

## Overview

This standard is about your ability to repair and customise accessories used as props throughout a production.

It covers the full range of accessories including jewellery and action props where due regard to hygiene and safety legislation will be required and may involve assessment of accessories, rigging and testing accessories, continuity of accessories and maintaining items.

This standard may be applicable to costume supervisors, dedicated jewellery and accessories repair staff, costume assistants and wardrobe assistants.

## Performance criteria

*You must be able to:*

1. identify the production's costume requirements
2. assess accessories and decide on the actions to be taken, considering time and function constraints
3. follow design specifications to customise existing accessories
4. agree the required function of the accessory and any rigging requirements
5. work with materials, tools and equipment to carry out repairs and customisation of accessories
6. carry out repairs/customisation in good time to ensure accessories are in the required condition when needed
7. keep costume staff informed of the repair or customisation of accessories, highlighting any dressing requirements that may affect the look or performance of the repaired or customised item
8. promptly report problems in repairing and customising accessories to the relevant authority and take appropriate actions to ensure the performance can continue
9. be responsible for the items in your care and keep them safe and secure
10. ensure storage and security levels are in line with insurance policy requirements
11. ensure confidentiality rules and procedures are followed
12. communicate clearly with production staff and other relevant departments or individuals
13. follow health, safety and COSHH legislation and guidelines at all times

## Knowledge and understanding

*You need to know and understand:*

1. the production period, genre, costume requirements and timescales
2. how to assess items for repair or customisation
3. the organisational policy for the repair or customisation of accessories
4. jewellery construction techniques, including how to secure stones in a range of settings
5. specialist material and finishes
6. how to use and select the correct tools and equipment for the repair and customisation of accessories
7. typical faults that can occur with the techniques, processes and tools being used, and the procedures to be undertaken if a fault is identified
8. the people who must be informed of problems in repairing or customising items the procedures for doing this
9. relevant insurance policies and security procedures
10. confidentiality rules and procedures
11. production staff and departments involved and the communication protocol
12. statutory responsibilities under health, safety and environmental legislation and regulations

## Repair and customise accessories for use in a production

<b>Developed by</b>	ScreenSkills
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<b>Date Approved</b>	March 2021
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<b>Validity</b>	Current
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<b>Status</b>	Tailored
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<b>Originating Organisation</b>	ScreenSkills
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<b>Original URN</b>	CCSWHM12
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<b>Relevant Occupations</b>	Arts, Media and Publishing; Associate Professionals and Technical Occupations; Crafts, creative arts and design; Media and communication; Media Associate Professionals
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<b>Suite</b>	Costume for Film, TV and Theatre Productions
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<b>Keywords</b>	costume; production; accessories; jewellery; repair; customise
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