

Level 4 Junior Production Coordinator V1.2

End-Point Assessment Specification



Who is this specification for?

This specification has been created for anyone involved in training and supporting apprentices on this standard and should be read in conjunction with AIM's policies and procedures found on www.aimgroup.org.uk/eparesources

Disclaimer

The information contained in this specification was correct at the time of publication. Whilst we endeavour to keep the content up to date, we would recommend that you also refer to [Junior production coordinator / Skills England](#) for up to date information on the EPA standard and the assessment plan.

To report any errors, please contact: assessment@aimgroup.org.uk

Version number	Version code	Date	Description and changes made with page number(s)
3	JPC/SP/V3/016/210426/HL	April 26	Skills England updates to duration of apprenticeship prior to gateway. Links updated for assessment plan.

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1. An Introduction to AIM Assessment

Who is AIM Assessment?

AIM Assessment is part of the AIM Qualifications and Assessment Group, a leading Awarding Organisation (AO) and Access Validating Agency (AVA) offering award-winning qualifications and Access to HE Diplomas for over thirty years.

AIM Qualifications and Assessment Group is an independent, Ofqual recognised, end-point assessment organisation (EPAO) responsible for an apprentice's final assessment to ensure they can do the job for which they've trained.

AIM is regulated by Ofqual, CCEA, Qualifications Wales and the Quality Assurance Agency for Higher Education (QAA) to ensure we maintain quality standards in our delivery and provision.

Role

As an end-point assessment organisation (EPAO) we assess apprentices' knowledge, skills and behaviours learnt throughout their apprenticeship.

The assessment is taken after the training has been completed, and when the apprentice's employer and training provider are satisfied that the apprentice is ready. If the end-point assessment (EPA) is successful, an apprenticeship certificate is issued by the Department for Education (DfE). We work closely with employers and providers from the start of the apprenticeship to support apprentices and their employer/training provider on their journey towards a successful EPA.

2. Why choose AIM for your EPA?

AIM's exceptional end-point assessments are characterised by ten guiding principles.

By embodying these principles, we not only validate an apprentice's readiness for the industry but also enhance the overall quality and credibility of apprenticeships.

1. Assessments are undertaken by assessors with the **relevant skills, experience** and specific **industry knowledge**.
2. Assessments should produce **consistent results**, no matter who conducts or takes it, ensuring reliability in the evaluation process.
3. Assessments should **accurately measure** what it's intended to assess in order to guarantee that the assessment truly reflects the apprentice's capabilities.
4. The assessment process should be **fair and impartial**, avoiding bias or discrimination against any apprentice.
5. Assessments should be **accessible to all** apprentices, accommodating diverse backgrounds, abilities, and learning styles.
6. Assessments should have **clearly defined criteria and expectations** to ensure apprentices understand what they're being assessed on.
7. All parties (apprentice, employer and training provider) should know how the apprentice will be assessed; the process should be **transparent** to instil confidence in its fairness.
8. Assessment tasks and questions should mirror **real work scenarios** to help apprentices showcase their practical skills, knowledge and behaviours.
9. The assessor should provide **constructive feedback** to help apprentices understand their strengths and areas for improvement.
10. There should be **a close partnership** between the EPAO, and the training provider/employer to ensure the assessment meets everyone's needs.

