

# **Level 3 Production Assistant (Screen and Audio) v1.2**

## **Innovate Awarding Assessment Specification**







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# Innovate Awarding

## Meet our Managing Director



Welcome to the Level 3 Production Assistant (Screen and Audio) Apprenticeship. Our Innovate Awarding EPA Journeys are designed to ensure the employer, provider, assessor and apprentice have the appropriate support and guidance to allow successful completion of an apprenticeship, providing further confidence and assurance having chosen us as an End-Point Assessment Organisation.

We are an Ofqual approved End-Point Assessment Organisation (EPAO), experienced in operating within a regulated market. Driven by the employers we work in partnership with, we deliver End-Point Assessment (EPA) in the Health, Care, Education, Leadership, Management, Leisure, Customer Service, Creative, Hospitality, Retail, Transport and Logistics sectors.

Delivering an apprenticeship is an extremely rewarding role. We recognise the need for a clear specification, resources and support, so more valuable time can be spent delivering to an apprentice.

At Innovate Awarding we stand by our 'no surprises' approach to assessment, making an apprenticeship journey as simple as possible, ensuring the best chance of success for every apprentice who undertakes EPA with us.

**Charlotte Bosworth**





## About Innovate Awarding

We are an EPAO approved by the Education and Skills Funding Agency (ESFA) with a collaborative approach to doing business. We work with providers to deliver fit for purpose EPA, providing assessments for a wide range of apprenticeship Standards, certifying thousands of apprentices, continuing to learn and improve with each experience.

We have experienced and responsive teams to ensure the EPA experience is smooth and efficient, working closely with our provider partners ensuring a 'no surprises' approach to EPA for all apprentices.

Please see our website for the range of Standards we are approved to deliver:

<https://innovateawarding.org/end-point-assessment/apprenticeship-standards/>





## Our EPA Journeys

We have created four bespoke EPA Journeys tailored to the individual needs of the employer, provider, assessor and apprentice to enable a cross functional approach to EPA.

The Level 3 Production Assistant (Screen and Audio) EPA Journeys are available to download on epaPRO.

## epaPRO

epaPRO is our EPA platform, streamlining the process including:

- Apprenticeship registration
- Assessment scheduling to results and certification
- Policy and guidance documents
- Reporting

The platform increases efficiency and reduces administration to support every step of EPA.

epaPRO:

<https://innovate.epapro.co.uk/login>





# The Apprenticeship Standard and Assessment Plan

An Apprenticeship Standard details the knowledge, skills and behaviours (KSBs) required to be occupationally competent:

- **Knowledge** - the information, technical detail, and ‘know-how’ that someone needs to have and understand to successfully carry out the duties. Some knowledge will be occupation-specific, whereas some may be more generic.
- **Skills** - the practical application of knowledge needed to successfully undertake the duties. They are learnt through on and/or off-the-job training or experience.
- **Behaviours** - mindsets, attitudes or approaches needed for competence. Whilst these can be innate or instinctive, they can also be learnt. Behaviours tend to be very transferable. They may be more similar across occupations than knowledge and skills. For example, team worker, adaptable and professional.

Apprenticeships are an invaluable tool for upskilling in areas that matter most to employers. They are a highly effective route to recruit and train future talent, address skills shortages and develop careers across core parts of the business.

The Level 3 Production Assistant (Screen and Audio) apprenticeship has been developed by employers working in the sector detailing the knowledge, skills and behaviours required to be occupationally competent and outlining the training and assessment journey for an apprentice.

