

Level 6 Production Manager V2.0 (Reformed)

Apprenticeship 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 which can be accessed by contacting AIM directly.

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

<https://skillsengland.education.gov.uk/apprenticeships/st1483-v2-0> for up to date information on the apprenticeship standard and the assessment plan.

Version history

Version number	Version code	Date	Description	Checked by (initials and date)
1	PM2.0/SP/001/V1/070826/LC	13.07.26	Newly created	SD 19.08.26

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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 and Assessment 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, apprenticeship assessment organisation responsible for an apprentice's summative assessment to ensure they can do the job for which they have been 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 apprenticeship assessment organisation we assess apprentices' knowledge and skills learnt throughout their apprenticeship.

The assessment is taken when the apprentice's employer and training provider are satisfied that the apprentice is ready. If the apprenticeship assessment 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 outcome.

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 and knowledge.
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 AIM and the training provider/employer to ensure the assessment meets everyone's needs.

3. Standard summary

Standard name	AIM Qualifications Level 6 Production Manager Apprenticeship Assessment
ST code	ST1483 Version: 2.0
Role profile of the apprenticeship	The broad purpose of the occupation is to take responsibility for all the organisational aspects of production schedule and or budget. They can work across all genres in film, television, commercials, VFX, post-production, animation, audio and live performance and live event production. They may be work in a production office, in a venue, on site, on set or stage, in a studio or on location in the UK or internationally. A production manager may be employed by television or film production companies, VFX or post-production facilities, or theatres, arts organisations and live events organisations. The role varies according to the type of production process they are working on. Their role in production is to support the realisation of the creative team's vision. They have responsibility for the practicalities of running a production; including the preparation of production documentation, managing the productions resources and compliance with legislation and industry standards. Typical job titles include: Bookings manager, Junior production manager, Line producer, Live events production manager, Post producer, Post production manager, Production coordinator – audio, Production manager.
Duration	Typically 18 months, but must be at least eight months
Apprenticeship process	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 at least six months on programme/in-learning, the apprentice can begin their apprenticeship assessment to check they have the knowledge and skills (KSs) required for this role. This assessment will be conducted by AIM's specialist apprenticeship assessors.
Assessment outcomes	All the core assessment outcomes and the assessment outcomes for one of the following options must be met by each apprentice: ▪ Option 1: Junior production manager - screen and audio ▪ Option 2: Junior post production manager ▪ Option 3: Assistant production manager - live arts.
Apprenticeship assessment readiness requirements	Apprentices must have satisfied the following before they can be deemed as being ready for apprenticeship assessment: ▪ Been on programme/in learning for at least six months ▪ Employer confirmation that the apprentice is ready to undertake their apprenticeship assessment ▪ Submitted and had approved, a project proposal.
Assessment methods	▪ Assessment method one (AM 1): Project ▪ Assessment method two (AM 2): Question and answer ▪ Assessment method three (AM 3): Professional discussion AM 1 will be combined with AM 2 to make up 50% of the overall grade, as AM 2 will be based on the output from AM 1, a project presentation.

Overall grading	Grading that is achievable for this standard:		
	AM 1 + AM 2	AM 3	Overall
	Fail	Fail	Fail
	Pass	Fail	Fail
	Fail	Pass	Fail
	Pass	Pass	Pass
	Pass	Distinction	Pass
	Distinction	Pass	Pass
	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 apprenticeship assessment, 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		
Gateway to completion	After the completion of the apprenticeship assessment, apprentices will only receive their certificate if the following have been met: ▪ Achieved at least a pass grade ▪ Confirmation from the employer that the apprentice has achieved the workplace behaviours requirements ▪ For apprentices aged 16 to 18 years old when they were registered on the apprenticeship - achieved English and Maths at a minimum of level 2 ▪ For apprentices who were 19 or older when they were registered on the apprenticeship, evidence of attempting English and Maths at a minimum of level 2 rather than absolute achievement is required.		
Results	AIM anticipates the release of results within 15 working days after the apprentice's final assessment.		
Preparation and support	Before apprenticeship assessment, AIM will approve a project's suitability and establish time frames with the apprentice. For the assessments, AIM will provide guidance and preparation documents. AIM also runs online clinics to support the employer and apprentice.		

