

**Post Production Technical Operator**  
**Level 4**  
**Apprenticeship Standard**  
**Assessment Plan**

## Index

Index .....	1
1. Introduction.....	2
2. Summary of apprenticeship journey .....	3
3. On-Programme Learning and Assessment .....	4
4. Readiness for the End-Point Assessment (The Gateway Process) .....	4
5. End-Point Assessment .....	5
6. End-Point Assessment Components.....	5
7. Final Grade.....	10
8. Re-takes and/or re-sits .....	11
9. Implementation of the Apprenticeship.....	12
9A. Affordability.....	12
9B. Internal Quality Assurance and Quality Control.....	12
9C. External Quality Assurance.....	13
Appendix 1 Grading Table.....	14
Appendix 2 Mapping to Knowledge, Skills and Behaviours.....	24

## 1. Introduction

This document sets out the requirements and process for the end-point assessment of the Post Production Technical Operator apprenticeship. All apprenticeship standards must include an independent end-point assessment to check the apprentice's overall performance against the standard.

The document is designed for employers, apprentices, training providers and end-point assessment organisations and should be read in conjunction with the Post Production Technical Operator approved apprenticeship standard.

The duration of the Post Production Technical Operator apprenticeship is typically 12 months depending on prior qualifications and relevant experience.

This assessment plan has been designed to ensure that:

- Apprentices meet the knowledge, skills, and behaviours as defined within the standard.
- The end-point assessment is appropriate, feasible and consistent.
- The process adds value to both the apprentice and employer.

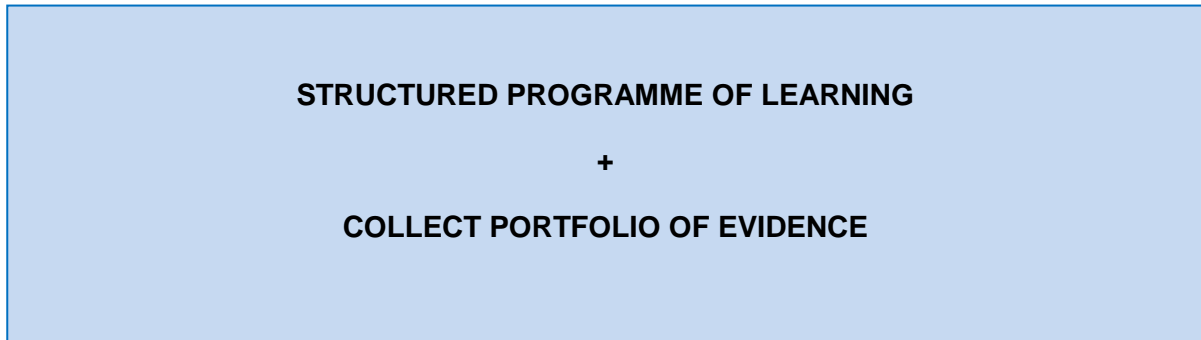
The approach to assessment has adopted the following broad principles;

- The assessment process will build on, and complement, the on-programme learning and development.
- It should encourage continuing professional development.
- It should position the apprenticeship as a starting point for a career and encourage apprentices to explore progression opportunities.

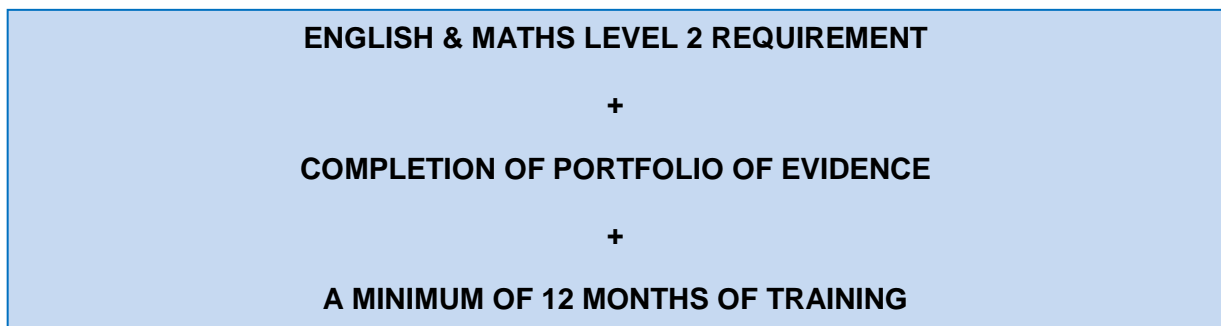
The end-point assessment must have independence and successful completion will lead to final certification of the apprenticeship and demonstrate that the apprentice is fully competent and can work safely and confidently as Post Production Technical Operator.

## 2. Summary of apprenticeship journey

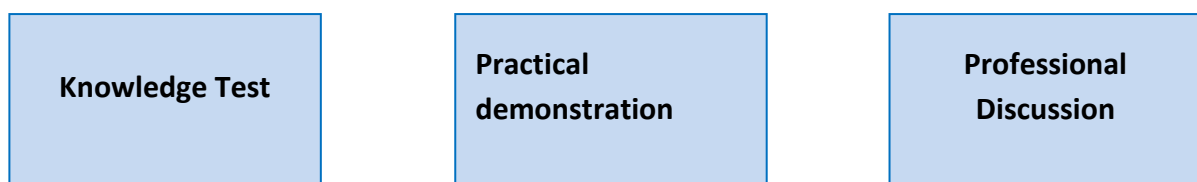
### On-program Activity:



