

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

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Introduction and overview

This document sets out the requirements for end-point assessment (EPA) for the Media Production Co-ordinator apprenticeship. End-point assessment organisations (EPAOs) must follow this when designing and delivering the EPA.

Media Production Co-ordinator apprentices, their employers and training providers should read this document.

A full-time Media Production Co-ordinator apprentice typically spends 18 months on-programme (this means training before the gateway). The apprentice must spend at least 12 months on-programme and complete the required amount of off-the-job training in line with the apprenticeship funding rules.

The apprentice must complete their training and meet the gateway requirements before starting their EPA. The EPA will assess occupational competence.

An approved EPAO must conduct the EPA for this apprenticeship. Employers must select an approved EPAO from the register of end-point assessment organisations (RoEPAO).

The EPA has 2 assessment methods.

The grades available for each assessment method are below.

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

- fail
- pass
- distinction

Assessment method 2: Professional discussion underpinned by portfolio:

- fail
- pass
- distinction

The result from each assessment method is combined to decide the overall apprenticeship grade. The following grades are available for the apprenticeship:

- fail
- pass
- distinction

EPA summary table

<p>On-programme (typically 18 months)</p>	<p>The apprentice must:</p> <ul style="list-style-type: none"> complete training to develop the knowledge, skills and behaviours (KSBs) outlined in this apprenticeship's occupational standard. complete training towards English and mathematics qualifications in line with the apprenticeship funding rules compile a portfolio of evidence.
<p>End-point assessment gateway</p>	<p>The apprentice's employer must be content that the apprentice has attained sufficient KSBs to complete the apprenticeship.</p> <p>The apprentice must:</p> <ul style="list-style-type: none"> confirm they are ready to take the EPA have achieved English and mathematics qualifications in line with the apprenticeship funding rules <p>For the professional discussion underpinned by a portfolio of evidence, the apprentice must submit a portfolio of evidence.</p> <p>For the production project, the production project title, scope and subject should be agreed between the EPAO and employer.</p> <p>The apprentice must submit the gateway evidence to their EPAO, including any organisation specific policies and procedures requested by the EPAO.</p>
<p>End-point assessment (which will typically take 6 months)</p>	<p>The grades available for each assessment method are below:</p> <p>Assessment method 1: Production project, presentation and supplementary questioning:</p> <p>With the following grades:</p> <ul style="list-style-type: none"> fail pass distinction <p>Assessment method 2: Professional discussion underpinned by portfolio:</p> <p>With the following grades:</p> <ul style="list-style-type: none"> fail pass distinction

	<p>Overall EPA and apprenticeship can be graded:</p> <ul style="list-style-type: none">• fail• pass• distinction
Re-sits and re-takes	<ul style="list-style-type: none">• re-take and re-sit grade cap: pass• re-sit timeframe: typically 4 months• re-take timeframe: typically 6 months

Duration of end-point assessment period

The EPA is taken in the EPA period. The EPA period starts when the EPAO confirms the gateway requirements have been met and is typically 6 months.

The EPAO should confirm the gateway requirements have been met and the EPA should start as quickly as possible.

EPA gateway

The apprentice's employer must be content that the apprentice has attained sufficient KSBs to complete the apprenticeship. The employer may take advice from the apprentice's training provider, but the employer must make the decision. The apprentice will then enter the gateway.

The apprentice must meet the gateway requirements before starting their EPA.

They must:

- confirm they are ready to take the EPA
- have achieved English and mathematics qualifications in line with the apprenticeship funding rules
- submit a portfolio of evidence for the professional discussion underpinned by a portfolio of evidence
- agree the production project title, subject and scope with the EPAO and employer

Portfolio of evidence requirements:

The apprentice must compile a portfolio of evidence during the on-programme period of the apprenticeship. It should only contain evidence related to the KSBs that will be assessed by this assessment method. It 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
- completed risk assessment
- 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.

The portfolio of evidence 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 should be valid and attributable to the apprentice; the portfolio of evidence should contain a statement from the employer and apprentice confirming this.

The EPAO should not assess the portfolio of evidence directly as it underpins the professional discussion. The independent assessor should review the portfolio of evidence to prepare questions for the professional discussion. They are not required to provide feedback after this review.

