



Specification

Level 4 Junior Production Coordinator v2.0

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Welcome to Innovate Awarding

Welcome to the Level 4 Junior Production Coordinator v2.0. Our Innovate Awarding Specifications are designed to ensure the employer, provider 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 Assessment Organisation.

We are an Ofqual approved Assessment Organisation (AO), experienced in operating within a regulated market. Driven by the employers we work in partnership with, we deliver qualifications and apprenticeships 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 their assessment with us.

About Innovate Awarding

We are an AO with a collaborative approach to doing business. We work with providers to deliver fit for purpose assessments for a wide range of apprenticeship Standards, certificating thousands of apprentices, continuing to learn and improve with each experience.

We have experienced and responsive teams to ensure the assessment experience is smooth and efficient, working closely with our provider partners.

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

<https://innovateawarding.org>

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. Behaviours will be verified by employers.

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 4 Junior Production Coordinator v2.0 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 apprentice will typically spend 18 months on-programme, working towards the Level 4 Junior Production Coordinator v2.0 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 assessments.

Summary of Assessment

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

Standard name	Junior Production Coordinator v2.0
Level	4
Sector	Creative and Design
Typical duration	18 months
Minimum time on programme	8 months
Assessment methods	• Project • Professional Discussion and Portfolio of Evidence
Grading	Distinction/Pass/Fail

The Apprentice

This occupation is found in the creative media industries. Junior production coordinators work as part of a production team delivering film, radio, audio, TV, digital content or animated series, commercials or in specialist post-production departments. A junior production coordinator may be employed by television, film, digital, radio or audio production companies or VFX or post-production facilities. They may work for a production, or a series of productions, seeing them through from pre-production through to post-production, or through a specific part of the process.

The broad purpose of the occupation is to coordinate productions using specialist production management skills, knowledge and experience. A junior production coordinator can work across all genres in film, television, digital, radio, audio or commercials; they may work in the production office, on set, in a studio or on location, in the UK or internationally. In their daily work, an employee in this occupation interacts with and supports the production coordinator, production manager or VFX producer and the wider production or post-production teams and with clients and crew.

An employee in this occupation will be responsible for supporting and delivering the operational elements of productions in film, TV, commercials, short form production, radio, audio, post-production, animation and VFX. This may include logistics, finance, personnel, equipment or content for productions, both on and off set, studio or on

location. Specific roles and responsibilities may vary from production to production depending on the genre.

This is a core and options standard, to reflect the varied roles that come under the production coordinator occupation in the creative industries. All learners will undertake the core element of the apprenticeship, and then they will choose to specialise in one of the two production options.

Option 1: Production coordinator – The junior production coordinator, working as a member of the production team, will provide operational support to the production manager or senior producer. They will help the team deliver the needs of the production, including obtaining rights and legal clearances to production content, producing and maintaining production documentation, organising resources and logistics including transport, guests, contributors, accommodation and equipment and scheduling productions. Junior production coordinators will have a clear understanding of the production process and the changing needs and demands of the production team.

Option 2: Post-production coordinator - The junior post-production coordinator or junior bookings producer working in post-production, VFX/CG or animation areas and is responsible for assisting their team with the day to day running of a single project or multiple projects. They act as the first point of contact for the productions they are working with, dealing with specific post-production workflow queries, staffing and facility schedules, post-production deliverables and cost reports. This can include managing the reviewing of work and ensuring that appropriate notes and records are kept, liaising with clients over ingest of content, deliverables and client attended review sessions, scheduling and assisting with other logistical tasks as requested. They work with the producer, leads and supervisors to track and manage the workflow through the departments meeting internal and external deadlines

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 apprentice is completing.

It is an important aspect of apprenticeship training, as it gives the apprentice time to properly develop knowledge and skills from the programme.

Off-the-job training allows the apprentice 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

Assessment

The apprentice may choose to end the assessment method early. The apprentice must be confident they have demonstrated competence against the assessment requirements for the assessment method.

The Independent Assessor must ensure the apprentice is fully aware of all assessment requirements.

The Independent Assessor cannot suggest or choose to end the assessment methods early, unless in an emergency.

The Independent Assessor is responsible for ensuring the apprentice understands the implications of ending an assessment early if they choose to do so. The Independent Assessor may suggest the assessment continues. They must document the apprentice's request to end the assessment early.