### Assessment Gateway:



### End-Point Assessment:



### 3. On-Programme Learning and Assessment

#### On-programme activities:

Activity	Timescale	Requirement
A structured programme of learning and assessment.	Before the EPA	Recommended
Collection of a portfolio of evidence to provide the basis for the discussion during the Professional Discussion element of the End-Point Assessment	Before the EPA	Mandatory
English & Maths at Level 2 Requirement	Before the EPA	Mandatory

### 4. Readiness for the End-Point Assessment (The Gateway Process)

The independent end-point assessment is holistic, that is, it takes an overview of an apprentice's competence. It is important, therefore, that this should only take place when the employer is confident that the apprentice has met all the knowledge, skills and behaviours as set out in the standard. Once the employer is satisfied the apprentice has demonstrated full competence and that all criteria of the standard have been met, the apprentice can progress to the end-point assessment via the apprenticeship gateway, which is a decision point.

Before an apprentice can pass through the gateway for end-point assessment, they must, in addition to being competent across the knowledge, skills and behaviours required by the Post Production Technical Operator Standard, have achieved Level 2 in English and Mathematics. For those with an education, health and care plan or a legacy statement the apprenticeship's English and Maths minimum requirement is Entry Level 3, and British Sign Language qualifications are an alternative to English qualifications for those for whom this is their primary language.

An apprentice should not be recommended for end-point assessment until they are ready and remediation support should be in place for those who find it difficult to meet the minimum requirements. The Post Production Technical Operator apprenticeship standard reflects the needs of employers. Successful completion of the apprenticeship will indicate recognition of competence in the role and enable progression to higher levels of development and professional recognition.

The Employer will decide when the apprentice is ready to enter the EPA process, this will typically be after 12 months of training, learning and development and when all EPA gateway criteria is achieved. The employer may consult with the training provider to help make this decision.

## 5. End-Point Assessment

This will be delivered by an ESFA approved End-Point Assessment Organisation (EPAO), who will provide an Independent Assessor to conduct the three End-Point Assessment components. Employers of apprentices will select an organisation from the ESFA Register of End Point Assessment Organisations (RoEPAOs), to conduct independent End-Point Assessment of their apprentices. Apprentices have to pass all of the individual End-Point Assessment components to achieve a Pass overall.

### Assessment Methods for End-Point Assessment

Method	Coverage	Assessed	Grading
Knowledge Test	Knowledge per Appendix 2	RoEPAO approved body	Fail/Pass/Distinction
Practical Demonstration	Knowledge, Skills and Behaviours per Appendix 2	RoEPAO approved body	Fail/Pass/ Distinction
Professional Discussion	Knowledge, Skills and Behaviours per Appendix 2	RoEPAO approved body	Fail/Pass/Distinction

## 6. End-Point Assessment Components

The End-Point Assessment will be undertaken over a maximum of three months post gateway and will comprise of three components: Knowledge Test, a Practical Demonstration with three parts and a Professional Discussion. The End-Point Assessment Organisation will provide guidance materials for the each of the Assessment Methods.

## 6a. Assessment method 1 – Knowledge Test

The Knowledge Test will be undertaken which examines the apprentices' knowledge and understanding applicable to their role as Post Production Technical Operator and this will take 60 minutes.

The apprentice will take the question test in a suitably controlled environment selected by the End-Point Assessment Organisation (EPAO) in the presence of an invigilator. The test may be undertaken as paper-based or on-line. It will be marked either manually or electronically depending on the delivery method. A maximum of 12 apprentices to 1 invigilator is recommended.

Questions will cover the Knowledge elements detailed in Appendix 2 and will be multiple choice; there will be 60 fact-based questions to complete; for each question there will be four answers to choose from and there will one correct answer per question each correct answer is worth one mark.

EPAOs must develop question banks of sufficient size to prevent predictability and review them regularly (and at least once a year) to ensure the specifications they contain, are fit for purpose.

The test is graded as a fail/pass/distinction

- **0-30 marks is a Fail**
- **31-47 marks is a Pass**
- **48-60 marks is a Distinction**

## 6b Assessment method 2 – Practical Demonstration

The Independent Assessor (IA) will observe the practical demonstration in the apprentice's usual workplace or in a suitably controlled environment recommended by the end-point assessment organisation. The IA will be sourced by the EPAO and the apprentice to IA ratio will be one-to-one.

The apprentice will be provided with a technical and editorial specification document by the EPAO for use during the demonstration. The apprentice will have 5 minutes to read the specifications and will be able to retain the documents throughout the demonstration.

The candidate will also be provided with a paper Quality Assessment Report Template devised by the EPAO (a sample report template is at Appendix 3) to record their quality checks during the demonstration.

The Practical Demonstration will be for 110 minutes, the practical demonstration may be extended by a maximum of 10% to allow the apprentice to finish a task / activity, at the discretion of the IA. It will consist of three parts and each part will test a specific area of skills knowledge and behaviours needed to: Quality Assess finished content, Perform an ingest and export of varied media, Perform a

conform of edited media. At the end of each demonstration period there will be time given for supplementary questioning by the IA.

The EPAO will produce the Practical Demonstration drive material/content to use to ensure consistency in assessment of candidates. EPAOs must develop practical specification banks a range of material and sequences, of sufficient variety to prevent predictability, including in the event of a resit / retake. These materials will be reviewed regularly (and at least once a year) to ensure they, are fit for the purpose of testing the candidate's knowledge and skills to the expected standard.

The practical demonstration will be graded in accordance with the Grading table Appendix 1. The Knowledge, Skills and Behaviours from the Standard to be tested by the practical demonstration are detailed on Appendix 2.

