rōpū whakatau-paerewa Standard Setting Body	Toi Mai Workforce Development Council
Whakaritenga Rārangi Paetae Aromatawai DASS classification	Arts and Crafts> Screen> Screen Industry Skills
Ko te tohutoro ki ngā Whakaritenga i te Whakamanatanga me te Whakaōritenga CMR	0099

Hātepe Process	Putanga Version	Rā whakaputa Review Date	Rā whakamutunga mō te aromatawai Last date for assessment
Rēhitatanga Registration	1	[dd mm yyyy]	n/a
Arotakenga Review	n/a	n/a	n/a
Kōrero whakakapinga Replacement information	n/a		
Rā arotake Planned review date	31 December 2027		

Please contact Toi Mai Workforce Development Council at qualifications@toimai.nz to suggest changes to the content of this skill standard.

4XXXX Operate as a transport assistant on a screen production.

Kaupae Level	4
Whiwhinga Credit	30
Whāinga Purpose	This skill standard is for people wanting to gain practical experience in the transport department on a New Zealand screen production. It will allow learners to learn and apply knowledge of the processes, equipment and skills required by the role.
Whakaakoranga me mātua oti Pre-requisites	Learners will have completed skill standard “Develop skills and knowledge for a unit or transport department assistant on a screen production”, or equivalent. Learners must also hold a current full New Zealand driver’s license.

Hua o te ako me Paearu aromatawai | Learning outcomes and assessment criteria

Hua o te ako Learning outcomes	Paearu aromatawai Assessment criteria
1. Operate as a transport assistant on a screen production.	<ul style="list-style-type: none"> a. Set up and wrap out the unit base according to production documentation. b. Service vehicles and equipment with fuel and water as required. c. Apply correct procedures when working with power and generators. d. Follow health and safety protocols. e. Use appropriate communication and etiquette with cast, crew and external parties.

Pārongo aromatawai me te taumata paearu | Assessment information and grade criteria

Assessment specifications:

Evidence for achievement of this standard must be collected in the workplace on a real screen production, and may include naturally occurring evidence. Assessment methods may include observation and verification.

Definitions:

Wrap out – activities carried out on completion of a screen production.

Ngā momo whiwhinga | Grades available

Achieved

Ihirangi waitohu | Indicative content

- Etiquette and communication with cast and crew
- Trouble shooting/problem solving
- Production documentation - schedules/call sheets/location and mud maps
- Health and safety
- Time management
- Parking plans
- Setting up a unit base – spatial awareness, location of vehicles and equipment, levels, ground conditions
- Servicing – fresh water, waste water, fuel, vehicles
- Equipment e.g. dunnage, truck mats

Rauemi | Resources

As this is a work-based skill standard, learners will have access to the resources required to carry out the role on a working screen production.

Pārongo Whakaū Kounga | Quality assurance information

Ngā rōpū whakatau-paerewa Standard Setting Body	Toi Mai Workforce Development Council
Whakaritenga Rārangi Paetae Aromatawai DASS classification	Arts and Crafts> Screen> Screen Industry Skills
Ko te tohutoro ki ngā Whakaritenga i te Whakamanatanga me te Whakaōritenga CMR	0099

Hātepe Process	Putanga Version	Rā whakaputa Review Date	Rā whakamutunga mō te aromatawai Last date for assessment
Rēhitatanga Registration	1	[dd mm yyyy]	n/a
Arotakenga Review	n/a	n/a	n/a
Kōrero whakakapinga Replacement information	n/a		
Rā arotake Planned review date	31 December 202		

Please contact Toi Mai Workforce Development Council at qualifications@toimai.nz to suggest changes to the content of this skill standard.

4XXXX**Operate as a unit assistant on a screen production.**

Kaupae Level	4
Whiwhinga Credit	30
Whāinga Purpose	This skill standard is for people wanting to gain practical experience in the unit department on a New Zealand screen production. It will allow learners to learn and apply knowledge of the processes, equipment and skills required by the role.
Whakaakoranga me mātua oti Pre-requisites	Learners will have completed skill standard “Develop skills and knowledge for a unit or transport department assistant on a screen production”, or equivalent.