3. Standard summary

Standard name	AIM Qualifications Level 4 Junior Production Coordinator End-Point Assessment
ST code	ST0792 Version: 1.2
Role profile of the apprenticeship* <i>(* this outlines the purpose of the qualification)</i>	This occupation is found in the creative media industries. Junior production coordinators work as part of a production team delivering film, radio, audio, TV, digital content or animated series, commercials or in specialist post production departments. The broad purpose of the role is to coordinate productions using specialist production management skills, knowledge and experience. A junior production coordinator can work across all genres in film, television, digital, radio, audio or commercials; they may work in the production office, on set, in a studio or on location, in the UK or internationally This is a core and options standard, to reflect the varied roles that come under the production coordinator occupation in the creative industries. All learners will undertake the core element of the apprenticeship, and then they will choose to specialise in one of the two production options: Option 1 – Production Coordinator Option 2 – Post-production Coordinator Typical job titles include Audio Coordinator; Cooking Coordinator; Junior Booking Producer; Post Production Coordinator; Production Coordinator; Production Management Assistant; Production Secretary; Radio Coordinator. The purpose of the apprenticeship (qualification) including end-point assessment, is to ensure that the apprentice has learnt the knowledge, skills and behaviours needed to undertake the role of a Junior Production Coordinator.
Duration	Typically 18 months training and two months EPA
Apprenticeship process	The apprentice will typically spend 18 months on their apprenticeship. Apprentices working 30+ hours per week will spend a minimum of 20% (ie at least six hours per week) of their time off-the-job, learning with a training provider, college, or with their employer. After their training period the apprentice will begin their end-point assessment (EPA) to check they have the knowledge, skills and behaviours (KSBs) required for this role. This assessment should be completed within two months and will be conducted by AIM's specialist end-point assessors.
Gateway*/ other requirements	Apprentices must have satisfied the following before Gateway*: - Spent at least 12 months on their apprenticeship programme (for apprentices registered prior to 01.08.25) - Spent at least 8 months on their apprenticeship programme (for apprentices registered on or after 01.08.25) - Employer confirmation that the apprentice is ready to take EPA - Achieved maths and English qualifications at Level 2 - this only applies to apprentices aged 16-18 at the start of their apprenticeship training. For apprentices aged 19+ at the start of their apprenticeship training, achieving L2 English and maths is not mandatory.

Assessment methods	Submitted a portfolio of evidence and mapping grid; an approved presentation proposal *Gateway is the point at which apprentices enter the end-point assessment period																					
	Assessment method one: Presentation and questions Assessment method two: Professional discussion underpinned by a portfolio of evidence.																					
Overall grading	Grading that is achievable for this standard: <table><tr><th>Assessment method one: Presentation and questions</th><th>Assessment method two: Professional discussion, underpinned by a portfolio</th><th>Overall grading</th></tr><tr><td>Fail</td><td>Any grade</td><td>Fail</td></tr><tr><td>Any grade</td><td>Fail</td><td>Fail</td></tr><tr><td>Pass</td><td>Pass</td><td>Pass</td></tr><tr><td>Pass</td><td>Distinction</td><td>Merit</td></tr><tr><td>Distinction</td><td>Pass</td><td>Merit</td></tr><tr><td>Distinction</td><td>Distinction</td><td>Distinction</td></tr></table>	Assessment method one: Presentation and questions	Assessment method two: Professional discussion, underpinned by a portfolio	Overall grading	Fail	Any grade	Fail	Any grade	Fail	Fail	Pass	Pass	Pass	Pass	Distinction	Merit	Distinction	Pass	Merit	Distinction	Distinction	Distinction
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Pass	Distinction	Merit																				
Distinction	Pass	Merit																				
Distinction	Distinction	Distinction																				
Appeals	The AIM Results and Appeals Policy can be viewed on the AIM website here: AIM Policies and Procedures																					
Reasonable adjustments	AIM can make reasonable adjustments to the way that an apprentice is assessed during their EPA, according to individual circumstances. For example, they may require practical arrangements be put in place to support them in an in-person assessment due to a diagnosed condition. For further information on applying for reasonable adjustments please visit: AIM Policies and Procedures																					
Results	AIM anticipates the release of results within 15 working days after the apprentice’s final assessment.																					
Preparation and support	Before Gateway, AIM will approve a presentation’s suitability and establish time frames with the apprentice. For the assessments, AIM will provide guidance and preparation documents including access to sample questions. AIM also runs online clinics to support the employer and apprentice.																					