The Trailblazer Group of employers and industry specialists have defined the typical duties from which the knowledge, skills and behaviours required for a Production Assistant at this level have been drawn:

- **Duty 1** Interpret a creative brief, scope, evaluate and develop production ideas
- **Duty 2** Assist in the development of content and/or production assets
- **Duty 3** Contribute to the production process, monitoring budgets and resources and adapting to operational changes as required
- **Duty 4** Collaborate with internal and external stakeholders to plan and develop productions
- **Duty 5** Maintain production documentation and/or programme logs
- **Duty 6** Research, identify and suggest resources, logistics and equipment taking into consideration constraints
- **Duty 7** Provide technical support to colleagues for audio and visual productions
- **Duty 8** Edit production content to meet production requirements

- **Duty 9** Reflect on the production and offer ideas for continuous improvement
- **Duty 10** Review your own professional practice and keep up-to-date with trends and technology

The apprentice will typically spend 12 to 15 months on-programme, working towards the Level 3 Production Assistant (Screen and Audio) Standard, combining practical training in a job with study. The extent of the on-programme time should be decided for each apprentice based on their prior learning, skills and experience. If employers are using this Standard for an existing employee, it is important to be aware that the role must represent new learning. Providers should support employers with this.

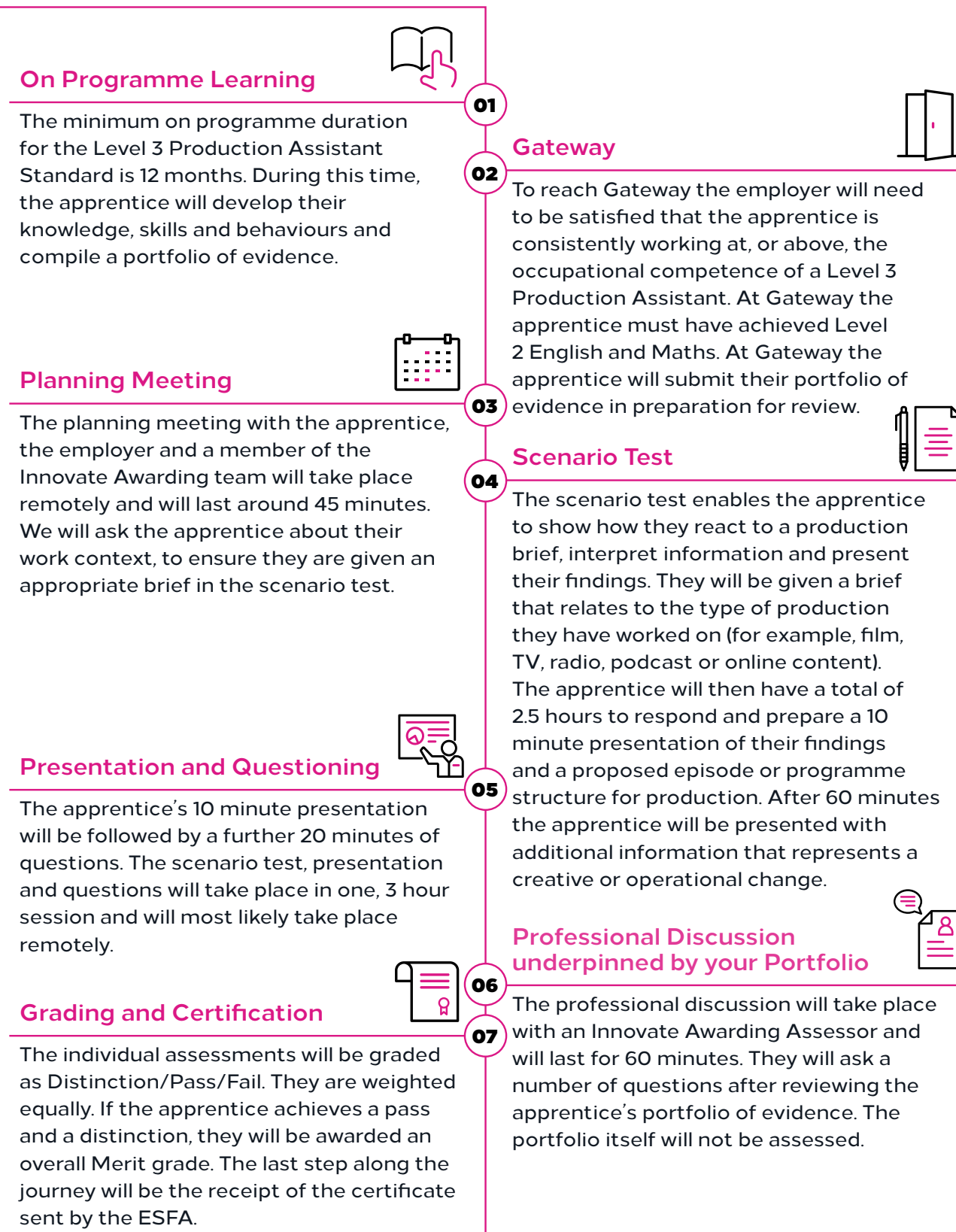
It is vital the apprentice is prepared and fully ready before they commence their EPA period, which is detailed in the Assessment Plan.

