40157   Work as an assistant editor on a screen production

Kaupae | Level	4
Whiwhinga | Credit	20
Whāinga | Purpose	This skill standard is for people working as an assistant editor in the editing department on a screen production in Aotearoa New Zealand. People will use editing software and assist in the editing department on a screen production.

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

Hua o te ako | Learning outcomes	Paearu aromatawai | Assessment criteria
1. Work as an assistant editor on a screen production.	a. Manipulate metadata, timecode, frame rates, file names, formats, aspect ratios as required for the production. b. Cross-check camera, sound and continuity logs to identify missing media. c. Report any issues to relevant department personnel. d. Use appropriate terminology, etiquette and communication with crew and external parties. e. Sync rushes automatically or manually. f. File papers, digital logs and reports according to organisational process

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

Assessment specifications:

It is recommended learners have completed the skill standard 40156 *Prepare to work as an assistant editor on a screen production*, or have equivalent knowledge and skills, prior to starting this standard.

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 criterion 1c: issues include missing slates, repeated slates, roll numbers, quality control errors.

For assessment criterion 1e: Syncing includes handling drifting sync and end slates; marking rolling resets and filing additional audio.

Ngā momo whiwhinga | Grades available

Achieved

Ihirangi waitohu | Indicative content

- Manaakitanga and whanaungatanga in editorial – taking care of others, respect.
- Digital Imaging Technology (DIT) delivery structure - maintaining within editorial.
- Editing software e.g. Avid, Da Vinci Resolve, Adobe Premiere.
- 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.
- Workplace communication and etiquette, punctuality, prioritisation.
- Health and safety.

Rauemi | Resources

- Software – Avid, Adobe Premiere 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 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	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 <u>qualifications@toimai.nz</u> to suggest changes to the content of this skill standard.