
Overview

This Standard is about taking responsibility for maintaining your own professional learning and keeping yourself motivated and positive in your performance. It requires you to keep a model of continuous improvement in your mind so that you accept the need to learn new and more efficient ways of doing things when they present themselves. Some of the updating of skills and knowledge is related to factual information like changes in tax regulations but it is also essential that you keep abreast of other developments in film and TV production like new equipment and processes. This may just help you be a better contributor in production environments but they are often essential insofar as they may, for example, help you make better estimates of costs for budgeting purposes.

Key outcomes

1. maintain own personal learning and improvement
2. maintain effective levels of personal performance on film and TV projects

Performance criteria

You must be able to:

In order to maintain own personal learning and improvement

- P1 keep abreast of key technical developments affecting film and TV production environments
- P2 regularly monitor your own understanding of key technical aspects of the accounting role
- P3 regularly check for gaps in your own skills, understanding and knowledge
- P4 take responsibility for maintaining an active learning plan to acquire new skills and knowledge
- P5 research appropriate ways of acquiring new skills and knowledge
- P6 use appropriate people to help identify where to acquire learning and secure funding if appropriate
- P7 monitor the value and benefit of what you have learned on a regular basis

In order to maintain effective levels of personal performance on film and TV projects

- P8 clarify your role, the outcomes and standards you are expected to work to with relevant people at the start of projects
- P9 complete work and provide work outputs to agreed deadlines and standards
- P10 discuss difficulties in fulfilling work requirements with relevant people in a manner that illustrates your commitment towards the project but clearly outlines your concerns
- P11 maintain a positive attitude towards the project and your work demands wherever possible
- P12 maintain motivation towards your work in challenging environments
- P13 show others that you are keen and happy to assist them or work collaboratively when your own work responsibilities permit
- P14 seek feedback from others about your performance in order to confirm that you perform effectively and to continuously seek to improve your performance

Knowledge and understanding

You need to know and understand:

Relevant ideas and methods to

- K1 monitor your own understanding of the developments taking place in film and TV production
- K2 monitor your own understanding of the developments taking place in accounting practice
- K3 the importance of enthusiasm, motivation and commitment towards the effective completion of film and TV projects
- K4 demonstrate commitment and motivation towards your work and the project
- K5 undertake learning that will help you improve your performance
- K6 how to manage your work in a range of challenging environments

Information

- K7 where to access information about new developments in both film and TV production and accounting practice
- K8 where to access information that will help you learn including formal training courses
- K9 the standards that apply to your work role
- K10 deadlines and timescales for your work
- K11 who you report to in the production environment
- K12 the people who may help you plan and implement learning you may require

Additional Information

Scope/range

Technical developments

1. equipment
2. processes

Accounting role

1. changes to legislation
2. new technology/software
3. techniques/methods

Ways of acquiring skills and knowledge

1. courses
2. internet
3. journals/trade magazines
4. workbooks
5. through colleagues
6. observation

Relevant people

1. director
2. producer

Appropriate people

1. industry training providers
2. NTO (Skillset)
3. colleagues
4. Guilds

Challenging environments

1. long hours
2. locations

Assistance to others

1. personal
2. work activities

SKSPA10

Maintain effective performance

Developed by	Skillset
Version number	1
Date approved	July 2009
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Validity	Current
Status	Original
Originating organisation	Skillset
Original URN	PA10
Relevant occupations	Media and communication; Media Associate Professionals, Arts, Media and Publishing
Suite	Production Accounting
Key words	production, film, TV, accounting, assistant, accountant, professional learning, self-motivation, keep abreast with industry developments, effective personal performance