

40156 Prepare to work as an assistant editor on a screen production

Kaupae Level	4
Whiwhinga Credit	10
Whāinga Purpose	<p>This skill standard is for people wanting to gain employment as an assistant editor on a screen production in Aotearoa New Zealand.</p> <p>People who have completed this standard will have the foundational knowledge and practical skills necessary to support screen production workflows as an assistant editor.</p>

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

Hua o te ako Learning outcomes	Paearu aromatawai Assessment criteria
1. Prepare to work as an assistant editor on a screen production.	<ul style="list-style-type: none"> a. Describe the role, responsibilities and relationships of an assistant editor. b. Use editing software to ingest, synchronise and organise media in the required format. c. Explain the technical aspects of editing for screen production. d. Identify issues of image and sound quality in production rushes. e. Describe editorial documentation and its use.

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

Assessment specifications:

It is recommended learners have completed the Introduction to the Aotearoa New Zealand Screen Industry micro-credential [Ref: 5045] prior to completing this standard.

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

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

For assessment criterion 1b: editing software includes one of Avid, Adobe Premiere or DaVinci Resolve. Required format includes direct or proxies, or via Avid Log Exchange (ALE) from Digital Imaging Technician (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.
 - Relationship with other departments – sound and music, DI (digital intermediate) and grade, DIT, VFX, continuity/script supervisor, producer and director.
 - Post production schedule, set up during a pre-shoot workflow meeting, overall production process, daily workflow during shoot and post shoot.
 - Simple production timeline from inception to delivery.
 - Overview of technology used in post by other departments which impact editorial: camera, sound, Digital Imaging Technology (DIT), script supervisor, conform, sound design, visual effects (VFX).
 - Handling media e.g. for cinema, television drama, documentary, actuality, TV commercials, online, corporate, international and local, funded and non-funded.
- Editing software – features, strengths and weaknesses, manipulating, ingesting, syncing.
- Equipment overview – computers, servers, office equipment and furniture, drives, peripherals.
- 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.
- Technical aspects of screen production – resolutions, aspect ratios, codecs, file formats, unique filenames, 24 hour time of day timecode, camera information, frame rates, metadata.
- 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.
- 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.
- Workplace communication and etiquette.
- Health and safety – physical and mental health, ScreenSafe.

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.
- Software – Avid, Adobe Premiere and/or Da Vinci Resolve.
- DEGANZ Workflow Best Practice Guide <https://workflow.deganz.co.nz/>.
- Health and Safety at Work Act 2015 available from <https://www.legislation.govt.nz/act/public/2015/0070/latest/DLM5976660.html>.
- Screen Industry Workers Act 2022 available from <https://www.legislation.govt.nz/act/public/2022/0052/latest/LMS230343.html>.
- The Screen Guild Blue Book available from <https://www.screenguild.co.nz/crew-zone/resources/the-blue-book-2023>.
- Other relevant guidelines available from <https://www.screensafe.co.nz/guideline-categories/all-guidelines>.

Pārongo Whakaū Kouna | 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	27 February 2025	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.