End-point assessment plan for Media Production Co-ordinator apprenticeship standard

Apprenticeship standard reference number	Apprenticeship standard level	Integrated end-point assessment
ST0792	4	No

Contents

Introduction and overview

This document sets out the requirements for end-point assessment (EPA) for the Media Production Co-ordinator apprenticeship standard. It explains how EPA for this apprenticeship must operate.

This document provides the EPA design requirements for end-point assessment organisations (EPAOs) for this apprenticeship standard. It will also be useful for apprentices undertaking this apprenticeship, their employers and training providers.

EPA must be conducted by an EPAO approved to deliver EPA for this apprenticeship standard. Each employer should select an approved EPAO from the Education & Skills Funding Agency's Register of end-point assessment organisations (RoEPAO).

Full time apprentices will typically spend 18 months on-programme (before the gateway) working towards this occupational standard. All apprentices must spend a minimum of 12 months on-programme. All apprentices must spend a minimum of 20% of on-programme time undertaking off-the-job training.

Before starting EPA, an apprentice must meet the gateway requirements. For this apprenticeship they are:

- the employer must be content that the apprentice is working at or above the occupational standard

- apprentices must have achieved English and mathematics Level 2

- the apprentice has collated a portfolio of evidence to underpin the professional discussion

The EPAO must confirm that all required gateway evidence has been provided and accepted as meeting the gateway requirements. The EPAO is responsible for confirming gateway eligibility. Once this has been confirmed, the EPA period starts.

This EPA should then be completed within an EPA period lasting typically for 6 months.

[1] For those with an education, health and care plan or a legacy statement, the apprenticeship's English and mathematics minimum requirement is Entry Level 3. British Sign Language (BSL) qualifications are an alternative to English qualifications for those who have BSL as their primary language

The EPA consists of 2 discrete assessment methods.

The individual assessment methods will have the following grades:

Assessment method 1: Production project report, presentation and supplementary questioning

· Pass
· Fail
· Distinction

Assessment method 2: Professional discussion underpinned by portfolio

· Pass
· Fail
· Distinction

Performance in the EPA will determine the overall apprenticeship standard grade of:

· Pass
· Fail
· Distinction

EPA summary table

On-programme (typically 18 months)	Training to develop the knowledge, skills and behaviours (KSBs) of the occupational standard. Training towards English and mathematics Level 2, if required. Compiling a portfolio of evidence.
End-point assessment gateway	• Employer is satisfied the apprentice is consistently working at, or above, the level of the occupational standard. • English and mathematics Level 2 Apprentices must complete: • A portfolio of evidence to be collated to underpin the professional discussion • The production project title, scope and subject should be agreed between the EPAO and employer
End-point assessment (which will typically take 6 months)	Assessment method 1: Production project, presentation and supplementary questioning With the following grades: · Pass · Fail · Distinction Assessment method 2: Professional discussion underpinned by portfolio With the following grades: · Pass · Fail · Distinction

Length of end-point assessment period

The EPA will be completed within an EPA period lasting typically for 6 months, starting when the EPAO has confirmed that all Gateway requirements have been met.

Order of assessment methods

The assessment methods can be delivered in any order.

Gateway

The apprentice should only enter the gateway once the employer is content that the apprentice is working at or above the occupational standard. In making this decision, the employer may take advice from the apprentice's training provider(s), but the decision must ultimately be made solely by the employer.

The EPAO determines when all gateway requirements have been met, and the EPA period will only start once the EPAO has confirmed this.

In addition to the employer's confirmation that the apprentice is working at or above the level of the occupational standard, the apprentice must have completed the following gateway requirements prior to starting EPA:

For Production project, presentation and supplementary questioning:

- agree the production project title, subject and scope with the EPAO and employer

For Professional discussion underpinned by portfolio, the apprentice will be required to submit:

- apprentices must compile a portfolio of evidence during the on-programme period of the apprenticeship
- it must contain evidence related to the KSBs that will be assessed by the professional discussion
- the portfolio of evidence will typically contain 15 discrete pieces of evidence
- evidence must be mapped against the KSBs
- evidence may be used to demonstrate more than one KSB; a qualitative as opposed to quantitative approach is suggested
- evidence sources may include:
    - workplace documentation/records, for example workplace policies/procedures, records
    - witness statements
    - annotated photographs
    - video clips (maximum total duration 20 minutes); the apprentice must be in view and identifiable

    This is not a definitive list; other evidence sources are possible.
- it should not include reflective accounts or any methods of self-assessment
- any employer contributions should focus on direct observation of performance (for example witness statements) rather than opinions
- the evidence provided must be valid and attributable to the apprentice; the portfolio of evidence must contain a statement from the employer and apprentice confirming this
- the portfolio of evidence must be submitted to the EPAO at the gateway either hard copy or digitally
- when compiling the portfolio of evidence, the apprentice must adhere to the production's non-disclosure agreement for cast and crew (if applicable)

The portfolio of evidence is not directly assessed. It underpins the professional discussion and therefore should not be marked by the EPAO.

EPAOs should review the portfolio of evidence in preparation for the professional discussion but are not required to provide feedback after this review of the portfolio.

