

40765 Prepare to work as a second assistant director on a screen production

Kaupae Level	6
Whiwhinga Credit	10
Whāinga Purpose	<p>This skill standard is for people wanting to gain employment as a second assistant director (2nd AD) in the production team or similar role on a screen production in Aotearoa New Zealand.</p> <p>People who have completed this standard will have the skills and knowledge necessary to coordinate cast logistics, support preproduction planning, interpret production documentation, and manage compliance with rules and guidelines affecting cast and crew.</p>

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

Hua o te ako Learning outcomes	Paearu aromatawai Assessment criteria
1. Analyse production materials and generate documentation to support second assistant director responsibilities.	a. Break down and annotate a script for a screen production.
	b. Design and build a preproduction schedule from information provided.
	c. Prepare a callsheet from a schedule that reflects cast movement, departmental requirements and production timelines.
2. Apply rules, guidelines, and logistical knowledge to coordinate cast and crew workflows.	a. Research and interpret rules and guidelines related to talent and crew for a screen production to ensure compliance with legal, contractual and safety obligations.
	b. Identify the scheduling and support requirements for fittings, appointments, and technical rehearsals.
	c. Collaborate with departments to confirm availability and readiness of cast and crew for production activity.

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

Assessment specifications:

It is recommended that learners have previous on-set experience as a third assistant director or in other department coordinator roles.

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

Ngā momo whiwhinga | Grades available

Achieved

Ihirangi waitohu | Indicative content

- Role and responsibilities and hierarchy of assistant director team.
- Support for the first assistant director.
- Building assistant director teams.
- Working relationships: production, cast and technical departments.
- Script reading, breakdown (department/prop shoots) and labelling.
- Schedules – breakdown, continuity, shooting schedule.
- Extras and stunt breakdown.
- Callsheets.
- Organising information.
- Pre-production – technical recce, meetings, rehearsals and appointments.
- Equipment and software.
- Rules and guidelines – cast, crew, children, unions.
- Cast requirements.
 - confidentiality.
 - Onset and off.
 - costume, hair, makeup and prosthetics requirements and fittings.
 - Unit base.
- Background talent requirements, stand-ins, doubles.
- Stunt requirements – onset and off.
- Communication and etiquette.
- Shoot – daily updates, team management, unit and craft, turnaround.
- Trouble shooting/problem solving.
- Health and safety.

Rauemi | Resources

- Production documentation: call sheet, script, schedules, breakdown template
- Equity Resources available from <https://equity.org.nz/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>.

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	24 July 2025	N/A
Kōrero whakakapinga Replacement information	N/A		
Rā arotake Planned review date	31 December 2030		

Please contact Toi Mai Workforce Development Council at qualifications@toimai.nz to suggest changes to the content of this skill standard.