

# Media Production Co-ordinator

## level 4



**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.

## Contents

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

## Learning Journey

This training programme is based on the [Media production Co-ordinator Apprenticeship Standard](#).

To provide an **immersive and varied experience**, the learning journey is made up of various teaching and learning methods, including practical and interactive workshops, project work, group work, and self-guided learning. Other teaching methods, such as flipped workshops, webinars and peer-to-peer learning, will also be used, if and when relevant.

**Regular on-programme assessment** can include assignments, presentations, reports, independent learning exercises, and building a portfolio of evidence. Every learner will also have regular progress reviews with their programme lead.

The **End Point Assessment** for this programme consists of two components: a production project and a professional discussion

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

Typical training period of

**12–18 months**

followed by an End Point  
Assessment period of up to

**4 months**