The apprentice must submit the gateway evidence to their EPAO, including any organisation specific policies and procedures requested by the EPAO.

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).

Order of assessment methods

The assessment methods can be delivered in any order.

The result of one assessment method does not need to be known before starting the next.

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, this could cover any phase(s) post Gateway, including the pre-production, production or post-production phase of a production. Any phase of production must have a plan, do and review approach and all the KSBs listed must be achieved.

Rationale

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 phase(s) of the production.

The production project will be agreed with the EPAO and employer at Gateway.

The apprentice will work through any phase of a production as it applies to their option. The production phase chosen must enable assessment of the full range of KSBs mapped to this method:

- option 1: Film, TV, Commercial, Short form, Radio or Audio
- option 2: Post-Production, VFX or Animation

Production projects may cover different genres of production, for example drama, sport, music, comedy, factual and children's.

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

- a summary of each stage of the phases and the key activities undertaken, including the lessons learnt. The summary has a maximum word limit of 3000 words.
- a tolerance of plus or minus 10% is allowed on the word count.
- appendices, production documentation, references, diagrams etc. should also be included but 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.
- the approach for resourcing the production.
- the communication methods for the production team.
- a production schedule.

- list of key requirements including equipment needed for the production.
- identification of any legal or regulatory requirements which may apply.
- monitoring/reporting documentation for the phase(s).

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 that 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.

Rationale

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 in the production phase(s).
- how resources were managed and how competing priorities were considered.
- how risks were mitigated during the project.
- a summary of the lessons learnt.

The presentation and supplementary questioning will last for 60 minutes. This includes a presentation lasting typically 20 minutes and questioning lasting typically 40 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.

Assessment location

The professional discussion must take place in a suitable venue selected by the EPAO for example, the EPAO's or employer's premises.

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

Question and resource development

The EPAO must develop a purpose-built assessment specification and question bank. It is recommended this is done in consultation with employers of this occupation. The EPAO should maintain the security and confidentiality of EPA materials when consulting with employers. The assessment specification and question bank must be reviewed at least once a year to ensure they remain fit-for-purpose.

The assessment specification must be relevant to the occupation and demonstrate how to assess the KSBs mapped to this assessment method. The EPAO must ensure that questions are refined and developed to a high standard. The questions must be unpredictable. A question bank of sufficient size will support this.

The EPAO must ensure that apprentice has a different set of questions in the case of re-sits or re-takes.

The EPAO must produce the following materials to support the professional discussion underpinned by a portfolio of evidence:

- independent assessor assessment materials which include:
 - training materials
 - administration materials
 - moderation and standardisation materials
 - guidance materials
 - grading guidance
 - question bank
- EPA guidance for the apprentice and the employer

The EPAO must ensure that the EPA materials are subject to quality assurance procedures including standardisation and moderation.

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.

In the professional discussion, an independent assessor and apprentice have a formal two-way conversation. It gives the apprentice the opportunity to demonstrate the KSBs mapped to this assessment method. The apprentice can refer to and illustrate their answers with evidence from their portfolio of evidence.

Rationale

This assessment method is being used because 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.

Delivery

The professional discussion must be structured to give the apprentice the opportunity to demonstrate the KSBs mapped to this assessment method to the highest available grade.

An independent assessor will conduct and assess the professional discussion.

The EPAO must give the apprentice 10 day(s) notice of the professional discussion. The independent assessor must have at least 2 weeks to review the supporting documentation.

The apprentice must have access to their portfolio of evidence during the professional discussion. The apprentice can refer to and illustrate their answers with evidence from their portfolio of evidence however, the portfolio of evidence is not directly assessed.

The professional discussion must last for 120 minutes. The independent assessor can increase the time of the professional discussion by up to 10%. This time is to allow the apprentice to respond to a question if necessary.

The independent assessor must ask at least 10 questions. The independent assessor must use the questions from the EPAO's question bank or create their own questions in line with the EPAO's training. Follow-up questions are allowed where clarification is required.

The independent assessor must make the grading decisions.