The EPA period will last three months, consisting of:

- A scenario test, presentation and questioning
- A professional discussion underpinned by a portfolio of evidence



# Assessment Journey



# The Apprentice

Production Assistants work in a wide range of organisations, primarily but not exclusively based in the creative industries and cultural sector. They may work in Film, Theatre, TV, Radio, Podcast or for online content producers. Employers range in size from small independent production companies to large multi-national organisations.

The broad purpose of the occupation is to provide support and assistance to editorial or technical colleagues to ensure the smooth delivery of content for productions. Production Assistants are involved in the end to end process of a production. They work to a brief and collaborate with a wide range of stakeholders to plan productions and contribute to the research and development of production ideas. They will typically connect with clients, cast, crew members and suppliers.

They may also provide support to colleagues in technical areas such as camera, lighting and sound, and offering up solutions to production problems.

Office based, working on set or within a studio, Production Assistants will research and identify resources, logistics and equipment; they have to consider production requirements and take into account project constraints such as budgets.

In their daily work, a Production Assistant will interact with a larger production team. They need to be adaptable and able to learn quickly on

the job; building their knowledge and skills of screen, set and audio activities as they move across different aspects of the production. They typically report to a Production Co-ordinator, Production Manager, Assistant Producer or Producer, depending on the size of the production.

Depending on the production company or the context of their employing organisation a Production Assistant in Screen or Audio may initiate and complete production tasks or be part of the production team; regardless they will be expected to take responsibility for the quality of their own work.





## Off-the-Job Training

Off-the-job training is a statutory requirement for an English apprenticeship. It is training, which is received by the apprentice during the apprentice's normal working hours, for the purpose of achieving the knowledge, skills and behaviours of the approved apprenticeship the learner is completing.

It is an important aspect of apprenticeship training, as it gives the learner time to properly develop knowledge and skills from the programme. At the same time, it can develop a deeper understanding of the wider business, giving a learner insight into the supply chain or different departments.

Off-the-job training allows the learner to take full advantage of the programme, improving the return on investment in training costs for the employer. A developed and upskilled apprentice will lead to an increase in productivity, a clear benefit to the business.

Examples of off-the-job training include:

- Learning new skills at work through shadowing other members of the team, where this activity has been agreed and documented as part of the agreed training plan
- In-house training programmes relevant to the apprenticeship
- Coaching sessions
- Attendance at workshops, training days and webinars relevant to the apprenticeship
- Completion of online learning
- Self-study that includes reading or watching videos
- Training in new working practices or new equipment
- Role-playing or simulation exercises
- Industry visits/conferences relevant to apprenticeships
- Writing assessments, assignments and completing projects or activities
- Practical training or training in the workplace relevant to the apprenticeship

The minimum volume of off-the-job training is six hours per week, irrespective of the hours worked by the apprentice.



# Gateway



Gateway is the entry point to EPA, and it is vital that all parties understand its importance. It is the point at which the apprentice has completed their learning, met the requirements of the Level 3 Production Assistant (Screen and Audio) Apprenticeship Standard, and the provider and employer have reviewed the apprentice's knowledge, skills and behaviours to confirm they are satisfied that the apprentice is competent and ready to enter their EPA.

