

## **Specification**

### **Level 4 Junior Production Coordinator v1.2**

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# Innovate Awarding

## Meet our Managing Director

Welcome to the Level 4 Junior Production Coordinator Apprenticeship. Our Innovate Awarding EPA 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 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, certificating 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/>

## 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 4 Junior Production Coordinator 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 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 two months, consisting of:

- Presentation and questions
- Professional discussion underpinned by a portfolio of evidence

## The Apprentice

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 role of the junior production coordinator is to coordinate productions using specialist production management skills, knowledge and experience. In their daily work, a junior production coordinator 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.

A junior production coordinator 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 standard offers two routes, to reflect the varied roles that come under the production coordinator occupation in the creative industries. All apprentices will undertake the core elements, and then they will choose to specialise in one of the two production options.

### 1. 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.



## 2. **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 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

## 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 4 Junior Production Coordinator Apprenticeship Standard, and the provider and employer have reviewed the apprentice's knowledge, skills and behaviours to confirm they satisfied the provider and employer that they are competent and ready to enter their EPA.

Employers are ultimately responsible for deciding when their apprentice is competent as a Junior Production Coordinator and ready to enter EPA. This decision should be taken after conversation with the provider and 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 4 Junior Production Coordinator. 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 4 Junior Production Coordinator
- Compiled, and be ready to submit, a portfolio of 18-20 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 4 Junior Production Coordinator 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.

The planning meeting will be booked on epaPRO once Gateway documents have been reviewed and approved by us. The planning meeting will take place between the apprentice and an Innovate Awarding representative. The employer should also be present.

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 4 Junior Production Coordinator 30 minute planning meeting will book assessment timeslots for the:

- Presentation and questions.
- Professional discussion underpinned by a portfolio of evidence.

The provider may 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.

## Portfolio of Evidence Guidance

Employers will ensure their apprentice has compiled a portfolio of evidence 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. You 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:

- The apprentice must compile a portfolio of evidence during the on-programme period of the apprenticeship.
- It must contain evidence related to the knowledge, skills and behaviours (KSBs) that will be assessed by the professional discussion.
- The portfolio of evidence will contain 18-20 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.
- The evidence provided must be valid and attributable to the apprentice; the portfolio of evidence must contain a statement from the employer and apprentice confirming this.

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 10 minutes; the apprentice must be in view and identifiable
- other evidence sources can be included.

# End-Point Assessment

## Assessment Methods

### Assessment Method 1: Presentation and questions

The apprentice will prepare and deliver a presentation followed by supplementary questioning by the Innovate Awarding Assessor. The presentation will cover all the KSBs 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 will be completed and submitted after Gateway and will be presented either face-to-face or via online video conferencing a minimum of two weeks after the submission of the presentation materials.

The presentation and questioning will last for 60 minutes (+10%). The presentation will typically take 30 minutes, followed by 30 minutes of supplementary questioning.

At the end of the presentation the Innovate Awarding Assessor will ask a minimum of five questions which will be used to confirm understanding of the presentation and how it demonstrates the relevant KSBs. Follow up questions are allowed where clarification is required.

During the presentation, the apprentice must have access to:

- audio-visual presentation equipment
- computer

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 Innovate Awarding Assessor must ensure the apprentice is fully aware of all assessment requirements.

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

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

## **Assessment Method 2: Professional discussion underpinned by a portfolio of evidence**

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

The Innovate Awarding Assessor must conduct and assess the professional discussion. The purpose of the questions asked will be to assess the apprentice's competence against the following themes:

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

Innovate Awarding must give the apprentice two weeks' notice of the professional discussion.

The Innovate Awarding Assessor must have at least two weeks to review the supporting documentation.

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

The professional discussion must last for 90 minutes. The Innovate Awarding Assessor can increase the time of the professional discussion by up to 10%. This time is to allow the apprentice to respond to a question if necessary.

The Innovate Awarding Assessor must ask a minimum of seven questions, which will be used to confirm understanding of how the apprentice demonstrates the relevant KSBs.

## Grading

Performance in the EPA determines the apprenticeship grade of:

- Distinction
- Merit
- Pass
- Fail

The Innovate Awarding Assessor must individually grade the presentation with questions and professional discussion underpinned by a portfolio of evidence.

The Innovate Awarding Assessor must combine the individual assessment method grades to determine the overall EPA grade.

To achieve a distinction the apprentice must secure a distinction in both assessment methods.

To achieve a merit the apprentice must secure a distinction in one assessment method.