Assessment methods
Assessment method 1: Production project, presentation and supplementary questioning (This assessment method has 2 components.)

Assessment method 1 component 1: Production project

Overview
The production project is completed after the apprentice has gone through the gateway.

The production project should be designed to ensure that the apprentice's work meets the needs of the business, is relevant to their role and allows the relevant KSBs to be demonstrated for the EPA. Therefore, the production project's subject, title and scope will be agreed between the employer and the EPAO. The employer will ensure it has a real business application and the EPAO will ensure it meets the requirements of the EPA (including suitable coverage of the KSBs assignment to this assessment method). The EPAO should sign-off the production project title, scope and subject to confirm its suitability prior to the production project commencing. To ensure all production genres are covered in the timescale given, it will cover the pre-production phase of a production only.

The rationale for this assessment method is:

- The production project and presentation method has been selected as it provides the opportunity to assess a wide range of knowledge, skills and behaviours. Media Production Co-ordinators are required to prepare the production documentation and work with others to support the production process, maintaining records and documents as the production progresses so this replicates usual working practices. The summary section of the project will test the underpinning knowledge of production processes and the methodology used.

Delivery
Apprentices will complete a production project, following production processes and providing information and documentation as appropriate to their role and genre of the production.

The production project is completed after the apprentice has gone through the gateway process. The apprentice will conduct their production project and submit their project and production documentation to the EPAO no later than 12 weeks from the EPA start date. It is expected that the report will take 84 hours to complete.

The employer will ensure the apprentice has sufficient time and the necessary resources, within this period, to plan and undertake the project.

Whilst completing the project, the apprentice should be subject to the supervision arrangements outlined below:

- Normal line management controls.

The project and documentation should be in the form of electronic copy.

The production project will be based on any of the following:

The pre-production phase of a production. The production project will be agreed with the EPAO and employer at Gateway.

The apprentice will work through the pre-production phase of a production as it applies to their Option:

- •   Option 1 Film, TV, Commercial, Short form, Radio and Audio
- •   Option 2 Post-Production, VFX and Animation

Production projects may cover different genres of production e.g. drama, sport, music, comedy, factual and childrens.

This will involve the apprentice analysing the production brief given, identifying, sourcing and allocating resources and producing the following outputs for the production project:

- a summary of each stage of the pre-production phases and the key activities undertaken, including the lessons learnt. The summary has a maximum word limit of 4,000 words.
- a tolerance of plus or minus 10% is allowed on the word count.
- appendices, production documentation, references, diagrams etc. will not be included in this word count total.

   Production documentation will be submitted with the project as appendices, and should include:

- a plan for the production considering the format and workflow
- a proposed approach for resourcing the production
- a proposed communication approach for the production team
- a completed risk assessment
- list of key requirements including equipment needed for the production
- identification of any legal or regulatory requirements which may apply
- an outline production budget or an area of a production budget
- monitoring/reporting documentation for the pre-production phase

The production project must map, in an appendix, how it evidences the relevant KSBs for this assessment method.

When the production project is submitted, the employer and the apprentice should verify the submitted work is that of the apprentice.

Marking
The independent assessor will review and mark the project in a timely manner, as determined by the EPAO, and without extending the EPA unnecessarily. Similarly, all quality control processes will also be conducted in a timely manner, as determined by the EPAO. The independent assessor will assess the method holistically and make the grading decision based on the report, presentation and the questioning.

Supporting material
EPAOs will produce the following material to support this assessment method:

• Outline of the assessment method's requirements
• Marking materials
• Examples of project titles

Assessment Method 1 Component 2: Presentation with supplementary questioning

Overview

Apprentices will prepare and deliver a presentation that appropriately covers the KSBs assigned to this method of assessment.

The presentation will be delivered to an independent assessor, either face-to-face or via online video conferencing.

The apprentice will have 10 days notice of the presentation from the EPAO to prepare and complete the presentation.

The rationale for this assessment method is:

- Media Production Co-ordinators have to present their suggestions for delivering productions in line with the production brief and conduct ongoing monitoring of progress, resources and costs on productions and report this to members of their team, senior managers and clients. This method tests the KSBs mapped to it, including communication skills. Other methods such as direct observation would not be possible as the activities take too long to complete.

Delivery

The presentation will not be submitted in advance. The presentation will be presented to an independent assessor, either face-to-face or via online video conferencing. If using an online platform, EPAOs must ensure appropriate measures are in place to prevent misrepresentation.

The presentation will be a summary of the production project and will include:

- a summary of the approach taken to planning the pre-production phase
- how resources were managed and competing priorities considered
- how risks were mitigated when preparing the workflow plan
- a summary of the lessons learnt

The presentation and supplementary questioning will last for 60 minutes. This includes a presentation lasting typically 30 minutes and questioning lasting typically 30 minutes. The independent assessor has the discretion to increase the time of both the presentation and the questioning by up to 10% to allow the apprentice to complete their last point.