Employers are ultimately responsible for deciding when their apprentice is competent as a Production Assistant and ready to enter EPA. This decision should be taken after conversation with the provider and the apprentice. It is vital this decision is based on each individual apprentice's readiness and not because they have reached the end of the initially agreed training period.

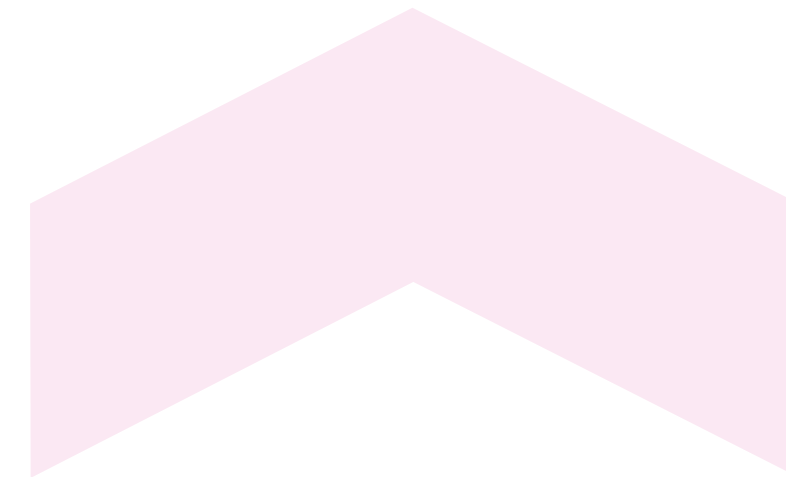
## ✧ Pre-Gateway Checks

Knowing when an apprentice is Gateway-ready is much more than simply checking the apprentice has completed their learning and obtained all the mandatory requirements outlined in the Level 3 Production Assistant (Screen and Audio) Assessment Plan. Although this is important, it is about the provider, apprentice and employer being convinced that the apprentice is at the level of competence set out in the Standard and that they are prepared for the EPA, so they can claim that competency.

To pass through Gateway, typically the apprentice will have been training for a minimum of 12 months. They must also have:

- Achieved Level 2 English and Maths
- Satisfied their employer that they are consistently working at, or above, the occupational competence of the Level 3 Production Assistant (Screen and Audio)
- Compiled, and be ready to submit, a portfolio of 10 discrete pieces of evidence towards the professional discussion
- A signed declaration
- Declared any reasonable adjustments and special considerations

Readiness for Gateway includes confirming that the apprentice's portfolio meets the requirements of the knowledge, skills and behaviours set out within the Level 3 Production Assistant (Screen and Audio) Standard. This will be confirmed at Gateway and documented on epaPRO. This notifies us that the apprentice is ready for their assessment and the EPA planning meeting will be organised.





## ✧ Assessment Booking

Applications for any reasonable adjustments and/or special considerations should be submitted prior to Gateway, to allow time to review the request before the planning meeting.

Providers will book a planning meeting on epaPRO once Gateway documents have been reviewed and approved by us.

The purpose of the meeting is to allocate an Innovate Awarding Assessor, discuss assessment dates, confirm assessment timings, assessment requirements and assessment preparation. During the meeting we will discuss what happens if assessments are cancelled/ rescheduled and how this could impact the EPA period, as well as providing information on certification and appeals.

The Level 3 Production Assistant (Screen and Audio) 45 minute planning meeting will book assessment timeslots for the:

- Scenario test, presentation and questioning
- Professional discussion underpinned by a portfolio of evidence

The provider will incur a charge for non-attendance of a planning meeting.

After the planning meeting, the apprentice will receive an email confirming everything discussed in the meeting and a calendar invite for all booked assessments. The apprentice will then prepare for EPA.



