

OAL Level 3 Creative Venue Technician End Point Assessment

603/4221/3

Apprenticeship Standard Specification

1.1 Occupational profile

Operating under the direction and supervision of a production arts technical management team, Creative Venue Technicians (CVTs) provide technical support for the construction, rehearsal, presentation and removal of a live performance, for audience or camera. CVTs play an active role in the technical operation across a variety of established creative venues, for example, theatres, arts centres and broadcast studios.

CVTs will be multi-skilled across a wide range of technical disciplines and possess a broad level of knowledge relevant to the diverse environment in which they operate. CVTs will be competent in lighting, audio, video and building services related to the performance arts and apply them to their resident premises and/or production. They will also be skilled in stagecraft techniques such as carpentry, operating stage machinery and performing scene changes. This will allow them to set up, rig, operate, maintain and repair technical equipment as used in creative venues to facilitate the rehearsal and presentation of live performance e.g. scenery, luminaires, fixtures, audio and video apparatus. They can read, interpret and give appropriate technical information to colleagues and clients. They can safely use a variety of tools to assemble, install and maintain scenery and equipment for stage and screen. Emphasis will be placed on undertaking tasks both autonomously and as part of a team, taking ownership of the output standard.

With guidance, CVTs will use their skills to realise and respond to the development of the creative team's vision as well as the upkeep of their resident venue or touring production. This will involve, for example, focussing lanterns, fitting radio mics, assembling scenery and programming lighting, audio, video, automation and other control systems.

They will undertake venue maintenance duties such as housekeeping, re-lamping, painting and basic venue repair work.

1.2 Purpose

This apprenticeship has been designed by a range of employers to ensure that both new entrants and those interested in progressing a career in the sector have an opportunity to develop the right skills, knowledge and behaviours. This apprenticeship is a fantastic way of developing these skills whilst learning and gaining experience at work.

It has been designed to support the following roles; Venue Technician, Theatre Technician, Stage Technician, Lighting Technician, Sound Technician, Video Technician, Automation Technician

At the end of the programme apprentices will be able to:

- take personal responsibility for safety of self and others
- have a flexible approach and will be adaptable to change
- be willing to work unsociable hours in a variety of locations for extended periods
- be punctual, reliable and personally responsible
- be self-motivated with a positive and disciplined approach to work
- have a commitment to personal and professional development
- develop professional working relationships and treat others with respect using appropriate channels and etiquette
- have drive and determination to complete a task on time.

1.3 Entry requirements

There are no formal entry requirements for apprentices selecting this apprenticeship standard. Employers and training providers must ensure that learners have the potential and opportunity to achieve the apprenticeship standard successfully.

1.4 Regulatory requirements

Regulated by	Ofqual
Countries offered in:	England
Ofqual subject/sector areas:	09.2 Crafts, creative arts and design
Qualification operational start date	6 th March 2019
Qualification review date:	1 st October 2023
Qualification type:	End point assessment
Applicable age ranges (years):	16-18; 19+

1.5 Gateway requirements

Gateway requirements are stipulated by the apprenticeship standard's assessment plan and End-point Assessment Organisation's must ensure that all apprentices have completed and achieved the requirements.

Creative Venue Technician apprentices must have exceeded the 12-month Government minimum duration and completed a programme of learning as set by their employer, supported by the appointed training provider. The programme will develop the skills, knowledge and behaviours detailed in the standard.

Apprentices are required to achieve the following mandated qualifications for this standard:

- Level 2 English
- Level 2 mathematics.

Evidence of these qualifications must be submitted to OAL along with a declaration that the apprentice has met the gateway requirements. Qualification certificates can be submitted at any point once the apprentice has been registered on our Portal. OAL will accept qualification certificates from any awarding organisation.

Apprentices, who have previously achieved their English and/or mathematics as specified above, must submit their qualification certificates to Occupational Awards Limited as evidence of achievement and exemption.

In the main OAL expects evidence to be in the form of the qualification certificate. Where the certificate is not available then a formal transcript or notification of results. Where either a certificate or formal notification of results is not available, but the apprentice has other evidence that may be acceptable, you should contact us directly so we can offer advice on the verification of the evidence.

