



Broadcast Production Assistant



Duration: 13-15 months



Level: Level 3 Qualification



Training Covered:

- Industry Overview: Different types of channels and services including TV, Radio and streaming services. How broadcasters and platforms are funded and their ownership.
- Regulation, Ethics and Legal Responsibilities: Who the regulators are, their rules and powers, Broadcast Code, ethical broadcasting, understanding diversity on screen and behind the camera/microphone.
- Health and Safety: how to stay safe on set, in a studio and how to report concerns.
- Production Process: production paperwork, clearances, licensing, risk assessment.
- Basic Camera set up: checking the camera, formatting cards, setting up the tripod, white balance, setting up sound.
- Basic Editing: ingesting footage, basic timeline edit, adding graphics and images, editing audio and adding sound effects, exporting and compressing.
- Recording and editing audio, using sound effects and music, creating a final audio mix.

In addition to the technical skills, this apprenticeship covers the following soft skills:

- Communication skills
- Work etiquettes in an office and on set/in studio
- Developing a career plan
- The importance of CPD in the industry



Training Method:

Delivery is through a mixture of classroom learning, online learning, self-reflective study, practical exercises and projects and assignments.



Who is Eligible?:

This is an entry level position, so ideal for new entrants into the industry. Little or no experience is required but a strong work ethic and an ability to think on your feet are good attributes. Most employers require English and Maths at Grade C/Grade 4 or above.

People with a Media Studies, Film or Television Degree are not eligible.



Typical Job Outcome:

After successfully completing the apprenticeship, the typical job would be a Runner, Production Management Assistant, Production Assistant, Team Assistant or Production Secretary.