4. Assessment methods

Assessment method one (AM1): Project

Summary of the assessment:

The apprentice will complete a work based project and deliver an associated presentation to an independent assessor, on a chosen Production Manager subject, after their project proposal has been approved by AIM. The delivery of the presentation will then be followed by assessment method 2 – Question and answer, based on the outcome of the project presentation.

Components	Component one: Project Component two: Project presentation (only the presentation will be assessed and not the delivery of the project itself)
Timings/duration	Six weeks to complete the project and submit the presentation materials to AIM The presentation delivery will last for 45 minutes (+ 10% at the assessors discretion)
Submission requirements	Presentation materials submitted after a maximum of six weeks from receiving the project proposal approval confirmation from AIM.
Grading for this assessment method	This standard is assessed holistically across all assessment methods. Fail Pass Distinction
Assessment preparation and support from AIM	For the assessment, AIM will provide detailed guidance and preparation documents, which are available upon contracting with AIM. AIM also runs apprentice clinics to support the employer and apprentice.

Assessment method two (AM2): Question and answer

Summary of the assessment:

This will be based on the presentation delivery from assessment method one, and used to clarify any areas which require additional depth or further exploration.

Components	Component one: Question and answer
Timings/duration	30 minutes (+ 10% at the assessors discretion)
Submission requirements	NA
Grading for this assessment method	This standard is assessed holistically across all assessment methods. Fail Pass Distinction
Assessment preparation and support from AIM	For the assessment, AIM will provide detailed guidance and preparation documents, which are available upon contracting with AIM. AIM also runs apprentice clinics to support the employer and apprentice.

Assessment method three (AM3): Professional discussion

Summary of the assessment:

A structured discussion with an AIM assessor related to the Apprentices in-learning journey.

Components	Component one: Professional discussion
Timings/duration	Questions: 60 minutes (+ 10% at the assessors discretion)
Submission requirements	NA
Grading for this assessment method	This standard is assessed holistically across all three assessment methods. 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/KSs

During their apprenticeship assessment, apprentices are assessed against the grading criteria which is underpinned by the knowledge and skills (KSs) which have been attained during the on-programme period. The grading criteria have been designed by AIM and are based on the performance descriptors and the KSs in the assessment plan for this standard - <https://skillsengland.education.gov.uk/apprenticeships/st1483-v2-0> [accessed: 07/08/2026].

Grading criteria

Assessment methods one and two: Project and Question and answer		
Options / assessment outcomes and KSs	Pass grading criteria - Apprentices must demonstrate all of the core pass descriptors and all of their chosen option pass descriptors	Distinction grading criteria - Apprentices must demonstrate all of the pass descriptors and all of the distinction descriptors related to the core requirements and their chosen option
CORE AO1: Production planning, scheduling and resource management K1, K7, K10 S1, S2, S8, S10	Apply methods used to analyse a creative concept and translate production requirements into an achievable schedule and budget. Manage day-to-day production activities against the agreed plan, implementing appropriate measures to address risks and issues and maintain delivery objectives. (K1 S1) Apply financial governance requirements, legal obligations and procurement processes within production activities. Accurately record, process and monitor financial transactions using organisational systems and procedures. (K7 S2) Review production performance using relevant information, including cost reporting, design processes, technology and timelines, to identify improvement opportunities and implement appropriate actions. (S8) Plan and coordinate the logistics requirements for a production using multiple or different locations, taking account of local authorities, local expertise, travel requirements and time zone implications. (K10 S10)	Evaluate alternative responses to emerging production constraints and justify decisions made using operational, resource or budget information, demonstrating how the selected approach maintained delivery objectives and improved resource utilisation, cost control or scheduling efficiency. (K1 S1) Evaluate financial and procurement information from relevant sources, compare available options and justify decisions that demonstrably improve financial control, risk management or value for money while maintaining compliance requirements. (K7 S2) Evaluate performance information from multiple relevant sources, identify patterns or trends affecting delivery and justify improvement decisions that improve efficiency, resource utilisation, budget performance or production outcomes. (S8) Evaluate logistical approaches and justify decisions made that balance operational, financial and production requirements across multiple locations to maintain efficient delivery. (K10 S10)
CORE AO2: Legal, regulatory, ethical and	Apply legal and regulatory requirements relevant to production activities, including copyright, intellectual property, safeguarding and the use of technology, and implement appropriate health and safety	Evaluate legal, regulatory, safeguarding and health and safety requirements and justify actions taken to manage compliance risks while maintaining safe and effective production delivery. (K6 S3)

