

Level 2 Updates

CL01 Prepare Equipment for Each Day's Filming

Knowledge and Understanding Requirements:

- 1.1 Identify key characteristics of relevant equipment
 - 1.2 Identify the consequences of incorrect handling of relevant equipment and materials
 - 1.3 Describe how to store relevant equipment and materials safely and securely
 - 1.4 Describe procedures and products for cleaning and maintaining relevant equipment and materials
 - 1.5 Describe how to charge batteries safely
 - 1.6 Describe how to order relevant equipment, identifying sources
 - 1.7 Describe how to follow manufacturers' instructions for relevant equipment
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- 2.1 Identify key Health & Safety issues and procedures
 - 2.2 Identify any special requirements to ensure the safety and security of relevant equipment when unattended

Performance Requirements:

- 3.1 Liaise with appropriate personnel to confirm that equipment requirements for a shoot are met
 - 3.2 Delegate tasks when required
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- 4.1 Use techniques for testing and handling relevant equipment and materials
 - 4.2 Interpret requirements of a call sheet prior to a shoot
 - 4.3 Test all relevant equipment prior to a shoot
 - 4.4 Assess the shooting environment at a shooting location
 - 4.5 Organise the working layout of a camera truck
 - 4.6 Prepare and manage equipment bags
 - 4.7 Establish an appropriate on set location for relevant equipment
 - 4.8 Transport all relevant equipment to a set
 - 4.9 Unload all relevant equipment on a set
 - 4.10 Select and acclimatise relevant glassware

CL02 Set Up Camera Equipment for a Shoot

Knowledge and Understanding Requirements:

- 1.1 Identify key characteristics of relevant equipment and materials
 - 1.2 Identify the consequences of incorrect handling of relevant equipment and materials
 - 1.3 Describe how to store relevant equipment and materials safely and securely
 - 1.4 Describe procedures and products for cleaning and maintaining relevant equipment and materials
 - 1.5 Describe how to follow manufacturers' instructions for relevant equipment
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- 2.1 Identify key Health & Safety issues and procedures
 - 2.2 Identify any special requirements to ensure the safety and security of relevant equipment when unattended

Performance Requirements:

- 3.1 Liaise with the Camera HOD to ensure the required equipment has been supplied
 - 3.2 Delegate tasks when required
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- 4.1 Use techniques for testing and handling relevant equipment and materials
 - 4.2 Check that all relevant equipment and materials are available
 - 4.3 Lay out all relevant equipment and materials in an appropriate and accessible manner
 - 4.4 Establish an appropriate base on which to build a camera
 - 4.5 Establish an appropriate base for the video monitors
 - 4.6 Organise a camera and accessories
 - 4.7 Assemble a camera head on appropriate legs

CL03 Manage Digital Camera Memory Cards

Knowledge and Understanding Requirements:

- 1.1 Identify key characteristics of relevant equipment
- 1.2 Describe how to store relevant equipment and materials safely and securely
- 1.3 Describe how to follow manufacturers' instructions for relevant equipment

- 2.1 Identify key Health & Safety issues and procedures
- 2.2 Identify any special requirements to ensure the safety and security of relevant equipment when unattended

Performance Requirements:

- 3.1 Liaise as required with Focus Puller/1st Camera Assistant and Digital Imaging Technician (DIT)
- 3.2 Confirm with appropriate personnel that adequate supplies of equipment and materials have been provided
- 4.1 Use techniques for testing and handling relevant equipment and materials
- 4.2 Check that required equipment is correctly formatted and ready for use
- 4.3 Supply all required equipment and materials as required
- 4.4 Arrange transfer of recorded material to on-set storage media

CL04 Mark Up Camera and Actor Positions During Rehearsals

Knowledge and Understanding Requirements:

- 1.1 Identify key characteristics of relevant equipment
- 1.2 Describe techniques for maintaining relevant equipment and materials
- 1.3 Explain how the number of actors involved affects a colour-coded system
- 1.4 Identify benefits of laying focus marks and calling marks for the Focus Puller/1st Camera Assistant
- 1.5 Describe how to follow manufacturers' instructions for relevant equipment