Level 3 Production Assistant (Screen and Audio)

## ✧ Portfolio of Evidence Guidance

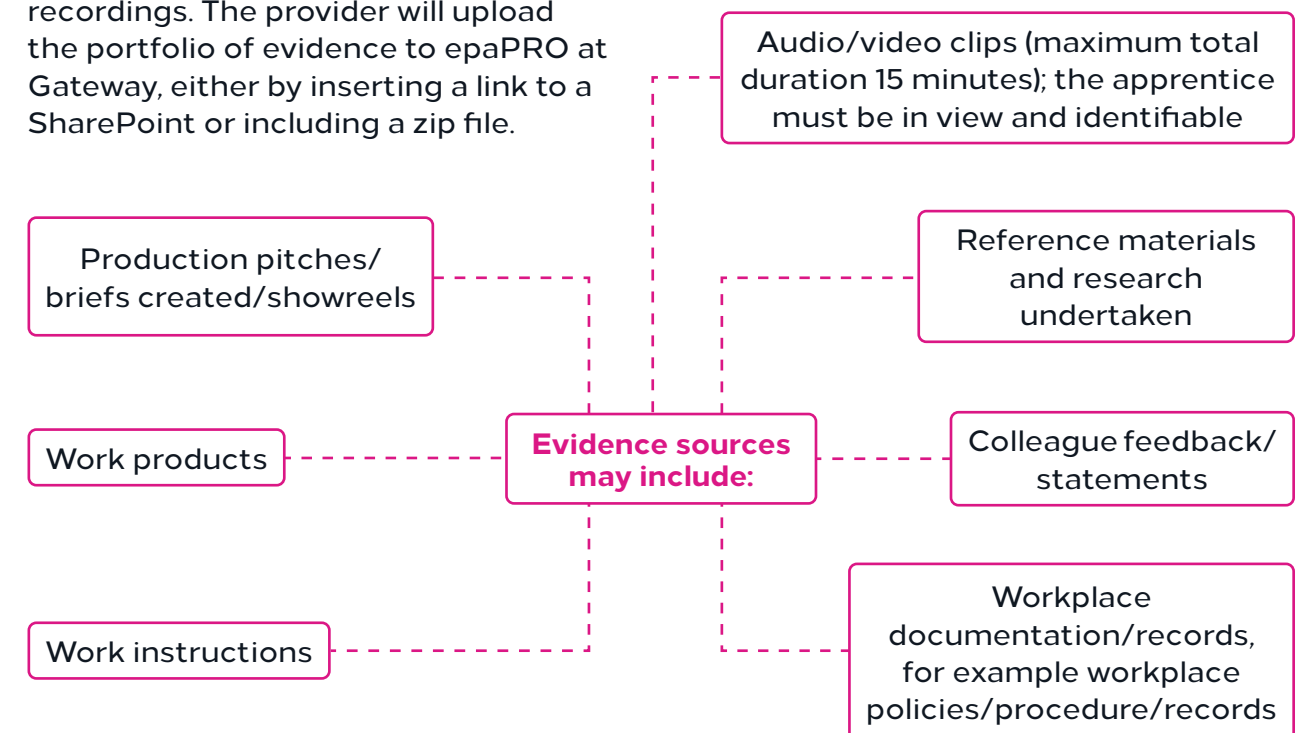
Employers will ensure their apprentice has compiled a portfolio during the on-programme period of the apprenticeship, which will be submitted at Gateway. It underpins the professional discussion but will not be assessed by us.

We will review the portfolio of evidence in preparation for the professional discussion prior to Gateway. Feedback is not required, although generally if Gateway is rejected due to the portfolio of evidence being inadequate, a courtesy email will be sent with an explanation, including the rejection reason on epaPRO.

Portfolio of evidence content and format are typically Word documents, presentations, video or audio recordings. The provider will upload the portfolio of evidence to epaPRO at Gateway, either by inserting a link to a SharePoint or including a zip file.