The purpose of the questioning is to explore aspects of the production project, including how it was carried out and assess the apprentice's depth of understanding, skills and behaviours. The questions will be drawn from a question bank supplied by the EPAO, but the independent assessor may generate their own questions pertinent to the production project and presentation. This must be in-line with the EPAO's training and moderation process.

The independent assessor will ask a minimum of 6 questions at the end of the presentation to confirm the independent assessor's understanding of the presentation and how it demonstrates the relevant KSBs. Follow-up questions are allowed and don't form part of the question number count.

To deliver the presentation, the apprentice will have access to:
· PowerPoint
· videos
· interactive demonstrations
· notes
· computer
· work products

The presentation will be conducted as follows:

- The presentation will take place on a one-to-one basis between the independent assessor and the apprentice.
- The way in which the content of the presentation is delivered is not prescriptive.
- The apprentice must outline details of visual aids to be used and specify any equipment required when given notice of the presentation by the EPAO.
- The EPAO should provide the apprentice with 10 days' notice of the presentation.

The independent assessor will assess the method holistically and make the grading decision based on the report, presentation and the questioning.

Venue
EPAOs must ensure that the presentation and questioning elements are conducted in a suitable controlled environment in any of the following:

· employer's premises
· other suitable venue selected by the EPAO (for example a training provider)

The venue should be a quiet room, free from distraction and external influence.

Other relevant information
A question bank must be developed by EPAOs. The 'question bank' must be of sufficient size to prevent predictability and the EPAO must review it regularly (at least once a year) to ensure that it, and its content, are fit for purpose. The questions relating to the underpinning KSBs, must be varied yet allow assessment of the relevant KSBs.

EPAOs must ensure that apprentices have a different set of questions in the case of re-sits/re-takes.

Independent assessors must be developed and trained by the EPAO in the conduct of questioning and reaching consistent judgement.

Supporting material
EPAOs will produce the following materials to ensure that this assessment method is marked consistently and accurately:

- outline of the assessment method's requirements
- marking materials
- question bank

Assessment method 2: Professional discussion underpinned by portfolio (This assessment method has 1 component.)

Assessment method 2 component 1: Professional discussion underpinned by portfolio

Overview

This assessment method has one component – Professional discussion underpinned by portfolio of evidence.

A professional discussion consists of an independent assessor having a two-way discussion with an apprentice, where it provides the apprentice with the opportunity to demonstrate their competence against the KSBs. The discussion is two-way, meaning it is not restricted to the assessor asking questions, and instead is a more natural conversation where information is obtained to enable a structured assessment decision-making process.

The rationale for this assessment method is:

•   it allows for assessment of KSBs that do not occur on a predictable or regular basis

•   it is cost effective, as whilst seeking assurance of competence across a range of KSBs, it does not require the independent assessor to directly observe all of them thus reducing their time cost

The apprentice will have 10 day(s) notice of the professional discussion from the EPAO to prepare and complete the presentation.

Delivery

The independent assessors will conduct and assess the professional discussion.

The professional discussion must last for 90 minutes. The independent assessor has the discretion to increase the time of the professional discussion by up to 10% to allow the apprentice to complete their last answer.

During this method, the independent assessor must combine questions from the EPAO's question bank and those generated by themselves.

The professional discussion will be conducted as set out here:

The Professional Discussion will be a structured two-way discussion between the apprentice and Independent Assessor. It will cover the apprentice's achievements, the standard of their work and their approach. The Portfolio of Evidence will be used to inform questioning during the professional discussion.

The portfolio is retained by the apprentice and brought by them to the professional discussion. It is used as a vehicle for the apprentice to bring to life their knowledge, skills and behaviours as required during questioning by the Independent Assessor. Questioning will be used to authenticate evidence, experience and competence.

There will be 10 introductory questions, the assessor can then follow on with additional questions as required. The Independent Assessor will use a combination of standardised competency-based questions from an agreed set of questions developed by the EPAO and self-generated questions;

•   Questions will be reviewed annually and moderated by the EPAO
•   The EPAO will also provide a template to record Apprentice responses.

The professional discussion will be conducted face-to-face. Video conferencing can be used to conduct the professional discussion underpinned for portfolio of evidence, but the EPAO must have processes in place to verify the identity of the apprentice and ensure the apprentice is not being aided in some way for example, by using a 360-degree camera. The location or the platform must be sourced by the EPAO.

The independent assessor must use the assessment tools and procedures that are set by the EPAO to record the professional discussion.

The independent assessor will make all grading decisions.

Venue
The professional discussion should take place in a quiet room, free from distractions and influence.

The professional discussion can take place in any of the following:

· employer's premises
· a suitable venue selected by the EPAO (for example a training provider's premises)

Other relevant information
A question bank must be developed by EPAOs. The 'question bank' must be of sufficient size to prevent predictability and the EPAO must reviewed regularly (at least once a year) to ensure that it, and its content, are fit for purpose. The specifications, including questions relating to the underpinning KSBs, must be varied yet allow assessment of the relevant KSBs.

EPAOs must ensure that apprentices have a different set of questions in the case of re-sits/re-takes.

Independent assessors must be developed and trained by the EPAO in the conduct of professional discussion and reaching consistent judgement.

