

PRODUCTION ASSISTANT

LEVEL 3

APPRENTICESHIP STANDARD

This training programme is based on the Production Assistant 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 months

followed by an End Point Assessment period of up to

3 months

SUMMARY

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.

WHAT DOES THE CONTENT LOOK LIKE?

- ▶ Production planning, commissioning and research
- ▶ Production development including pitching
- ▶ Industry awareness and 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

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 three components:

- ▶ Research project
- ▶ Professional discussion
- ▶ Set test exercise

Successful completion will lead to delegates being awarded the Level 3 Production Assistant Apprenticeship qualification.