Assessment Method 1: Project

The Project could be Innovate Assessed or Centre Assessed.

The project requires the apprentice to compile a presentation about their role and responsibilities. The apprentice will prepare and deliver a presentation followed by supplementary questioning by the Independent Assessor. The presentation will cover

all the Knowledge and Skills statements assigned to this method of assessment and the following:

- An overview of own junior production coordinator role and responsibilities for the selected production.
- The scope and lifecycle of the phase or phases for the selected production.
- Workplace rules and procedures required for selected production.
- The resources used, budget information and the impact on sustainability targets.
- A production plan including milestones, deadlines and those involved.
- A walkthrough of technical operations.
- Production outcomes and impact of the junior production coordinator input.
- Conclusions and recommendations.

The presentation and questioning will last for 60 minutes, +10% to allow the apprentice to finish a response. The presentation will typically take 30 minutes, followed by 30 minutes of supplementary questioning.

At the end of the presentation the Independent Assessor will ask questions which will be used to confirm understanding of the presentation and how it demonstrates the relevant Knowledge and Skills statements.

During the presentation, the apprentice must have access to:

- audio-visual presentation equipment
- computer

Assessment Method 2: Professional Discussion and Portfolio of Evidence

Professional Discussion and Portfolio of Evidence will be Innovate Assessed.

The Portfolio of Evidence can be submitted for assessment towards the end of the apprenticeship. However, the apprentice should start collecting their evidence for their portfolio during the apprenticeship.

The Portfolio of Evidence must be uploaded to Proficient, by inserting a link.

Portfolio of evidence requirements:

- The apprentice must compile a portfolio of evidence during the on-programme period of the apprenticeship.
- It must contain evidence related to the Knowledge and Skills statements that will be assessed by the Professional Discussion and Portfolio of Evidence.
- Use the Portfolio of Evidence Locator to map the evidence against the knowledge and skills

- Evidence may be used to demonstrate more than one Knowledge or Skills statement; a qualitative as opposed to a quantitative approach is suggested.

Evidence sources may include workplace documentation and records, for example:

- production schedules
- planning notes
- witness statements
- annotated photographs
- video clips with a maximum total duration of 10 minutes; the apprentice must be in view and identifiable
- other evidence sources can be included.

Professional Discussion

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 of Evidence.

The apprentice will have submitted the Portfolio of Evidence, before the assessment to allow time for the Innovate Awarding Assessor to assess it. The Innovate Awarding Assessor will have used this to formulate some of the Professional Discussion questions. The purpose of these questions is to authenticate evidence, and to assess any knowledge and understanding not shown in the Portfolio of Evidence.

The topics for discussion will cover:

- Production context
- Regulations and health and safety
- Resourcing and logistics coordination
- Communication
- CPD
- Data protection and confidentiality
- Copyright (production option)
- Deliverables (post-production option)

The Professional Discussion will last for 90 minutes, +10% to allow the apprentice to finish a response. It will take place remotely.

Assessment Booking

Assessments should be taken at the appropriate time for the apprentice to be able to demonstrate their knowledge and skills fully.

Please refer to the assessment booking process for further details.

Passing the Apprenticeship

For an apprentice to pass their apprenticeship they will need to demonstrate that they can reliably and effectively meet all the requirements in the knowledge, skills and behaviours.

The Project will be graded as distinction, pass or fail.

The Professional Discussion and Portfolio of Evidence will be graded as distinction, pass or fail.

The overall grade for this apprenticeship will be distinction, pass or fail.

The behaviours will be verified by the employer.

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

Project	Professional Discussion and Portfolio of Evidence	Overall Grading
Distinction	Distinction	Distinction
Distinction	Pass	Pass
Pass	Distinction	Pass
Pass	Pass	Pass
Any Grade	Fail	Fail
Fail	Any Grade	Fail

