

40779 Prepare to work as a unit manager 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 unit manager on a screen production in Aotearoa New Zealand.</p> <p>People who have completed this standard will have the skills and knowledge necessary to plan and coordinate unit department operations for screen productions. They will be able to interpret production documentation, plan for vehicles, equipment, crew and consumables, create budgets, and develop strategies for sustainable and efficient on-set service delivery.</p>

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

Hua o te ako Learning outcomes	Paearu aromatawai Assessment criteria
1. Plan for the operational needs of the unit department in response to production requirements.	a. Interpret documentation to produce an equipment and vehicle list for a screen production.
	b. Interpret documentation to produce a unit crew list and schedule for a screen production.
	c. Determine food and consumable requirements for a screen production.
2. Develop strategies for budgeting, sustainability, and waste management in the unit department.	a. Create a plan for on-set sustainability and waste management for a screen production.
	b. Create a unit budget based on production requirements.

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

Assessment specifications:

It is recommended that learners have previous screen production experience in a unit as an assistant or similar role.

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

- Determining requirements: interpreting script, schedule, production booklet.
- Relationships and collaboration – transport, location, production, ADs, caterers, costume, makeup and other departments.
- Determining production size and requirements for team and equipment.
- Building a team:
 - Attributes and role requirements.
 - Complementary experience.
 - Specific roles within teams, hierarchy/structure.
- Unit truck and kit setup.
- Managing a budget:
 - Equipment.
 - Food.
 - Crew personnel and hours.
 - Petty cash monitoring.
 - Loss and damage.
 - Stocktaking and consumables.
- Waste management and sustainability planning.
- Daily routines – busy times, time management.
- Craft service/hospitality for cast and crew.
- Managing dietary and allergy considerations; confidentiality.
- Shoot documentation – analysing call sheets, location and mud maps.
- Etiquette and communication with cast and crew.
- Trouble shooting and problem solving.
- Health and safety – food handling best practices, unit manager and safety coordinator relationship.

Rauemi | Resources

- Examples of production documentation – script, schedule, callsheet.
- Unit truck and equipment.
- Relevant food safety codes and standards available from <https://www.mpi.govt.nz/food-business/food-safety-codes-standards/>.
- 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

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.