



Media Production Co-Ordinator



Duration: 18 months (not including EPA)



Level: Level 4 Qualification



Dates:

- Runs from February 2021 – July 2022, not including EPA
- 7 X 5-day study blocks: February, April, June, August, October, December and February 2022
- Other months: 0.5-1-day tutorial (via Zoom) plus 10 hours online learning/self-study assignments and 2 hours with a workplace mentor



Training Covered:

- End to End Production: the key stages of the production process and the role of the Production Co-ordinator within each stage
- Production Paperwork: how to create schedules, call sheets and daily reports for various different types of productions
- Booking crew and facilities
- Compliance, legal and financial regulations relating to production
- How to create a budget and monitor expenditure
- Preparing scripts and other production documentation
- Copyright, clearances and licensing relating to productions

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

- Communication skills
- Work etiquettes in an office and on set
- Developing a career plan
- The importance of CPD in the industry
- How to manage a team and motivate colleagues
- Conflict resolution and managing difficult situation



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 apprenticeship is for people with a minimum of 18 months experience in the industry. They will have already worked in the media in a junior or entry level role and will be ready to take the next step in the production management pathway.



Typical Job Outcome:

Production Co-Ordinator, Post Production Co-Ordinator, Script & Continuity Co-Ordinator, Booking Co-Ordinator, Junior Booking Co-Ordinator



Typical Next Steps Career Path:

Production Manager, Production Executive, Line Producer