

Costume assistant apprenticeship: mapping to Costume Performance Technician standard

Introduction to contextualisation and mapping work

The English apprenticeship standards landscape has evolved over the last five years and there are now several crafts standards that have been developed that can apply to screen industry roles. These are either bespoke and have been developed by ScreenSkills for employers or are cross-creative industry and developed by partner bodies including Creative & Cultural Skills. The level of applicability and “fit” varies across the areas, and so does the need for contextualisation.

This document provides notes regarding the level of contextualisation required by training providers to deliver apprenticeship programmes using this standard, and also, if there are opportunities to increase take-up through the ATA or Flexi-apprenticeship model.

- **For training providers**, this information demonstrates how you can tailor and deliver the existing apprenticeship standard in the confidence that it matches industry skills requirements and is practical to deliver and assess.
- **For employers**, this information can help you plan the design and delivery of an apprenticeship that works for your training needs, with the support of a suitable training provider.

The [Costume performance technician standard](#) has a close fit to costume assistant trainee roles in the screen industries, and so has been mapped to the latest version of ScreenSkills National Occupational Standards (NOS). This ensures that the latest industry-wide, industry-approved NOS have been used as a benchmark for mapping the apprenticeships to ensure the relevance of standards developed by other skills bodies for related sectors like theatre and live performance.

ScreenSkills set up a small expert group of industry experts and experienced training providers to discuss this mapping to identify any gaps in coverage, and suggest potential solutions to any delivery challenges these present between the requirements of the apprenticeship standard and the coverage of the job role in the screen industries. The group has concluded that the standard has the potential to meet the training needs of the equivalent job roles in the screen industries with some careful tailoring of the apprenticeship delivery, especially where gaps have been identified. In addition, the group concluded that a mixed cohort of learners employed in both screen and theatre settings could provide an ideal delivery model, or an additional employment setting such as a costume hire company.

Costume Performance Technician Standard for Costume assistant/Standby roles

- The Costume Performance Technician Standard was developed by Creative & Cultural Skills and then mapped by ScreenSkills to the recently revised Costumes for Productions National Occupational Standards (NOS).
- The Standard was designed as a core Standard without separate pathways, so the mapping exercise concluded that there will be areas of this role in screen settings where the required skills and knowledge will have to be taught “off the job” to ensure full coverage, e.g. master classes and workshops. These areas are highlighted in the mapping document and mostly concern continuity and costume design.

Costume performance technician apprenticeship standard DUTIES	Costume performance technician apprenticeship standard KNOWLEDGE, SKILLS AND BEHAVIOURS RELEVANT TO DUTIES	Costume for Film, TV and theatre productions NOS NOS RELEVANT TO DUTIES
Duty 1 Contribute to planning and organising the costume needs for upcoming projects at their organisation	K1 K2 K3 K4 K5 K7 K8 K11 K20 K21 K22 K23 K24 K25 K26 S1 S2 S3 S4 S5 S6 S7 S10 S13 S14 S15 S19 S21 S22 S32 S33 S34 S35 S36 S37 S38 S40 B1 B2 B3 B4 B5 B6 B7 B8 B9 B10 B12	SKSQ3 Create the costume breakdown for a production
Duty 2 Assess all wardrobe requirements and identify dressing needs, costume lists, costume descriptions and packing lists.	K3 K5 K6 K7 K8 K13 K14 K15 K17 K20 K21 K23 K24 S2 S5 S6 S7 S8 S9 S10 S13 S14 S15 S16 S17 S18 S19 S21 S22 S23 S24 S32 S33 S34 S35 S36 S38 B1 B2 B3 B4 B5 B6 B7 B8 B9 B10	SKSQ3 Create the costume breakdown for a production SKSQ2 Research costume for a production
Duty 3 Manage and prioritise workloads to meet production deadlines	K1 K2 K3 K4 K5 K7 K8 K23 K24 K25 K26 S1 S2 S6 S10 S13 S14 S35 S36 B1 B2 B3 B4 B5 B6 B7 B8 B9 B10 B12	This is covered by ScreenSkills NOS for Generic Skills for the Creative Industries and can be easily covered on the job.
Duty 4 Manage costume needs for a range of performers.	K3 K4 K5 K6 K7 K8 K9 K10 K15 K23 K24 S2 S5 S6 S7 S8 S9 S10 S11 S13 S14 S15 S16 S17 S18 S19 S22 S23 S31 S32 S34 S35 S36 S37 S39 B1 B2 B3 B4 B5 B6 B7 B8 B9 B10 B11 B12	SKSQ9 Assist performers with costumes and dressing SKSQ10 Assist with costumes on set SKSQ11 Assist with dressing stunt doubles
Duty 5 Set dressing rooms and check-off costumes against the costume list.	K3 K5 K7 K8 K10 K23 S3 S6 S7 S8 S9 S10 S12 S13 S16 S17 S18 S19 S34 S35 S36 B1 B2 B3 B4 B5 B6 B7 B8 B9 B10 B12	SKSQ20 Set up and dismantle a temporary costume work area SKSQ21 Set up and organise a costume department
Duty 6 Plan and carry-out quick costumes changes during performances	K3 K5 K7 K8 K10 K16 K23 S3 S6 S7 S9 S10 S12 S13 S14 S16 S17 S18 S19 S20 S24 S25 S31 S34 S35 S36 S39 B1 B2 B3 B4 B5 B6 B7 B8 B9 B10 B11 B12	No direct fit with ScreenSkills NOS as quick costume changes are not part of the role in screen, so this aspect would have to be covered off the job or on the job if apprentices are employed in both screen and theatre settings. Also, we need continuity covered which isn't specified in the Standard as this isn't needed in theatre productions.