The independent assessor must keep accurate records of the assessment. They must record:

- the apprentice's answers to questions
- the KSBs demonstrated in answers to questions

- the grade achieved

Assessment location

The professional discussion must take place in a suitable venue selected by the EPAO for example, the EPAO's or employer's premises.

The professional discussion can be conducted by video conferencing. The EPAO must have processes in place to verify the identity of the apprentice and ensure the apprentice is not being aided.

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

Question and resource development

The EPAO must develop a purpose-built assessment specification and question bank. It is recommended this is done in consultation with employers of this occupation. The EPAO should maintain the security and confidentiality of EPA materials when consulting with employers. The assessment specification and question bank must be reviewed at least once a year to ensure they remain fit-for-purpose.

The assessment specification must be relevant to the occupation and demonstrate how to assess the KSBs mapped to this assessment method. The EPAO must ensure that questions are refined and developed to a high standard. The questions must be unpredictable. A question bank of sufficient size will support this.

The EPAO must ensure that apprentice has a different set of questions in the case of re-sits or re-takes.

The EPAO must produce the following materials to support the professional discussion underpinned by a portfolio of evidence:

- independent assessor assessment materials which include:
 - training materials
 - administration materials
 - moderation and standardisation materials
 - guidance materials
 - grading guidance
 - question bank
- EPA guidance for the apprentice and the employer

The EPAO must ensure that the EPA materials are subject to quality assurance procedures including standardisation and moderation.

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 – Apprentices must demonstrate all of the pass descriptors.	Distinction - Apprentices must demonstrate all of the pass descriptors and all of the distinction descriptors.
K1 K2 K4 K5 K6 K7 K8 K9 K11 K12 K19 K25 K26 K28 K34 S1 S2 S3 S5 S6 S7 S10 S24 B3	<p>K1 K19 K25 K26 Describes how they have 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.</p> <p>K4 S10 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.</p> <p>K6 K7 K28 K34 S24 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, production or post-production. Identifies the appropriate file formats and resolutions used in the production process.</p> <p>K2 S1 S2 Creates and maintains production documentation, which includes communication points to update progress of the phase of production. Records key requirements through creating and maintaining production documentation including equipment, materials and resources. Identifies any legal or regulatory requirements which may apply.</p> <p>K5 K12 Describes 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.</p>	<p>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.</p> <p>K28 S24 K4 S10. Evaluates how potential technical issues with the production specification and brief have been identified and mitigated.</p> <p>K5 K12 Evaluates and suggests additional cost reduction, efficiencies.</p>

	<p>K11 S3 S5 B3 Produces a resourcing and progress report for allocated area, 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.</p> <p>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.</p>	
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Assessment method 2: Professional discussion underpinned by portfolio

Fail: Pass criteria not met		
Core KSBs	Pass - Apprentices must demonstrate all of the pass descriptors.	Distinction - Apprentices must demonstrate all of the pass descriptors and all of the distinction descriptors.
K3 K10 K13 K14 K20 K21 K22 K23 K24 K27 K41 K42 S4 S8 S9 S11 S17 S18 S19 S20 S21 S22 S23 S25 S26 S28 S35 S36 S37 S38 B1 B2 B4 B5 B6	<p>K3 S8 S17 Explains how they managed and coordinated logistics and produced travel documentation when required and liaised with other departments.</p> <p>K10 S28 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.</p> <p>K23 K24 S26 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.</p> <p>K20 K21 S4 S18 S19 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.</p> <p>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.</p> <p>K41 K42 S37 S38 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.</p>	<p>S8 S17 Justifies creative solutions to logistical issues and how these mitigate impact on the wider production.</p> <p>K20 K24 S19 Evaluates communication approaches used, identifying those that had the most impact leading to better outcomes and relationships.</p>

	<p>S25 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.</p> <p>S23 S36 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.</p> <p>S20 S35 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.</p> <p>K27 S22 B5 Explains the importance of having agreed workflows and being proactive and explore ideas to adapt to operational changes that occur to meet the needs of a production within deadlines.</p> <p>K13 S11 Describes how they completed 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 report hazards and risks.</p> <p>K14 S9 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.</p> <p>K22 S21 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.</p>	<p>S35 B2 Evaluates the impact of multi-tasking and working on simultaneous productions on self and colleagues.</p>
<p>Option 1 K15 K16 K17 K18 K29 K35</p>	<p>K15 K16 K17 S12 S13 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:</p> <ul style="list-style-type: none"> • The key issues relating to the clearance of copyright materials. • The effect different types of copyright have on different types of material. 	

