

Overview

This standard is about following the production workflow to produce work that meets quality requirements.

It is about not seeing your own work in isolation and bringing to the attention of others any potential problems with workflow that you identify.

This standard could apply to anyone involved in productions for screen.

Performance criteria

You must be able to:

1. evaluate the practical implications of the choices you make in your role against the production workflow and quality requirements
2. carry out your own work with assets in ways that comply with the production workflow and quality requirements
3. identify and confirm when your work with assets will impact on the work of others in the production workflow
4. communicate issues with production formats in clear terms to appropriate people
5. comply with the system and naming conventions in use to ensure version control
6. maintain the security of the assets you are working with in line with organisational procedures

Knowledge and understanding

You need to know and understand:

1. where to obtain workflow requirements for the project on which you are working
2. the importance of working to an agreed production workflow
3. the interrelationship between your role and the roles of others in the workflow
4. what is expected of you in terms of your work with assets
5. the compatibilities and formats required to meet the productions required technical standard and quality
6. the system and naming conventions to use to ensure version control
7. how to use own technical skills and experience to add value to the process
8. why it is important to communicate potential problems to others before they occur
9. how to communicate technical issues to those involved in the workflow
10. the impact of the choices you make on the production workflow
11. where to seek information about technical aspects of which you are unclear
12. how to adapt production workflows to meet changing requirements
13. lines of reporting and responsibility for the production workflow at all stages of production
14. organisational procedures relating to security of assets

Support production workflow in own work

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Relevant Occupations Production manager, Production assistant, Production coordinator, Sound Recorder, Cameraman, Camera Assistant, Digital Imaging Technician, Digital Delivery Operator, Data Wrangler, Media Wrangler, Editor, Data Operations, Audio Assistant, Colourist (Film & TV), Music Supervisor, Foley Technician, Dubbing Mixer, Technical Services and Distribution (Film & TV)

Suite Production Workflow

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