<p>Duty 7 Ensure costumes meet production and design specifications by ensuring that they are worn correctly and that they are put on in the right order and with assistance if needed</p>	<p>K3 K4 K5 K7 K11 K12 K13 K14 K15 K17 K18 K23 K24 S6 S9 S10 S11 S21 S24 S25 S26 S27 S28 S32 S34 S37 B1 B3 B4 B5 B6 B7 B8 B9 B10</p>	<p>SKSQ9 Assist performers with costumes and dressing SKSQ10 Assist with costumes on set SKSQ11 Assist with dressing stunt doubles</p>
<p>Duty 8 Identify the properties of fabric and construction of costume to choose the correct means to undertake/organise cleaning/ironing/steaming costumes</p>	<p>K3 K5 K7 K13 K14 K15 K16 K17 K18 K23 S3 S6 S7 S8 S9 S10 S11 S21 S24 S26 S27 S36 B1 B2 B3 B4 B5 B6 B7 B8 B9 B10</p>	<p>SKSQ18 Press costumes SKSQ19 Clean costumes used in production SKSQ16 Maintain and service costumes SKSLDC3 Classify items and make up loads for cleaning</p>
<p>Duty 9 Manage the impact of short notice cast changes e.g., under-study. This may include costume fit checking and changes to costumes.</p>	<p>K2 K3 K5 K6 K7 K8 K9 K10 K15 K16 K17 K20 K21 K23 K24 S3 S5 S6 S7 S10 S11 S13 S14 S15 S16 S17 S18 S19 S20 S24 S25 S27 S31 S32 S34 S35 S36 S37 S38 S39 B1 B2 B3 B4 B5 B6 B7 B8 B9 B10</p>	<p>No direct fit with ScreenSkills NOS, so this aspect would have to be covered off the job or on the job if apprentices are employed in both screen and theatre settings.</p>
<p>Duty 10 Make alterations and repairs to costume elements including accessories during and after each performance</p>	<p>K3 K5 K7 K8 K9 K11 K13 K14 K15 K16 K17 K18 K23 K24 S3 S6 S7 S9 S10 S11 S12 S17 S18 S24 S25 S27 S28 S36 B1 B2 B3 B4 B5 B6 B7 B8 B9 B10 B11 B12</p>	<p>SKSQ17 Carry out costume repairs and alterations on set SKSQ26 Repair and customise accessories for use in a production SKSQ25 Embellish garments and accessories for use in a production SKSLDC16 Repair, alter and maintain fabrics and materials</p>
<p>Duty 11 Identify and/or liaise with external suppliers to support successful costume production and maintenance e.g., specialist dry cleaners or costume makers.</p>	<p>K3 K5 K7 K22 K23 K25 K26 S3 S5 S6 S7 S8 S9 S10 S13 S21 S22 S26 S27 S28 S34 S36 S39 S40 B1 B2 B3 B4 B5 B6 B7 B8 B9 B10 B11 B12</p>	<p>SKSQ16 Maintain and service costumes SKSQ7 Source costumes for a production</p>
<p>Duty 12 Receive, store, and return hired costumes for each production</p>	<p>K3 K5 K7 K19 K23 K26 S3 S6 S7 S8 S9 S10 S12 S13 S16 S22 S23 S29 S30 S36 S38 S39 S40 B1 B3 B4 B5 B6 B7 B8 B9 B10 B11</p>	<p>SKSQ15 Store, secure, pack and track costumes SKSQ6 Hire and return costumes</p>
<p>Duty 13 Manage wardrobe stock lists and update costume records keeping track of costume location, descriptions, running notes and any other relevant production related information. Maintain costume measurement sheets keeping performer information confidential</p>	<p>K3 K5 K6 K13 K14 K17 K19 K20 K21 K23 K24 K26 S3 S5 S13 S15 S30 S31 S32 S33 S34 S39 B1 B3 B4 B5 B6 B7 B8 B9 B10</p>	<p>SKSQ8 Prepare costumes to meet production requirements Record keeping and storing features in multiple ScreenSkills NOS so could be easily covered on the job and also off the job if required.</p>