Hua o te ako me Paearu aromatawai | Learning outcomes and assessment criteria

Hua o te ako Learning outcomes	Paearu aromatawai Assessment criteria
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. b. Carry out craft set up and service according to daily schedule and demand. c. Follow health and safety protocols. d. Demonstrate appropriate communication and etiquette with cast, crew and external parties.

Pārongo aromatawai me te taumata paearu | Assessment information and grade criteria

Assessment specifications:

Evidence for achievement of this standard must be collected in the workplace on a real screen production, and may include naturally occurring evidence. Assessment methods may include observation and verification.

Definitions:

Wrap out – activities carried out on completion of a screen production.

Ngā momo whiwhinga | Grades available

Achieved

Ihirangi waitohu | Indicative content

- Etiquette and communication with cast and crew
- Trouble shooting/problem solving
- Production documentation - schedules/call sheets/location and mud maps
- Health and safety
- Daily routines – busy times, time management

- Craft service/hospitality for cast and crew
- Managing dietary and allergy considerations
- Unit truck: contents, packing, unpacking
- Equipment – identifying and using
- Identifying needs – location, weather
- Waste management and sustainability

Rauemi | Resources

As this is a work-based skill standard, learners will have access to the resources required to carry out the role on a working screen production.

Pārongo Whakaū Kounga | Quality assurance information

Ngā rōpū whakatau-paerewa Standard Setting Body	Toi Mai Workforce Development Council
Whakaritenga Rārangi Paetae Aromatawai DASS classification	Arts and Crafts> Screen> Screen Industry Skills
Ko te tohutoro ki ngā Whakaritenga i te Whakamanatanga me te Whakaōritenga CMR	0099

Hātepe Process	Putanga Version	Rā whakaputa Review Date	Rā whakamutunga mō te aromatawai Last date for assessment
Rēhitatanga Registration	1	[dd mm yyyy]	n/a
Arotakenga Review	n/a	n/a	n/a
Kōrero whakakapinga Replacement information	n/a		
Rā arotake Planned review date	31 December 2029		

Please contact Toi Mai Workforce Development Council at qualifications@toimai.nz to suggest changes to the content of this skill standard.

4XXXX Develop skills and knowledge for a visual effects (VFX) assistant on a screen production.

Kaupae Level	4
Whiwhinga Credit	15
Whāinga Purpose	This skill standard is for people wanting to gain employment as a visual effects (VFX) assistant on a screen production in Aotearoa New Zealand. It will prepare learners for the role of VFX Assistant by providing them with knowledge of the equipment and skills required by the role.
Whakaakoranga me mātua oti Pre-requisites	Learners must have completed the “Introduction to the screen industry” micro-credential (skill standards 40008, 40009, 40059) ,or equivalent. Learners should have previous onset experience in a role such as PA, runner or similar, as well as a basic knowledge of photography.

Hua o te ako me Paearu aromatawai | Learning outcomes and assessment criteria

Hua o te ako Learning outcomes	Paearu aromatawai Assessment criteria
1. Develop skills and knowledge for a visual effects (VFX) assistant on a screen production.	<ul style="list-style-type: none"> a. Demonstrate fundamental photography skills including use of lens, exposure, tripod. b. Describe processes for the management of data related to VFX. c. Set up and use equipment according to standard practice. d. Explain data wrangling documentation and its use. e. Explain data types and their use in VFX. f. Describe how the data collected on set is distributed to and used in the postproduction pipeline. g. Describe health and safety, including security and intellectual property) practices for the on-set environment.

Pārongo aromatawai me te taumata paearu | Assessment information and grade criteria

Assessment specifications:

This standard is designed to be delivered and assessed in a non-workplace environment, e.g. classroom or workshop.

Evidence for achievement of this standard may include written, verbal and observation of practical tasks.

