



Draft Preview

DRAFT APPRENTICESHIP ASSESSMENT PLAN FOR THE ASSISTANT STAGE MANAGER APPRENTICESHIP

ST1457/V2

APPRENTICESHIP REFERENCE NUMBER	LEVEL OF THIS APPRENTICESHIP	INTEGRATION
ST1457	4	None

Assessment Plan

Assessment details

Introduction

This Apprenticeship Assessment Plan (AAP) sets out the requirements for the assessment of the Level 4 assistant stage manager 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.

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

Assessment Outcome	Mapping
<p>AO1: Production Planning and Coordination</p> <p>Apprentices understand production timelines, performance spaces, and programming, and apply this knowledge to plan and coordinate rehearsals and performances. They interpret ground plans, prompt copies, and production documentation to support the stage management process.</p>	<p>K1, K2, K3, K8, K10</p> <p>S2, S5, S11</p>
<p>AO2: Props and Scenic Management</p> <p>Apprentices source, prepare, maintain, and transport props and costumes in line with design, budget, and sustainability requirements. They organise backstage areas, maintain props tables, and produce documentation such as props bibles and setting lists.</p>	<p>K4, K5, K6, K7, K21</p> <p>S1, S3, S6, S7, S12, S13, S14</p>
<p>AO3: Performance Support and Cueing</p> <p>Apprentices assist with technical rehearsals and live performances, responding to cues and calls, giving cues to performers and technical staff, and undertaking scene changes or other crew roles. They act as book cover when required and ensure smooth running of the show.</p>	<p>K9</p> <p>S4, S8, S9, S10, S11</p>
<p>AO4: Compliance, Safety and Wellbeing</p> <p>Apprentices apply health and safety standards, safeguarding procedures, and wellbeing practices during all production phases. They follow organisational and industry regulations for working with performers, special effects, and hazardous activities, escalating concerns appropriately.</p>	<p>K13, K18, K19, K20</p> <p>S17, S18, S19</p>

AO5: Professional Practice and Industry Engagement**K11, K12, K14, K15, K16, K17, K22, K23, K24, K25**

Apprentices demonstrate professional behaviours, effective communication, and adherence to workplace policies. They manage petty cash and budgets, uphold equity and inclusion principles, and engage with industry networks and bodies to support career development.

S15, S16

(*) 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:

- **Interview**
- **Additional project**
- **Presentation**
- **Simulated task**
- **Portfolio**
- **Question and answer**

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
Applied Knowledge	Demonstrates sound application of stage management to address well-defined but complex and non-routine problems, arriving at appropriate and effective outcomes that meet organisational or sector expectations. Shows consistent understanding of context and applies knowledge reliably within set parameters.	Applies knowledge with confidence and precision, consistently producing high-quality outputs in response to well-defined but complex and non-routine problems. Solutions are effective and optimised for quality and efficiency, often refining processes while remaining within set parameters and aligned to organisational or sector expectations.
Applied Skills	Identifies and applies suitable cognitive and practical skills for stage management work activities, adapting as necessary to meet requirements. Methods chosen are appropriate, effective, and outcomes meet organisational or sector expectations when operating within set parameters and in varied and occasionally complex situations.	Adapts and applies cognitive and practical skills with operational fluency in stage management, ensuring methods are effective and adjusted for quality and efficiency. Performs reliably in varied and complex situations, maintaining high standards within set parameters while outputs consistently meet organisational or sector expectations.
Regulatory and Procedural Awareness	Applies relevant legislation, regulation, and stage management procedures with sound judgement, adapting appropriately to	Interprets and applies regulatory and procedural requirements with insight and appropriate flexibility, recognising implications in varied and occasionally complex situations. Decisions remain within set

varied and occasionally complex situations. Works within set parameters and ensures practices meet organisational or sector expectations, escalating issues appropriately when required.

parameters, consistently aligning with and helping to meet organisational or sector expectations.

Communication and Collaboration

Communicates clearly and collaborates effectively with stakeholders, contributing to service delivery. Approach is appropriate and effective across varied and occasionally complex situations, maintaining coordination within set parameters so outcomes meet organisational or sector expectations.

Communicates and collaborates with confidence and insight, tailoring approach to diverse stakeholders. Methods are effective and optimised for quality and efficiency, strengthening coordination in varied and occasionally complex situations, while operating within set parameters to meet organisational or sector expectations.

Information Use and Decision Making	Analyses and interprets production information from a range of sources to make informed decisions, showing sound judgement and awareness of context. Decisions are appropriate, effective for well-defined but complex and non-routine problems, and remain within set parameters to meet organisational or sector expectations.	Analyses, interprets, and evaluates production information from a range of sources, providing insightful justification for decisions. Demonstrates insight and appropriate flexibility when addressing well-defined but complex and non-routine problems, ensuring approaches are effective and optimised for quality and efficiency while remaining within set parameters
Responsibility and Autonomy	Takes responsibility for actions and decisions within set parameters. Manages own work and, where relevant, coordination of others in stage management with adequate awareness of risks and priorities so that outcomes meet organisational or sector expectations in varied and occasionally complex situations.	Proactively takes responsibility for actions and decisions within set parameters. Manages own work and the coordination of others in stage management, independently uses sound judgment about risks and priorities, maintaining approaches effective and optimised for quality and efficiency to meet organisational or sector expectations.

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