Duty 14 Pack, store and remove costumes from location to location; e.g. stage, dressing room to wardrobe hub to storage unit or returning to hire company	K2 K3 K5 K7 K19 K20 K21 K23 K24 K26 S3 S6 S8 S9 S10 S12 S23 S29 S30 S32 S33 S35 S36 S38 S39 S40 B1 B3 B4 B7 B8 B9	SKSQ15 Store, secure, pack and track costumes SKSQ6 Hire and return costumes SKSQ7 Source costumes for a production
Duty 15 Maintain and replenish running wardrobe supplies	K1 K2 K3 K5 K23 K24 K25 K26 S3 S9 S28 S33 S36 S37 S39 S40 B1 B2 B3 B4 B5 B6 B7 B8 B9 B10	SKSQ5 Acquire resources needed to create the costume design SKSQ6 Hire and return costumes SKSQ7 Source costumes for a production
Duty 16 Complete paperwork e.g. timesheets, staff contact details and emergency contact details	K1 K2 K3 K5 K6 K20 K21 K23 K24 K25 K26 S2 S3 S4 S5 S13 S16 S27 S30 S31 S32 S33 S37 S38 S39 S40 B1 B3 B4 B5 B6 B7 B8 B9 B10	SKSGS3 Work effectively in the creative industries SKSG9 Support and manage junior colleagues in the creative industries SKSG10 Work effectively with colleagues, partners and suppliers in the creative industries

Costume performance technician apprenticeship standard KNOWLEDGE REQUIREMENT	Costume for Film, TV and theatre productions NOS RELEVANT PERFORMANCE AND KNOWLEDGE CRITERIA
K1: The organisational structure, vision and purpose and how each department connects with one another and the interdependency within an organisation.	SKSQ1 Research the costume design concept K1, K3, K6, K7
K2: The key roles in the organisation and how they support each other's success	SKSQ2 Research costume for a production K10
K3: Industry specific terminology	SKSGS3 Work effectively in the creative industries
K4: The creative vision for current and future projects	SKSQ1 Research the costume design concept K1
K5: The significance and importance of your role to the success of the organisation and an understanding of the interdependency and the need to work logically together with other departments	This is covered by ScreenSkills NOS for Generic Skills for the Creative Industries
K6: Organisation Data Protection policy and the impact on your role	SKSQ2 Research costume for a production K9
K7: Health and safety legislation which will include HaSaWA, COSHH, PPE; Manual handling techniques; Company Health, Safety and Security policies and procedures and child protection guidelines	SKSQ8 Prepare costumes to meet production requirements K11
K8: The requirements and purpose of running notes, costume lists and dressing plots	Continuity SKSQ12 Assist with costume continuity ALL and SKSQ9 Assist performers with costumes and dressing K3

