

**SASKATCHEWAN FILM EMPLOYMENT TAX CREDIT PROGRAM
TRAINING PLAN**

Position:	Editor Assistant
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1	Work effectively w/paperwork from Script Supervisor
2	Develop a sound filming system for camera, sound and continuity reports
3	Develop an understanding of the Editor/Director/Producer/Broadcaster relationship
4	Develop an understanding of taking proper notes i.e. film and sound flaws, requests etc.
5	DAT to video tape transfers of film
6	Operating editing control systems, a time code DAT machine, a betacam tape deck
7	Interpreting different time code rates and frequencies
8	Operate Editor software to create bins within a project
9	Digitize footage, manipulate and transfer logs to include time code from DAT recordings
10	Output edited programs to tape, output an EDL with video and audio time code
11	Redigitize programs at higher resolutions

Agreed to and acknowledged this _____ day of _____, 20_____.

<i>Mentor Initial</i>	<i>Trainee Initial</i>

**SASKATCHEWAN FILM EMPLOYMENT TAX CREDIT PROGRAM
MENTOR COMPLETION FORM**

Mentor Name	
Mentor Position	
Trainee Name	
Trainee Position	Editor Assistant

I, _____ agreed to undertake mentorship activities with regard to the above-referenced trainee in the referenced position. With regard to the training activities undertaken, I provide the following assessment:

	Function	Activity Code	Assessment Code
1	Work effectively w/paperwork from Script Supervisor		
2	Develop a sound filming system for camera, sound and continuity reports		
3	Develop an understanding of the Editor/Director/Producer/Broadcaster relationship		
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5	DAT to video tape transfers of film		
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Activity Code:

I: Introductory Only

P: Performed Function

Assessment Codes:

U: Unsatisfactory Performance **M:** Trainee met required standards **E:** Trainee exceeded standards

