



EPA Draft Preview

DRAFT ASSESSMENT PLAN FOR THE PRODUCTION ASSISTANT - SCREEN AND AUDIO APPRENTICESHIP

ST0341/V2

APPRENTICESHIP REFERENCE NUMBER	LEVEL OF THIS ASSESSMENT	INTEGRATION
ST0341	3	None

Assessment Plan

Assessment details

Introduction

This Apprenticeship Assessment Plan (AAP) sets out the requirements for the assessment of the Level 3 production assistant - screen and audio 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 : Creative Development and Audience Engagement</p> <p>Develops and evaluates creative concepts for screen, online, or audio productions. Interprets briefs, scopes ideas, and applies audience insight to shape proposals and pitches.</p>	<p>K2, K3, K4, K5*, K6*, K28</p> <p>S1, S2, S3, S4*, S5*</p>
<p>AO2: Production Planning and Resource Management</p> <p>Supports the planning and coordination of production workflows. Works within budgets, schedules, and agreed resources, ensuring alignment with organisational priorities and sustainability considerations.</p>	<p>K1, K7, K11*, K12, K14, K15, K17, K21, K22, K23, K24</p> <p>S6, S7, S14, S15, S16, S17</p>
<p>AO3: Content Creation and Technical Operations</p> <p>Prepares, operates, and maintains media capture and editing equipment across multiple platforms. Produces, edits, and optimises audio, visual, and multimedia content for television, audio, social media, and other digital channels, ensuring alignment with technical specifications and production requirements.</p>	<p>K9, K10, K25*, K26, K27, K30*, K32 S18, S19, S20*, S21*, S22, S23, S24*, S25*, S26</p>
<p>AO4: Compliance and Professional Standards</p> <p>Works in accordance with legal, regulatory, and organisational requirements. Applies health and safety, copyright, and data protection standards throughout production activities.</p>	<p>K8*, K13*, K18, K19, K31 S8*, S9, S12, S13</p>
<p>AO5: Communication, Collaboration, and Professional Development</p> <p>Maintains effective communication and collaboration within production teams and with stakeholders. Creates and manages documentation, provides updates, and engages in continuous professional development.</p>	<p>K16*, K29, K33, K34, K20 S10, S11, S27, S28, S29*</p>

(*) 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 **simulated task**.

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 of evidence**
- **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
Applied Knowledge	Demonstrates sound application of production knowledge, facts, procedures, and ideas across routine and non-routine tasks within familiar but sometimes complex work contexts.	Demonstrates thorough understanding, selecting and integrating production knowledge, facts, procedures, and ideas across routine and non-routine tasks, addressing detailed and challenging issues with sound judgment.
Applied Skills	Identifies and applies appropriate production skills, methods, and procedures to complete tasks accurately and safely within set parameters, showing a reasonable degree of autonomy and effectiveness.	Selects and integrates appropriate production skills, methods, and procedures, applying them proactively and resourcefully with minimal oversight, adding value through refined judgement.
Regulatory and Procedural Awareness	Works in accordance with relevant legislation, industry standards, and organisational procedures, applying them consistently and without error across routine and non-routine tasks.	Anticipates compliance needs and applies standards with insight and adaptability, proactively ensuring adherence beyond minimum requirements and demonstrating refined judgement.
Communication and Collaboration	[Description]Participates effectively in production team environments, communicating clearly and appropriately to support workflow and service delivery within familiar but	Collaborates confidently and constructively, adapting communication to context and audience, offering solutions that enhance team effectiveness and project outcomes.

	sometimes complex contexts.	
Information Use and Decision Making	Accurately interprets and evaluates relevant production information from a variety of sources to make decisions within set parameters, demonstrating some depth of insight.	Interprets and evaluates information with refined judgement, integrating multiple sources to make decisions confidently and adaptively, adding value to processes and outcomes.
Responsibility and Autonomy	Takes responsibility for initiating and completing production tasks within set parameters, demonstrating a reasonable degree of autonomy and effectiveness.	Takes ownership of tasks proactively and resourcefully, working with minimal oversight and confidently navigating nuanced issues to deliver added value.

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