

## 40766 Work as a second assistant director on a screen production

<b>Kaupae</b>   Level	6
<b>Whiwhinga</b>   Credit	20
<b>Whāinga</b>   Purpose	<p>This skill standard is for people working as a second assistant director (2<sup>nd</sup> AD) on a screen production in Aotearoa New Zealand.</p> <p>People who have completed this standard will have the skills and knowledge necessary to work as a second assistant director, including generating and distributing production documentation, coordinating cast and crew workflows, supporting daily shooting activities, and leading cross-departmental communication.</p>

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

Hua o te ako   Learning outcomes	Paearu aromatawai   Assessment criteria
1. Generate and manage production documentation to support screen production workflows.	a. Create and distribute accurate call sheets and production schedules aligned with current shoot requirements.
	b. Annotate and adapt breakdowns based on cast, department, or scene changes.
	c. Maintain confidentiality and accuracy in production documentation across departments.
2. Manage the daily operations of the Assistant Director Department to support shoot readiness.	a. Manage the Assistant Director Department's daily workflow.
	b. Plan and communicate cast routines.
	c. Monitor on-set blocking and cast availability to ensure scene readiness and continuity.
	d. Communicate key schedule and cast updates at production meetings.
	e. Monitor and adjust team operations in response to production changes.
	f. Resolve communication breakdowns or timing conflicts through clear delegation and follow-up.

Hua o te ako   Learning outcomes	Paearu aromatawai   Assessment criteria
3. Apply relevant legislation, guidelines and health and safety procedures in a screen production environment.	a. Interpret and apply relevant legislation, guidelines and contractual requirements for cast, crew, minors, and union members.
	b. Identify and mitigate risks related to cast logistics, stunts, background talent, or unit movements.
	c. Promote safe, inclusive, and legally compliant practices across locations and sets.

### 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.

It is recommended learners have completed the skill standard 40765 *Prepare to work as a second assistant director 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.

For assessment criterion 2a – legislation and guidelines include Health and Safety at Work Act 2015, Screen Industry Workers Act 2022 and the Screen Guild Bluebook.

For assessment criterion 2b – cast routines includes movements between unit base, set, makeup, wardrobe, appointments and rehearsals.

### Ngā momo whiwhinga | Grades available

Achieved

### Ihirangi waitohu | Indicative content

- Support for the first assistant director (1<sup>st</sup> AD).
- Building assistant director (AD) 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.
- Preproduction – technical recce, meetings, rehearsals and appointments.
- 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 – on-set and off.
- Communication.
- Shoot – daily updates, team management, unit and craft, turnaround.
- Problem solving.
- Health and safety.

#### Rauemi | Resources

- 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

<b>Ngā rōpū whakatau-paerewa  </b> Standard Setting Body	Toi Mai Workforce Development Council
<b>Whakaritenga Rārangi Paetae Aromatawai  </b> DASS classification	Arts and Crafts > Screen > Screen Industry Skills
<b>Ko te tohutoro ki ngā Whakaritenga i te Whakamanatanga me te Whakaōritenga  </b> CMR	0099

<b>Hātepe   Process</b>	<b>Putanga   Version</b>	<b>Rā whakaputa   Review Date</b>	<b>Rā whakamutunga mō te aromatawai   Last date for assessment</b>
<b>Rēhitatanga   Registration</b>	1	24 July 2025	N/A
<b>Kōrero whakakapinga   Replacement information</b>	N/A		
<b>Rā arotake   Planned review date</b>	31 December 2030		

Please contact Toi Mai Workforce Development Council at [qualifications@toimai.nz](mailto:qualifications@toimai.nz) to suggest changes to the content of this skill standard.