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

If the apprentice fails one assessment method or more, 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.

<b>Presentation with Questions</b>	<b>Professional Discussion underpinned by a Portfolio of Evidence</b>	<b>Overall Grading</b>
Distinction	Distinction	Distinction
Distinction	Pass	Merit
Pass	Distinction	Merit
Pass	Pass	Pass
Fail	Any grade	Fail
Any grade	Fail	Fail

# Grading Descriptors

## Assessment Method 1: Assessment Method 1: Presentation and Questions

Core – The Role		
Assessed Criteria	Pass Grading Descriptor	Distinction Grading Descriptor
<p><b>K3</b> The role, responsibilities and impact this has on the success of the production.</p> <p><b>S2</b> 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.</p> <p><b>S3</b> Create, maintain and share production documentation and records such as schedules, call sheets, show plans, technical requisitions, client feedback, review notes.</p>	<p><b>K3, S2, S3</b> Explains how they create, maintain and share production documentation to meet the needs of the creative team and the impact this has on the success of the production.</p>	No distinction grading criteria.
Core – Financials		
Assessed Criteria	Pass Grading Descriptor	Distinction Grading Descriptor
<p><b>K6</b> The importance of financial procedures and policies.</p> <p><b>K8</b> How to reconcile and code production expenditure.</p> <p><b>S4</b> Research and assist with sourcing or booking of resources, crew, contributors, talent or suppliers to meet production requirements.</p>	<p><b>K6, K8, S4</b> Explains the use of financial policy and procedures when sourcing and booking resources to meet production requirements.</p>	No distinction grading criteria.



<b>Core – Production Monitoring</b>		
<b>Assessed Criteria</b>	<b>Pass Grading Descriptor</b>	<b>Distinction Grading Descriptor</b>
<p><b>S8</b> Monitor the production schedule to ensure that changing priorities or deadlines are communicated to the team.</p> <p><b>S10</b> Resolve, and where required escalate, faults, incidents or problems, within agreed policies and procedures.</p> <p><b>B1</b> Work on own initiative, be proactive and inquisitive; if mistakes are made take personal responsibility to address them.</p>	<p><b>S8, S10, B1</b> Explains how they use their own initiative to monitor the production schedule, communicating changes and adjustments to the team and proactively resolving identified problems.</p>	<p><b>S8, S10</b> Evaluates their approach to monitoring the production schedule and how they foresee potential issues or consequences with changing priorities.</p>
<b>Core – Communication and collaboration</b>		
<b>Assessed Criteria</b>	<b>Pass Grading Descriptor</b>	<b>Distinction Grading Descriptor</b>
<p><b>K2</b> The requirements of each department and how they work with each other.</p> <p><b>K4</b> How to record and communicate information on the progress of the production which complies with organisational policies including safe storage of data.</p> <p><b>S12</b> Build relationships with partners on productions such as cast, crew, and contributors.</p> <p><b>S13</b> Liaise with other departments, acting as a point of contact on the production.</p> <p><b>B2</b> Act in a professional and ethical manner, in line with accepted production etiquette, embracing equality, diversity and inclusion in the workplace.</p>	<p><b>K2, S12, S13, B2</b> Demonstrates an understanding of the organisations departmental structure and the need to work in a professional and ethical manner when building relationships with partners in their role as a point of contact on a production.</p> <p><b>K4</b> Explains how they record and communicate production progress information whilst adhering to organisational policies</p>	<p><b>K2, S13</b> Analyses the impact of collaborative ways of working on the overall functioning of the organisation.</p>

Core – Sustainability		
Assessed Criteria	Pass Grading Descriptor	Distinction Grading Descriptor
<p><b>K16</b> 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.</p> <p><b>S16</b> Follow sustainable practices in line with industry standard recommendations.</p>	<p><b>K16, S16</b> Explains how they follow environmental sustainability practices in line with industry standard recommendations when working on a production.</p>	<p><b>K16, S16</b> Evaluates areas to improve sustainable practices on the selected production.</p>
Production Coordinator – Production compliance		
Assessed Criteria	Pass Grading Descriptor	Distinction Grading Descriptor
<p><b>K17</b> Current workplace rules and procedures regarding safeguarding, for example child protection.</p> <p><b>K18</b> Process for liaising with organisations or government agencies as required. For example, work permits, licenses, child licenses, location permissions or recording permits.</p> <p><b>S20</b> Prepare deliverables documentation in readiness for handover such as billings, schedules, production promotion, presentation and support material such as online, stills or press packages.</p>	<p><b>K17, K18, S20</b> Describes managing critical aspects of production, including safeguarding, liaison with external entities, and obtaining documentation and the pivotal role they play in ensuring seamless operations and successful project handovers.</p>	<p>No distinction grading criteria</p>