Assessment methods one and two: Project and Question and answer

Options / assessment outcomes and KSs	Pass grading criteria - Apprentices must demonstrate all of the core pass descriptors and all of their chosen option pass descriptors	Distinction grading criteria - Apprentices must demonstrate all of the pass descriptors and all of the distinction descriptors related to the core requirements and their chosen option
sustainable requirements K6 S3	controls to support compliant production activities. (K6 S3)	
CORE AO3: Team leadership, collaboration and stakeholder engagement K4 S4, S5	Explain and apply strategies used to build engagement, motivation and collaboration and to manage conflict within production environments. Adapt presentation and communication approaches to suit stakeholder needs and use appropriate influencing and persuasion techniques to achieve agreed production outcomes. (K4 S4 S5)	Evaluate stakeholder needs and alternative communication or engagement strategies and justify approaches used to influence decisions, align stakeholder expectations or resolve conflict in support of production objectives. (K4 S4 S5)
OPTION 1 AO4: Production workflow, scheduling and coordination K11, K13 S11	Apply end-to-end production workflow requirements, including the interaction between production stages and departments and the impact of production activities on delivery, when planning and coordinating workflow activities, timelines and responsibilities across departments. (K11 K13 S11)	Evaluate workflow options and departmental interdependencies, compare alternative scheduling approaches and justify decisions that improve workflow efficiency, resource utilisation or delivery performance. (K11 K13 S11)
OPTION 1 AO5: Finance, compliance, rights and risk management K14, S14	Apply production finance processes, including the use of greenlight documents, progress reports, cost driver analysis and forecasting methods, and monitor and evaluate issues and risks relating to compliance, rights, finance, budgeting, editorial policy and delivery standards. (K14 S14)	Evaluate financial and operational information from relevant sources and justify decisions taken to strengthen financial control, manage risk and support delivery outcomes. (K14 S14)
OPTION 1 AO6: Technical delivery, post production, brand and international requirements K16, K18 S15, S16	Apply post-production delivery and scheduling requirements for a range of broadcasters, series and genres when identifying, planning and sourcing production and post-production resources that meet project requirements in a cost-effective and time-effective manner. (K16 S15) Apply international production requirements, including language versioning and delivery standard conversions, and ensure programme deliverables meet required technical and quality standards for	Evaluate alternative resource and scheduling options against project requirements and justify decisions that improve delivery efficiency, resource utilisation or cost effectiveness. (K16 S15) Evaluate international delivery requirements and relevant technical constraints and justify adaptations made to maintain technical compliance, delivery quality and efficient project delivery. (K18 S16)