EPAOs will produce the following material to support this assessment method:

•   Outline of the assessment method's requirements
•   Marking materials
•   Question bank

Reasonable adjustments
The EPAO must have in place clear and fair arrangements for making reasonable adjustments for this apprenticeship standard. This should include how an apprentice qualifies for reasonable adjustment and what reasonable adjustments will be made. The adjustments must maintain the validity, reliability and integrity of the assessment methods outlined in this assessment plan.

Weighting of assessment methods
Both assessment methods are weighted equally in their contribution to the overall EPA grade.

Grading
Assessment method 1: Production project, presentation and supplementary questioning

Fail: Pass criteria not met		
Core KSBs	Pass - In order to achieve a pass, all the pass descriptors mapped to this assessment method must be met.	Distinction - In order to achieve a distinction, all the pass criteria, the core distinction criteria and the specialist option distinction criteria mapped to this method must be met.
K1 K2 K4 K5 K6 K7 K8 K9 K11 K12 K13 K14 K19 K22 K25 K26 K27 K28 K34 **S1 S2 S3 S5 S6 S7 S9 S10 S11 S12 S22 S23 S25** **B3 B4 B5**	K4 S11 Considers the different production environments, formats, types and scales of production that affect the nature and quantity of resources required. Identifies and mitigates any risks to the production and escalates issues if necessary. K6 K7 K28 K34 S25 Identifies the technical needs of a particular production, and how to accommodate the requirements and specifications of the crew and creative team, facilities, clients and other production departments during pre-production and post-production. Identifies the appropriate file formats and resolutions used in the production process. K2 K27 S1 S2 S23 B5 Creates a plan for the production in line with the agreed workflows, policies, standards and procedures, includes communication points to update progress of the production. Records key requirements through creating and maintaining production documentation including equipment, materials and resources. Identifies any legal or regulatory requirements which may apply and adapts to operational changes and changes in priority as they occur. K13 S12 Completes a risk assessment in line with Health and Safety policies and practices. Identifies health and safety risks associated with own role within the production and reports hazards and risks. K5 K12 S9 Produces an outline production budget/area of a production budget using appropriate financial information. Considers the duration, cost and value of production activities and the impact they have, on remaining on schedule and on budget	K28 S25 K4 S11. Evaluates how potential technical issues with the production specification and brief have been identified and mitigated. K2 S1 S2 S23 B5. Offers creative solutions, which improve the efficiency of the production during planning. K5 K12 S9 Evaluates and suggests additional cost reduction, efficiencies and potential budget savings.

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	K11 S3 S5 S9 B3 Produces a resourcing and progress report, providing up to date information on activities, coding expenditure accurately and monitoring the impact on the production schedule and budget, drawing on information from relevant departments whilst also considering production requirements. K8 K9 S6 S7 Explains how they assisted with sourcing or booking crew, contributors, production equipment, materials, talent or suppliers to meet, legal, financial and production requirements. Explains how to ensure that resources are used effectively and in line with organisational requirements. K1 K19 K25 K26 Describes how they managed a production through the stages of the workflow process and how their actions achieved the vision and aims of the production. Explains how own role fits with the context of the production, the activities and key responsibilities for each stage of the workflow process and throughout the lifecycle of the production. K14 S10 Explains how they have monitored and controlled compliance of the production in line with industry regulations, codes of practice, required licenses and/or legal requirements that may be required, such as work permits, diversity monitoring, or carbon calculators. K22 S22 B4 Explains how they have co-ordinated and run open and inclusive review sessions and conducted discussions and negotiations in ways which promote good working relationships that are respectful of others and meet ethical requirements of their profession.		K1 K19 K25 K26 Evaluates the impact of own work on subsequent stages of the workflow process and the importance of collaboration and interaction with other departments.
Option 1 KS K35 S27	S27 Describes how they have liaised with the appropriate government agencies to obtain, for example work permits, licenses. K35 Explains how to schedule a production and the key factors to take into account.		S27 Justifies the need to give priority to obtaining permits and licenses for a production due to the wider business and cost implications of not receiving these in time.

Option 2 KS K32 K33	K32 Explains the editorial process and how to manage activities such as client turnover, ingest, client review, finishing or and/or deliverables K33 Describes the workflow of both live-action and computer-generated based projects and the functions of relevant departments within that workflow	K33 Identify and articulate potential obstacles to delivery of the schedule and suggest how you might flex to mitigate wider business and cost implication to the business.