4. Assessment methods

Assessment method one: Presentation and questions	
Summary of the assessment: The presentation involves the apprentice developing and delivering a presentation on a selected production. This is followed by questions from an assessor.	
Components	Component one: Presentation and questions
Timings/duration	Presentation: typically 30 minutes Questions: typically 30 minutes
Submission requirements	AIM signs off the proposal for the presentation at Gateway
Grading for this assessment method	Fail Pass Distinction
Assessment preparation and support from AIM	For the assessment, AIM will provide detailed guidance and preparation documents, including sample questions, which are available upon contracting with AIM. AIM also runs apprentice clinics to support the employer and apprentice.

Assessment method two: Professional discussion, underpinned by a portfolio of evidence	
Summary of the assessment: A structured discussion with an assessor, supported by a portfolio of evidence.	
Components	Component one: Professional discussion
Timings/duration	Portfolio of evidence completed on-programme and submitted at Gateway Professional discussion: 90 minutes
Submission requirements	18-20 pieces of evidence portfolio is submitted at Gateway, along with a portfolio mapping grid
Grading for this assessment method	Fail Pass Distinction
Assessment preparation and support from AIM	For the assessment, AIM will provide detailed guidance and preparation documents, including sample questions, which are available upon contracting with AIM. AIM also runs apprentice clinics to support the employer and apprentice.

5. Grading criteria/KSBs

During their end-point assessment (EPA), apprentices are assessed against the grading criteria which is underpinned by the knowledge, skills and behaviours (KSBs) which have been attained during the on-programme period. These have been listed below and are sourced from the [Junior production coordinator / Skills England](#) EPA assessment plan for this standard [accessed: 21/04/2026].

Grading criteria

Assessment method one: Presentation and questions		
Theme	PASS – apprentices must demonstrate all the pass grading criteria	DISTINCTION – apprentices must demonstrate all the distinction grading criteria
The role	Explains how they create, maintain and share production documentation to meet the needs of the creative team and the impact this has on the success of the production. K3, S2, S3	No distinction grading criteria.
Financials	Explains the use of financial policy and procedures when sourcing and booking resources to meet production requirements. K6, K8, S4	No distinction grading criteria.
Production monitoring	Explains how they use their own initiative to monitor the production schedule, communicating changes and adjustments to the team and proactively resolving identified problems. S8, S10, B1	Evaluates their approach to monitoring the production schedule and how they foresee potential issues or consequences with changing priorities. S8, S10
Communication and collaboration	Demonstrates an understanding of the organisations departmental structure and the need to work in a professional and ethical manner when building relationships with partners in their role as a point of contact on a production. K2, S12, S13, B2 Explains how they record and communicate production progress information whilst adhering to organisational policies. K4	Analyses the impact of collaborative ways of working on the overall functioning of the organisation. K2, S13
Sustainability	Explains how they follow environmental sustainability practices in line with industry standard recommendations when working on a production. K16, S16	Evaluates areas to improve sustainable practices on the selected production. K16, S16
Production compliance	Describes managing critical aspects of production, including safeguarding, liaison with external entities, and	No distinction grading criteria.

(Production coordinator only)	obtaining documentation and the pivotal role they play in ensuring seamless operations and successful project handovers K17, K18, S20	
Policies and procedures (Production coordinator only)	Explains how technical operations work in studios, sets and on location and the importance of sharing accurate post-production paperwork in the delivery of creative material. K22, K23	No distinction grading criteria.
The post production schedule (Post-production coordinator only)	Explains how they use database and scheduling software and tools and interpret post-production process, workflows and functions to communicate information to relevant teams or departments. K24, K25, S21	No distinction grading criteria.
Processes and workflows (Post-production coordinator only)	Explains how they support the production team by running review sessions and liaising with external stakeholders and the impact of timing of post-production on the end-to-end process. K26, K27, S22	No distinction grading criteria.

