



Emergency changes to EPA (Junior Content Producer; Public Relations and Communications Assistant, Broadcast Production Assistant)

In response to recent government announcements regarding the Coronavirus pandemic and closure of non-essential business, AIM is implementing a number of changes to help employers and training providers minimise the disruption to apprentices about to go through Gateway.

Assessments have been adjusted to enable these to be undertaken remotely as shown below. This will come into immediate effect for the following standards: [Junior Content Producer; Public Relations and Communications Assistant; Broadcast Production Assistant.](#)

More information, please contact: assessment@aim-group.org.uk OR tel - Jordan Hind: 07384 795595; Gabi Brown: 07572 66483.

Apprenticeship standard	Assessment method	Normal delivery of assessment	Adjustment made for remote assessment
Junior content producer	Workplace observation	Face to face observation of Junior content producer apprentice in their workplace, including: <ul style="list-style-type: none">computer based tasksattendance at a meetingpractical activity	Observation carried out over video conferencing. <ul style="list-style-type: none">apprentice screen shares with assessorassessor attends video conferencing meeting as silent participantassessor observes practical task through webcam/video conferencing
	Set test	<ul style="list-style-type: none">apprentice attends training provider premisespreparation time invigilated by AIM invigilatorface to face assessment of presentation, followed by Q&A	<ul style="list-style-type: none">apprentice undertakes preparation at home officepreparation time invigilated over video conferencing/proctoring service by AIM invigilatorpresentation and Q&A carried out over video conferencing
	Professional discussion	Face to face professional discussion at training provider premises	Professional discussion carried out over video conferencing



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Apprenticeship standard	Assessment method	Normal delivery of assessment	Adjustment made for remote assessment
Public relations and communications assistant	Knowledge test	<ul style="list-style-type: none">▪ apprentice takes computer-based knowledge test at employer or training provider premises▪ exam invigilated by AIM invigilator	<ul style="list-style-type: none">▪ computer based knowledge test undertaken at home office▪ Exam invigilated using a proctoring service
	Work-based project	<ul style="list-style-type: none">▪ apprentice undertakes work-based project▪ presentation slides submitted by email to AIM	<ul style="list-style-type: none">▪ special consideration may be applied to work-based project where projects have to be amended due to Covid-19. This is currently under review with the Institute for Apprenticeships and Technical Education▪ presentation slides submitted by email to AIM
	Presentation and questioning	Face to face assessment of presentation, followed by Q&A	Presentation and Q&A carried out over video conferencing
Broadcast production assistant	Research report	<ul style="list-style-type: none">▪ apprentice undertakes research project at work▪ project submitted by email to AIM	<ul style="list-style-type: none">▪ special consideration may be applied to research project where projects have to be amended due to Covid-19. This is currently under review with the Institute for Apprenticeships and Technical Education▪ Project submitted by email to AIM
	Set test	<ul style="list-style-type: none">▪ apprentice attends training provider premises▪ preparation time invigilated by AIM invigilator▪ face to face assessment of presentation, followed by Q&A	<ul style="list-style-type: none">▪ apprentice undertakes preparation at home office▪ preparation time invigilated over video conferencing/proctoring service by AIM invigilator▪ presentation and Q&A carried out over video conferencing
	Professional discussion	Face to face professional discussion at training provider premises	Professional discussion carried out over video conferencing