

40174 Work as a locations production assistant on a screen production

Kaupae Level	3
Whiwhinga Credit	20
Whāinga Purpose	<p>This skill standard is for people working as a locations production assistant on a screen production in Aotearoa New Zealand.</p> <p>People will set up, and maintain unit base and filming locations, and manage the location of vehicles.</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 locations production assistant on a screen production.	<ol style="list-style-type: none"> Maintain location infrastructure according to on set documentation. Set up and check a filming location according to production documentation. Use appropriate communication and etiquette with cast, crew and external parties. Manage the location of vehicles and equipment according to the mud map. Follow health and safety protocols in accordance with department requirements and daily safety briefings. Resolve or elevate location specific issues.

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

Assessment specifications:

It is recommended learners have completed skill standard 40173 *Prepare for work as a locations production 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 1a and 1b – documentation may include callsheet, mud maps, schedule, operating procedures.

For assessment criterion 1a – Infrastructure may include: bathrooms, crew areas, waste disposal, wifi.

For assessment criterion 1f – issues may include safety hazards, confrontational public interactions, property malfunctions, damage, time restrictions. Elevation includes reporting to location coordinator or manager.

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

- Relationships – working with other departments (camera, art, unit, production).
- Communicating and liaising with the public.
- Communication within the department, other departments, cast and crew.
- Etiquette – professionalism, respect for others and their equipment, respect for hierarchy, silence on set, phone use, punctuality, interaction with talent, confidentiality, attitude, organisation, movement around set.
- Organising, planning day/time management, arriving early.
- Location check (recce), 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, and on set assistant directors to control pedestrians and onlookers.
- Preventing/reparation of damage on location.
- Reinstatement of property after filming.
- Using a close up/mud map.

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 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.