K9: Costume fitting techniques taking into account the needs for different individuals and their potential vulnerability in a fitting situation for example a wearer's body shape, abilities/disabilities, sensitivities, ergonomics and recording of relevant information on completion	SKSQ9 Assist performers with costumes and dressing K9, K10, K11
K10: Dressing processes and benefits of order application e.g. make-up, wigs, mic. showing the importance of collaborative working processes and interdependency of departments	SKSQ9 Assist performers with costumes and dressing K4, K9
K11: Contemporary and historical dress/style to ensure costume authenticity	SKSQ2 Research costume for a production K1, K2, K4
K12: Costume design principles as appropriate to their role	SKSQ2 Research costume for a production K1, K2, K5
K13: Research methods and approaches to support fabric and costume identification	SKSQ2 Research costume for a production K3, K4, K8
K14: The properties of fabrics and textiles used in costumes	SKSQ22 Carry out costume fitting
K15: The construction and fit of the garments to enable correct repairs, alterations and laundry	SKSQ2 Research costume for a production K5 SKSQ10 Assist with costumes on set K9 SKSQ22 Carry out costume fitting
K16: Machine and hand sewing techniques	SKSQ2 Research costume for a production K5, SKSQ24 Age and distress costumes
K17: Garment care and laundry techniques and processes to maintain them	SKSLDC3 Classify items and make up loads for cleaning SKSQ19 Clean costumes used in production
K19: Costume packing techniques for storage while costumes are inactive in regard to avoidance of mold, moth etc. and related H&S considerations.	SKSQ9 Assist performers with costumes and dressing K8, K12 SKSQ15 Store, secure, pack and track costumes K3, K14
K20: Organisation's requirements for data storage, management, data protection and information systems.	SKSQ12 Assist with costume continuity K6, K7, K8
K21: The requirements and operation of the Organisation's software and IT systems.	This is covered by ScreenSkills NOS for Generic Skills for the Creative Industries
K22: The Social Media Policy of the Organisation	SKSQ2 Research costume for a production K9
K23: Written and verbal communication techniques including content to engage with internal and external colleagues using shared theatre/ costume technical industry language understood by other departments and the industry.	SKSQ2 Research costume for a production K10, SKSQ7 Source costumes for a production K12
K24: The wardrobe needs of projects.	SKSQ9 Assist performers with costumes and dressing K1
K25: Organisational financial procedures including documentation used by other departments building/keeping processes in line.	SKSQ3 Create the costume breakdown for a production K3, K4 SKSQ7 Source costumes for a production K10
K26: Organisational administrative requirements e.g. timesheets and work rotas	SKSQ12 Assist with costume continuity K6, K7, K8