### **Part A of Practical Demonstration - Quality Assessment of finished content**

#### **35 minutes – allocated as follows:**

- 5 minutes pre-reading
- 20 minutes demonstration
- 10 minutes for questions

A hard drive will be supplied to the apprentice containing a short piece of 4 minutes +/-10% of finished "broadcast quality" content material for review. The candidate will be required to perform an automated Quality Control using an appropriate device for this purpose as specified in the supplied Technical Specification documents.

The content will contain 15-20 errors of both technical and creative faults, at least one of these will be a "mandatory failure" - an industry specific term for a content error that cannot be broadcast. It is essential that the test contains at least one of this category of fault. The candidate will be required to record the errors by completing a Quality Assessment Report Template. The report template should include; identifying and assessing the faults, listing the errors and grading the findings with timecodes recorded.

The test will be marked by an independent assessor appointed by an EPAO following a marking guide produced by the EPAO.

At the end of the demonstration period there will be 10 minutes given for supplementary questioning by the IA to allow for the candidate to discuss the failures with the assessor and advise on remedial action, where appropriate.



## **Part B of Practical Demonstration - Perform ingest and export of media**

### **35 minutes allocated as follows:**

- 5 minutes pre-reading
- 25 minutes demonstration
- 5 minutes for questions

Perform ingest and export of media – a hard drive will be supplied to the candidate containing original camera rushes, archive content, stills and graphics as required for off-line editing. The candidate will be required to carry out the following tasks:

- Receipt and logging of media into the organisation’s system,
- virus checking the media,
- ingesting the media,
- transcoding the media to a suitable resolution for off-line editing,
- applying Look-Up Tables (LUTs).

At the end of the demonstration period there will be 5 minutes given for supplementary questioning by the IA.

## **Part C of Practical Demonstration - Conform of an edited sequence**

### **40 minutes – allocated as follows**

- 5 minutes pre-reading
- 30 minutes demonstration,
- 5 minutes for questions

A hard drive will be supplied with a sequence prepared in advance that needs to have conform carried out. The hard drive will contain original camera rushes, archive material, stills and graphics that require to be conformed to a short off-line edited sequence of a minimum of 60 shots and maximum of 80 shots also provided on the drive. A matching guide off-line sequence with guide audio will also be provided, and the candidate will be expected to check the results of the conform against the guide. During the demonstration, the candidate will be expected to carry out the conform, note exceptions, attempt to resolve exceptions, complete a work order correctly and complete any documentation.

Whilst the majority of the material should conform as expected, there will be a maximum of 3 exceptions – although 1 exception will be the root cause of errors to multiple shots within the material provided that will need investigation and manual adjustment in order to complete the exercise. They must ensure that the broadcast-standard conformed sequence can be viewed in real-time by rendering any sections required to achieve playback without dropped frames.

The Practical Demonstration will provide the opportunity for the apprentice to synoptically demonstrate their knowledge, skills and behaviours developed in Quality Assurance of content, assessing and performing conforms, and ingesting and exporting media. At the end of the demonstration period there will be 5 minutes given for supplementary questioning by the IA.

### **6c Assessment method 3 - Professional Discussion**

The Professional Discussion will question the apprentice about how their knowledge, skills and behaviours match those outlined below and in Appendix 2. It will preferably be conducted in the apprentice's work location by an Independent Assessor. Undertaking the discussion on-line e.g. Skype etc is acceptable if circumstances dictate this. If this method is used, the online platform must include a video link so that apprentice can see the assessor and assessor can see the apprentice. The identity of the apprentice must be checked and confirmed by the EPAO prior to commencement.

The location or the platform must be sourced by the EPAO, the EPAO must ensure that the apprentice is not disadvantaged by this process.

The Professional Discussion will be a structured discussion between the apprentice and independent assessor. It will also 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 interview.

The Portfolio will contain 20 pieces of evidence; these may include, but not be limited to, written reports from supervisors re ingesting and exporting media, examples of working with customers of colleagues, examples of handling legacy media content, examples of producing technical reports, written reports on knowledge requirements and Quality Assurance documentation. Reflective accounts and self-evaluations should not be included as evidence in the portfolio.

This evidence will demonstrate how the apprentice meets the knowledge, skills and behaviours identified in Appendix 2.

The portfolio is submitted to the IA within two weeks of the apprentice passing the gateway, a copy can be 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.

The discussion will be undertaken under controlled conditions and will last for 60 minutes (plus 10% at the discretion of the IA). The portfolio will be used by the apprentice to refer to exemplify a point. Questioning will be used to authenticate evidence, experience and competence.

- The Independent Assessor will use standardised competency-based questions from an agreed set of questions developed by the EPAO.
- Questions will be reviewed annually and moderated by the EPAO.
- The EPAO will also provide a template to record apprentice responses.

The Independent Assessor will confirm the grade to the EPAO on documentation provided.

The Knowledge, Skills and Behaviours from the Standard to be tested by the professional discussion are detailed at Appendix 2, but will include the following key duties:

- Duty 1 Work effectively as part of a team, supporting creative colleagues to deliver the clients' vision of the final programme, film or commercial
- Duty 2 Preserve or create audio, video and data content at the best quality possible as it passes through the post production department, in line with industry standards and client requirements
- Duty 3 Ingest and export media to/from the post production environment
- Duty 5 Manage media on post-production storage systems, to ensure that the right content is available at the right time, to the right client
- Duty 6 Support creative colleagues in edit suites
- Duty 7 Support creative colleagues in picture and sound finishing suites
- Duty 9 Conform to company Health and Safety policies, company processes and procedures
- Duty 10 Handle legacy media content Knowledge

Following the completion of the Professional Discussion, the Assessor will award the final grade.

