

40780**Work as a unit manager on a screen production**

Kaupae Level	6
Whiwhinga Credit	20
Whāinga Purpose	<p>This skill standard is for people working in the unit department on a screen production in Aotearoa New Zealand.</p> <p>People who have completed this standard will have the skills and knowledge necessary to manage the daily operations of the unit department. They will be able to oversee crew and resources, coordinate logistics, provide hospitality services, manage budgets, and implement sustainable practices on set.</p>

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

Hua o te ako Learning outcomes	Paearu aromatawai Assessment criteria
1. Manage daily operations and logistics of the unit department.	a. Oversee the set up and wrap of the unit truck and equipment as required and according to production documentation, daily requirements, location and crew needs.
	b. Collaborate with logistical teams to plan daily unit and craft requirements.
2. Manage effective craft services and on-set hospitality.	a. Manage the craft set-up and service to meet the changing needs of cast and crew throughout the production day.
	b. Model appropriate customer service and communication when dealing with cast and crew.
3. Manage unit budgets and resources.	a. Monitor and maintain the unit budget.
	b. Track use of consumables, petty cash and crew hours to support financial and resource planning.
4. Implement sustainability, health, and safety practices	a. Execute the on-set sustainability and waste management plan on a daily basis.
	b. Apply food safety and health protocols in accordance with unit and 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 unit as an assistant or similar role.

It is recommended learners have completed skill standard 40779 *Prepare to work as a unit manager 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.

Definition:

Wrap – activities carried out on completion of a screen production.

Ngā momo whiwhinga | Grades available

Achieved

Ihirangi waitohu | Indicative content

- Relationships and collaboration – transport, location, production, assistant directors, caterers, costume, makeup and other departments.
- Determining production size and requirements for team and equipment.
- Unit truck and kit setup.
- Budget – monitoring and maintaining.
 - Equipment.
 - Food.
 - Crew personnel and hours.
 - Petty cash monitoring.
 - Loss and damage.
 - Stocktaking and consumables.
- Waste management and sustainability.
- Daily routines – busy times, time management.
- Craft service and hospitality for cast and crew.
- Managing dietary and allergy considerations; confidentiality.
- 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

- 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 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.