- 2.1 Identify key Health & Safety issues and procedures
- 2.2 Identify any special requirements to ensure the safety and security of relevant equipment when unattended

Performance Requirements:

- 3.1 Assist appropriate personnel with line-up and lens selection
- 3.2 Explain colour-coding systems in use to actors
- 3.3 Delegate tasks when required
- 4.1 Use techniques for handling relevant equipment and materials
- 4.2 Check that a sufficient supply of lenses is available
- 4.3 Prepare the selected lenses for use
- 4.4 Supply prepared lenses to the appropriate camera personnel
- 4.5 Record marking up requirements by observing first rehearsals
- 4.6 Mark up actor and camera positions implementing appropriate colour-coding systems
- 4.7 Set focus and call marks as required

CL05 Set Up Camera Shots

Knowledge and Understanding Requirements:

- 1.1 Identify key characteristics of relevant equipment
- 1.2 Identify the consequences of incorrect handling of relevant equipment
- 1.3 Describe how to mark, update and operate a clapperboard
- 1.4 Explain how to work with the sound department to ensure effective operation and use of the clapperboard
- 1.5 Explain when and why upside down slates are used
- 1.6 Explain when and why grey scale and/or colour chip charts are used
- 1.7 Identify information and documentation requirements relating to use of the clapperboard
- 1.8 Explain the differences between British and American systems of slating
- 1.9 Describe how to follow manufacturers' instructions for relevant equipment

- 2.1 Identify key Health & Safety issues and procedures
- 2.2 Identify any special requirements to ensure the safety and security of relevant equipment when unattended

Performance Requirements:

- 3.1 Assist Focus Puller/1st Camera Assistant to check that all relevant equipment and materials are available
- 3.2 Liaise with sound Department where required for board positioning and syncing of Digi-slate
- 3.3 Confirm, record and share relevant information liaising with appropriate personnel
- 4.1 Use techniques for testing and handling relevant equipment and materials
- 4.2 Prepare and set up camera and video equipment in an appropriate on set location
- 4.3 Prepare and set up a clapperboard in an appropriate location
- 4.4 Operate a clapperboard correctly

- 4.5 Maintain clear and accurate logs of all information displayed on the clapperboard
- 4.6 Transfer logged information onto camera report sheets, ensuring that all required details are included
- 4.7 Prepare any other required documentation clearly and accurately
- 4.8 Announce a take clearly and on cue
- 4.9 Use an end board as required

CL06 Monitor the Use of Camera Equipment and Accessories During Shooting

Knowledge and Understanding Requirements:

- 1.1 Identify key characteristics of relevant equipment
 - 1.2 Identify the consequences of incorrect handling of relevant equipment and materials
 - 1.3 Describe how to store relevant equipment and materials safely and securely
 - 1.4 Describe procedures and products for cleaning, maintaining and monitoring relevant equipment and materials
 - 1.5 Describe how to sequence, label and charge batteries safely
 - 1.6 Describe how to follow manufacturers' instructions for relevant equipment
- 2.1 Identify key aspects of relevant Health & Safety issues and procedures
 - 2.2 Identify any special requirements to ensure the safety and security of relevant equipment when unattended

Performance Requirements:

- 3.1 Liaise with appropriate personnel in order to select, maintain and monitor the use of relevant equipment and materials during shooting
 - 3.2 Delegate tasks when required
- 4.1 Use techniques for testing and handling relevant equipment and materials
 - 4.2 Select, prepare and supply all relevant equipment and materials
 - 4.3 Charge batteries safely using appropriate procedures ensuring availability of an adequate supply
 - 4.4 Store batteries safely and securely, identifying the order for use
 - 4.5 Announce clearly when battery change and/or reload is required
 - 4.6 Organise the return of any equipment which is no longer required
 - 4.7 Monitor Timecode inside Digi-slate as required
 - 4.8 Ensure that all equipment is stored safely and securely as required
 - 4.9 Check that the set is secure as required