Assessment methods one and two: Project and Question and answer

Options / assessment outcomes and KSs	Pass grading criteria - Apprentices must demonstrate all of the core pass descriptors and all of their chosen option pass descriptors	Distinction grading criteria - Apprentices must demonstrate all of the pass descriptors and all of the distinction descriptors related to the core requirements and their chosen option
	domestic and international delivery. (K18 S16)	
OPTION 2 AO7: Production and post production workflow, planning and coordination K11, (K20), (K21) S11, S12	Apply knowledge of live-action and CG production workflows, including departmental functions and interactions, when planning workflows, responsibilities and timelines to support delivery requirements. (K11 K21 S11) Apply methods used to develop and maintain project plans that deliver client objectives and internal targets and plan and schedule content in accordance with production requirements. (K20 S12)	Evaluate workflow dependencies and departmental interactions and justify planning decisions that improve workflow efficiency and support successful delivery against project requirements. (K11 K21 S11) Evaluate alternative planning approaches and justify decisions that balance client objectives, operational priorities and resource constraints. (K20 S12)
OPTION 2 AO8: — Post production technology, tools and technical standards K22 S17, S19, S20, S22	Apply the capabilities and utilisation of project management tools, databases and software used within post-production workflows and make informed, project-critical decisions regarding resource allocation. (K22 S17) Communicate information relating to faults, workarounds and upgrades with relevant support teams and liaise with technical specialists to contribute to the resolution of issues and maintain service levels. (S19 S20) Ensure content and deliverables meet required industry technical requirements and post-production delivery standards. (S22)	Evaluate information from project management systems, compare competing resource demands and justify allocation decisions that optimise workflow delivery and resource utilisation. (K22 S17) Evaluate the impact of technical issues on workflow performance and justify actions taken to minimise disruption, maintain service levels and support delivery objectives. (S19 S20) NA
OPTION 2 AO9: Client, vendor and project oversight S18	Manage production coordinators and organise project logistics to support efficient and effective delivery. (S18)	Justify logistics and coordination arrangements and actions taken to improve efficiency and support delivery requirements. (S18)
OPTION 3 AO10: Production process and technical coordination K28, K32	Apply the contributions and interactions of technical departments when analysing and interpreting technical drawings and creative designs to support production planning and coordination. (K28 S24) Explain the role of relevant industry organisations and bodies and how a production manager may interact with them,	Evaluate technical and creative requirements and justify interpretations that support effective coordination and delivery decisions. (K28 S24) Evaluate stakeholder requirements and production priorities and justify

Assessment methods one and two: Project and Question and answer

Options / assessment outcomes and KSs	Pass grading criteria - Apprentices must demonstrate all of the core pass descriptors and all of their chosen option pass descriptors	Distinction grading criteria - Apprentices must demonstrate all of the pass descriptors and all of the distinction descriptors related to the core requirements and their chosen option
S24, S26, S28	and liaise with technical, producing and creative departments and specialist contractors, coordinating and chairing meetings to communicate and manage production requirements relating to design, logistics, staffing and health and safety. (K32 S26 S28)	communication and coordination approaches used to align technical, producing, creative and contractor stakeholders in support of design, logistics, staffing, health and safety and delivery requirements. (K32 S26 S28)
OPTION 3 AO11: Venue surveys and production requirements S25	Apply industry-specific health and safety legislation, including Construction Design and Management (CDM) regulations, and local authority licensing requirements to support compliant production activity. (S25)	NA
OPTION 3 AO12: Production and scenic delivery K29 S27	Apply the opportunities and challenges associated with materials used in scenery and staging, including cost, durability, environmental impact, availability and regulatory considerations, when producing and distributing technical design information. (K29 S27)	Evaluate material and design options and justify decisions that balance production requirements, sustainability, safety and cost considerations. (K29 S27)