Assessment method 2: Professional discussion underpinned by portfolio

	Fail: Pass criteria not met	
Core KSBs	**Pass - In order to achieve a pass, all the pass descriptors mapped to this assessment method must be met.**	**Distinction - In order to achieve a distinction, all the pass criteria, and the core distinction criteria mapped to this method must be met.**
K3 K10 K20 K21 K23 K24 K41 K42 **S4 S8 S18 S19 S20 S21 S24 S26 S28 S30 S37 S38 S39 S40** **B1 B2 B6**	K3 S8 S18 Explains how they managed and coordinated logistics and produced travel documentation when required and liaised with other departments. K10 S30 Explains how they have co-ordinated the scheduling of a production in line with organisational requirements and the commercial goals of the organisation. Describes how they considered the wider market, proposed audience and priorities of productions they worked on and how these impacted on budgets and schedules K23 K24 S28 Explains how they have analysed a project schedule, communicated priorities effectively and timely to the wider team and motivated them to achieve efficient delivery of the production. K20 K21 S19 S20 S4 Describes how they acted as the first point of contact with other departments and how they have used effective communication techniques to build rapport and to resolve problems on a production. Explains how tact and the use of facts assisted them to maintain rapport and create an environment of trust and mutual respect with production partners. B1 Explains how they have provided information to positively influence business and production decisions whilst continually striving to improve own working processes and those of the production.	S8 S18 Justify creative solutions to logistical issues and how these mitigated impact on the wider production. K20 K24 S20 Evaluates communication approaches used, identifying those that had the most impact leading to better outcomes and relationships.

	K41 K42 S39 S40 B6 Explains how they have taken the initiative for own learning and development, identifying trends, learning and networking opportunities including online sites and resources. How and when they have asked questions to elicit feedback on performance in order to create and maintain a professional development record.	S35 Evaluate production workflows provided and suggest improvements to the workflow.
	B6 Explains how they proactively take responsibility for completing tasks and meeting expectations and consistently prioritise in order to achieve timely outcomes for a production. Recognises when mistakes are made and takes personal responsibility for addressing them.	
	S26 Describes how they have worked collaboratively with senior personnel to ensure the final product is delivered to industry standards and satisfies technical and legal requirements.	
	S24 S38 Explains how they have assisted with management of the set, studio or location and resolved or escalated faults/incidents/problems in line with agreed governance parameters.	S37 B2 Evaluate the impact of multi-tasking and working on simultaneous productions on self and colleagues.
	S21 S37 B2 Explains how they have coordinated simultaneous productions, allocated resources, delegated tasks and adapted positively to achieve changing priorities and work patterns to ensure deadlines are achieved. Describes how they have acted proactively and explored new ideas and non-standard ways of working to deliver the best results for the production.	
Option 1 **K15 K16 K17 K18 K29 K36 K37 K38** **S13 S14 S15 S16 S17 S31 S32 S35**	K15 K16 K17 S13 S14 Explains where they have analysed the use of, and researched and established sources of copyright for the materials being used on a production considering the following: • The key issues relating to the clearance of copyright materials. • The effect different types of copyright have on different types of material. • The needs of a production in using copyright material/content, and the processes. required to obtain the necessary legal rights of this. • Wider impact on the budget. K18 K29 Provides an example of where advice was sought from specialist sources for materials subject to complex and unusual copyright regulations, explaining how and when to obtain creative content, ensuring the production company owns the necessary legal rights.	

	S15 S16 S17 Describes how they have liaised with copyright owners and license holders, acquired clearances and permission for the use of material and accurately stored materials/ content in accordance with organisational policies and procedures.
	K38 S31 Explains how they prepared production promotional and support material and how they contributed to the increase in content distribution via multiple platforms.
	K36 S32 Explains how to prepare scripts for use in scripted and non-scripted productions and the considerations of formatting, supervising or managing versioning.
	K37 Explains how technical operations work in studios, sets and/or on location.
	S35 Explain when they have proactively looked for ways to improve efficiency within the production environment.
Option 2 **K30 K31 K39 K40** **S29 S33 S34 S36**	K39 K40 S29 Describes how they liaised with other Post-Production facilities, Animators and Broadcasters acting as the contact point for the Post-Production Department throughout the end-to-end production process advising how best to use facilities and the most appropriate Post-Production route to take, taking into account availability of staff and facilities. S33 S34 Explains how they managed and negotiated the delivery of materials to clients/ external companies, in line with agreed delivery dates and format requirements. Describes how they kept parties informed of progress and change. K31 Explains how they have utilised database and scheduling software/ tools to communicate information to the relevant teams/ departments. K30 S36 Describes the requirements of the post-production schedule and process and how they have integrated the post-production schedules of parallel productions, balancing genre and facilities clashes to ensure priorities are met and the best business outcome is achieved.

Overall EPA grading

All EPA methods must be passed for the EPA to be passed overall.

Apprentices must gain a pass in both methods to gain a pass
Apprentices must gain a distinction in both assessment methods to gain a distinction

Grades from individual assessment methods should be combined in the following way to determine the grade of the EPA as a whole:

Assessment method 1 Production project, presentation and supplementary questioning	Assessment method 2 Professional Discussion underpinned by portfolio	Overall grading
Fail	Any grade	Fail
Any grade	Fail	Fail
Pass	Pass	Pass
Pass	Distinction	Pass
Distinction	Pass	Pass
Distinction	Distinction	Distinction

Re-sits and re-takes

Apprentices who fail one or more assessment method/s will be offered the opportunity to take a re-sit or a re-take at the employer's discretion. The apprentice's employer will need to agree that either a re-sit or re-take is an appropriate course of action.

A re-sit does not require further learning, whereas a re-take does.