<p>K36 K37 K38 K43</p> <p>S12 S13 S14 S15 S16 S29 S30 S33</p>	<ul style="list-style-type: none"> • 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. <p>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.</p> <p>S14 S15 S16 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.</p> <p>K38 S29 Explains how they prepared production promotional and support material and how they contributed to the increase in content distribution via multiple platforms.</p> <p>K36 S30 Explains how to prepare scripts for use in scripted or non-scripted productions and the considerations of formatting, supervising or managing versioning.</p> <p>K37 Explains how technical operations work in studios, sets and/or on location.</p> <p>S33 Explains when they have proactively looked for ways to improve efficiency within the production environment.</p> <p>K43 Explains how to liaise with the appropriate government agencies to obtain, for example work permits, licenses.</p> <p>K35 Explains how to schedule a production and the key factors to take into account.</p>	<p>K43 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.</p>
<p>Option 2 K30 K31 K32 K33 K39 K40</p> <p>S27 S31 S32 S34</p>	<p>K39 K40 S27 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.</p>	<p>K33 Identifies and articulates potential obstacles to delivery of the schedule and suggest how you might flex to mitigate wider business and cost implication to the business.</p>

S31 S32 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 S34 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.

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.

Overall EPA grading

Performance in the EPA determines the overall grade of:

- fail
- pass
- distinction

An independent assessor must individually grade the production project, presentation and supplementary questioning and the professional discussion underpinned by a portfolio of evidence in line with this EPA plan.

The EPAO must combine the individual assessment method grades to determine the overall EPA grade.

If the apprentice fails one assessment method or more, they will be awarded an overall fail.

To achieve an overall pass, the apprentice must achieve at least a pass in all the assessment methods. To achieve an overall distinction, the apprentice must achieve a distinction in the production project, presentation and supplementary questioning and the professional discussion underpinned by a portfolio of evidence.

Grades from individual assessment methods must be combined in the following way to determine the grade of the EPA overall.

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

If the apprentice fails one assessment method or more, they can take a re-sit or a re-take at their employer's discretion. The apprentice's employer needs to agree that a re-sit or re-take is appropriate. re-sit does not require further learning, whereas a re-take does. The apprentice should have a supportive action plan to prepare for the re-sit or a re-take.

The employer and the EPAO should agree the timescale for a re-sit or re-take. 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.

If the apprentice fails the project assessment method, they must amend the project output in line with the independent assessor's feedback. The apprentice will be given 3 weeks to rework and submit the amended production project.

Failed assessment methods must be re-sat or re-taken within a 6-month period from the EPA outcome notification, otherwise the entire EPA will need to be re-sat or re-taken in full.

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

The apprentice will get a maximum EPA grade of pass for a re-sit or re-take, unless the EPAO determines there are exceptional circumstances.

Roles and responsibilities

Role	Responsibility
Apprentice	<p>As a minimum, apprentices should:</p> <ul style="list-style-type: none"> • complete on-programme training to meet the KSBs as outlined in the occupational standard for a minimum of 12 months • complete the required amount of off-the-job training specified by the apprenticeship funding rules and as arranged by the employer and training provider • understand the purpose and importance of EPA • undertake the EPA including meeting all gateway requirements • ensure that all supporting evidence required at the gateway is submitted in line with this EPA plan
Employer	<p>As a minimum, the apprentice's employer must:</p> <ul style="list-style-type: none"> • select the EPAO and training provider • 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 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 • ensure the apprentice is prepared for the EPA • ensure that all supporting evidence required at the gateway is submitted in accordance with this EPA plan • confirm arrangements with the EPAO for the EPA (who, when, where) in a timely manner • provide access to any employer-specific documentation as required for example, company policies • ensure that the EPA is scheduled with the EPAO for a date and time which allows appropriate opportunity for the apprentice to meet the KSBs • ensure the apprentice is given sufficient time away from regular duties to prepare for, and complete the EPA • ensure that any required supervision during the EPA period, as stated within this EPA plan, is in place • ensure the apprentice has access to the resources used to fulfil their role and carry out the EPA for workplace based assessments • remain independent from the delivery of the EPA • pass the certificate to the apprentice upon receipt from the EPAO
EPAO	<p>As a minimum, EPAOs must:</p>

