

40186 Prepare to work as a sound trainee 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 sound trainee 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 sound trainee.</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 sound trainee on a screen production.	<ul style="list-style-type: none"> a. Interpret a call sheet and sides to gain information relevant to the sound department. b. Describe workplace preparation and maintenance requirements. c. Explain the process and etiquette for identifying and minimising noise interference during a shoot on a screen production. d. Fit radio microphones to a person using appropriate practice.
2. Set up batteries used in sound capturing equipment.	<ul style="list-style-type: none"> a. Describe battery types and their use in sound equipment. b. Set up a battery charge station in accordance with production requirements. c. Describe appropriate placement for a battery charge station.

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 1a – relevant information includes cast numbers, weather, action and specialty equipment required.

For assessment criterion 1b – requirements include placement of equipment, time code, cables, interruptible foldback (IFB), “voice of god” speaker.

Ngā momo whiwhinga | Grades available

Achieved

Ihirangi waitohu | Indicative content

- Introduction to the role:
 - Role of sound trainee
 - Structure, hierarchy, relationships and roles within the sound department and other technical departments
 - Production size – how it determines needs, roles and responsibilities
 - Relationship with other departments – camera, video, grip, AD, lighting, art, wardrobe, continuity/script supervisor
 - Preparation – reading the script, sides, storyboards.
- Production documentation – call sheets, schedules, loss and damage reports, sound reports, location and mud maps.
- Batteries – maintenance, charging, monitoring, when and how to replace.
- Equipment overview, maintenance, transport and storage, location (where it goes, what it's for), set up and break down.
- Time code devices – purpose and operation.
- Cables running, connecting and maintenance.
- Overview of capturing sound, mic/boom placement, interruptable fold back (IFB).
- Liaison with production sound mixer, sound assistants.
- Cast radio microphone fitting (mic-ing), relationship with cast.
- Noise interference – identifying and managing.
- Consumables – stock take, process of ordering.
- Workplace communication and etiquette, punctuality, prioritisation.
- Personal protective equipment (PPE), personal kit.
- Health and safety.
- Troubleshooting/problem solving.
- Environmental sustainability.

Rauemi | Resources

- Examples of documentation – call sheet, schedule, sides, sound report, storyboards.
- Equipment – sound, time code, battery charge, station, interruptable fold back (IFB), cables.
- 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.