Apprentices should have a supportive action plan to prepare for the re-sit or a re-take.

The timescales for a re-sit/re-take is agreed between the employer and EPAO. A re-sit is typically taken within 4 months of the EPA outcome notification. The timescale for a re-take is dependent on how much re-training is required and is typically taken within 6 months of the EPA outcome notification.

All assessment methods must be taken within a 6 month period, otherwise the entire EPA will need to be re-sat/re-taken.

Re-sits and re-takes are not offered to apprentices wishing to move from pass to a higher grade.

Where any assessment method has to be re-sat or re-taken, the apprentice will be awarded a maximum EPA grade of pass, unless the EPAO determines there are exceptional circumstances requiring a re-sit or re-take.

Roles and responsibilities

Role	Responsibility
Apprentice	As a minimum, apprentices should: • participate in and complete on-programme training to meet the KSBs as outlined in the occupational standard for a minimum of 12 months • undertake 20% off-the-job training as arranged by the employer and EPAO • understand the purpose and importance of EPA • undertake the EPA including meeting all gateway requirements
Employer	As a minimum, employers should: • work with the training provider (where applicable) to support the apprentice in the workplace to provide the opportunities to develop the KSBs • arrange and support a minimum of 20% off-the-job training to be undertaken by the apprentice • decide when the apprentice is working at or above the occupational standard and so is ready for EPA • select the EPAO • ensure that all supporting evidence required at the gateway is submitted in accordance with this EPA plan • remain independent from the delivery of the EPA • confirm arrangements with the EPAO for the EPA (who, when, where) in a timely manner (including providing access to any employer specific documentations as required, for example company policies) • ensure that the EPA is scheduled with the EPAO for a date and time which allow appropriate opportunity for the KSBs to be met • ensure the apprentice is well prepared for the EPA • ensure the apprentice is given sufficient time away from regular duties to prepare for and complete any post-gateway elements of the EPA, and that any required supervision during this time (as stated within this EPA plan) is in place • where the apprentice is assessed in the workplace, ensure that the apprentice has access to the resources used on a daily basis
EPAO	As a minimum, EPAOs should: • agree the EPA price • understand the occupational standard • appoint administrators (and invigilators where required) to administer the EPA as appropriate

	- provide training for independent assessors in terms of good assessment practice, operating the assessment tools and grading - provide adequate information, advice and guidance documentation to enable apprentices, employers and training providers to prepare for the EPA - arrange for the EPA to take place, in consultation with the employer - deliver the EPA as outlined in this EPA plan in a timely manner - where the apprentice is not assessed in the workplace, ensure that the apprentice has access to required resources and liaise with the employer to agree this if necessary - use appropriate assessment recording documentation to ensure a clear and auditable process is in place for providing assessment decisions and feedback to all relevant stakeholders - have no direct connection with the apprentice, their employer or training provider. In all instances including when the EPAO is the training provider (i.e. HEI) there must be no conflict of interest - have policies and procedures for internal quality assurance (IQA), and maintain records of regular and robust IQA activity and moderation for external quality assurance (EQA) purposes - conform to the requirements of the nominated external quality assurance provider (EQAP) - conform to the requirements of the Register of End-Point Assessment Organisations (RoEPAO) - deliver induction training for independent assessors, and for invigilators and markers where used - undertake standardisation activity on this apprenticeship standard for all independent assessors before they conduct an EPA for the first time, if the EPA is updated and periodically as appropriate (a minimum of annually) - manage invigilation of apprentices in order to maintain security of the assessment in line with their malpractice policy - verify the identity of the apprentice being assessed - use language in the development and delivery of the EPA that is appropriate to the level of the occupational standard - request certification via the Apprenticeship Service upon successful achievement of the EPA
Independent assessor	As a minimum, an independent assessor should: - have the competence to assess the apprentice at this level and hold any required qualifications and experience in line with the requirements of the independent assessor as detailed in the IQA section of this EPA plan - understand the occupational standard and the requirements of this EPA

	- have, maintain and be able to evidence up to date knowledge and expertise of the subject matter - deliver the end-point assessment in-line with the EPA plan - comply with the IQA requirements of the EPAO - have no direct connection or conflict of interest with the apprentice, their employer or training provider; in all instances including when the EPAO is the training provider (i.e. HEI) - attend induction training - attend standardisation events when they begin working for the EPAO, before they conduct an EPA for the first time and a minimum of annually on this apprenticeship standard - assess each assessment method, as determined by the EPA plan, and without extending the EPA unnecessarily - assess against the KSBs assigned to each assessment method, as shown in the mapping of assessment methods and as determined by the EPAO, and without extending the EPA unnecessarily - make all grading decisions - record and report all assessment outcome decisions, for each apprentice, following instructions and assessment recording documentation provided by the EPAO in a timely manner - use language in the development and delivery of the EPA that is appropriate to the level of the occupational standard
Training provider	As a minimum, the training provider should: - work with the employer and support the apprentice during the off-the-job training to provide the opportunities to develop the knowledge, skills and behaviours as listed in the occupational standard - conduct training covering any knowledge, skill or behaviour requirement agreed as part of the Commitment Statement (often known as the Individual Learning Plan). - monitor apprentices progress during any training provider led on-programme learning - advise the employer, upon request, on the apprentice's readiness for EPA - remain independent from delivery of the EPA. Where the training provider is the EPA (i.e. HEI) there must be procedures in place to mitigate against any conflict of interest