	<ul style="list-style-type: none"> • conform to the requirements of this EPA plan and deliver its requirements in a timely manner • conform to the requirements of the RoEPAO • conform to the requirements of the external quality assurance provider (EQAP) • understand the apprenticeship including the occupational standard, EPA plan and funding • make all necessary contractual arrangements including agreeing the price of the EPA • develop and produce assessment materials including specifications and marking materials (for example mark schemes, practice materials, training material) • maintain and apply a policy for the declaration and management of conflict of interests and independence. This must ensure, as a minimum, there is no personal benefit or detriment for those delivering the EPA or from the result of an assessment. It must cover: <ul style="list-style-type: none"> ○ apprentices ○ employers ○ independent assessors ○ any other roles involved in delivery or grading of the EPA • have quality assurance systems and procedures that ensure fair, reliable and consistent assessment and maintain records of internal quality assurance (IQA) activity for external quality assurance (EQA) purposes • appoint independent, competent, and suitably qualified assessors in line with the requirements of this EPA plan • appoint administrators, invigilators and any other roles where required to facilitate the EPA • deliver induction, initial and on-going training for all their assessors (independent and additional where used) and any other roles involved in the delivery or grading of the EPA as specified within this EPA plan. This should include how to record the rationale and evidence for grading decisions where required • conduct standardisation with all their assessors before allowing them to deliver an EPA, when the EPA is updated, and at least once a year • conduct moderation of all their independent assessors' decisions once EPAs have started • monitor the performance of all their independent assessors and provide re-training where necessary • develop and provide assessment recording documentation to ensure a clear and auditable process is in place for providing assessment decisions and feedback to all relevant stakeholders • use language in the development and delivery of the EPA that is appropriate to the level of the apprenticeship • arrange for the EPA to take place in a timely manner, in consultation with the employer
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	<ul style="list-style-type: none"> • provide information, advice, and guidance documentation to enable apprentices, employers and training providers to prepare for the EPA • confirm the gateway requirements have been met before they start the EPA for an apprentice • host and facilitate the EPA or make suitable alternative arrangements • maintain the security of the EPA including, but not limited to, verifying the identity of the apprentice, invigilation and security of materials • where the EPA plan permits assessment away from the workplace, ensure that the apprentice has access to the required resources and liaise with the employer to agree this if necessary • confirm overall grade awarded • arrange the certification of the apprenticeship • maintain and apply a policy for conducting appeals
Independent assessor	<p>As a minimum, an independent assessor must:</p> <ul style="list-style-type: none"> • be independent, with no conflict of interest with the apprentice, their employer or training provider, specifically, they must not receive a personal benefit or detriment from the result of the assessment • have, maintain and be able to evidence up-to-date knowledge and expertise of the occupation • have the competence to assess the EPA and meet the requirements of the IQA section of this EPA plan • understand the apprenticeship's occupational standard and EPA plan • attend induction and standardisation events before they conduct an EPA for the first time, when the EPA is updated, and at least once a year • use language in the delivery of the EPA that is appropriate to the level of the apprenticeship • work with other personnel, including additional assessors where used, in the preparation and delivery of assessment methods • conduct the EPA to assess the apprentice against the KSBs and in line with the EPA plan • make final grading decisions in line with this EPA plan • record and report assessment outcome decisions • comply with the IQA requirements of the EPAO • comply with external quality assurance (EQA) requirements
Training provider	<p>As a minimum, the training provider must:</p> <ul style="list-style-type: none"> • conform to the requirements of the register of apprenticeship training providers (RoATP) • ensure procedures are in place to mitigate against any conflict of interest

	<ul style="list-style-type: none"> • work with the employer and support the apprentice during the off-the-job training to provide the opportunities to develop the KSBs as outlined in the occupational standard • deliver training to the apprentice as outlined in their apprenticeship agreement • monitor the apprentice's progress during any training provider led on-programme learning • ensure the apprentice is prepared for the EPA • advise the employer, upon request, on the apprentice's readiness for EPA • ensure that all supporting evidence required at the gateway is submitted in line with this EPA plan • remain independent from the delivery of the EPA
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Reasonable adjustments

The EPAO must have reasonable adjustments arrangements for the EPA.

