

## 40164 Prepare to work as a costume assistant on a screen production

<b>Kaupae   Level</b>	3
<b>Whiwhinga   Credit</b>	10
<b>Whāinga   Purpose</b>	<p>This skill standard is for people wanting to gain employment as a costume assistant 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 source, prepare and maintain costumes that support screen production workflows as a costume assistant.</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 a costume assistant on a screen production.	<ul style="list-style-type: none"> <li>a. Source an item of costume from a given brief.</li> <li>b. Describe the processes used for costume manufacturing.</li> <li>c. Research and identify a costume and create a mood board for a screen production to inform and meet production requirements.</li> <li>d. Describe ethical considerations for working with cast as a costume assistant.</li> <li>e. Complete a petty cash reconciliation form for a costume related expense.</li> <li>f. Break down and age costumes as directed.</li> </ul>

### 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.

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

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

For assessment criterion 1c – Mood board – minimum one page illustrating a concept for a single costume.

For assessment criterion 1d – considerations include those for cast diverse in age, gender, culture and those with disability.

**Ngā momo whiwhinga | Grades available**

Achieved

**Ihirangi waitohu | Indicative content**

- Introduction to the role:
  - 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.
- Sourcing and manufacturing costumes and accessories.
- 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 – ensuring background talent areas are set up and kept clean and tidy.
- Costume continuity (digital or manual).
- Mood boards, story boards, treatments.
- Administration, errands and stock control for the costume department.
- Petty cash, costume returns.
- 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.
- Health and Safety at Work Act 2015 available from <https://www.legislation.govt.nz/act/public/2015/0070/latest/DLM5976660.html>.
- Screen Guild Blue Book available from <https://www.screenguild.co.nz/crew-zone/resources/the-blue-book-2023>.
- Screen Industry Workers Act 2022 available from <https://www.legislation.govt.nz/act/public/2022/0052/latest/LMS230343.html>.

**Pārongo Whakaū Kouna | Quality assurance information**

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

<b>Hātepe   Process</b>	<b>Putanga   Version</b>	<b>Rā whakaputa   Review Date</b>	<b>Rā whakamutunga mō te aromatawai   Last date for assessment</b>
<b>Rēhitatanga   Registration</b>	1	27 February 2025	N/A
<b>Kōrero whakakapinga   Replacement information</b>	N/A		
<b>Rā arotake   Planned review date</b>	31 December 2029		

Please contact Toi Mai Workforce Development Council at [qualifications@toimai.nz](mailto:qualifications@toimai.nz) to suggest changes to the content of this skill standard.