

40166 Work as a costume assistant on a screen production

Kaupae Level	3
Whiwhinga Credit	20
Whāinga Purpose	<p>This skill standard is for people working as an assistant in the costume department on a screen production in Aotearoa New Zealand.</p> <p>People will maintain costumes, organise and maintain costume department areas and assist the standby and costume designer to meet costume requirements.</p>

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 a costume assistant on a screen production.	<ul style="list-style-type: none"> a. Organise costume department areas and stock in preparation for a screen production shoot. b. Maintain the costume department areas and stock during a screen production shoot. c. Apply hygiene, health and safety practices for the costume department during production.
2. Assist the standby and costume designer onset to meet costume requirements.	<ul style="list-style-type: none"> 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:

It is recommended learners have completed the skill standard 40161 *Prepare for work as a costume assistant on a screen production*, or have equivalent knowledge and skills, prior to starting this standard.

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

For assessment criteria 2a: costume responsibilities may include – costume research, alterations and manufacturing errors, labelling clothing and storage, inventory, assisting with fittings, laundering, basic break down, petty cash responsibilities

Ngā momo whiwhinga | Grades available

Achieved

Ihirangi waitohu | Indicative content

- Communication: talent, makeup and other departments.
- Etiquette – professionalism, attire, respect for others and their equipment, respect for hierarchy, silence on set, phone use, punctuality, interaction with talent, confidentiality, attitude, organisation, movement around set.
- Production documentation (script, schedule, callsheet) interpretation from a costume perspective.
- Costume knowledge and maintenance (sewing, steaming, ironing).
- Workplace maintenance – ensuring background talent areas are set up and kept clean and tidy.
- Administration, errands and stock control for the costume department.
- Petty cash, costume returns.
- Ethical considerations and cultural sensitivity.
- Health and safety, hygiene for the role.
- Waste management and sustainability.

Rauemi | Resources

- 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
Rēhītatanga 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.