Apprentices and their employer/training provider should refer to the OAL English and Mathematics Policy for end-point assessment gateway evidence available at <https://www.oawards.co.uk/about-us/> for evidence requirements of English and mathematics achievement.

1.6 End-point assessment

End-point assessment will take place at the end of the programme and is designed to test apprentices' skills, knowledge and behaviours independently of learning and qualifications. The apprentice will not be allowed to take the end-point assessment without evidencing completion of these.

End-point assessment for this standard includes a:

- [Practical observation](#)

Apprentices will be observed carrying out a range of creative venue technician tasks. The independent assessor will ask questions at the end of the practical observation to clarify knowledge and understanding of the skills and behaviours observed. The assessment will typically take place in the apprentices' normal working environment and will be carried out over a two and half hour period, a maximum of 30 minutes of the two and half hours, will be questioning at the end of the observation.

Once the apprentice has successfully passed through gateway a planning session will take place between the employer, training provider and OAL. The outcome of the planning session is to not only ensuring that the EPA runs smoothly on the day but also to allow for the practical observation to be planned.

- [Professional discussion](#)

The professional discussion is a structured discussion between the apprentice and their independent assessor. It needs to be taken after the practical observation. The professional discussion will assess technical knowledge as well as evidence of the apprentice's skills and behaviours. Details can found in the *OAL Apprentice EPA Handbook and OAL Level 2 Creative Venue Technician End Point Assessment Standard Handbook*. The discussion will typically take 1 hour and 45 minutes and will be no longer than 2 hours.

End-point assessment will take place at the end of the programme and is designed to test apprentices' skills, knowledge and behaviours independently of learning and qualifications. The apprentice will not be allowed to take the end-point assessment without evidencing completion of these.

Apprentices will be given access to the OAL Apprentice End-point Assessment Handbook once they have been enrolled onto the standard. The Apprentice End-point Assessment Handbook sets out the assessment requirements of EPA and the criteria on which the apprentice will be graded.

1.7 Order of end-point assessment

Apprentices are required to undertake their practical observation before the professional discussion.

1.8 Assessment personnel

An Independent Assessor appointed by OAL must invigilate and assess all components of the end-point assessment.

1.9 Apprenticeship grading

The apprenticeship is graded: Fail, Pass or Distinction. Apprentices must achieve a minimum of a pass in each of the 2 components. Results are subject to moderation and will be issued every 10 working days to the named training provider. OAL will send results to the Education and Skills Funding Agency in line with guidelines for certification.

It is expected that a period of further learning will need to be undertaken if the apprentice has to re-take any part of the end-point assessment. OAL can make exemptions to this ruling if reasons for the fail are deemed to be outside the control of the apprentice.

1.10 EPA fees

The Creative Venue Technician apprenticeship standard attracts a total funding of £9,000. 20% of the total apprenticeship funding is withheld until the EPA has been concluded, this is to encourage completion of the apprenticeship training and mandated qualifications. In respect of this standard this represents the maximum cost of an EPA.

OAL typically charges 15% of the total funding for this standard. However fees are worked out on an individual basis to ensure that employers and apprentices get the best value for money. For approved centres our fees can be found in the online Portal. Non-approved centres should contact us directly for a bespoke quote.

At OAL there are no hidden fees. Our fees are inclusive of all support, documentation and materials. This includes access to our team of experts to support the induction of apprentices, preparation for EPA, handbooks and assessment specifications and materials.

Key to table in 1.11

- O Practical Observation
- PD Professional discussion

1.11 Standard SKB criteria

Creative Venue Technician Apprenticeship Standard		
Knowledge statements		Assessed by:
Understanding the industry (terms and relationships)	Health and safety standards including manual handling, work at height, provision and use of work equipment, construction (design and management), noise, first aid, working hours, electricity at work, fire and emergency procedures, accident reporting and technical standards for places of entertainment	O/PD
	Security and control of equipment protocols	O/PD
	Management structures within a venue, etiquette and culture, including communication protocols and interdependencies of departments	PD
	Relevant industry bodies and their roles e.g. HSE, ABTT, BECTU	PD
	Principles of stage and production management	PD
	Creative venue safety systems	O/PD
	The history, styles, architecture, terminology and acoustics of creative venues	PD
Planning	The selection of the correct tools and equipment for tasks such as assembling scenic components and truss and rigging lighting, audio and video equipment	O
	Computer-aided design – viewing, extracting information and realising specifications from system designs e.g. stage plans, lighting plans and sound schematics	O
	Environmental and sustainability protocols e.g. correct disposal of different lamp types and electronic equipment, reduction in use of PVC products	PD
	Approaches to problem solving – to achieve the creative team’s requirements within the appropriate venue or production’s resources	O