Knowledge

Knowledge	Assessment Method
K1: How structure, vision and purpose affects production.	Professional Discussion and Portfolio of Evidence
K2: The requirements of each department and how they work with each other.	Project
K3: The role, responsibilities and impact this has on the success of the production.	Project
K4: How to record and communicate information on the progress of the production which complies with organisational policies including safe storage of data.	Project
K5: How different production environments, formats and scale affect the types and quantity of required resources.	Professional Discussion and Portfolio of Evidence
K6: The importance of financial procedures and policies.	Project
K7: How to research and access resources such as suppliers, contributors and crew members.	Professional Discussion and Portfolio of Evidence
K8: How to reconcile and code production expenditure.	Project
K9: The production lifecycle. Key aspects and industry terminology of each stage within end-to-end production workflows.	Professional Discussion and Portfolio of Evidence
K10: Requirements and production documentation that may be needed when travelling.	Professional Discussion and Portfolio of Evidence
K11: How to identify and report potential health and safety risks and hazards for a production.	Professional Discussion and Portfolio of Evidence
K12: Industry regulations, codes of practice, organisational policies, licences and legal requirements that might affect a production including social media policy.	Professional Discussion and Portfolio of Evidence

Knowledge	Assessment Method
K13: Communication styles. How the type, format and frequency of communication can impact on the success of a production.	Professional Discussion and Portfolio of Evidence
K14: How to keep up to date with tools, standards and trends and emerging technologies and their use and impact across the sector.	Professional Discussion and Portfolio of Evidence
K15: The value of production content and confidentiality to the business or organisation. Why it is important to maintain data security, and the legal and regulatory requirements such as copyright and intellectual property rights.	Professional Discussion and Portfolio of Evidence
K16: The importance of environmental sustainability and departmental processes for working on a production. For example, Albert Carbon Calculator for screen or activities that contribute to the monitoring and reduction of the carbon footprint.	Project
K17: Current workplace rules and procedures regarding safeguarding, for example child protection.	Project – Production Coordinator
K18: Process for liaising with organisations or government agencies as required. For example, work permits, licenses, child licenses, location permissions or recording permits.	Project – Production Coordinator
K19: The intended use and impact of a piece of copyright material or content.	Professional Discussion and Portfolio of Evidence – Production Coordinator
K20: The processes required to obtain the necessary legal rights to the copyright. Where to obtain advice and information for different types of copyrighted materials.	Professional Discussion and Portfolio of Evidence – Production Coordinator
K21: How to ensure that all media or creative content is cleared for use and owned or licenced by the production. For example, obtaining release forms or interpreting the rights on PPP or contacts.	Professional Discussion and Portfolio of Evidence – Production Coordinator

Knowledge	Assessment Method
K22: The importance of post-production paperwork in the delivery of creative material. The impact of sharing incorrect information.	Project – Production Coordinator
K23: How technical operations work in studios, sets and on location. For example, process studio rig, or kit and crew requirements based on location.	Project – Production Coordinator
K24: How to interpret post-production process, workflows and functions to meet deliverables.	Project - Post-production Coordinator
K25: How to utilise database and scheduling software and tools to communicate information to relevant teams or departments.	Project - Post-production Coordinator
K26: How to coordinate and run review sessions with the team, supervisors or clients.	Project - Post-production Coordinator
K27: The influence and timing of post-production on the end-to-end production process.	Project - Post-production Coordinator
K28: The common file formats and resolutions used in the production and post-production process.	Professional Discussion and Portfolio of Evidence – Post-production Coordinator
K29: The editorial process in relation to client turnover, ingest, client review, finishing or deliverables.	Professional Discussion and Portfolio of Evidence – Post-production Coordinator

Skills

Skills	Assessment Method
S1: Operate within agreed organisational policies, standards and procedures; adapting to operational changes as they occur.	Professional Discussion and Portfolio of Evidence
S2: Meet the needs of the creative team, such as technical, logistical or organisational requirements and be aware of the impact this can have on the production such as budget.	Project
S3: Create, maintain and share production documentation and records such as schedules, call sheets, show plans, technical requisitions, client feedback, review notes.	Project
S4: Research and assist with sourcing or booking of resources, crew, contributors, talent or suppliers to meet production requirements.	Project
S5: Monitor the use of resources such as production materials, equipment and supplies.	Professional Discussion and Portfolio of Evidence
S6: Coordinate logistics or travel activity for the production, liaising with other departments when required.	Professional Discussion and Portfolio of Evidence
S7: Collaborate with the production team to check that the final product is delivered to industry standards including technical and legal requirements.	Professional Discussion and Portfolio of Evidence
S8: Monitor the production schedule to ensure that changing priorities or deadlines are communicated to the team.	Project
S9: Prioritise the work to ensure that tasks are completed on schedule.	Professional Discussion and Portfolio of Evidence
S10: Resolve, and where required escalate, faults, incidents or problems, within agreed policies and procedures.	Project

