



## Draft Preview

# DRAFT ASSESSMENT PLAN FOR THE JUNIOR PRODUCTION COORDINATOR APPRENTICESHIP

ST0792/V2

| APPRENTICESHIP REFERENCE NUMBER | LEVEL OF ASSESSMENT | INTEGRATION |
|---------------------------------|---------------------|-------------|
| ST0792                          | 4                   | None        |

## Assessment Plan

### Assessment details

#### Introduction

This Apprenticeship Assessment Plan (AAP) sets out the requirements for the assessment of the Level 4 junior production coordinator apprenticeship. It should be read in conjunction with the General Requirements for Apprenticeship Assessment. Where there is conflict between this AAP and the General Requirements, this AAP takes precedence. Assessment organisations must also comply with the relevant regulatory framework for apprenticeship assessment.

It is important that the assessment of apprentices is proportionate, valid, and provides reliable evidence of an apprentice's attainment of the relevant knowledge and skills. As such, assessment organisations must design assessments to ensure:

- employers have confidence that the apprentice has reached the expected performance standard
- apprentices are sufficiently secure in their knowledge and skills, so that they could demonstrate their competence in different contexts (for example, a different workplace)

#### Assessment Outcomes

The assessment outcomes group and summarise the knowledge and skills that must be demonstrated in assessments. All assessment outcomes must be assessed.

Assessment organisations must ensure all the core assessment outcomes and the assessment outcomes for one of the following options are assessed for each apprentice:

- Option 1: Production coordinator
- Option 2: Post-production coordinator

Knowledge and skills statements in **bold** are mandatory and must be assessed in every version of the assessment that is made available.

| Core Assessment Outcome   | Mapping  |
|---|--|
| <b>AO1: Production Planning and Coordination</b><br><p>Plans and coordinates production activities, creating and maintaining documentation, schedules, and records to ensure smooth workflows across departments.</p>                           | <b>K1, K2, K3, K4, K5</b><br><b>S1, S2, S3, S4, S5</b>           |
| <b>AO2: Resource and Logistics Management</b><br><p>Sources, monitors, and manages resources, suppliers, and logistics, adapting to changing priorities while maintaining operational efficiency and budget awareness.</p>                      | <b>K6, K7, K8, K9, K10</b><br><b>S6, S7, S8</b>                  |
| <b>AO3: Compliance and Risk Management</b><br><p>Applies health and safety practices, legal and regulatory requirements, and safeguarding measures to ensure compliance and mitigate risks throughout production.</p>                           | <b>K11, K12, K15, S9, S10, S11, S15</b>                          |
| <b>AO4: Communication and Stakeholder Engagement</b><br><p>Liaises with internal teams and external partners, building effective relationships and ensuring clear, timely communication to support production objectives.</p>                   | <b>K13</b><br><b>S12, S13</b>                                    |
| <b>AO5: Continuous Improvement and Sustainability</b><br><p>Maintains up-to-date knowledge of tools, technologies, and industry trends, applying sustainable practices and contributing to ongoing process improvements.</p>                    | <b>K14, K16</b><br><b>S14, S16, S17</b>                          |
| Option 1: Production coordinator  | Mapping  |
| <b>AO6A: Production Compliance and Operations</b><br><p>Works to clear or confirm clearances of copyright for material to be used for productions. Liaises with the other departments to ensure final production deliverables are prepared.</p> | <b>K17, K18, K19, K20, K21, K22, K23</b><br><b>S18, S19, S20</b> |
| Option 2: Post-production coordinator   | Mapping  |
| <b>AO6B: Post-Production Delivery</b><br><p>Supports post-production workflows, prepares deliverables, and coordinates handover processes to</p>  | <b>K24, K25, K26, K27, K28, K29</b><br><b>S21, S22, S23</b>      |

meet technical standards and client requirements.

(\*) Knowledge and skills statements which offer opportunities to develop functional English and maths are identified with an asterisk.

## **Assessment requirements**

Assessment organisations must set apprenticeship assessments. Assessment organisations should consider how technology and digital tools can support innovation and efficiency.

Assessment organisations must design apprenticeship assessments to include at least one **project**.

Any additional assessment(s) must be selected from the following list of methods to ensure the assessment outcomes are met in full:

- **Professional discussion**
- **Portfolio**
- **Project**
- **Simulated task**
- **Presentation**

Apprentices may be assessed at any appropriate point during their apprenticeship programme.

Assessments may be designed to allow a centre or training provider to mark assessments. The assessment organisation is responsible for ensuring all assessments are sufficiently reliable and valid, and for the accuracy of any centre or training provider marking.

## **Performance descriptors**

Performance descriptors describe the level of performance required to achieve a pass or distinction grade. Assessment organisations must design assessments that align with these descriptions.

| Performance Category                       | Pass  | Distinction   |
|--|---|---|
| <b>Applied Knowledge</b>                   | Demonstrates sound application of knowledge to address well-defined but complex and non-routine production problems, reaching appropriate, generally effective outcomes.  | Applies knowledge with confidence and precision, consistently producing high-quality outputs in response to well-defined but complex and non-routine production problems; solutions are appropriate and often enhance outcomes or processes.                    |
| <b>Applied Skills</b>                      | Identifies and applies suitable cognitive and practical skills in the production context, adapting as necessary to meet requirements within set parameters; effective and optimised for methods are generally appropriate and meet organisational or sector expectations. | Adapts and applies cognitive and practical skills in the production context with flexibility and operational fluency, ensuring methods are within set parameters; effective and optimised for methods are generally quality and efficiency of service outcomes. |
| <b>Regulatory and Procedural Awareness</b> | Applies relevant legislation, regulation and organisational procedures with sound judgement, adapting appropriately to varied and occasionally complex situations.  | Interprets and applies regulatory and procedural requirements with insight and appropriate flexibility, identifying implications and making informed decisions in varied and occasionally complex situations.   |
| <b>Communication and Collaboration</b>     | Communicates clearly and collaborates effectively with colleagues and stakeholders, contributing to service delivery in varied production settings.   | Communicates and collaborates with confidence and insight, tailoring approach to meet diverse stakeholder needs, contributing to improved collaboration and service outcomes in varied production settings.   |

|  |   |   |
|--|---|---|
| <b>Information Use and Decision Making</b> | Analyses and interprets relevant information from a range of sources to make informed decisions, showing clear awareness of the occupational context and broader scope of the role. | Analyses, interprets and evaluates information from a range of sources, providing insightful justification for decisions and demonstrating strong awareness of broader implications within the occupational area.             |
| <b>Responsibility and Autonomy</b>         | Takes responsibility for actions and decisions within set parameters; manages own work and, where relevant, coordinates others with adequate awareness of risks and priorities.     | [Proactively takes responsibility for actions and decisions within set parameters; manages own work and coordination of others, independently using sound judgment about risks and priorities to manage resources or actions. |

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