Ngā momo whiwhinga | Grades available

Achieved

Ihirangi waitohu | Indicative content

- Specific roles within VFX team, hierarchy/structure
- Communication and liason with team members, and other departments – camera, ADs, art, grips, talent, costume, makeup
- Production document interpretation - call sheet, schedule and mud map
- Production size – how it determines needs, roles and responsibilities
- Terminology
- Equipment – setting up, use, maintenance, wrap out and secure
- Cameras – on set reference, HDRI, texture ref, production camera knowledge/overview
- Photogrametry
- Witness cameras – tripods & rigging, use
- VFX data wrangling
- Data management
- Tracking markers
- Grey and silver balls
- Post production overview as it relates to VFX
- Health and safety, etiquette, intellectual property, security

Rauemi | Resources

- Equipment – e.g. camera, HDRI head, balls, measurement tools
- Documentation – data wrangling sheet, call sheet, schedule, mud map
- Radio telephones (RTs)

Pārongo Whakaū Kounga | Quality assurance information

Ngā rōpū whakatau-paerewa Standard Setting Body	Toi Mai Workforce Development Council
Whakaritenga Rārangi Paetae Aromatawai DASS classification	Arts and Crafts> Screen> Screen Industry Skills
Ko te tohutoro ki ngā Whakaritenga i te Whakamanatanga me te Whakaōritenga CMR	0099

Hātepe Process	Putanga Version	Rā whakaputa Review Date	Rā whakamutunga mō te aromatawai Last date for assessment
Rēhitatanga Registration	1	[dd mm yyyy]	n/a
Arotakenga Review	n/a	n/a	n/a

Kōrero whakakapinga Replacement information	n/a
Rā arotake Planned review date	31 December 2027

Please contact Toi Mai Workforce Development Council at qualifications@toimai.nz to suggest changes to the content of this skill standard.

4XXXX Operate as a visual effects (VFX) assistant on a screen production.

Kaupae Level	4
Whiwhinga Credit	30
Whāinga Purpose	<p>This skill standard is for people wanting to gain practical experience as an assistant in the Visual Effects (VFX) Department on a New Zealand screen production.</p> <p>It will allow learners to learn and apply knowledge of the skills and equipment required by the role.</p>
Whakaakoranga me mātua oti Pre-requisites	Learners will have completed skill standard “Develop skills and knowledge for a visual effects (VFX) assistant on a screen production”, or equivalent.

Hua o te ako me Paearu aromatawai | Learning outcomes and assessment criteria

Hua o te ako Learning outcomes	Paearu aromatawai Assessment criteria
1. Support the VFX department on a screen production.	<ul style="list-style-type: none"> a. Set up and wrap out VFX according to production documentation. b. Demonstrate processes that ensure security of data and assets. c. Carry out VFX tasks as directed by VFX Supervisor in an efficient manner. d. Use appropriate communication and etiquette with cast, crew and external parties. e. Follow health and safety protocols.

Pārongo aromatawai me te taumata paearu | Assessment information and grade criteria

Assessment specifications:

Evidence for achievement of this standard must be collected in the workplace on a real screen production, and may include naturally occurring evidence. Assessment methods may include observation and verification.

Definitions:

Wrap out – activities carried out on completion of a screen production.

Ngā momo whiwhinga | Grades available

Achieved

Ihirangi waitohu | Indicative content

- Production document interpretation - call sheet, schedule
- Production size – how it determines needs, roles and responsibilities
- Equipment – setting up, use, maintenance, wrap out and secure
- Cameras – on set reference, HDRI, texture ref, production camera knowledge/overview
- Photogrammetry/lidar scanning
- Witness cameras – tripods & rigging, use
- VFX data wrangling
- Data management
- Tracking markers
- Grey and silver balls
- Post production overview as it relates to VFX
- Health and safety

Rauemi | Resources

As this is a work-based skill standard, learners will have access to the resources required to carry out the role on a working screen production.

Pārongo Whakaū Kounga | Quality assurance information

Ngā rōpū whakatau-paerewa Standard Setting Body	Toi Mai Workforce Development Council
Whakaritenga Rārangi Paetae Aromatawai DASS classification	Arts and Crafts> Screen> Screen Industry Skills
Ko te tohutoro ki ngā Whakaritenga i te Whakamanatanga me te Whakaōritenga CMR	0099

Hātepe Process	Putanga Version	Rā whakaputa Review Date	Rā whakamutunga mō te aromatawai Last date for assessment
Rēhitatanga Registration	1	[dd mm yyyy]	n/a
Arotakenga Review	n/a	n/a	n/a
Kōrero whakakapinga Replacement information	n/a		
Rā arotake Planned review date	31 December 2029		

Please contact Toi Mai Workforce Development Council at qualifications@toimai.nz to suggest changes to the content of this skill standard.

