

40182 Work as an on-set production assistant, runner or cast driver on a screen production

Kaupae Level	3
Whiwhinga Credit	20
Whāinga Purpose	<p>This skill standard is for people working in the production department on a screen production in Aotearoa New Zealand.</p> <p>People will support the screen production by carrying out the responsibilities for the role of on-set production assistant, runner or cast driver.</p>
Whakaakoranga me mātua oti Pre-requisites	People must have a full New Zealand driver's license.

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 an on-set production assistant, runner or cast driver on a screen production.	<ul style="list-style-type: none"> a. Demonstrate effective communication and time management. b. Interpret and follow call sheets. c. Manage petty cash float. d. Drive safely and considerately following given route information. e. Carry out tasks and follow instructions as required by the department and specific to role. f. Follow health and safety protocols in accordance with department requirements and the daily safety briefings.

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

Assessment specifications:

It is recommended learners have completed the skill standard 40181 *Prepare to work as a production assistant, runner or cast driver 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.

Ngā momo whiwhinga | Grades available

Achieved

Ihirangi waitohu | Indicative content

- Documentation: scripts, call sheets, shooting schedules – one liners, full schedules.
- Supporting cast members and other crew.
- Communication with department, team, other departments, cast.
- 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.
- Organisation and day/time management.
- Petty cash float and processing.
- Navigation – getting around, knowing where key places are, researching the area.
- RT (radio telephone).

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.