Assessment methods one and three: Professional discussion

Options / assessment outcomes and KSs	Pass grading criteria - Apprentices must demonstrate all of the core pass descriptors and all of their chosen option pass descriptors	Distinction grading criteria - Apprentices must demonstrate all of the pass descriptors and all of the distinction descriptors
CORE AO1: Production planning, scheduling and resource management K8	Analyse production risks and issues and explain appropriate mitigation and resolution strategies in relation to production objectives, resources and operational constraints. (K8)	Evaluate production risks in relation to likelihood, impact and delivery objectives and justify mitigation strategies that reduce operational disruption, resource impact or financial risk. (K8)
CORE AO2: Legal, regulatory, ethical and	Apply legal and ethical policies and practices associated with different employment arrangements and their implications for workforce management, operating in accordance with organisational policies, standards and procedures to support compliant production activity. (K5 S6)	Evaluate the implications of employment, ethical and organisational policy requirements across differing production scenarios and justify decisions that balance compliance obligations, production objectives and workforce requirements. (K5 S6)

Assessment methods one and three: Professional discussion

Options / assessment outcomes and KSs	Pass grading criteria - Apprentices must demonstrate all of the core pass descriptors and all of their chosen option pass descriptors	Distinction grading criteria - Apprentices must demonstrate all of the pass descriptors and all of the distinction descriptors
sustainable requirements K5 K9 S6, S9	Explain the importance of environmental sustainability and associated production processes, including the use of recognised industry guidance, and apply and promote sustainable working practices in accordance with organisational and industry requirements. (K9 S9)	NA
CORE AO3: Team leadership, collaboration and stakeholder engagement K2, K3 S7	Explain how organisational vision, culture and values influence production management practice and analyse internal and external team structures, reporting relationships and interdependencies to support effective information sharing and coordination. Provide accurate stakeholder communications that identify issues and propose appropriate solutions. (K2 K3 S7)	Evaluate the impact of organisational priorities and team interdependencies on production outcomes and justify communication and reporting approaches that support stakeholder confidence, decision making and delivery objectives. (K2 K3 S7)
OPTION 1 AO4: Production workflow, scheduling and coordination K12, S12	Apply knowledge of the issues and challenges associated with multiplatform production and media asset management when planning and scheduling content in accordance with project requirements. (K12 S12)	Evaluate alternative content scheduling approaches and justify decisions that balance production requirements, workflow constraints and resource availability. (K12 S12)
OPTION 1 AO5: Finance, compliance, rights and risk management K15 S13	Explain the importance and legal requirements of production insurance policies and completion financing and rights management, and ensure that all content is cleared, secured and evidenced for the required rights. (K15 S13)	N/A
OPTION 1 AO6: Technical delivery, post production, brand and international requirements K17, K19	Explain the elements of channel, brand or franchise identity and how they are applied within production activities. (K17) Explain the moral and ethical issues and recognised best practice associated with the use of AI and emerging technologies within productions and apply appropriate principles when supporting production activity. (K19)	N/A NA
OPTION 2	NA	NA

Assessment methods one and three: Professional discussion

Options / assessment outcomes and KSs	Pass grading criteria - Apprentices must demonstrate all of the core pass descriptors and all of their chosen option pass descriptors	Distinction grading criteria - Apprentices must demonstrate all of the pass descriptors and all of the distinction descriptors
AO7: Production and post production workflow, planning and coordination		
OPTION 2 AO8: — Post production technology, tools and technical standards K23	Explain the purpose and application of specialist post-production technologies and software used within workflow environments. (K23)	N/A
OPTION 2 AO9: Client, vendor and project oversight K24, K25 S21, S23	Apply approaches to managing relationships with clients, vendors and internal colleagues (including global sites), including negotiation, influencing and networking techniques, and proactively manage communications and issues by identifying scheduling or budget risks and implementing actions to protect client relationships, reputation and brand. (K24 K25 S23) Maintain accurate work-order records and prepare cost reports or invoices in accordance with organisational requirements. (S21)	Evaluate stakeholder requirements and relationship management options and justify actions taken to maintain client confidence, protect reputation and support delivery objectives. (K24 K25 S23) NA
OPTION 3 AO10: Production process and technical coordination K26, K27	Apply live arts production processes from concept through to delivery, taking account of the operational challenges associated with different forms of live performance. (K26 K27)	Evaluate different production approaches and justify decisions made in response to production challenges and delivery requirements. (K26 K27)
OPTION 3 AO11: Venue surveys and production requirements K30, K31	Explain the processes used to undertake technical surveys of venues and performance locations to determine production suitability, including methods for communicating findings. Explain touring logistics requirements, including the preparation of technical riders, carnets and manifests, and methods for liaising with	NA