Skills	Assessment Method
S11: Contribute to the monitoring and compliance for the production relating to legal, regulatory, organisational and industry codes of practice.	Professional Discussion and Portfolio of Evidence
S12: Build relationships with partners on productions such as cast, crew, and contributors.	Project
S13: Liaise with other departments, acting as a point of contact on the production.	Project
S14: Keep up to date with tools, standards, trends and emerging technologies and their use and impact across the sector.	Professional Discussion and Portfolio of Evidence
S15: Operate within legislation, regulations, organisational policies, industry standards and procedures such as health and safety, confidentiality, security.	Professional Discussion and Portfolio of Evidence
S16: Follow sustainable practices in line with industry standard recommendations.	Project
S17: Promote and market skills and services.	Professional Discussion and Portfolio of Evidence
S18: Assist with establishing sources of copyright for the materials being used on a production.	Professional Discussion and Portfolio of Evidence – Production Coordinator
S19: Obtain terms and conditions from copyright owners and license holders acting as a point of contact when required.	Professional Discussion and Portfolio of Evidence – Production Coordinator
S20: Prepare deliverables documentation in readiness for handover such as billings, schedules, production promotion, presentation and support material such as online, stills or press packages.	Project – Production Coordinator
S21: Act as intermediary between the production team and the technical or creative teams, utilising knowledge of the post-production process, workflows and functions.	Project - Post-production coordinator

Skills	Assessment Method
S22: Support the production team by liaising with counterparts in external organisations such as clients or other vendors to facilitate communication, meeting arrangements, deliverables or queries.	Project - Post-production coordinator
S23: Manage the delivery process of materials to clients or external companies, keeping parties informed of progress and change.	Professional Discussion and Portfolio of Evidence – Post-production Coordinator

Behaviours

Behaviours
B1: Work on own initiative, be proactive and inquisitive; if mistakes are made take personal responsibility to address them.
B2: Act in a professional and ethical manner, in line with accepted production etiquette, embracing equality, diversity and inclusion in the workplace.
B3: Take the initiative and responsibility for own learning and development, working with and learning from peers.
B4: Maintain commercial confidentiality and professional practice at all times, and in all settings.

Annex 1: Apprenticeship Details and Assessment Plan

The apprenticeship details and assessment plan can be accessed by following this link:

[Junior production coordinator / Skills England](#)

Level 4 Junior Production Coordinator

ST0792

Version 2.0

Route: Creative and Design

EQA Organisation: Ofqual

Annex 2: Additional Information

Results and Certifications

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

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

For replacement certificates a request must be emailed to epa@innovateawarding.org. Within two days of receiving the email, a replacement certificate will be requested from the DfE.

Re-sits

An apprentice who fails an assessment method, will be required to re-sit the failed assessment method only.

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

Grades will not be capped as a result of a resit.

Reasonable Adjustments, Special Considerations and Appeals

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

[Policies Procedures](#)

Support Materials

All the support materials for this apprenticeship can be found on Proficient.

Use of Artificial Intelligence (AI) and Referencing

Apprentice submissions as part of their portfolio of evidence must be produced by themselves. Correctly cited quotes can be used to enhance and support the document, but the document itself must be the apprentice's own work and not generated by AI. If you are using AI to amend your own words, then these are no longer your own words and this becomes plagiarism.

Innovate Awarding expects all forms of plagiarism to be treated very seriously by staff at centres, and centres should have in place their own plagiarism policy and process for handling suspected cases of plagiarism.

English and Maths Qualifications

Apprentices must follow the English and Maths formal qualification requirements as set out in the Department for Education Apprenticeship funding rules.

Annex 3: Version Record

Innovate Awarding continuously review all support material to ensure its accuracy. All amendments will be recorded in the Version Record.

Version Number	Effective From	Reason for Change	Location

Please ensure that you use the current version.

All enquiries relating to the version change of the document should be directed to epa@innovateawarding.org