

40184**Prepare to work as a props, specialty props or set dressing assistant on a screen production**

Kaupae Level	4
Whiwhinga Credit	10
Whāinga Purpose	<p>This skill standard is for people wanting to gain employment as a props assistant, specialty props assistant or set dressing assistant in the props department 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 props, specialty props or set dressing assistant. People will be able to explain role considerations and requirements, and interpret information to source and maintain props, specialty props and set dressings.</p>

Hua o te ako me Paearu aromatawai | Learning outcomes and assessment criteria

Hua o te ako Learning outcomes	Paearu aromatawai Assessment criteria
1. Explain props, specialty props and set dressing considerations for a screen production.	<ul style="list-style-type: none"> a. Explain the roles of props assistant, specialty props assistant and set dressing assistant and identify commonalities and differences. b. Explain requirements for hero props from sourcing and manufacture through to on-set use. c. Describe considerations for care and maintenance of props and specialty props. d. Identify record keeping processes and documentation used by the art department. e. Explain approvals and clearances for product placement.
2. Interpret information to determine requirements for props, specialty props and set dressing on a screen production.	<ul style="list-style-type: none"> a. Interpret a callsheet and schedule to determine requirements and considerations for carrying out the role. b. Determine requirements for props including vehicles and hero props. c. Research and source materials and vehicles to meet a set dressing and props brief.

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 2a – requirements and considerations may include health and safety considerations, weather cover, transportation of props and set pieces, storage of props and set pieces, clothing, strike and wrap, and working hours.

Definitions:

Hero props - props that are intended for close inspection by the camera or audience, such as those held by a performer.

Specialty props - props that require a specific design or function beyond a typical everyday object, often needing special construction or handling due to their unique role in the production. This includes real or imitation food; vehicles; animals; historic items; prosthetics; models.

Ngā momo whiwhinga | Grades available

Achieved

Ihirangi waitohu | Indicative content

- Introduction to the role:
 - Roles of props and set dressing assistant
 - Structure, relationships and roles within the art department
 - Production size – how it determines roles and responsibilities
 - On-set relationship and liaison with team and other departments
 - Production documentation (script, schedule, mood boards, story boards, treatments, dressing and set plans) interpretation from a props/set dressing assistant perspective.
- Callsheet interpretation from a props/set dressing assist perspective.
- Workplace maintenance, cleanliness and hospitality.
- Attire, personal protective equipment (PPE) and kit.
- Communication and time management.
- Script and schedule breakdown overview from a set dressing and props perspective.
- Researching context specific to script, character and period.
- Sourcing and buying processes – suppliers, internet, telephone, local area.
- Petty cash and purchase orders.
- Shoot day considerations.
- Set dressing overview & practices:
 - Working with scenic artist
 - Ageing and greeking (removal of labels / hiding brands)
 - Reinstating – leaving property in original condition.

- Props and specialty props:
 - Hero props
 - Multiple stages, fabrication, repeats and continuity
 - On set management
 - Ageing and greeking (removal of labels / hiding brands)
 - Working with food and liquids, on-set/off-set overview
 - Working with live props
 - Working with dangerous props eg weapons
 - Vehicles – establishing requirements for vehicles; care and maintenance of vehicles; damage.
- Respect/cultural/ethical considerations and sensitivities.
- Health and safety.
- Environmental/sustainable practices.
- Software used in the art department.
- Approvals, clearances and product placement.
- Documentation, photography and record-keeping practices.
- Monitoring of schedule and script changes.
- Problem solving and troubleshooting.

Rauemi | Resources

- Documentation examples – script, treatment, mood boards, story boards, schedule, planning calendar.
- Breakdown template.
- Set dressing and props examples.
- 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.