

DELIVERY GUIDANCE

for

Introduction to the Screen Industry in Aotearoa NZ

Micro-credential

Overview

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

Programme Entry

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

Structure

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

1. Explore career roles and employment in the Aotearoa New Zealand screen industry.
2. Prepare for work in the Aotearoa New Zealand Screen industry.
3. Apply business financial skills to operate as a self-employed contractor in Aotearoa New Zealand.

Delivery

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

This may include:

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

Legislation and guidelines

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

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

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

Skills and knowledge to be covered

Micro-credential outcomes:	Explore roles and employment in the Aotearoa New Zealand screen industry.
Skill standard:	40008 - Explore roles and employment in the Aotearoa New Zealand screen industry.
Resources for delivery:	<ul style="list-style-type: none"> • Industry codes of conduct, https://spada.co.nz/resources/codes-of-practice-guidelines/ • Screen Industry Guild Blue book • Ngā Aho Whakaari Brown book • Directors and Editors Guild of Aotearoa New Zealand Workflow best practice guide
Content to be covered:	<ul style="list-style-type: none"> • Nature of work and employment in the screen industry - for example self employment, gig economy, non-work periods, working hours. • Sectors within the screen industry may include film, television, tv commercials, online content, visual effects (VFX), digital creation, animation and actual reality/virtual reality. • Production types: Māori and pacific media: cinema, television drama, documentary, TV commercials, online, corporate, international and local, funded and non-funded. • Key departments and roles within art, production, technical, logistics, post-production. • Entry level positions in departments, and the skills required for these. • What to include in a CV for the screen industry. • Guilds, crew networking groups and booking agencies and apps, funding bodies, forums.

Micro-credential outcomes:	Prepare for work in the Aotearoa New Zealand Screen industry.
Skill standard:	40009 - Prepare for work in the Aotearoa New Zealand Screen industry.
Resources for delivery:	<ul style="list-style-type: none"> • An on-set toolkit • Examples of shooting script, schedule, call sheet, delivery schedule • Te Tiriti o Waitangi and te ao Māori resources • Screen Industry Workers Act, 2022 • Health & Safety at Work Act, 2015 • Intimacy Guidelines for Stage and Screen New Zealand https://www.wiftnz.org.nz/media/bysjpkkk/equity-nz-intimacy-guidelines_2020_v2.pdf • Guild Codes of Conduct https://spada.co.nz/resources/codes-of-practice-guidelines/ • Screen Industry Guild Guidelines (blue book) • Screensafe New Zealand website Home - ScreenSafe • Ngā Aho Whakaari Brown book • Directors and Editors Guild of Aotearoa New Zealand DEGANZ Workflow best practice guide.
Content:	<ul style="list-style-type: none"> • Components of an on-set toolkit • Set-ready equipment • Screen industry terminology • Screen industry documentation including script decoding, schedules, call sheets, delivery schedules • Onset protocols, attitude and etiquette, professional respect • Te Tiriti o Waitangi: relevance to NZ filmmaking • Rangatiratanga and its application to screen production • Manaakitanga, whanaungatanga and kaitiakitanga are and how they apply to screen production • ScreenSafe protocols • Codes of Conduct for screen production • Legislation and guidelines • Strategies for health and wellbeing

Micro-credential outcomes:	Apply business financial skills to operate as a self-employed contractor in Aotearoa New Zealand.
Skill standard:	40059 - Apply business financial skills to operate as a self-employed contractor in Aotearoa New Zealand.
Resources for delivery:	<ul style="list-style-type: none"> • IRD website - Self-employed (ird.govt.nz) • Self-employed or running a business – www.govt.nz • Going contracting information - Going contracting - business.govt.nz • Manage your finances - Managing your finances - business.govt.nz • Examples of contracts - Employment Agreement Builder (business.govt.nz) • Taxes and levies - Introduction to taxes and levies - business.govt.nz • Laws that apply to your business - Compliance Matters (business.govt.nz) • Screen Industry Guild Guidelines (blue book) • Ngā Aho Whakaari Māori in Screen Brown book
Content to be covered:	<ul style="list-style-type: none"> • Business structures - sole trader, company, partnership • Professional and promotional business practices – phone messages, online presence, marketing • Inland Revenue Department and Taxation such as provisional tax, income tax, GST, withholding tax, ACC, filing returns and other payments e.g. schedular payments. • Inland Revenue forms and help • Kiwisaver • Independent Earner Tax Credits (IETC), Working for Families tax credit • Financial management Invoices and quotations • Record keeping, business expenses • Insurance - Public Liability, Health (if applicable), Income Protection • Budgeting for tax and contingency or quiet times • Staying up to date - Govt laws/Acts of Parliament, business practice as identified by the industry, NZ agencies, forums • Contracts • Financial implications of contracting • Negotiating contract conditions and remuneration • Contracts – international and domestic, memorandum/letter of understanding • Expenses – may include equipment hire, phone, vehicle, per diems, accommodation, utilities • Non-Disclosure Agreements • Completing timesheets • Obtaining receipts and making petty cash claims • Screen Industry Workers Act, 2022