

40181 Prepare to work as an on-set production assistant, runner or cast driver on a screen production

Kaupae Level	3
Whiwhinga Credit	10
Whāinga Purpose	<p>This skill standard is for people wanting to gain employment as an on-set production assistant, runner or cast driver on a screen production in Aotearoa New Zealand.</p> <p>People who have completed this standard will have the foundational knowledge necessary to support screen production workflows as an on-set production assistant, runner or cast driver. People will be able to interpret screen production documentation and explain practices required for the roles.</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 an on-set production assistant, runner or cast driver on a screen production.	<ul style="list-style-type: none"> a. Describe the roles and responsibilities of a production assistant, runner and cast driver and identify commonalities and differences. b. Interpret documentation to gain information for carrying out the roles. c. Explain communication and etiquette for working with cast and crew. d. Determine most efficient travel routes by researching route information for local suppliers. e. Explain petty cash floats and processing requirements. f. Describe methods for implementing sustainability and waste management on set.

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.

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

For assessment criterion 1b: information includes location, weather, start and end times, cast involved and their needs.

For assessment criterion 1d: includes identifying parking, loading zones, pick up and drop off points, peak traffic times.

Ngā momo whiwhinga | Grades available

Achieved

Ihirangi waitohu | Indicative content

- Introduction:
 - Specific roles within production team, hierarchy/structure
 - Reporting lines and responsibilities
 - Production size – how it determines roles and responsibilities
 - Relationships – working with other departments, cast, discretion
 - Communication within the department
 - Expectations of the roles and the work environment
 - Challenges of the roles.
- Documentation: scripts, call sheets, shooting schedules – one liners, full schedules.
- Etiquette and communication with cast, crew and external stakeholders, boundaries.
- Personal protective equipment (PPE)/Kit.
- Organising, planning your day/time management.
- Petty cash float and processing.
- Environmental Sustainability.
- Troubleshooting/problem solving.
- Liaison with catering/suppliers.
- Navigation – getting around, knowing where key places are, researching the area.
- Radio Telephone (RT).

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
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.