

40173 Prepare to work as a locations production assistant on a screen production

Kaupae Level	3
Whiwhinga Credit	10
Whāinga Purpose	<p>This skill standard is for people wanting to gain employment as a locations production 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 support screen production workflows as a locations production 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 locations production assistant on a screen production.	<ol style="list-style-type: none"> Gain information from a call sheet and crew list to determine own requirements for the role. Describe preparation, equipment and set up for set locations. Explain the responsibilities for location and property care during production. Establish requirements for own protective clothing and equipment for the role. Complete locations documentation for a screen production. Create a mud map and parking plan for a screen production location.

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

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/workshop.

For assessment criterion 1a – Information gained includes weather, equipment required, location, movement, crew and talent numbers, parking requirements, times, geographical information (business, residential, rural etc).

Definition:

Mud map – a map which provides people with an illustration of a new location/s including surrounding streets, distinguishing landmarks, base position, equipment, infrastructure, camera position/s, pedestrian and or traffic control, generators, and amenities.

Ngā momo whiwhinga | Grades available

Achieved

Ihirangi waitohu | Indicative content

- Introduction to the role
 - Specific roles within locations team, hierarchy/structure
 - Relationships – working with other departments (camera, art, unit, production)
 - Production size and how it determines roles and responsibilities.
 - Communication and etiquette within the department and with other departments and stakeholders.
- Call sheets.
- Etiquette and communication with cast, crew and external stakeholders.
- Personal protection equipment (PPE)/personal kit.
- Organising, planning day/time management, arriving early.
- Location check, unit base check, holding area.
- Access to set.
- Preparation of areas for crew arrival.
- Coordination of park up.
- Parking plans.
- Health and safety protocols specific to locations.
- Liaison with security and parking personnel.
- Preventing/reparation of damage on location.
- Liaison with on set Assistant Directors to control pedestrians and onlookers.
- Reinstatement of property after filming.
- Using a close up/mud map.
- Crew vs public needs.
- Environmental sustainability.
- Problem solving/troubleshooting.

Rauemi | Resources

- Examples of call sheet, crew list, map.
- Equipment e.g. cones, signs, floor coverings.
- Examples of permits, road plans.
- RTs (Radio Telephones).
- 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.