Knowledge statements		Assessed by:
Production processes, performance and maintenance	The agreed industry safe working procedure: e.g. the code of conduct for get-ins, fit-ups and get-outs	O
	Recognition of production design elements – scenic, lighting, audio and visual e.g. means of scenic construction: timber, metal and textile	O/PD
	The properties of electricity, fixed and temporary electrical systems; theory, practice and safety e.g. to enable portable appliance testing of relevant technical equipment	PD
	The properties of mechanical and electro-mechanical systems e.g. to enable the assembly and monitoring of hydraulic systems for scenic effect	PD
	Lifting operations; theory and practice e.g. to enable monitoring of a lifting operation in compliance with LOLER such as performer flying	N/A
	How to identify potential improvements to systems and procedures to better enable the realisation of the creative team’s vision for the production	PD
	Housekeeping – keeping venue work and storage areas clean, tidy and free from the build-up of waste materials	O

Skills statements		Assessed by
Understanding the industry (terms and relationships)	Be computer literate – in word processing, spreadsheets and digital control systems to thereby assist in communication, planning, monitoring and operation of production processes, building services and creative venue technologies e.g. email, drafting reports, supplying technical information and programming production control consoles	O
	Comply with creative venue budgetary and financial management protocols	PD
	Communicate effectively with co-workers and manage work groups	PD

Skills statements		Assessed by
Understanding the industry (terms and relationships) cont'd	Deal politely and respectfully with stakeholders, ranging from freelance, touring and venue staff to performers, community groups and the public	PD
	Diligently manage their own punctuality and working time as required by venue activities	O/PD
Planning	Prepare risk assessments and method statements to help ensure safe planning and delivery of work processes in the venue	O/PD
	Prepare and interpret system specifications e.g. ground plans. Lighting plans and design drawings	O/PD
	Prepare written information and reports e.g. cue sheets, post-performance reports, handover notes	O
Production processes, performance and maintenance	Competently use safety and access equipment e.g. personal and fall protection equipment, ladders, access towers and Tallescopes	O/PD
	Assemble and configure structures and systems from component parts to production specification – such as scenic and rigging structures, lighting, sound, power, dimming, amplification and control systems	O
	Undertake fault-finding of components and systems e.g. eliminating feedback in a live audio system	O
	Under direction – deploy, operate and maintain technical equipment e.g. lighting: select appropriate luminaires and accessories, test, rig, connect and focus to plan	O
	Operate hand and power tools safely e.g. podger, adjustable spanner, drill driver and jigsaw	O
	Programme and operate computerised control equipment e.g. lighting, sound and automation control desks	O
	Set and change scenes in live performance – setting and striking scenic elements under 'show conditions'	O

Skills statements		Assessed by
Production processes, performance and maintenance cont'd	Undertake cueing and live operation e.g. operating a followspot to a show plot	O
	Operate suspension systems e.g. manual hemp, single and double purchase counterweight and automated theatrical flying systems	O
	As directed – inspect, maintain and monitor venue and production systems e.g. emergency lighting, re-lamping, first line repairs, rig-check	O
	Diligently undertake stage crafts such as scenic construction, carpentry, metalwork, stage machinery, propos, scene changes, knots and terminations	O

Behaviour statements		Assessed by
Take personal responsibility for safety of self and others		O/PD
Have a flexible approach and will be adaptable to change		O/PD
Be willing to work unsociable hours in a variety of locations for extended periods		PD
Be punctual, reliable and personally responsible		O/PD
Be self-motivated with a positive and disciplined approach to work		O/PD
Have a commitment to personal and professional development		PD
Develop professional working relationships and treat others with respect using appropriate channels and etiquette		PD
Have drive and determination to complete a task on time		O/PD