## 7. Final Grade

The final grade decision, subject to standardisation and moderation, is made by the Independent Assessor using the grading criteria below and using guidance and documentation provided by the EPAO.

Apprentices will be awarded a pass, distinction or fail. The apprenticeship grade will be based on the outcomes of the three end-point assessment components:

1. Knowledge Test
2. Practical Demonstration
3. Professional Discussion

All end-point assessment components must be passed for the pass grading to be given.

The combined score for the three assessment components will determine if a higher grade is awarded. Grading boundaries have been set as follows:

- Fail: full competence against the Standard not demonstrated in one or all of the assessment components.
- Pass: all components passed, full competence against the Standard demonstrated
- Distinction: distinction in all three components of the assessment

The Grading Table is at Appendix 1.

## **8. Re-takes and/or re-sits**

- Re-sits/re-takes must not be offered to apprentices wishing to move from pass to distinction. A re-sit does not require further learning, whereas a re-take does.
- The apprentice's employer will need to agree that a re-sit/re-take is an appropriate course of action. Apprentices should have a supportive action plan to prepare for the re-sit/re-take.
- An individual EPA method re-sit/re-take must be taken during the maximum EPA period, 3 months within the original EPA, otherwise the entire EPA must be retaken.
- The maximum grade awarded to a re-sit/re-take will be pass, unless the EPAO identifies exceptional circumstances beyond the apprentice's control accounting for the original fail.

## **9. Implementation of the Apprenticeship**

### **9A. Affordability**

In developing this assessment approach, we are balancing the cost against the need to fully test the knowledge, skills and behaviours gained during the apprenticeship. The combination of a question test, a workplace observation and professional discussion provides a rounded approach and allows for apprentices to demonstrate how they have met the standard. The order in which the End-Point Assessment is delivered is recommended as above to reduce costs and time away from the workplace for the apprentice. The estimated total time required for the assessment is 3 hours 50 minutes +10% per Apprentice. We envisage there will be 15-25 apprentices per year, and that there will be sufficient assessors to carry out the End-Point Assessment.

The practicalities and accessibility of the end-point assessments have been considered during the development of this assessment plan to ensure that the assessments are equally accessible to large and small employers across a range of sectors and to all apprentices. Assessment organisations must ensure there are no unnecessary barriers or hindrance, cognitive or physical, to an apprentice completing assessments. Assessments and assessment environments must be designed to be accessible to all apprentices and be in line with the Equality Act. End-Point Assessment Organisations must work with employers to manage end-point assessments in a way that minimises the impact on the employer's business activity.

### **9B. Internal Quality Assurance and Quality Control**

The EPAO will be required to demonstrate appropriate quality assurance and verification processes to ensure that the quality, consistency and validity of assessments are maintained. The EPAO will be on the ESFA Register of End Point Assessment Organisations. Independent assessors working for the EPAO will need to have substantial, relevant and current industry knowledge and at least 2 years' experience at a senior level in a Post Production environment. Typical roles that suitable IA's would have undertaken include Senior Operator, Head of Operations or Technical Manager. If they do not have previous experience of assessment or verification, they will be expected to undergo training in methods of assessment for work-based learning including observation, questioning and verification procedures which will be provided by the EPAO. The EPAO will make the assessment guidance and grading criteria available to independent assessors, providers, employers and Apprentices. Assessors and verifiers/moderators will attend moderation and standardisation meetings at least twice a year to ensure consistency of marking and grading.

## **9C. External Quality Assurance**

External quality assurance (EQA) for this apprenticeship standard will be managed on a not-for-profit basis by the Institute for Apprenticeships and Technical Education.

### Appendix 1 Grading table

Assessment method	To be graded as a fail:	To be graded as a pass:	To be graded as a distinction:
<b>Knowledge Test</b>  <b>K6-K8, K12-16, K18, K20, K21, K23, K28, K29, K31-K34, K36</b>	0-31 marks	31-47 marks	48-60 marks
<b>Practical Demonstration</b>  <b>K9, K10, K17, K30</b>  <b>S5, S7, S9-S20, S22, S30-S41</b>  <b>B5, B9, B10</b>	The apprentice does not meet pass criteria	<b>A Pass candidate undertaking practical demonstration</b> <b>A:</b>  <i>Completion of Quality Assurance of a sequence – all mandatory failures and more than 50% of warning advices are correctly identified, described and recorded using the correct technical terminology.</i>  <i>A) The apprentice checks they have the editing equipment, editing environment, the technical guidance,</i>	To be graded as a distinction the candidate must (in addition to the Pass criteria) meet or exceed the distinction requirements in all three Practical Demonstrations.  <b>A Distinction candidate undertaking practical demonstration</b> <b>A will:</b>  <i>A) Identify all the mandatory failures and more than 75% of warning advices.</i>