Production coordinator – Policies and procedures		
Assessed Criteria	Pass Grading Descriptor	Distinction Grading Descriptor
<p><b>K22</b> The importance of post-production paperwork in the delivery of creative material. The impact of sharing incorrect information.</p> <p><b>K23</b> How technical operations work in studios, sets and on location. For example, process studio rig, or kit and crew requirements based on location.</p>	<p><b>K22, K23</b> Explains how technical operations work in studios, sets and on location and the importance of sharing accurate post-production paperwork in the delivery of creative material.</p>	<p>No distinction grading criteria</p>
Post production coordinator – The post production schedule		
Assessed Criteria	Pass Grading Descriptor	Distinction Grading Descriptor
<p><b>K24</b> How to interpret post-production process, workflows and functions to meet deliverables.</p> <p><b>K25</b> How to utilise database and scheduling software and tools to communicate information to relevant teams or departments.</p> <p><b>S21</b> Act as intermediary between the production team and the technical or creative teams, utilising knowledge of the post-production process, workflows and functions.</p>	<p><b>K24, K25, S21</b> Explains how they use database and scheduling software and tools and interpret post-production process, workflows and functions to communicate information to relevant teams or departments.</p>	<p>No distinction grading criteria</p>

Post production coordinator – Processes and workflows		
Assessed Criteria	Pass Grading Descriptor	Distinction Grading Descriptor
<p><b>K26</b> How to coordinate and run review sessions with the team, supervisors or clients.</p> <p><b>K27</b> The influence and timing of post-production on the end-to-end production process.</p> <p><b>S22</b> 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.</p>	<p><b>K26, K27, S22</b> Explains how they support the production team by running review sessions and liaising with external stakeholders and the impact of timing of post-production on the end-to-end process.</p>	<p>No distinction grading criteria</p>

**Assessment Method 2: Professional Discussion underpinned by a portfolio of evidence**

Core – Production context		
Assessed Criteria	Pass Grading Descriptor	Distinction Grading Descriptor
<p><b>K1</b> How structure, vision and purpose affects production.</p> <p><b>K9</b> The production lifecycle. Key aspects and industry terminology of each stage within end-to-end production workflows.</p> <p><b>S9</b> Prioritise the work to ensure that tasks are completed on schedule.</p>	<p><b>K1, K9, S9</b> Explains how they prioritise the work throughout the production lifecycle to ensure that tasks are completed on schedule and how structure, vision and purpose can affect production.</p>	<p><b>S9</b> Justifies decisions for prioritising tasks and adapting to work.</p>

Core – Regulations and health and safety		
Assessed Criteria	Pass Grading Descriptor	Distinction Grading Descriptor
<b>K11</b> How to identify and report potential health and safety risks and hazards for a production.	<b>K11</b> Explains how to identify and report potential health and safety risks and hazards for a production.	No distinction grading criteria
<b>K12</b> Industry regulations, codes of practice, organisational policies, licences and legal requirements that might affect a production including social media policy.	<b>K12, S11, S15</b> Explains how they monitor and comply with industry regulations, organisational policies, codes of practice, required licenses and legal requirements when working on a production.	
<b>S11</b> Contribute to the monitoring and compliance for the production relating to legal, regulatory, organisational and industry codes of practice.		
<b>S15</b> Operate within legislation, regulations, organisational policies, industry standards and procedures such as health and safety, confidentiality, security.		