Assessment method two: Professional discussion, underpinned by a portfolio of evidence		
Theme	PASS – apprentices must demonstrate all the pass grading criteria	DISTINCTION – apprentices must demonstrate all the distinction grading criteria
Production context	Explains how they prioritise the work throughout the production lifecycle to ensure that tasks are completed on schedule and how structure, vision and purpose can affect production. K1, K9, S9	Justifies decisions for prioritising tasks and adapting to work. S9
Regulations and health and safety	Explains how to identify and report potential health and safety risks and hazards for a production. K11 Explains how they monitor and comply with industry regulations, organisational policies, codes of practice, required licenses and legal requirements when working on a production. K12, S11, S15	No distinction grading criteria.

Resourcing and logistics coordination	Explains how they adapt to different production environments, formats, scale and operational changes whilst working within agreed organisational policies, standards and procedures. K5, S1 Describes how to research, access and monitor the use of resources to meet production requirements. K7, S5 Explains the requirements and production documentation that may be needed when travelling and how to coordinate logistics or travel activity for the production. K10, S6	Justifies their selection of suppliers, crew members and resources. K7, S5
Communication	Explains the communication techniques used to build rapport with a range of colleagues and suppliers to ensure the final product is delivered to industry standards meeting technical and legal requirements. K13, S7	No distinction grading criteria.
CPD	Demonstrates initiative and responsibility for own learning by keeping up to date with tools, standards, trends and emerging technologies to promote and market skills and services. K14, S14, S17, B3	Analyses the impact of utilising emerging technology and latest tools, standards and trends. S14
Data protection and confidentiality	Explains the value of confidentiality to the organisation and the importance of maintaining data security and intellectual property rights. K15, B4	No distinction grading criteria.
Copyright (Production coordinator only)	Describes different types of copyright, how copyrighted material is used, its impact, and how to get legal permission to use it. K19, K20, K21, S18, S19	No distinction grading criteria.
Deliverables (Post-production coordinator only)	Describes the common file formats and resolutions used in the production process and how they manage the editorial and delivery process of materials to external clients. K28, K29, S23	No distinction grading criteria.

Knowledge, skills and behaviours (KSBs)

Knowledge
K1: How structure, vision and purpose affects production
K2: The requirements of each department and how they work with each other.
K3: The role, responsibilities and impact this has on the success of the production.
K4: How to record and communicate information on the progress of the production which complies with organisational policies including safe storage of data.
K5: How different production environments, formats and scale affect the types and quantity of required resources.
K6: The importance of financial procedures and policies.
K7: How to research and access resources such as suppliers, contributors and crew members.
K8: How to reconcile and code production expenditure.
K9: The production lifecycle. Key aspects and industry terminology of each stage within end-to-end production workflows.
K10: Requirements and production documentation that may be needed when travelling.
K11: How to identify and report potential health and safety risks and hazards for a production.
K12: Industry regulations, codes of practice, organisational policies, licenses and legal requirements that might affect a production including social media policy.
K13: Communication styles. How the type, format and frequency of communication can impact on the success of a production.
K14: How to keep up to date with tools, standards and trends and emerging technologies and their use and impact across the sector.
K15: The value of production content and confidentiality to the business or organisation. Why it is important to maintain data security, and the legal and regulatory requirements such as copyright and intellectual property rights.
K16: The importance of environmental sustainability and departmental processes for working on a production. For example, Albert Carbon Calculator for screen or activities that contribute to the monitoring and reduction of the carbon footprint.
K17: Current workplace rules and procedures regarding safeguarding, for example child protection. (Production coordinator only)
K18: Process for liaising with organisations or government agencies as required. For example, work permits, licenses, child licenses, location permissions or recording permits. (Production coordinator only)
K19: The intended use and impact of a piece of copyright material or content. (Production coordinator only)
K20: The processes required to obtain the necessary legal rights to the copyright. Where to obtain advice and information for different types of copyrighted materials. (Production coordinator only)
K21: How to ensure that all media or creative content is cleared for use and owned or licensed by the production. For example, obtaining release forms or interpreting the rights on PPP or contacts. (Production coordinator only)
K22: The importance of post-production paperwork in the delivery of creative material. The impact of sharing incorrect information. (Production coordinator only)
K23: How technical operations work in studios, sets and on location. For example, process studio rig, or kit and crew requirements based on location. (Production coordinator only)
K24: How to interpret post-production process, workflows and functions to meet deliverables. (Post-production coordinator only)
K25: How to utilise database and scheduling software and tools to communicate information to relevant teams or departments. (Post-production coordinator only)