		<p><i>documentation and recorded material they need to complete a quality control and assessment.</i></p> <p><i>B) The apprentice uses their technical judgement to decide what is acceptable in relation to quality control, they consider the context of the material, it's intended use and record their findings.</i></p> <p><i>C) The apprentice is able to interpret and apply the technical specifications provided, and balance these with customer requirements.</i></p> <p><i>D) They can describe the processes and procedures to be followed when quality assuring material and presenting their final decision.</i></p> <p><i>E) They can complete the Quality Assessment Report Template including recording the identified and assessed faults, listing the errors correctly and accurately grading the findings with timecodes, content labelling, and file naming conventions followed and recorded.</i></p> <p><b>A Pass candidate undertaking practical demonstration</b>  <b>B:</b></p> <p><i>Perform ingest and export of media – To pass they must be able to carry out all the tasks as specified on the work</i></p>	<p><i>B) Demonstrate insight in to the remedial action required by identifying the root cause of the issues and advise on the correct remedial action and next steps.</i></p>
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	<p><i>order within the timescale given. The tasks to be carried out include:</i></p> <p><i>A) Correct receipt and logging of media into the organisation's system from an external source.</i></p> <p><i>Follow own organisational processes for checking media for viruses and data integrity when transferring this into post-production storage systems and be able to explain why it is important to have a process to do this.</i></p> <p><i>B) Ingest of the media, encode and trans code of the media ensuring the audio and video data meet the specified requirements.</i></p> <p><i>C) Upload of the media, transfer/export of the media, and correct completion of the work order template in line with organisational procedures. Transcoded media should be named and arranged in folders/bins as per a supplied workflow.</i></p> <p><i>D) Syncing of the audio to video and applying colour transforms (LUTs) as necessary. Prepares graphics and still images for ingest using software such as Photoshop where basic manipulation is required.</i></p>	<p><b>A Distinction candidate undertaking practical demonstration B will:</b></p> <p><i>A) Provide a clear technical and operational narrative, that includes the progress achieved, issues encountered, including relevant remedial actions undertaken and relevant advice on issues foreseen.</i></p> <p><i>B) Explain the potential commercial implications of failing to manage, log and track media correctly.</i></p>
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	<p><i>E) Selected clips should be assembled into a simple sequence and be transcoded to a suitable resolution for review over the internet and be clearly labelled and uploaded securely to a client review site as instructed.</i></p> <p><i>F) The media content and metadata is successfully exported from the post-production system.</i></p> <p><b>A Pass candidate undertaking practical demonstration C:</b></p> <p><i>Conform of a sequence – The conform is carried out correctly, issues are identified, exceptions are noted, the work order and documentation are completed correctly and within the time allocated. The content is correctly labelled, and correctly and securely stored ready for use by the next person.</i></p> <p><b>Behaviours</b></p> <p>Demonstrates attention to detail and not willingly accepting second best; is pragmatic about balancing client expectations against the available time and budget</p> <p>Balances the quality threshold which it is practical to achieve within time and budget constraints, and the customer expectations</p> <p>Works with a high level of sustained concentration and attention to detail</p>	<p><b>A Distinction candidate undertaking practical demonstration C will :</b></p> <p><i>A) In addition to successfully conforming the sequence, they must be able to identify and fully resolve the exceptions correctly, noting their actions on the work order for the conform.</i></p> <p><i>B) The completed broadcast-standard conformed sequence can be viewed in real-time by rendering any sections required to achieve playback without dropped frames.</i></p>
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<p><b>Professional discussion</b></p> <p><b>K1-5, K11, K19, K22, K24-K27, K35, K37, K38</b></p> <p><b>S1-4, S6, S8, S21, S23-S29, S42-S48</b></p> <p><b>B1-B4, B6-B8, B11</b></p>	<p>The apprentice does not meet pass criteria</p>	<p><b>A Pass candidate can:</b></p> <p><b>Duty 1</b></p> <p>Correctly describes the purpose of post-production within the end-to-end production process.</p> <p>Describes the commercial context of post-production with the film, TV and commercials industry.</p> <p>Explains the importance of agreed workflows, providing examples of how they have adapted these to meet the needs of a production.</p> <p>Explains the importance of accurate, effective and timely communication with the team, departments and customers to ensure efficient progress of the work in hand.</p> <p>Describes the relevant health and safety legislation and company policies to ensure a safe working environment for themselves, colleagues and customers.</p> <p>Describes how they multitask on simultaneous projects, often for different clients, deciding how to prioritise the work to ensure that all tasks are completed on schedule.</p> <p>Describes how they analyse and interpret the work order and technical specification to complete the scheduled tasks.</p>	<p><b>A Distinction candidate will in addition to the Pass criteria:</b></p> <p><b>Duty 2</b></p> <p>Identifies quality issues in material, can describe how the fault may have arisen and provide suggestions for an appropriate response to the address the issues identified.</p> <p><b>Duty 5</b></p> <p>Describes the potential commercial and operational implications of not managing data in accordance with employer processes, and the potential business impact of this for the wider team and customers.</p> <p>Provides multiple examples of managing clients' access to their content and how they maintain security measures.</p> <p><b>Duty 6</b></p> <p>Describes how a fault may have arisen and provides suggestions for an appropriate response to clients.</p> <p>Provides multiple examples of dealing with materially different faults and how they resolved these.</p>
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	<p>Provides examples of how they efficiently and accurately process documentation and use work order reporting systems to communicate progress with other departments.</p> <p><b>Duty 2</b> Explains why it is business critical to use unambiguous labelling of content, clock numbers and file naming conventions.</p> <p>Provides examples of analysis and advice given to colleagues, customers and suppliers on the quality of audio, video and data throughout the post production process.</p> <p>Describes how they access and apply the relevant information pertaining to technical specifications and client requirements through the post production process.</p> <p><b>Duty 4</b> Describes the principles of high speed file transfer across Local Area Networks (LAN) and Wider Area Networks (WAN).</p> <p><b>Duty 5</b> Explains how media is managed throughout the data</p>	<p><b>Duty 10</b> Describes the potential commercial and creative implications for using legacy formats in workflows.</p> <p>Provides multiple materially different examples of working with legacy formats.</p>
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		<p>lifecycle including production storage, shared storage, nearline storage and archive, whether on premises or in the cloud.</p> <p>Correctly describes the value of media content and confidentiality to the business and its customers.</p> <p>Provides an example or describes the company protocols relating to managing access by clients to shared storage systems.</p> <p>Describes how to backup, archive and restore media, sequences and metadata according to company practice.</p> <p>Describes how to safely delete media as instructed and comply with company protocols.</p> <p>Provides an example or describes, how they maintain content security measures, both electronic and physical as required by the employer and their clients.</p> <p>Provides an example or describes how to enact business continuity procedures.</p> <p>Describes how they prioritise their workload to ensure the scheduled tasks are completed on time while liaising with colleagues and clients.</p>	
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		<p><b>Duty 6</b></p> <p>Explains the principles of non-linear editing systems</p> <p>Describes the functional role, capabilities and limitations of the equipment used in offline editing.</p> <p>Explains how they provide technical operational assistance and first-line support to creative personnel and support clients in editing suites with their media.</p> <p>Describe how they problem solve within agreed governance constraints.</p> <p>Provides examples of how they take ownership to resolve and/or escalate faults/incidents to the appropriate person, within agreed governance parameters.</p> <p><b>Duty 7</b></p> <p>Explains the principles of non-linear picture and sound finishing systems.</p> <p>Describes the functional role, capabilities and limitations of the equipment used in online editing, colour grading and audio dubbing.</p>	
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		<p><b>Duty 9</b></p> <p>Provides examples of complying with company Health and Safety policies and practices, identifying, mitigating and reporting any incidents or risk to the appropriate person.</p> <p>Explains how they consistently work in a safe manner for self, colleagues and clients.</p> <p><b>Duty 10</b></p> <p>Describes the practical implications of using legacy formats in contemporary workflows.</p> <p>Provides examples of using appropriate legacy media physical handling procedures.</p> <p>Explains how to carry out basic operation of videotape recorders and audio recorders.</p> <p>Provide an example or describes how to digitise tape content into editing systems.</p> <p>Provides an example or describes how to playout finished content from editing systems to tape.</p> <p>Describes how to provide technical advice to clients and colleagues on the implications of using legacy format in contemporary workflows.</p>	
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		<p><b>The apprentice can provide examples of demonstrating the following behaviours:</b></p> <p>Displays a strong work ethic and commitment to meet the standards required - upholding ethical and professional standards.</p> <p>Demonstrates a passion for post-production, the media industry and its productions - proactively keeping up to date with latest developments within the industry.</p> <p>Maintains company and customer confidentiality, acting as an ambassador for their employer.</p> <p>Acts in a manner that supports the commercial customer relationship acting as an ambassador for their employer.</p> <p>Thinks creatively and logically to solve technical issues - contributes to a process of continual improvement of workflow and technique.</p> <p>Proactively keeps up to date with latest developments within the industry.</p> <p>Delivers good customer service in a creative environment.</p> <p>Works safely to ensure a safe working environment for themselves, colleagues and customers.</p>	
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Quality Control of media requires the operator to have normal colour vision and hearing. Other aspects of the PPTO role can be successfully carried out by people who have sensory impairments. The marking scheme can be adjusted to take into account a reduced expectation of accuracy in Quality Control for candidates with sensory impairments.