Portfolio of evidence requirements:

- Apprentices must compile a portfolio of evidence during the on-programme period of the apprenticeship
- It must contain evidence related to the KSBs that will be assessed by the professional discussion
- The portfolio of evidence will contain 10 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 a quantitative approach is suggested





# End-Point Assessment

## ✦ Assessment Methods

### Assessment Method 1

#### Scenario test with presentation and questioning

The purpose of the scenario test is to enable the apprentice to show how they react to a production brief, interpret information, test their creative thinking, resourcing and planning skills as well as their skills in presenting a persuasive pitch of their findings and proposals for a screen, online or audio production.

The apprentice will receive an unseen scenario brief after they have passed through Gateway; one that meets the type of production they have worked on i.e. film, TV, radio, podcast or online content.

This assessment method includes two components:

- Scenario test
- Presentation followed by questioning



### Assessment Method 1 Component 1: Scenario test

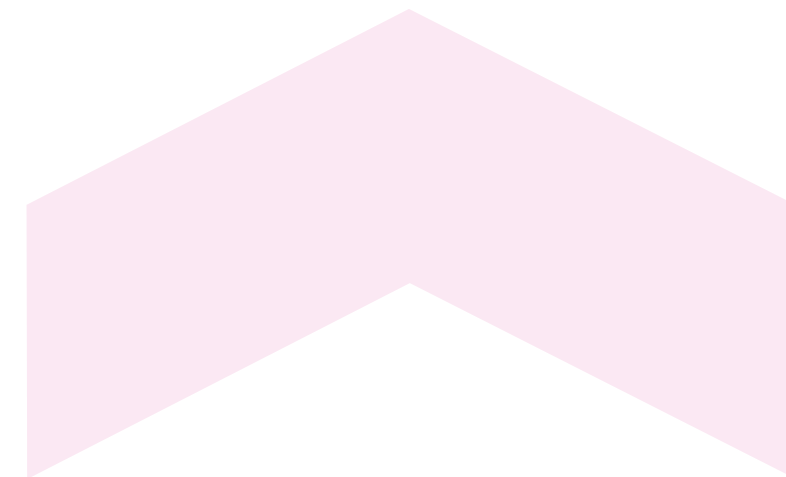
Apprentices will be given a production brief designed to test their creative thinking, resourcing and planning skills. The scenario will relate to the field in which they have been working e.g. screen or audio.

The apprentice will be given 2.5 hours to:

- Interpret a production brief and branding requirements
- Identify the audience/end user requirements for the production
- Scope, evaluate and develop production ideas for a screen, online or audio production as appropriate and establish concepts for the production
- Prepare a storyboard and outline script of ideas
- Develop a proposed episode or programme structure for a production in line with customer requirements/parameters specified in line with the brief provided
- Identify resource requirements (including cast, crew and equipment) and legislative and regulatory requirements
- Consider logistics and budget constraints that are adaptable to operational change
- Consider sustainability when defining resource requirements
- Complete a call sheet or schedule
- Prepare a presentation of the findings. This should include the proposed episode or programme structure for production

After 60 minutes into the scenario test, the apprentice will be provided with further information that represents an operational or creative change. The purpose is to enable the apprentice to demonstrate their ability to adapt their plans at short notice. Examples of changes might typically include one of the following:

- A change to the client brief/ specification requirements a change in production budget
- The date of filming/recording being changed
- Some of the crew or resources not being available





## Assessment Method 1 Component 2: Presentation and questioning

Following the scenario test, the apprentice will be required to present their response to the Innovate Awarding Assessor, pitching their ideas for an episode or programme structure for a screen, online or audio production. They should be sure to include a summary detailing how the proposal satisfies the production brief. The way in which the content of the presentation is delivered is not prescriptive but should include the use of written materials and a visual aid.

The purpose of the questioning is to explore aspects of the presentation given by the apprentice and will assess the apprentice's depth of understanding, skills and behaviours. The Innovate Awarding Assessor will ask at least five questions.

The presentation and questioning will last for 30 minutes (+10%); a 10 minute presentation with a further 20 minutes of questioning.

The presentation and questions will most likely take place online but may be face to face if more appropriate.



