40778   Work as a script supervisor on a screen production

Kaupae | Level	6
Whiwhinga | Credit	20
Whāinga | Purpose	This skill standard is for people working as a script supervisor on a screen production in Aotearoa New Zealand. People who have completed this standard will have the skills and knowledge necessary to interpret scripts, prepare key documentation, and plan for continuity and editorial workflow. They will be able to analyse production materials, anticipate continuity challenges, prepare reporting templates, and understand their role in relation to the director, editorial, and other departments.

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

Hua o te ako | Learning outcomes	**Paearu aromatawai** | Assessment criteria
1. Maintain the script on a screen production.	a. Provide daily accurate and organised script notes to the editor, production office and post-production team.
	b. Maintain master script to ensure currency with latest revisions.
	c. Track any dialogue changes and include in lined script.
2. Monitor continuity on a screen production.	a. Engage in discussion to match continuity and camera angles to ensure the overall quality and continuity of the production.
	b. Identify and resolve continuity issues on set promptly.
3. Collaborate and communicate with director, cast and crew on a screen production.	a. Record the director's intention for how a scene will be cut together.
	b. Follow the script during the shooting of a scene and prompt actors when required.
	c. Effectively communicate with other departments to ensure a smooth shoot workflow.

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.

It is recommended learners have completed the skill standard 40777 *Prepare to work as a script supervisor on a screen production*, or have equivalent knowledge and skills, prior to completing 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.

Ngā momo whiwhinga | Grades available

Achieved

Ihirangi waitohu | Indicative content

- Relationships and collaboration: other departments, producers and cast; during prep, shoot and post.

- Relationship with Director.

- Pre-production:
  - Timing the script.
  - Creating a script breakdown.
  - Report templates.
  - Department meetings.
  - Tech recce.

- 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: preparation, prompting to match action, identification of issues.

- Camera slating.

- Onset etiquette and communication.

- Quality assurance.

- Problem solving and adaptability.

Rauemi | 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.