## APPENDIX 2 Knowledge, Skills and Behaviours mapped to End-Point Assessment Components

### Assessment Method by Element of the Standard – Post Production Technical Operator

Key	Assessment Method
KT	Knowledge Test
PDE	Practical Demonstration
PD	Professional Discussion

Knowledge	EPA METHOD
<b>Duty 1 Work effectively as part of a team, supporting creative colleagues to deliver the clients' vision of the final programme, film or commercial</b>	
1 Understand the purpose of post-production within the end-to-end production process	PD
2 Understand the commercial context of post-production with the film, TV and commercials industry	PD
3 Understand the importance of agreed workflows and how to adapt these to meet the needs of a production	PD
4 Understand the importance of accurate, effective and timely communication with the team and with customers to ensure efficient progress of the work in hand	PD

5 Know the relevant health and safety legislation and company policies to ensure a safe working environment for themselves, colleagues and customers	PD
<b>Duty 2 Preserve or create audio, video and data content at the best quality possible as it passes through the post production department, in line with industry standards and client requirements</b>	
6 Understand the principles of video signals used for film and TV in the digital and analogue domains including: resolution, sampling, colour science, display technologies and emerging and legacy video formats/standards	KT
7 Understand the principles of audio signals in the digital and analogue domains including: Signal path basics, mono, stereo, surround sound, object-based audio, audio levels and loudness	KT
8 Understand the use of metadata and other forms of content documentation	KT
9 Understand the use of timecode and other frame labelling protocols	PDE
10 Understand why it is business critical to use unambiguous labelling of content, clock numbers and file naming conventions	PDE
<b>Duty 3 Ingest and export media to/from the post production environment</b>	
11 Understand the importance of agreed workflows and how these may be adapted to meet the bespoke needs of a production	PD
12 Know and understand the structure of and appropriate application of, audio and video file formats in common use in production, post-production and delivery	KT
13 Know the file formats that are used for still images and graphics held as bitmaps or vector images, and which file formats are used for moving images held as sequential single frame files	KT
14 Understand the principles of encoding, transcoding and compression of digital audio and video	KT
15 Understand the capabilities of different connection standards for portable storage devices	KT
16 Understand the principles of high speed file transfer across Local Area Networks (LAN) and Wider Area Networks (WAN)	KT
<b>Duty 4 Receive and dispatch media from/to external organisations</b>	
17 Know and understand the protocols for secure, audited receipt and dispatch of content via physical and electronic transfer	PDE