Assessment methods one and three: Professional discussion

Options / assessment outcomes and KSs	Pass grading criteria - Apprentices must demonstrate all of the core pass descriptors and all of their chosen option pass descriptors	Distinction grading criteria - Apprentices must demonstrate all of the pass descriptors and all of the distinction descriptors
	venue staff to support production delivery. (K30 K31)	
OPTION 3 AO12: Production and scenic delivery S29, S30	Produce, distribute, discuss, maintain and implement production schedules that include all relevant departments and clearly represent build, fit up and technical rehearsal activities, and manage the delivery of physical production elements from concept through to audience delivery. (S29 S30)	Evaluate scheduling and delivery approaches and justify adaptations made in response to changing production requirements, resource constraints or departmental dependencies, demonstrating how delivery objectives were maintained. (S29 S30)

Knowledge and skills (KSs)

Knowledge

K1: Methods to analyse and interpret a creative concept into a production schedule and budget.
K2: Organisational vision, culture and values and the impact on the production manager's role.
K3: Structures of production teams and departments, and the interdependencies between these, both internal and external, such as reporting lines and information sharing.
K4: Strategies to build engagement, improve motivation and develop a high performance, collaborative culture both internally and externally; including managing conflict within a production environment.
K5: The legal and ethical policies and practices for different types of employment contracts and the implications of these such as working time directives, pay rates, remote workers, union requirements.
K6: The legal and regulatory requirements which may apply to productions such as copyright, intellectual property rights, use of technology, safeguarding.
K7: Financial governance and legal requirements, and production procurement strategies such as tendering processes.
K8: The risks and issues that may arise for production and the ways in which they may be mitigated or resolved.
K9: The importance of environmental sustainability and departmental processes for working on a production. For example, Albert Carbon Calculator for screen, Theatre Green Book Theatre or the Purple Guide.
K10: The logistical requirements for working in different locations, such as when to work with local authorities, local experts, time zones.
K11: End-to-end production workflow from pre-production through to distribution, and how the stages of production and departments interact.
K12: Key issues and challenges relating to multiplatform and or media asset management in production management.
K13: The effects of production activities such as acquisition, studio production, outside broadcasting, location filming, editing, processing and visual special effects .

Knowledge

K14: The role of production finance. How to produce greenlight documents and progress reports to include analysis of key cost drivers and the use of forecasting strategies.

K15: The importance and legal requirements of, production insurance policies and completion financing.

K16: The post production process for delivering to a variety of broadcasters, and how to produce post production schedules for a variety of series and genres.

K17: The elements of channel, brand or franchise identity and how they are applied.

K18: International production requirements such as language versioning and delivery standard conversions.

K19: The moral and ethical issues and recommended best practice when incorporating technology such as AI within productions .

K20: Methods to produce and maintain a project plan that delivers client objectives whilst setting internal targets.

K21: The workflow of both live-action and CG based projects and the functions of relevant departments within that workflow.

K22: The capabilities and utilisation of project management tools, databases and software such as Shotgun, Filemaker, MS Project, Excel or scheduling systems etc.

K23: Specialist technology and software used for post production workflows.

K24: Approaches to vendor, client and internal colleague (including global sites) relationship management including negotiating, influencing and effective networking.

K25: The importance of client management and the potential impact on reputation and brand.

K26: The individual challenges posed by different forms of live performance including plays, musicals, dance, opera, festivals, circus, performance art.

K27: The live arts production process from concept through to delivery of a production or event to an audience.

K28: The contribution of the technical departments associated with the production and interactions between them during the production process such as lighting, sound, video, stage management, automation and staging.