Costume performance technician Standards SKILLS REQUIREMENT	Costume for Film, TV and theatre productions NOS RELEVANT PERFORMANCE AND KNOWLEDGE CRITERIA
S1: Link their Organisation's strategy to current and future projects	Doesn't really apply in the same way for Film/TV Productions best fit is SKSQ1 P2, P5, P6
S2: Produce timeline information to support long and short-term scheduling for performances	SKSQ3 Create the costume breakdown for a production P2, P5, P8, P10
S3: Ensure relevant information is visually available within the wardrobe room.	SKSQ3 Create the costume breakdown for a production P13
S4: Produce and update staff contacts including emergency contacts	Would be in Production Assistant/Co-ordinator role in Film/TV – possibly SKSQ3 Create the costume breakdown for a production P13
S5: Work to the requirements of the Organisation's Data Protection Policy specifically in respect of confidentiality in relation to artists and the projects	NDA's in Film/TV – SKSQ3 Create the costume breakdown for a production P12 SKSQ9 Assist performers with costumes and dressing P10, P11
S6: Comply with all Health, Safety and Security policies and procedures, including where appropriate selecting, using and wearing the appropriate personal protective equipment	SKSQ3 Create the costume breakdown for a production P14, SKSQ8 Prepare costumes to meet production requirements P10
S7: Plan for and safely move costumes as required	SKSQ15 Store, secure, pack and track costumes P8-P17
S8: Safely pack up and unpack all costumes and wardrobe equipment	SKSQ21 Set up and organise a costume department P1-P12
S9: Keep all costumes and equipment tidy and secure	SKSQ9 Assist performers with costumes and dressing P5, P13
S10: Undertake and work in accordance with risk assessments appropriate for the environment	SKSQ9 Assist performers with costumes and dressing P18 could have been merged with S6
S11: Safely operate appropriate equipment e.g. sewing machines	SKSMSP4 Carry out the sewing process
S12: Work at height when required by the environment	This is not applicable for screen so this aspect would have to be covered off the job or on the job if apprentices are employed in both screen and theatre settings.
S13: Identify performance and scheduling requirements to ensure costumes are available as required	SKSQ9 Assist performers with costumes and dressing P2, P3, P5 SKSQ10 Assist with costumes on set P1, P2
S14: Attend rehearsals and meetings to assess all wardrobe requirements	SKSQ9 Assist performers with costumes and dressing, P2
S15: Compile dressing plots, costume descriptions and packing lists. These may be paper-based or electronic.	SKSQ9 Assist performers with costumes and dressing P15
S16: Check off costumes against the costume list and set in dressing areas as required/ Setting of costumes correctly and in correct location backstage and in dressing room.	SKSQ9 Assist performers with costumes and dressing P5
S17: Manage costume needs for a range of performers taking into account the needs for different individuals and their potential vulnerability in a fitting situation for example a wearer's body shape, following child protection guidelines, abilities/disabilities, sensitivities, ergonomics and safety requirements. This includes setting up and undertaking costume fittings and preparation; dress and undress performers at the start, during and at the end of events.	SKSQ9 Assist performers with costumes and dressing P6, P7, P8, P10, P11 SKSQ22 Carry out costume fitting P1-P18
S18: Identify and communicate costume requirements using appropriate language and tact,	SKSQ9 Assist performers with costumes and dressing P9

to performers e.g. sitting and eating restrictions	
S19: Ensure all quick costumes changes meet performance and H&S requirements and fitting etiquette.	Continuity SKSQ9 Assist performers with costumes and dressing P8, P10, P13
S20: Manage the impact of short notice cast changes e.g., last-minute cast substitutions. This may include costume fittings and changes	Continuity SKSQ12 Assist with costume continuity
S21: Identify external suppliers to support successful costume production and maintenance e.g. specialist dry cleaners or makers	SKSQ6 Hire and return costumes P4, SKSQ7 Source costumes for a production P5
S22: Identify and liaise with costume hire organisations to provide specialist costumes to meet requirements	SKSQ6 Hire and return costumes P3, SKSQ7 Source costumes for a production P5
S23: Receive, store and return costumes on loan ensuring compliance with loan conditions	SKSQ6 Hire and return costumes P9, P10-P15
S24: Ensure the correct and consistent appearance of costumes in order to meet production specifications. This will include preparing, maintaining and working to dressing notes and original designs.	SKSQ12 Assist with costume continuity P1-13
S25: Undertake alterations and repairs to costumes and shoes, which may include hand/machine sewing, during and after performances	SKSQ9 Assist performers with costumes and dressing P14 SKSQ16 Maintain and service costumes P1-P7, P9
S26: Wash, iron and/or prepare costumes for dry cleaning	SKSQ18 Press costumes P1-10 SKSQ19 Clean costumes used in production P1-16
S27: Plan costume refurbishment to maintain original appearance	SKSQ16 Maintain and service costumes P6, SKS Q17 P4-P7
S28: Source broken/ missing items e.g., jewelry, this may include buying items	SKSQ26 Repair and customise accessories for use in a production P5-P8, K4
S29: Ensure the correct removal, packing and storage of costumes in accordance with organisation and fabric requirements	SKSQ15 Store, secure, pack and track costumes P1-P15
S30: Be aware of who will use and where the costume will be required next	SKSQ9 Assist performers with costumes and dressing P8
S31: Be discrete and keep artist information confidential	Duplicate of S5
S32: Update costume data base – keeping track of costume location, descriptions, running notes and any other relevant production related information. Maintain costume measurement sheets	SKSQ12 Assist with costume continuity P6, P7, P8, P9, P10,
S33: Manage wardrobe stock lists including shoes and accessories using the agreed process.	SKSQ10 Assist with costumes on set P15
S34: Write and maintain clear running notes of all costumes allocated either on paper or electronically, They should include costume descriptions, costume changes, locations, prevent notes, accessory lists and daily laundry requirements	SKSQ12 Assist with costume continuity P9, P10, P13
S35: Provide clear communication with other relevant departments Wigs hair and make-up/ sound department to ensure correct order of process	SKSQ10 Assist with costumes on set P9, P11, P13, P15
S36: Show confidence, flexibility and tact when communicating with different stakeholders which may include freelance dressers, ensuring an appropriate use of language, terminology	SKSQ9 Assist performers with costumes and dressing P10, P11, P17