## Assessment Method 2: Professional discussion, underpinned by a portfolio

In the professional discussion, the Innovate Awarding Assessor and apprentice will engage in a formal two-way conversation in which the apprentice can refer to and illustrate their answers with evidence from their portfolio. They will have already submitted this at Gateway so the Innovate Awarding Assessor will already have an understanding of the context in which they have been working.

Although the Innovate Awarding Assessor will not mark the portfolio of evidence, they will have used it to formulate some of the professional discussion questions. The purpose of these is to authenticate evidence, experience and competence of the apprentice's underpinned knowledge and understanding.

The topics for discussion will cover:

- Industry awareness
- Obtaining and storing assets
- Planning
- Collaboration
- Production documentation
- Technical assistance
- Editing
- Evaluation
- Continuing Professional Development

The Innovate Awarding Assessor will ask at least nine main questions and the professional discussion will last for 60 minutes (+10%) to allow the apprentice to finish a response. It will most likely take place remotely unless it is more appropriate for it to take place face to face.





# Grading

Performance in the EPA determines the apprenticeship grade of:

- Distinction
- Merit
- Pass
- Fail

The Innovate Awarding Assessor will grade the scenario test with presentation and questioning and the professional discussion underpinned by a portfolio of evidence.

Innovate Awarding will combine the individual assessment method grades to determine the overall EPA grade.

To achieve an overall distinction, the apprentice must achieve distinction in both assessment methods.

To achieve an overall merit, the apprentice must achieve a pass in one assessment method and a distinction in the other.

To achieve an overall pass, the apprentice must achieve at least a pass in all the assessment methods.

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

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

Scenario Test with Presentation and Questioning	Professional Discussion underpinned by a Portfolio of Evidence	Overall Grading
Distinction	Distinction	Distinction
Distinction	Pass	Merit
Pass	Distinction	Merit
Pass	Pass	Pass
Any grade	Fail	Fail
Fail	Any grade	Fail



## Annex 1

### ✧ Assessment Plan and Occupational Standard

The Level 3 Production Assistant (Screen and Audio) Occupational Standard and the latest version of the Assessment Plan can be accessed using this link:

<https://www.instituteforapprenticeships.org/apprenticeship-standards/production-assistant-screen-and-audio-v1-2>

**Level 3 Production Assistant (Screen and Audio) ST0341**  
**Version 1.2**  
**Sector: Creative and Design**  
**EQA Organisation: Ofqual**



Level 3 Production Assistant (Screen and Audio)

## Annex 2

### Additional Information

### ✧ Results and Certifications

All final assessment component results are published on epaPRO within **seven working days** of the assessment taking place.

We will submit a certificate claim with the ESFA within 15 working days after the final result has been uploaded to epaPRO. The ESFA will send the certificate directly to the employer.

For replacement certificates a request must be emailed to [epa@innovateawarding.org](mailto:epa@innovateawarding.org). Within two days of receiving the email, a replacement certificate will be requested from the ESFA.

### ✧ Re-sits and Re-takes

Apprentices who fail one or more assessment method will be offered the opportunity to take a re-sit or a re-take. A re-sit does not require further learning, whereas a re-take does.

Apprentices should have a supportive action plan to prepare for the re-sit or a re-take. The apprentice's employer will need to agree that either a re-sit or re-take is an appropriate course of action.

An apprentice who fails an assessment method, and therefore the EPA in the first instance, will be required to re-sit or re-take any failed assessment methods only, but can use the same portfolio of evidence.

Any assessment method re-sit or re-take must be taken during the maximum six month EPA period, otherwise the entire EPA must be taken again, unless in the opinion of the EPAO exceptional circumstances apply outside the control of the apprentice or their employer.

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

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

### ✧ Reasonable Adjustments, Special Considerations and Appeals

Information on reasonable adjustments, special considerations and the appeals process can be accessed by using this link:

<https://innovateawarding.org/end-point-assessment/apprentice-information>



## **Level 3 Production Assistant (Screen and Audio)**

# **Innovate Awarding Assessment Specification**

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