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DRAFT APPRENTICESHIP ASSESSMENT PLAN FOR THE PRODUCTION MANAGER APPRENTICESHIP

ST1483/V2

APPRENTICESHIP REFERENCE NUMBER	LEVEL OF THIS APPRENTICESHIP	INTEGRATION
ST1483	6	None

Assessment Plan

Assessment details

Introduction

This Apprenticeship Assessment Plan (AAP) sets out the requirements for the assessment of the Level 6 production 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.

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: Junior production manager - screen and audio

- Option 2: Junior post production manager

- Option 3: Live performance production manager

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
AO1: Production Planning, Scheduling and resource management Plans, schedules, coordinates and adjusts production activities across locations, studios or outside broadcasts while managing resources, budgets and financial processes. Applies procurement and tendering practices, if appropriate, and uses iterative planning to anticipate constraints, align logistics and maintain efficiency and cost effective delivery throughout the production lifecycle.	**K1, K7,** K8, K10**S1, S2,** S8, S10
AO2: Legal, Regulatory, Ethical and sustainable requirements Adheres to legal, regulatory, ethical and sustainability requirements. Implements relevant health and safety requirements, safeguarding, copyright and intellectual property controls, and employment related obligations within organisational policies. Uses agreed sustainability guidance to embed responsible practice in production activity.	K5, **K6**, K9**S3**, S6, S9
AO3: Team Leadership, Collaboration and Stakeholder Engagement Liaises with internal teams and external partners to manage and deliver production objectives. Managing interdependencies and resolving conflict. Provides clear reports and updates, escalating issues with proposed solutions to maintain stakeholder confidence.	K2, K3, **K4** **S4**, S5, S7

Option 1: Junior production manager - screen and audio	Mapping
AO4 — Production Workflow, Scheduling and Coordination Plans and organises production workflows, coordinating timelines and interdependent departments. Applies scheduling, content planning and workflow analysis to ensure efficient delivery across the production environment.	**K11**, K12, K13 S11, **S12**
AO5— Finance, Compliance, Rights and Risk Management	**K14,** K15**S13**, S14

Prepares and manages financial documentation, forecasting and insurance requirements ensuring compliance with standards, rights and editorial policies. Identifies and mitigates risks to maintain safe and compliant production activity.	
AO6 — Technical Delivery, Post Production, Brand and International Requirements Sources, manages and schedules post production resources, ensuring technical delivery standards are met for domestic and international broadcasters. Applies agreed production processes, brand identity principles and ethical practices, including responsible use of AI.	**K16**, K17, K18, K19 S15, **S16**

Option 2: Junior post production manager	Mapping
AO7 — Production and Post Production Workflow, Planning and Coordination Develops and maintains project and workflow plans across live action and CG pipelines. Coordinates departments, schedules work and aligns post - production activity to meet client objectives and internal targets.	**K11**, K20, K21, **K22** **S11**, S12, **S17**
AO8 — Post Production Technology, Tools & Technical Standards Uses agreed software and project management tools to allocate resources, communicate technical issues and support pipeline efficiency. Maintains high technical standards by resolving faults and ensuring deliverables meet required specifications.	**K23**, K24 S18, S20, S21, **S23**
AO9 — Client, Vendor and Project Oversight Manages stakeholder relationships, maintaining communication, reputation and brand expectations. Oversees logistics, cost reporting and required administration to ensure accurate, timely and client aligned post production delivery	K25, **K26** S19, **S22**, S24

Option 3: Assistant live performance manager	Mapping
AO10 —Production process, and Technical Coordination Supports the development of live productions interpreting production documentation and technical designs and coordinating technical departments.	K27, **K28**, K29, K33**S25**, S27, S29

Facilitate communication between creative, producing and technical teams throughout the production process.	
AO11 — Venue Surveys & Touring Requirements Conducts technical surveys of venues and communicates findings to relevant teams. Delivers the logistical requirements of touring. Applies health and safety regulations and coordinates production compliance for productions both on tour and static.	**K31, K3**2 **S26**
AO12 —Production and scenic Delivery Plans and manages logistics, liaises with venue teams and oversees technical schedules for build, fit up and rehearsals. Ensures the physical and operational delivery of live productions.	**K30** S28, S30, **S31**

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**
- **Question and answer**
- **Presentation**
- **Additional projects**

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 knowledge to address well-defined but complex and non-routine production problems, reaching agreed outcomes, showing a sound interpretation and a reasoned approach across production management activities.	Applies knowledge with insight and strategic awareness, producing solutions that navigate complex contexts and adds value in implementation across diverse production environments.
Applied Skills	Identifies, refines and adapts methods, using advanced cognitive and practical skills in the production context, adapting as necessary to meet requirements. Methods are supported by relevant research, information or development activities across production, post-production or live environments.	Determines, adapts and refines methods with a strong emphasis on optimisation; adapting and or utilising relevant information in ways that improve or enhance outcomes in production management practice.
Regulatory and Procedural Awareness	Applies relevant regulatory and procedural knowledge, aligning compliance with organisational goals and adapting approaches to meet evolving requirements across a range of contexts.	Interprets and applies regulatory change, shaping responses with insight and flexibility to maintain operational resilience in complex or sensitive production settings.
Communication and Collaboration	Communicates, influences and collaborates across a range of stakeholder groups, aligning communication with organisational goals and values in varied production contexts.	Leads strategic communication and collaboration that engages, aligns and influences stakeholders, demonstrating judgement and responsiveness in complex and or sensitive production situations.
Information Use and Decision Making	Analyses, interprets and evaluates relevant information and ideas to inform decisions, demonstrating awareness of occupational context and broader scope of the role.	Analyses, interprets and evaluates information from a range of sources, to justify approaches in decision-making and demonstrating strong awareness of broader

		implications within the production.
Responsibility and Autonomy	Exercises accountability for actions and decisions when planning and delivering agreed outcomes. Manages own work and, where relevant, coordinates others with adequate awareness of risks and priorities.	Demonstrates strong leadership in directing others, allocating resources and evaluating outcomes with autonomy, confidence and judgement.