K29: The materials used to construct scenery or staging. The opportunities and challenges posed by them such as cost, durability, environmental impact, availability, specialist installers and regulations.

K30: The processes followed to undertake technical surveys of a venue or performance location, to ensure suitability for a production. Methods to communicate the findings.

K31: The logistics involved with touring productions including preparing technical riders, carnets and manifests . Methods for liaising with venue staff.

K32: Organisations and industry bodies associated with live arts and the ways in which a junior production manager might interact with them.

Skills

S1: Manage the day-to-day running of the production activities ensuring deadlines are met, and putting measures in place for potential issues.

S2: Record, process and monitor financial transactions using organisational tools and procedures.

Skills

S3: Ensure Health and Safety legislation and guidelines are adhered to on productions such as documented risk assessments, safety and security policies.

S4: Adapt presentation and communication styles to suit varied audiences,

S5: Use techniques to influence and persuade others to achieve required outcomes for the production.

S6: Operate within agreed organisational policies, standards and procedures such as EDI, recruitment, procurement and GDPR.

S7: Provide reports or updates to stakeholders, flagging any issues with the production as and when they arise and presenting potential solutions.

S8: Review the production or portfolio of work on an iterative basis to ensure continuous improvement such as budget efficiency informed by cost reporting, design process, technology, timelines.

S9: Use and promote sustainable practices in line with industry standard recommendations.

S10: Consider the logistical requirements for a production using multiple or different locations such as working with local experts, local authority requirements and time zones implications.

S11: Plan the production workflow. Agree timelines and responsibilities with each department.

S12: Plan and schedule content for projects in areas such as scripted, unscripted or multiplatform programme production.

S13: Ensure that all content is cleared for the relevant and required rights such as music and archive material.

S14: Monitor and evaluate key issues and risks relating to compliance, delivery standards, rights, finance, budgeting and editorial policy.

S15: Identify, plan and source production and post production resources such as camera equipment, editing, technical remote working, sound and visual effects in a cost-effective and time-effective manner relative to the nature of the project.

S16: Ensure the programme deliverables are produced to meet technical standards such as format and quality for domestic or international delivery.

S17: Make informed and project critical decisions on resource allocations relating to post production.

S18: Manage the production coordinator(s) and ensure the logistics of the project are well organised.

S19: Communicate with the edit support team and edit assistants sharing information regarding any faults, 'work arounds' or upgrades.

S20: Liaise with technical support and assist in the resolution of any issues which arise within the technical areas to ensure that a high service level is maintained at all times.

S21: Actualise work orders to track completed work and prepare cost reports or invoices.

S22: Ensure the content produced meets industry technical requirements and post production delivery standards such as format and quality.

S23: Proactively manage the reputation between the project and client by identifying scheduling or budget issues that could harm it, and implementing changes to protect the studio's brand.

S24: Analyse and interpret technical drawings and creative designs, for example, scale models, 3D visualisations and technical specifications.

S25: Apply industry specific health and safety legislation including Construction Design and Management regulations (CDM) and the local authority requirements to secure the licensing of productions.

Skills

S26: Liaise with technical, producing and creative departments as well as specialist contractors regarding the production requirements such as design, logistics, staffing and health and safety.

S27: Produce and distribute technical design information to departments and contractors using digital design software such as AutoCAD.

S28: Schedule, hold and chair meetings throughout the production process such as white cards or initial designs, model box and design sharings, production meetings, CDM and 'toolbox' talks, notes sessions and or debriefs.

S29: Produce, distribute, discuss, maintain and implement the production schedule ensuring all departments are included and all aspects of the production build, fit up and technical rehearsal processes are clearly represented.

S30: Manage the delivery of physical aspects of the production from concept through to delivery to an audience.

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 AIM, please contact us using the details below.

Tel: +44 (0)1332 224654

Enquiries: assessment@aimgroup.org.uk

More information can be found on: <https://www.aim-group.org.uk/apprenticeship-assessment/>