Internal Quality Assurance (IQA)

Internal quality assurance refers to the requirements that EPA organisations must have in place to ensure consistent (reliable) and accurate (valid) assessment decisions. EPA organisations for this EPA must:

- appoint independent assessors who have knowledge of the following occupational areas: Working as a Production Executive, Line Producer or Production Manager in either TV, Film, Radio and Audio, Commercial, Post-Production, Animation or VFX environments.
- appoint independent assessors who have recent relevant experience of the occupation/sector at the level above the apprentice gained in the last two years or significant experience of the occupation/sector.
- appoint independent assessors who are competent to deliver the end-point assessment
- provide training for independent assessors in terms of good assessment practice, operating the assessment tools and grading
- have robust quality assurance systems and procedures that support fair, reliable and consistent assessment across the organisation and over time
- operate induction training and standardisation events for independent assessors when they begin working for the EPAO on this standard and before they deliver an updated assessment method for the first time
- ensure independent assessors attend standardisation events on an ongoing basis and at least once per year
- independent assessors do not need to have or be working towards assessment qualifications

Affordability

Affordability of the EPA will be aided by using at least some of the following practice:

- online delivery of the Professional Discussion
- using an employer's premises
- the Project presentation could also be delivered on the same day as the Professional Discussion

Professional body recognition

Professional body recognition is not relevant to this occupational apprenticeship.

Mapping of knowledge, skills and behaviours (KSBs)

Assessment method 1: Production project, presentation and supplementary questioning

Core Knowledge
K1 The context of their role within the production, the department they are working in, and the subsequent stages of the workflow process
K2 How, where and when to record and communicate information regarding the progress of the production
K4 The different environments, formats and types and scales of production that affect the nature and quantity of resources required
K5 Where to locate and how to use, appropriate and reliable financial information and advice
K6 What is required by other departments, facilities and/or clients for the production
K7 The specifications for the crew, the facilities and the technical services required for the production
K8 How to access potential suppliers and crew members, and secure contracts and rates
K9 Organisational policies, legal and financial requirements which apply to obtaining resources
K11 How to accurately code all production expenditure and record ongoing production costs against budget projections to monitor and report back on the production budget
K12 The duration, cost and value of production activities and the impact they have, on remaining on schedule and on budget
K13 How to identify potential health and safety risks for a production, the company procedures for reporting hazards and risks to the appropriate personnel and feeding into the production team's plans to ensure the health and safety of others on a production
K14 The industry regulations, codes of practice, required licenses and/or legal requirements that may affect a production when working such as work permits, diversity monitoring, or carbon calculators
K19 The importance of the production co-ordinator role, responsibilities within the team and impact of own actions in achieving the vision and aims of the production
K22 How to co-ordinate and run review sessions with the team, supervisors and/or clients as appropriate
K25 The production process from pre to post, and key aspects of each stage within end-to-end production workflows; the different types of activities which occur in the stages of production, and the production co-ordinator's responsibility for these
K26 The life cycle of a film, television, short form, commercial, radio/audio, VFX or animation production including the organisational framework
K27 The importance of agreed workflows and how to adapt these to meet the needs of a production
K28 The needs of a particular production and the technical processes required to deliver those
K34 The common file formats and resolutions used in the production process

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Core Skills
S1 Operate within and adhere to agreed organisational policies, standards and procedures, adapting to operational changes as they occur for a production
S2 Be responsible for creating and maintaining production documentation and records such as: schedules, scripts, call sheets, technical requisitions, camera sheets, client feedback, review notes cast, and/or crew lists
S3 Compile resourcing and progress reports, drawing on information from all relevant departments in line with production requirements
S5 Provide production personnel with up-to-date information on production activities
S6 Source and monitor the use of production materials, equipment and supplies ensuring these are used effectively
S7 Assist with, sourcing or booking crew, contributors, talent or suppliers to meet production requirements crew and suppliers to meet production requirements
S9 Assist with the preparation of a production budget analyse the use of the production budget to maintain accurate financial records
S10 Monitor and control compliance for the production relating to legal, regulatory, organisational and industry codes of practice
S11 Identify and mitigate any risks to the production, escalating issues if necessary
S12 Comply with company Health and Safety policies and practices and complete risk assessments for tasks and work activities within and relevant to, own role
S22 Conduct discussions and negotiations in ways which promote good working relationships e.g. using positive questioning and active listening, adapting communication methods as required
S23 Work in line with agreed workflows, adapting to operational changes as they occur
S25 Accommodate the technical needs of the creative team, including pre and post-production
Core Behaviours
B3 Productivity - Organises work effectively and achieves required results within deadlines. Demonstrates the drive and energy to get things done in pressurised situations and escalates appropriately when necessary.
B4 Ethics and Integrity - Honest and principled in all of their actions and interactions. They will be respectful and inclusive of others and meet the ethical requirements of their profession.
B5 Flexibility - Willing to both listen and learn and to accept changing priorities and working requirements and has the flexibility to maintain high standards in a changing production environment.
Option 1 Knowledge
K35 How to schedule a production, and the factors that need to be considered when scheduling
Option 1 Skills
S27 Manage liaison with the appropriate government agencies as required e.g. for work permits, licenses