This should include:

- how an apprentice qualifies for reasonable adjustment
- what reasonable adjustments may be made

Adjustments must maintain the validity, reliability and integrity of the EPA as outlined in this EPA plan.

Internal Quality Assurance (IQA)

Internal quality assurance refers to the strategies, policies and procedures that an EPAO must have in place to ensure valid, consistent and reliable EPA decisions.

EPAOs for this EPA must adhere to the requirements within the roles and responsibilities table.

They must also 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.
- 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.

Value for money

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

- 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.
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.
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.
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.
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.
S10 Identify and mitigate any risks to the production, escalating issues if necessary.
S24 Accommodate the technical needs of the creative team, including pre-production, production or 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.

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.
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.
K20 How to use effective communication techniques to build rapport with a range of colleagues and suppliers, for example using positive questioning and active listening.
K21 How to create an environment of trust and mutual respect with production partners.
K22 How to co-ordinate and run review sessions with the team, supervisors and/or clients as appropriate
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.
K27 The importance of agreed workflows and how to adapt these to meet the needs of a 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.
S9 Monitor and control compliance for the production relating to legal, regulatory, organisational and industry codes of practice.
S11 Comply with company Health and Safety policies and practices and complete risk assessments for tasks and work activities within and relevant to, own role.
S17 Co-ordinate activities and logistics to support the production team.
S18 Build rapport and collaborate effectively with partners on productions such as cast, crew, and contributors, including chaperones and tutors where appropriate.
S19 Communicate factually and tactfully with colleagues and clients; resolving problems on productions when required.
S20 Allocate resources and delegate tasks within the production to meet deadlines.
S21 Conduct discussions and negotiations in ways which promote good working relationships for example, using positive questioning and active listening, adapting communication methods as required.
S22 Work in line with agreed workflows, adapting to operational changes as they occur.
S23 Assist with management of the set, studio or location of the production.
S25 Work collaboratively with senior personnel to ensure the final product is delivered to industry standards including technical and legal requirements.
S26 Assess the project schedule and interpret/relay the priorities to the team.

S28 Co-ordinate the scheduling of the production in line with organisational requirements.
S35 Multitask on simultaneous productions, often for different clients, deciding how to prioritise the work to ensure that all tasks are completed on schedule.
S36 Take ownership to resolve and/or escalate faults/incidents/problems to the appropriate person, within agreed governance parameters.
S37 Create and maintain a professional development record to document progress against key competencies and enable effective learning from the workplace.
S38 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.
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.
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.
K35 How to schedule a production, and the factors that need to be considered when scheduling.
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.
K43 Process for liaising with the appropriate government agencies as required, for example for work permits, licenses, child licenses or filming permits.
Option 1 Skills
S12 Research and establish sources of copyright for the materials being used on a production.
S13 Analyse the proposed use, and wider impact on the budget, of using copyright materials for a production.
S14 Lead liaison with copyright owners and license holders to obtain their terms and conditions.
S15 Acquire clearances and permission for material as agreed with the producer and maintain accurate records.
S16 Store materials or content obtained, in accordance with organisational policies and procedures.
S29 Prepare production promotion, presentation and support material such as online, stills, press packages.
S30 Prepare scripts for use in scripted and non-scripted productions; formatting, supervising or managing versioning.

S33 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 or departments.
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.
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
S27 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.
S31 Manage the delivery process of materials to clients or external companies, keeping parties informed of progress and change.
S32 Negotiate delivery dates and format requirements with productions.
S34 Integrate the schedules of parallel productions, balancing genre and facilities clashes to ensure priorities are met and the best business outcome is achieved.