CL07 Create, Maintain and Update Camera Department Records

Knowledge and Understanding Requirements:

- 1.1 Identify key characteristics of relevant equipment
 - 1.2 Outline key details of all documentation requirements, identifying appropriate Production personnel to whom copies should be provided
 - 1.3 Describe how to follow manufacturers' instructions for relevant equipment
- 2.1 Identify key aspects of relevant Health & Safety issues and procedures
 - 2.2 Identify any special requirements to ensure the safety and security of relevant equipment when unattended

Performance Requirements:

- 3.1 Liaise with appropriate personnel to create, provide, maintain and update relevant information and documentation
 - 3.2 Maintain good working relationships with suppliers
 - 3.3 Delegate tasks when required
- 4.1 Use techniques for testing and handling relevant equipment and materials
 - 4.2 Maintain legible and accurate records of all equipment and materials

CL08 Process and Use Media Cards on a Film/Television Shoot

Knowledge and Understanding Requirements:

- 1.1 Identify key characteristics of relevant equipment
- 1.2 Identify potential problems with obtaining film stock

- 1.3 Describe how to store relevant equipment and materials safely and securely
- 1.4 Describe key information and documentation requirements, identifying to whom it should be sent
- 1.5 Explain how to identify the personnel to whom rushes should be delivered

- 2.1 Identify key aspects of relevant Health & Safety issues and procedures
- 2.2 Identify any special requirements to ensure the safety and security of relevant equipment when unattended

Performance Requirements:

- 3.1 Liaise as required with Focus Puller/1st Camera Assistant and Digital Imaging Technician (DIT)
- 3.2 Delegate tasks when required

- 4.1 Use techniques for handling relevant equipment and materials
- 4.2 Maintain, store and provide adequate supplies of ready-for-use equipment and materials
- 4.3 Download and store rushes safely, preparing all required documentation and labelling used memory cards accurately
- 4.4 Deliver rushes and related documentation to the appropriate production personnel, meeting agreed deadlines where possible
- 4.5 Obtain image files, marking them accurately for rushes to be transferred to post-production

CL09 Reducing Risks to Health & Safety on a Film/Television Set

Knowledge and Understanding Requirements:

- 1.1 Define hazards and risks
- 1.2 Outline key hazards and risks in own workplace, describing safe working practices
- 1.3 Outline key hazards and risks within own job role, describing precautions

- 2.1 Identify own responsibilities for Health & Safety in own workplace and job role under Health & Safety legislation, explaining the importance of personal presentation and behaviour
- 2.2 Describe procedures for dealing with risks outside the scope of own responsibility, identifying the appropriate personnel with whom to liaise in own workplace

- 3.1 Identify workplace instructions relevant to own job
- 3.2 Identify any unsafe practices in own workplace and job role
- 3.3 Check which potentially unsafe working practices present the highest risk to self and others
- 3.4 Take action to address any hazards in accordance with workplace procedures and legal requirements
- 3.5 Use techniques for testing and handling relevant equipment and materials

Performance Requirements:

- 4.1 Work safely in accordance with own level of competence, relevant instructions and legal requirements, following environmentally friendly practices
- 4.2 Manage any Health & Safety risks within own capability and responsibility
- 4.3 Suggest ways of reducing risks to Health & Safety to the appropriate personnel
- 4.4 Report any differences between workplace and suppliers' or manufacturers' instructions
- 4.5 Ensure that own personal presentation and behaviour meets the requirements of relevant instructions, procedures and legal requirements

CL10 Contribute to Good Working Relationships on a Film/Television Set

Knowledge and Understanding Requirements:

- 1.1 Identify key roles and tasks in the production process
- 1.2 Outline how to clarify, agree and revise working arrangements in a way which promotes good working relationships

