
Overview

This Standard is about your ability to process, organise, store safely and retrieve assets and information used within creative media projects. The assets and information may be needed for the current project or archived from past projects.

Assets may include physical assets, such as lighting, rigging and camera equipment, tools and materials, props, sets, stop motion character models, original drawings, printouts, external hard drives or older tape rushes.

Data may include different digital folders with file versions of artwork and backups, video footage, or soundtracks.

Information may include project brief, script, scenario, treatment, storyboard or animatic, soundtrack; production related documentation, such as specification, plans and schedules, budget, accounts; or technical documentation, such as animation time lines (e.g. dope, exposure, bar sheets).

Performance criteria

- You must be able to:*
- 1 identify the assets, data and information you are responsible for and when they will be required
 - 2 identify which systems are in place, if any, and where and how you will store the assets, data and information for which you are responsible safely and securely
 - 3 where there are no systems, establish a system that ensures you can easily and quickly retrieve relevant assets, data and information
 - 4 keep the assets, data and information safe and secure and stored using the system you have identified
 - 5 organise and maintain accurate up-to-date records to show what assets, data and information have been stored and where
 - 6 create new records or files when required
 - 7 retrieve assets, data and information from and return them to storage promptly to meet production demands and ensure digital material is backed up
 - 8 note clearly when assets, data or information have been removed and who has taken them
 - 9 report any problems with the system or opportunities to improve it
 - 10 treat confidential information and data in line with organisational and data protection requirements

Knowledge and understanding

- You need to know and understand:*
- 1 the assets, data and information for which you are responsible and its use in the work of the production
 - 2 the types of assets, data and information required for the current or future projects, when they are likely to be required and by whom
 - 3 how rights and responsibilities may change depending on who has legal ownership of the assets, data and information (e.g. when assets are borrowed, hired or purchased)
 - 4 the most appropriate methods for storing different types of assets, data and information
 - 5 why it is important not to lose or damage assets, data and information
 - 6 what risks or harm may come to assets, data and information and how to protect them, such as breakage, fire, theft, power failure, computer viruses or environmental factors (e.g. heat, water)
 - 7 the procedures for setting up systems where none exist and maintaining them
 - 8 why it is important for your department to have an effective and efficient filing and record keeping system and what would happen if it did not
 - 9 different types of filing indexes and how to use them
 - 10 why it is important to find and return assets, data and information without unnecessary delay
 - 11 the importance of maintaining data security (e.g. backups, version control, data protection, passwords and fire walls) and following your organisation's guidelines and file structures
 - 12 types of confidential data and information and how to deal with these correctly
 - 13 the importance of storing notes with regard to continuity
 - 14 legal requirements or storing data and information and compliance with data protection

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Organise, store and retrieve assets, data and information in the creative industries



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