- K26:** How to coordinate and run review sessions with the team, supervisors or clients.
(Post-production coordinator only)
- K27:** The influence and timing of post-production on the end-to-end production process.
(Post-production coordinator only)
- K28:** The common file formats and resolutions used in the production and post production process.
(Post-production coordinator only)
- K29:** The editorial process in relation to client turnover, ingest, client review, finishing or deliverables.
(Post-production coordinator only)

Skills

- S1:** Operate within agreed organisational policies, standards and procedures; adapting to operational changes as they occur.
- S2:** Meet the needs of the creative team, such as technical, logistical or organisational requirements and be aware of the impact this can have on the production such as budget.
- S3:** Create, maintain and share production documentation and records such as schedules, call sheets, show plans, technical requisitions, client feedback, review notes.
- S4:** Research and assist with sourcing or booking of resources, crew, contributors, talent or suppliers to meet production requirements.
- S5:** Monitor the use of resources such as production materials, equipment and supplies.
- S6:** Coordinate logistics or travel activity for the production, liaising with other departments when required.
- S7:** Collaborate with the production team to check that the final product is delivered to industry standards including technical and legal requirements.
- S8:** Monitor the production schedule to ensure that changing priorities or deadlines are communicated to the team.
- S9:** Prioritise the work to ensure that tasks are completed on schedule.
- S10:** Resolve, and where required escalate, faults, incidents or problems, within agreed policies and procedures.
- S11:** Contribute to the monitoring and compliance for the production relating to legal, regulatory, organisational and industry codes of practice.
- S12:** Build relationships with partners on productions such as cast, crew, and contributors.
- S13:** Liaise with other departments, acting as a point of contact on the production.
- S14:** Keep up to date with tools, standards, trends and emerging technologies and their use and impact across the sector.
- S15:** Operate within legislation, regulations, organisational policies, industry standards and procedures such as health and safety, confidentiality, security.
- S16:** Follow sustainable practices in line with industry standard recommendations.
- S17:** Promote and market skills and services.
- S18:** Assist with establishing sources of copyright for the materials being used on a production.
(Production coordinator only)
- S19:** Obtain terms and conditions from copyright owners and license holders acting as a point of contact when required.
(Production coordinator only)
- S20:** Prepare deliverables documentation in readiness for handover such as billings, schedules, production promotion, presentation and support material such as online, stills or press packages.
(Production coordinator only)
- S21:** Act as intermediary between the production team and the technical or creative teams, utilising knowledge of the post-production process, workflows and functions.
(Post-production coordinator only)
- S22:** Support the production team by liaising with counterparts in external organisations such as clients or other vendors to facilitate communication, meeting arrangements, deliverables or queries.
(Post-production coordinator only)
- S23:** Manage the delivery process of materials to clients or external companies, keeping parties informed of progress and change.
(Post-production coordinator only)

Behaviours

B1: Work on own initiative, be proactive and inquisitive; if mistakes are made take personal responsibility to address them.

B2: Act in a professional and ethical manner, in line with accepted production etiquette, embracing equality, diversity and inclusion in the workplace.

B3: Take the initiative and responsibility for own learning and development, working with and learning from peers.

B4: Maintain commercial confidentiality and professional practice at all times, and in all settings.

6. Regulatory references (internal use)

Ofqual General Conditions of recognition

Design and development of qualifications

Condition E3 Publication of a qualification specification

Contact information

If you need help/assistance from the Apprenticeship team, please contact us using the details below.

Tel: +44 (0)1332 224654

Enquiries: assessment@aimgroup.org.uk

More information can be found on: www.aimgroup.org.uk/epa