Option 2 Knowledge
K32 The editorial process and how to manage activities such as client turnover, ingest, client review, finishing or and/or deliverables
K33 The workflow of both live-action and computer-generated based projects and the functions of relevant departments within that workflow

Assessment method 2: Professional discussion underpinned by portfolio

Core Knowledge
K3 The requirements and production documentation that may be needed when travelling for example, carnet
K10 The commercial goals, wider market, proposed audience and priorities of productions you work on and how these impact on budgets and schedules
K20 How to use effective communication techniques to build rapport with a range of colleagues and suppliers e.g. using positive questioning and active listening
K21 How to create an environment of trust and mutual respect with production partners
K23 How to influence and motivate others to achieve results
K24 The importance of accurate, effective and timely communication within own team, and with other departments to ensure efficient progress of the production
K41 How and when to ask questions to improve your practice and performance
K42 How to use resources, such as online sites, to update knowledge and identify industry trends
Core Skills
S4 Liaise with other departments, acting as first point of contact on the production
S8 Manage logistics and/or travel, liaising with other departments when required
S18 Co-ordinate activities and logistics to support the production team
S19 Build rapport and collaborate effectively with partners on productions such as cast, crew, and contributors, including chaperones and tutors where appropriate
S20 Communicate factually and tactfully with colleagues and clients; resolving problems on productions when required
S21 Allocate resources and delegate tasks within the production to meet deadlines
S24 Assist with management of the set, studio or location of the production
S26 Work collaboratively with senior personnel to ensure the final product is delivered to industry standards including technical and legal requirements
S28 Assess the project schedule and interpret/relay the priorities to the team
S30 Co-ordinate the scheduling of the production in line with organisational requirements

S37 Multitask on simultaneous productions, often for different clients, deciding how to prioritise the work to ensure that all tasks are completed on schedule

S38 Take ownership to resolve and/or escalate faults/incidents/problems to the appropriate person, within agreed governance parameters

S39 Create and maintain a professional development record to document progress against key competencies and enable effective learning from the workplace

S40 Seek out learning and networking opportunities that will be most beneficial to you

Core Behaviours

B1 Adding Value - Provides information that positively contributes to influencing business and production decisions whilst continually striving to improve own working processes and those of the production.

B2 Resilience and Enthusiasm - Adapts positively to changing work priorities and patterns, ensuring deadlines continue to be met. Is proactive and explores new ideas and non-standard ways of working which will enhance and deliver the best results for the production

B6 Personal Accountability -Takes the initiative and responsibility for own learning and development. Proactively takes responsibility for completing tasks and meeting expectations. Consistently prioritises in order to achieve timely outcomes for a production. Recognises when mistakes are made and taking personal responsibility to address them.

Option 1 Knowledge

K15 The key issues relating to the clearance of copyright materials

K16 The effect different types of copyright has on different types of material

K17 The needs of a production in using copyright material/content, and the processes required to obtain the necessary legal rights of this

K18 Where to obtain advice and information from specialist sources for materials that are subject to complex and unusual copyright regulations

K29 How and when to obtain creative content and ensure the production company owns the necessary legal rights

K36 How to prepare scripts for use in scripted and non-scripted productions

K37 How technical operations work in studios, sets and/or on location

K38 How to increase production content distribution via multiple platforms

Option 1 Skills

S13 Research and establish sources of copyright for the materials being used on a production

S14 Analyse the proposed use, and wider impact on the budget, of using copyright materials for a production

S15 Lead liaison with copyright owners and license holders to obtain their terms and conditions

S16 Acquire clearances and permission for material as agreed with the producer, and maintain accurate records

S17 Store materials/content obtained, in accordance with organisational policies and procedures

S31 Prepare production promotion, presentation and support material such as online, stills, press packages
S32 Prepare scripts for use in scripted and non-scripted productions; formatting, supervising or managing versioning
S35 Proactively look for ways to improve efficiency within the production environment
Option 2 Knowledge
K30 The requirements of the post-production schedule and the post-production process
K31 How to utilise relevant database and scheduling software/tools to communicate information to the relevant teams/departments
K39 How best to use facilities in order to advise production teams on the most appropriate Post-Production route, taking into account availability of staff and facilities
K40 The purpose of post-production within the end-to-end production process
Option 2 Skills
S29 Liaise with other Post-Production facilities, Animators and Broadcasters representing the organisation's interests and relationships, acting as the contact point for the Post-Production Department
S33 Manage the delivery process of materials to clients/external companies, keeping parties informed of progress and change
S34 Negotiate delivery dates and format requirements with productions
S36 Integrate the schedules of parallel productions, balancing genre and facilities clashes to ensure priorities are met and the best business outcome is achieved