



BLUE LION
TRAINING ACADEMY



LEVEL 3 BROADCAST PRODUCTION ASSISTANT

A Broadcast Production Assistant (also referred to as Broadcast Assistant, TV/Radio Production Assistant, Production Secretary, Runner, Production Management Assistant) provides support and assistance to editorial or technical colleagues to ensure the smooth delivery of content for TV or Radio productions (programmes).

These productions may cover different genres including factual, daytime, light entertainment, drama, comedy, documentary current affairs and music. Broadcast Production Assistants work as part of a Production Team and need to be adaptable and able to learn quickly on the job; building their understanding of the TV & Radio industry as they move across production teams.

They may also need to assist production colleagues in technical support and operational areas such as camera, lighting, sound and editing

Our online e-portfolio system will guide the apprentices through a simple to follow curriculum aligned to all the required Knowledge, Skills and Behaviours, with a variety of virtual learning environments and insights to the best examples to help excel their learning.

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COURSE STRUCTURE



Institute for Apprenticeships
& Technical Education

The Broadcast Production Assistant Level 3 Apprenticeship for England will typically take 12-15 months to complete and will provide a well-rounded introduction into production roles within the broadcast industry.

The core skills and knowledge broadcast production for Television (TV) & Radio will include: Production Planning, Production Development, Industry Awareness and Content Creation. The Specialist skills & knowledge will include: Editing and Post Production, Technical Support, Production, Co-ordination, Live Content Creation and Commercial.

Assessment method 1: Research project 40%

This will be a small research project to test the knowledge and skills related to the learner's workplace specialism

Assessment method 2: Set test 20%

This will be carried out on the Assessment Day, and will test the apprentice's ability to respond to a commission and to develop a pitch or programme idea in a short timescale of 30 minutes

Assessment method 3: Professional Discussion 40%

A professional discussion which will take 45 minutes. The apprentice will be questioned about elements of their research project, their set test presentation and reflect on their on-programme development

Broadcast Production Assistant Apprenticeship

PROGRAMME
DURATION



12 MONTHS

TRAINING
DAYS



BESPOKE

LEVEL OF
TRAINING



ST0341

COACHING
DAYS



BESPOKE

ASSESSMENT
CHECKLIST



2 DAYS

TRAINING
METHOD



REMOTE



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