16 Understand the principles of high speed file transfer across Local Area Networks (LAN) and Wider Area Networks (WAN)	KT
<b>Duty 5 Manage media on post-production storage systems, to ensure that the right content is available at the right time, to the right client</b>	
18 Understand the principles of computer systems, IP networks and shared storage systems as applied in post-production	KT
19 How media is managed throughout the data lifecycle including production storage, shared storage, nearline storage and archive, whether on premises or in the cloud	PD
20 Understand the bandwidth requirements and disk configurations necessary to ensure reliable playback and record performance at the required resolution for one or more clients from shared storage or directly connected storage	KT
21 Understand the principles of: good digital content governance, resilience, RAID (redundant array of inexpensive disks), security	KT
22 Understand the value of media content and confidentiality to the business and its customers	PD
<b>Duty 6 Support creative colleagues in edit suites</b>	
23 Understand the principles of non-linear editing systems	KT
24 Understand the functional role, capabilities and limitations of the equipment used in offline editing	PD
25 How to provide technical operational assistance and first-line support to creative personnel and problem solve within agreed governance constraints	PD
<b>Duty 7 Support creative colleagues in picture and sound finishing suites</b>	
26 Understand the principles of non-linear picture and sound finishing systems	PD
27 Understand the functional role, capabilities and limitations of the equipment used in online editing, colour grading and audio dubbing	PD
<b>Duty 8 Perform formal Quality Control Assessments, producing reports on the technical quality of sound, pictures and data of finished content</b>	
28 Understand the technical standards and customer specifications used for UK and international delivery of programmes, films and commercials to cinema, TV broadcast and online distribution platforms	KT
29 Understand the requirements of international productions to aid localisation, such as textless backgrounds and audio stems	KT

30 Understand the correct environment in which to perform quality control and assessment	PDE
31 Understand the European Broadcasting Union (EBU) classification of quality issues and the International Telecommunications Union (ITU) 5-point quality assessment scale	KT
32 Know and understand the regulations to comply with in regard to flashing images and stimuli causing photo sensitive epilepsy	KT
33 Understand the regulations and specifications for on-screen text and graphics such as: safe areas, minimum text height and minimum durations for legal information in commercials	KT
34 Understand the importance of intelligibility of dialogue and how this is impacted by a complex range of factors, especially age-related hearing loss	KT
<b>Duty 9 Conform to company Health and Safety policies, company processes and procedures</b>	
35 Know and understand the relevant health and safety legislation and company policies	PD
<b>Duty 10 Handle legacy media content</b>	
36 Know and understand legacy video standards such as standard definition PAL and NTSC and their conversion to contemporary standards	KT
37 Know and understand the use of legacy video and audio tape formats	PD
38 Understand the implications of using legacy formats in contemporary workflows	PD

Skills	EPA
<b>Duty 1 Work effectively as part of a team, supporting creative colleagues to deliver the clients' vision of the final programme, film or commercial</b>	
1 Work in line with agreed workflows, adapting to operational changes as they occur	PD
2 Multitask on simultaneous projects, often for different clients, deciding how to prioritise the work to ensure that all tasks are completed on schedule	PD
3 Analyse and interpret the work order and technical specification to complete the scheduled tasks	PD
4 Use process documentation and work order reporting systems for efficient, accurate and timely communication with other departments about the progress of the work in hand	PD

5 Work accurately with a high degree of attention to detail	PDE
<b>Duty 2 Preserve or create audio, video and data content at the best quality possible as it passes through the post production department, in line with industry standards and client requirements</b>	
6 Analyse and advise on the quality of audio, video and data throughout the post production process to colleagues, customers and suppliers	PD
7 Follow post production processes to ensure the necessary quality is achieved	PDE
8 Access and interpret the relevant information pertaining to technical specifications and client requirements and apply to the post production process	PD
9 Use appropriate technical vocabulary to document and communicate compliance with, or exceptions from technical standards	PDE
10 Assimilate information from multiple sources and apply to task in hand	PDE
<b>Duty 3 - Ingest and export media to/from the post production environment</b>	
11 Ensure data is transferred securely between client supplied sources and post production storage systems, performing data integrity and virus checks	PDE
12 Ingest and export media content and metadata to/from post-production systems, syncing the audio to video and applying colour transforms (LUTs) as required	PDE
13 Arrange media content in agreed folder structures, using consistent and unambiguous folder and file naming conventions	PDE
14 Prepare graphics and still images for ingest using software such as Photoshop where basic manipulation is required.	PDE
15 Encode and transcode audio and video data to required specifications	PDE
16 Export finished content or work-in-progress with metadata from post-production systems to required specifications and naming conventions	PDE
17 Provide technical advice to clients and colleagues on an appropriate file specification for a given requirement	PDE
10 Assimilate information from multiple sources and apply this to the task in hand	PDE
<b>Duty 4 Receive and dispatch media from/to external organisations</b>	
18 Dispatch and receive physical assets to/from external organisations and audit the process	PDE

