

# MEDIA PRODUCTION CO-ORDINATOR

## LEVEL 4

### APPRENTICESHIP STANDARD

This training programme is based on the Media production Co-Ordinator Apprenticeship Standard, so it's important that you familiarise yourself with it and the knowledge, skills and behaviours that it covers. You can find a copy of the standard [here](#).

### HOW LONG DOES IT TAKE?

Typical training period of

**12-18 months**

followed by an End Point Assessment period of up to

**4 months**

### SUMMARY

**This programme will benefit anyone working within, or looking to work within, the creative media industries in a production management role. This could be as part of a production team delivering a film, TV or animated series, commercials, radio/audio production companies or in specialist post-production departments including VFX.**

A Media Production Co-Ordinator is responsible for supporting and delivering the operational elements of productions. This may include logistics, finance, personnel, equipment and/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. They will interact with and support the Production Manager or VFX Producer and the wider production or post-production team with clients and crew. On larger productions they may work in a team with production assistants working to them.

### WHAT DOES THE CONTENT LOOK LIKE?

- ▶ Industry awareness, including end-to-end workflow process
- ▶ Organisational Knowledge
- ▶ Project Management
- ▶ Legal, Regulatory and Compliance Requirements
- ▶ Resource Planning
- ▶ Creative Problem-Solving
- ▶ Effective Communication

### WHAT DOES IT INVOLVE?

To provide an immersive and varied experience, the learning journey is made up of various teaching and learning methods including:

- ▶ Practical and interactive workshops (these are typically delivered remotely)
- ▶ Set assignments & independent learning exercises
- ▶ Project work
- ▶ Self Guided Learning including Digital Workbooks
- ▶ Progress reviews with your dedicated Programme Lead
- ▶ Other methods such as flipped workshops, webinars and peer to peer learning, if and when relevant.

### ASSESSMENT & QUALIFICATIONS ACHIEVED

Regular on programme assessment including reports, presentations, project work, research assignments and the development of a portfolio of evidence.

**The End Point Assessment for this programme consists of two components:**

- ▶ Production Project
- ▶ Professional Discussion

On completion of the programme, learners will gain the Level 4 Media Production Co-Ordinator Apprenticeship Qualification.

