

## 40777 Prepare to work as a script supervisor on a screen production

|                           |   |
|---------------------------|---|
| <b>Kaupae   Level</b>     | 6   |
| <b>Whiwhinga   Credit</b> | 10  |
| <b>Whāinga   Purpose</b>  | <p>This skill standard is for people who want to gain employment as a script supervisor on a screen production in Aotearoa New Zealand.</p> <p>People who have completed this standard will have the skills and knowledge necessary to support the continuity, documentation, and communication functions of a script supervisor. They will be able to analyse scripts, prepare shoot documentation, understand the production workflow, and determine appropriate shot coverage.</p> |

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

| <b>Hua o te ako   Learning outcomes</b>   | <b>Paearu aromatawai   Assessment criteria</b>  |
|---|---|
| 1. Analyse production scripts to prepare documentation and shot planning materials.       | a. Analyse a script to create a script breakdown and timings.   |
|   | b. Create master daily script report templates for shoot documentation.                                 |
|   | c. Determine camera angles for a scene to demonstrate knowledge of shot description and axis of action. |
| 2. Determine the role of the script supervisor in preproduction and production workflows. | a. Describe the expectations and responsibilities of the script supervisor during a shoot day.          |
|   | b. Explain the role of the script supervisor within the wider production workflow.                      |
|   | c. Describe how continuity is managed before and during production.                                     |

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

Assessment specifications:

Learners must have previous onset experience as as a crew member on screen productions.

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

For assessment criterion 2b – includes interactions with the director, editorial, and other departments.

### Ngā momo whiwhinga | Grades available

Achieved

**Ihirangi waitohu** | Indicative content

- Role of script supervisor during prep and shoot.
- Relationships and collaboration: other departments, producers and cast; during prep, shoot and post.
- Relationship with Director.
- Preproduction:
  - Timing the script.
  - Creating a script breakdown.
  - Report templates.
  - Department meetings.
  - Tech recce.
- Script supervisor kit/setup.
- Script revisions, master script.
- Shoot documentation: editor's log, facing pages, daily script report/daily progress report, daily lined script, updating script breakdown.
- Axis of action.
- Continuity overview: preparation, matching action, issues.
- Digital vs paper processes.
- Terminology and glossary of shot descriptions.
- Camera slating.
- Onset etiquette and communication.
- Post-production pipeline.
- Quality assurance.
- Problem solving and adaptability.

**Rauemi** | Resources

- Script.
- Examples of documentation, templates.
- Video, film footage.
- Terminology glossary.
- Camera slate.
- Examples of software used by script supervisor.
- 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 Kouna | Quality assurance information

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