19 Use file transfer software for fast, secure and audited delivery of assets to external destinations	PDE
20 Communicate work progress to colleagues and clients as appropriate	PDE
<b>Duty 5 Manage media on post-production storage systems, to ensure that the right content is available at the right time, to the right client</b>	
21 Manage access by clients to shared storage systems according to company protocols	PD
22 Ensure data integrity when moving media between storage systems	PDE
23 Backup, archive and restore media, sequences and metadata according to company practice	PD
24 Safely delete media as instructed and comply with company protocols	PD
25 Maintain content security measures, both electronic and physical as required by the employer and their clients	PD
26 Enact business continuity procedures	PD
27 Prioritise the workload to ensure the scheduled tasks are completed on time, liaising with colleagues and clients	PD
<b>Duty 6 Support creative colleagues in edit suites</b>	
28 Provide frontline operational support to clients in editing suites to ensure that they can find and work with their media	PD
29 Take ownership to resolve and/or escalate faults/incidents to the appropriate person, within agreed governance constraints	PD
30 Connect and set-up post production editing equipment using appropriate cables and connectors	PDE
27 Prioritise the workload to ensure the scheduled tasks are completed on time, liaising with colleagues and clients	PD
<b>Duty 7 Support creative colleagues in picture and sound finishing suites</b>	
31 Perform and check data conforms of sequences, prior to colour grading or online editing	PDE
32 Transfer picture data between grading and editing systems, ensuring the data integrity of content and sequences is maintained	PDE
33 Relink ingested media to updated sequences as editorial changes occur	PDE

34 Prepare and transfer audio data to dubbing suite	PDE
35 Perform basic editing functions necessary for the preparation of media and sequences for creative processes, or for formatting of finished content for delivery (e.g. adding line-up signals, idents, patching in QC fixes, audio laybacks)	PDE
27 Prioritise the workload to ensure the scheduled tasks are completed on time, liaising with colleagues and clients	PD
<b>Duty 8 Perform formal Quality Control Assessments to produce reports on the technical quality of sound, pictures and data of finished content</b>	
36 Analyse and interpret the results of reports from audio and video test equipment	PDE
37 Consistently assess and identify faults in content, using the correct terminology to accurately describe and record them	PDE
38 Use own judgement and discretion to decide what is acceptable and what is not in relation to quality control, depending on the context of the material, its intended use and the required technical specifications and customer requirements	PDE
39 Deiver accurate and concise Quality Assessment Reports with clear indications of mandatory failures, advisory warnings and client approved exceptions	PDE
40 Provide technical advice on remedial action to correct faults identified	PDE
41 Communicate findings to both clients and colleagues accurately, and in a diplomatic manner	PDE
<b>Duty 9 Conform to company Health and Safety policies, company processes and procedures</b>	
42 Comply with company Health and Safety policies and practices, identifying, mitigating and reporting any incidents or risk to the appropriate person	PD
43 Consistently working in a safe manner for self, colleagues and clients	PD
<b>Duty 10 Handle legacy media content</b>	
44 Use appropriate legacy media physical handling procedures	PD
45 Carry out the basic operation of videotape recorders and audio recorders	PD
46 Digitise tape content into editing systems	PD

47	Playout finished content from editing systems to tape	PD
48	Provide technical advice to clients and colleagues on the implications of using legacy format in contemporary workflows	PD
27	Prioritise the workload to ensure the scheduled tasks are completed on time, liaising with colleagues and clients	PD
<b>Core Behaviours</b>		
1	Displays a strong work ethic and commitment to meet the standards required - upholding ethical and professional standards	PD
2	Demonstrates a passion for post-production, the media industry and its productions - proactively keeping up to date with latest developments within the industry	PD
3	Maintains company and customer confidentiality, acting as an ambassador for their employer	PD
4	Acts in a manner that supports the commercial customer relationship acting as an ambassador for their employer	PD
5	Demonstrates attention to detail and not willingly accepting second best; is pragmatic about balancing client expectations against the available time and budget	PDE
6	Proactively keeps up to date with latest developments within the industry	PD
7	Thinks creatively and logically to solve technical issues - contributes to a process of continual improvement of workflow and technique	PD
8	Delivers good customer service in a creative environment	PD
9	Balances the quality threshold that can be achieved within time and budget constraints, and the customer expectations	PDE
10	Works with a high level of sustained concentration and attention to detail	PDE
11	Works safely to ensure a safe working environment for themselves, colleagues and customers	PD



## Appendix 3 Sample Quality Control Template

<b>Eyeball QC Report</b>			
<b>Programme Details</b>			
Programme Details		<b>Duration</b>	
File Name			
Production Number			
Series Title			
Programme Title/Number			
<b>Production Details</b>			
Production Company			
Contact Phone Number		Post Company	
<b>Checklist</b>			
AQC warnings reviewed		Stills are de interlaced correctly	
PSE report reviewed		Line up starts at 09:59:30:00	
AS11 metadata checked		First part clock/slate starts at 09:59:50:00	
Audio channel layout matches metadata		First part programme states at 10:00:00:00	
Clock/Slate information matches metadata		Captions inside safe area	
Multichannel audio metadata matches		End Credits meet broadcaster branding	
Multichannel downmix sound phase checked		Rollers and motion GFX are interlace & smooth	
Scanning is interlace		Freeze/living hold present at end	
AFD correct		Any other metadata present in SDI bitstream	
<b>Commercial Broadcasters Only</b>			
Product placement logo present & in safe area		T&Cs within safe area	
Sponsorship head/tail present (if required)			
<b>Production and Technical Warnings</b>			
Time Code	Issue	Action/Resolution	Initials

<b>Production sign off as acceptable for transmission</b>			
Authorised by:		Job Title:	
Date:			