- 2.1 Explain the importance of balancing the needs of tasks and people
- 2.2 Explain the importance of sharing information with colleagues
- 2.3 Identify ways of tactfully requesting others to change working arrangements to improve own productivity
- 2.4 Describe how to explain own decisions clearly and constructively
- 2.5 Describe how to resolve conflict situations or dissatisfaction
- 2.6 Explain the importance of liaison with colleagues to productivity

Performance Requirements:

- 3.1 Clarify, agree and revise working arrangements, promoting good working relationships
- 3.2 Communicate own decisions clearly and constructively
- 3.3 Resolve as necessary any conflict situations or dissatisfaction
- 3.4 Liaise with appropriate colleagues to ensure effective and productive working
- 3.5 Use techniques for testing and handling relevant equipment and materials

Film Bolt-Ons

CL11 Manage Film Camera Magazines

Knowledge and Understanding Requirements:

- 1.1 Identify key characteristics of relevant equipment
 - 1.2 Identify the consequences of incorrect handling of relevant equipment
 - 1.3 Describe how to store relevant equipment and materials safely and securely
 - 1.4 Describe how to ensure a clean and completely dark dark-room and loading bay
 - 1.5 Describe how to load film stock into magazines
 - 1.6 Explain why colour coded systems are required for film stock
 - 1.7 Describe relevant special processes
 - 1.8 Describe how to carry out feet per minute calculations
 - 1.9 Describe how to follow manufacturers' instructions for relevant equipment
- 2.1 Identify key Health & Safety issues and procedures
 - 2.2 Identify any special requirements to ensure the safety and security of relevant equipment when unattended

Performance Requirements:

- 3.1 Report any damage to the appropriate Production personnel
 - 3.2 Confirm with appropriate personnel that adequate supplies of equipment and materials have been provided
 - 3.3 Inform other Clapper Loaders/2nd Camera Assistants of the colour-coded system in use for film stock
 - 3.4 Confirm timings with the Script Supervisor to ensure an adequate supply of magazines
- 4.1 Use techniques for testing and handling relevant equipment and materials
 - 4.2 Check that all required equipment is clean and fit for use
 - 4.3 Supply all required equipment and materials
 - 4.4 Set up and equip a clean and completely dark dark-room and/or loading area
 - 4.5 Implement a colour-coded system for film stock and loaded magazine boxes
 - 4.6 Load and unload film as required

CL12 Maintain and Use Adequate Film Stock on a Film/Television Shoot

Knowledge and Understanding Requirements:

- 1.1 Identify key characteristics of relevant equipment
 - 1.2 Identify potential problems with obtaining film stock
 - 1.3 Describe how to prevent film stock from damage, identifying the consequences of incorrect handling
 - 1.4 Describe how to store relevant equipment and materials safely and securely
 - 1.5 Describe key information and documentation requirements, identifying to whom it should be sent
 - 1.6 Explain how to identify the personnel to whom rushes should be delivered
 - 1.7 Describe how to deal with short ends
 - 1.8 Describe waste procedures
 - 1.9 Describe how to deal with loose or unevenly wound film
 - 1.10 Describe how to follow manufacturers' instructions for relevant equipment
- 2.1 Identify key aspects of relevant Health & Safety issues and procedures
 - 2.2 Identify any special requirements to ensure the safety and security of relevant equipment when unattended

Performance Requirements:

- 3.1 Report potential film shortages to appropriate personnel in good time to prevent delays
 - 3.2 Liaise with appropriate personnel in order to maintain and use adequate film stock on a shoot
- 4.1 Use techniques for testing and handling relevant equipment and materials
 - 4.2 Maintain, store and provide adequate supplies of ready-for-use equipment and materials

- 4.3 Maintain legible and accurate stock records, ensuring that all required paperwork is completed and copied to the appropriate Production personnel
- 4.4 Re-can usable short ends, labelling and marking accurately with all required information
- 4.5 Download and store exposed negative rushes safely, preparing all required documentation and labelling cans accurately
- 4.6 Deliver rushes and related documentation to the appropriate production personnel, meeting agreed deadlines where possible
- 4.7 Identify any risks to self or others regarding weight of consignment, providing adequate and appropriate information