

SUPPORT FOR POST PRODUCTION

PP16 Support clients and colleagues in post production (Runners 1)

Overview	Knowledge & Understanding	Performance Statements
<p>This Standard is about providing technical, hospitality and administrative support to clients and colleagues in a post production facility. It requires showing initiative because in a pressured environment people's needs must often be met without their having to make a request.</p>	<p>What you need to know</p> <ul style="list-style-type: none"> a) The layout of the post production facility and how different locations and facilities are referred to b) Personnel, their names and what they do c) Food and drink preparation and hygiene d) How to obtain foods of different kinds locally e) Regular clients' preferences for drinks and food and dietary needs f) How to handle data and materials securely g) Administrative procedures for receipt and dispatch of materials h) Safe ways of working, including electrical safety and manual handling 	<p>What you must be able to do</p> <ul style="list-style-type: none"> 1) Anticipate and identify what a client will need during a work session including information, catering, materials and facilities 2) Communicate with clients in a way that puts them at ease and promotes the post production facility 3) Respond to clients' requests promptly and in a supportive and hospitable manner 4) Maintain the readiness, appearance and security of facilities for clients and colleagues proactively 5) Support colleagues in individual tasks and in working with clients 6) Discuss with colleagues clients needs and preferences that you identify 7) Obtain and deliver materials when requested promptly 8) Log and store materials and data securely and accurately 9) Carry out requested technical, information and administrative tasks accurately and promptly

PP17 Learn about post production (Runners 2)

Overview	Knowledge & Understanding	Performance Statements
<p>This Standard is about learning the techniques, methods of working and operation of equipment in post production. It also means learning about yourself, the kind of skills you would like to develop and job you would eventually like to do.</p>	<p>What you need to know</p> <ul style="list-style-type: none"> a) How and when to ask questions about things you don't yet understand b) Your own learning style c) The layout of the post production facility and how different locations and facilities are referred to d) Personnel, their names and what they do e) People who are reliable and open sources of information f) Sources of information on post production and equipment you use g) What scope you are allowed for using equipment h) Technical work that you can volunteer to carry out i) Safe operation of equipment you use 	<p>What you must be able to do</p> <ul style="list-style-type: none"> 1) Identify how post production is carried out in this facility 2) Find out how individual tasks are carried out, in what order and what knowledge is required to do them well 3) Ask questions to develop your understanding 4) Ask for help whenever you are uncertain about how to carry out a task or what is required 5) Find out who can provide reliable support and advice so that you can develop understanding quickly and thoroughly 6) Make opportunities to assist with technical tasks 7) Find opportunities to learn how to operate and practice on equipment safely and reliably 8) Find out about protocols, standards and conventions used in post production 9) Identify the kind(s) of job that you might aspire to and that might suit you 10) Identify what might be a next step in developing your career 11) Check your intentions with colleagues to see if they are realistic and feasible given their knowledge of you

PP18 Make use of engineering expertise in post production

Overview	Knowledge & Understanding	Performance Statements
<p>This Standard is about working with engineers to create and maintain a software and hardware set-up that enables workflow in post production to proceed smoothly.</p>	<p>What you need to know</p> <ul style="list-style-type: none"> a) Workflows and the types of equipment that they require b) Weaknesses and common faults in equipment used in the facility c) Principles of the different operations that occur within post production workflows d) Principles of signal paths e) Terminology used by engineers f) Susceptibility of quality and formats to variations in equipment performance g) Acceptable and unacceptable short cuts h) Communication with technical colleagues 	<p>What you must be able to do</p> <ul style="list-style-type: none"> 1) Identify the technical demands of the project and the types of hardware and software set-up that will be required 2) Identify software and hardware set-up needs of the proposed workflow with which you will need assistance 3) Anticipate technical problems that may impact on the feasibility, cost and duration of the post production process 4) Recognise faults or technical difficulties that are occurring at an early stage 5) Identify the expertise that is needed to create or remedy the set-up 6) Brief your engineering colleagues on the product technical requirements and the stages of the workflow 7) Assess the feasibility, cost and time demands of the proposed set-up or problem solution 8) Keep a record of set-ups and solutions and how effective they were