Core – Resourcing and logistics coordination		
Assessed Criteria	Pass Grading Descriptor	Distinction Grading Descriptor
<p><b>K5</b> How different production environments, formats and scale affect the types and quantity of required resources.</p> <p><b>K7</b> How to research and access resources such as suppliers, contributors and crew members.</p> <p><b>K10</b> Requirements and production documentation that may be needed when travelling.</p> <p><b>S1</b> Operate within agreed organisational policies, standards and procedures; adapting to operational changes as they occur.</p> <p><b>S5</b> Monitor the use of resources such as production materials, equipment and supplies.</p> <p><b>S6</b> Coordinate logistics or travel activity for the production, liaising with other departments when required.</p>	<p><b>K5, S1</b> Explains how they adapt to different production environments, formats, scale and operational changes whilst working within agreed organisational policies, standards and procedures.</p> <p><b>K7, S5</b> Describes how to research, access and monitor the use of resources to meet production requirements.</p> <p><b>K10, S6</b> Explains the requirements and production documentation that may be needed when travelling and how to coordinate logistics or travel activity for the production.</p>	<p><b>K7, S5</b> Justifies their selection of suppliers, crew members and resources.</p>
Core – Communication		
Assessed Criteria	Pass Grading Descriptor	Distinction Grading Descriptor
<p><b>K13</b> Communication styles. How the type, format and frequency of communication can impact on the success of a production.</p> <p><b>S7</b> Collaborate with the production team to check that the final product is delivered to industry standards including technical and legal requirements.</p>	<p><b>K13, S7</b> Explains the communication techniques used to build rapport with a range of colleagues and suppliers to ensure the final product is delivered to industry standards meeting technical and legal requirements.</p>	<p>No distinction grading criteria</p>



Core – CPD		
Assessed Criteria	Pass Grading Descriptor	Distinction Grading Descriptor
<p><b>K14</b> How to keep up to date with tools, standards and trends and emerging technologies and their use and impact across the sector.</p> <p><b>S14</b> Keep up to date with tools, standards, trends and emerging technologies and their use and impact across the sector.</p> <p><b>S17</b> Promote and market skills and services.</p> <p><b>B3</b> Take the initiative and responsibility for own learning and development, working with and learning from peers.</p>	<p><b>K14, S14, S17, B3</b> Demonstrates initiative and responsibility for own learning by keeping up to date with tools, standards, trends and emerging technologies to promote and market skills and services.</p>	<p><b>S14</b> Analyses the impact of utilising emerging technology and latest tools, standards and trends.</p>
Core – Data protection and confidentiality		
Assessed Criteria	Pass Grading Descriptor	Distinction Grading Descriptor
<p><b>K15</b> 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.</p> <p><b>B4</b> Maintain commercial confidentiality and professional practice at all times, and in all settings.</p>	<p><b>K15, B4</b> Explains the value of confidentiality to the organisation and the importance of maintaining data security and intellectual property rights.</p>	<p>No distinction grading criteria</p>

Production coordinator – Copyright		
Assessed Criteria	Pass Grading Descriptor	Distinction Grading Descriptor
<p><b>K19</b> The intended use and impact of a piece of copyright material or content.</p> <p><b>K20</b> The processes required to obtain the necessary legal rights to the copyright. Where to obtain advice and information for different types of copyrighted materials.</p> <p><b>K21</b> 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.</p> <p><b>S18</b> Assist with establishing sources of copyright for the materials being used on a production.</p> <p><b>S19</b> Obtain terms and conditions from copyright owners and license holders acting as a point of contact when required.</p>	<p><b>K19, K20, K21, S18, S19</b> Describes different types of copyright, how copyrighted material is used, its impact, and how to get legal permission to use it.</p>	No distinction grading criteria
Post production coordinator –Deliverables		
Assessed Criteria	Pass Grading Descriptor	Distinction Grading Descriptor
<p><b>K28</b> The common file formats and resolutions used in the production and post production process.</p> <p><b>K29</b> The editorial process in relation to client turnover, ingest, client review, finishing or deliverables.</p> <p><b>S23</b> Manage the delivery process of materials to clients or external companies, keeping parties informed of progress and change.</p>	<p><b>K28, K29, S23</b> Describes the common file formats and resolutions used in the production process and how they manage the editorial and delivery process of materials to external clients.</p>	No distinction grading criteria

## **Annex 1**

### **Assessment Plan and Occupational Standard**

The Level 4 Junior Production Coordinator Occupational Standard and the latest version of the Assessment Plan can be accessed by following this link:

<https://www.instituteforapprenticeships.org/apprenticeship-standards/junior-production-coordinator-v1-2?view=standard>

**Level 4 Junior Production Coordinator ST0792**

**Version 1.2**

**Sector: Creative and Design**

**EQA Organisation: Ofqual**

## 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

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

The employer and Innovate Awarding should agree the timescale for a re-sit or re-take. A re-sit is typically taken within one month of the EPA outcome notification. The timescale for a re-take is dependent on how much re-training is required and is typically taken within one month of the EPA outcome notification.

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

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

The apprentice will get a maximum EPA grade of pass if they need to re-sit or re-take one or more assessment methods, unless Innovate Awarding determines there are exceptional circumstances.

## 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>

## 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](mailto:epa@innovateawarding.org)



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