

Production Assistant

level 3



Production Assistants contribute to the research and development of production ideas. They may also provide support to colleagues in technical areas such as camera, lighting and sound, and offer solutions to production problems. They research and identify resources, logistics and equipment based on the production requirements and constraints such as budgets.

Production Assistants need to be adaptable and able to learn quickly on the job; building their knowledge and skills of screen and audio activities as they move across production teams. They will typically work with a wide range of external stakeholders throughout the production process including clients, cast, crew members and suppliers. A Production Assistant will be responsible for supporting and assisting the production team throughout the end-to-end production process. As such, they will have the autonomy to carry out their own duties, and will need to take responsibility for the quality of their work.

Contents

- ▶ **Production planning, commissioning and research**
- ▶ **Production development, including pitching**
- ▶ **Industry awareness, organisational principles and working practices**
- ▶ **Content creation – audio and visual**
- ▶ **Editing and post-production**
- ▶ **Briefs and creative solutions, presentations and feedback**
- ▶ **Technical support, using radio and TV tools and equipment**

Learning Journey

This training programme is based on the [Production Assistant 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 three components: a research project, professional discussion, and a set test exercise.

On completion of the programme, learners will gain the Level 3 Production Assistant Apprenticeship Certificate.

Typical training period of

12 months

followed by an End Point
Assessment period of up to

3 months