and when required, fitting etiquette.	
S37: Maintain stock of costume and running wardrobe supplies as required.	SKSQ16 Maintain and service costumes P14, K2
S38: Manage external costume hire including payments	SKSQ6 Hire and return costumes P6, P7
S39: Complete paperwork e.g. timesheets on time	This is covered by ScreenSkills NOS for Generic Skills for the Creative Industries
S40: Follow Organisation's financial processes for procurement of agreed good and services	SKSQ6 Hire and return costumes P2, P6, P7

BEHAVIOURS

B1: Commitment and Confidence: consistently strives to achieve personal and organisational targets, take action to resolve day to day issues, receptive to new ideas and respond well to day-to-day challenges and determined to overcome obstacles

B2: Problem solving: identifies and considers all possible options and provides sensible solutions to unexpected challenges

B3: Be organised: works in a logical manner, preparing and keeping notes to ensure costumes are in the right place, at the right time, in the right condition

B4: Be Proactive: positive, cooperative, receptive, flexible and resilient at all times. Prepared to work outside of one's comfort zone, to undertake different tasks. A willingness to learn, adapt and be trained in new skills and approaches, and share learning

B5: Team working: works as part of a team, taking on tasks with enthusiasm and working cooperatively with others (in a timely fashion). Has a clear understanding of the role they play in relation to other team members. Undertakes tasks confidently and resourcefully, supporting the team and/or line manager as required

B6: Interpersonal skills: Flexible and cooperative attitude to others, establishes effective and appropriate working relationships and boundaries with co-workers and managers. Listens to and respects others views and opinions. Diplomatic and tactful at all times

B7: Independent working: is pro-active and purposeful when working on their activities, applies the appropriate knowledge. Seeks support when it is needed from line-manager and reports changes and concerns at all times.

B8: Time-Management and Planning; identifies and develops a plan to work within time constraints

B9: Attention to detail: applies rigor and attention to detail in all tasks.

B10: Equality, Diversity and Inclusion: Promotes equality and diversity by treating all colleagues, visitors and members of the public with respect, tolerance and dignity at all times

B11: Emotional intelligence and resilience: manages interpersonal relationships with patience and empathy. Deals positively with challenges and adverse situations. Open to receiving feedback and demonstrate actions taken in relation to it.

B12: Work under pressure: works well in a multi-tasking environment. Conscious of other departments and artists who may also be working under pressures. There may be constraints outside their control or unforeseen changes or problems to deal with.

END POINT ASSESSMENT REQUIREMENTS FOR THE COSTUME PERFORMANCE TECHNICIAN STANDARD

Based on the amendments to the delivery of duties, knowledge, skills and behaviours listed above, the end point assessment for the Costume Performance Technician standard works effectively for similar roles in screen without further adjustment.

The structure of the assessment requirements is listed below for information.

Assessment method 1 component 1: Observation with questioning

The observation will take 4 hours.

The observation may be split into discrete sections held over a maximum of 1 working day if required due to operational requirements.

If this does happen it will clearly impact the costs associated with EPA.

The length of a working day is typically considered to be 7.5.hours.

The independent assessor has the discretion to increase the time of the observation by up to 10% to allow the apprentice to complete a task at the end of this component of the EPA.

In advance of the observation, apprentices must be provided with information on the format of the observation, including timescales.

The following activities must be observed:

- simple fitting of a garment on a mannequin showing consideration of how clothes fit to a body depending on the design being worked on
- sewing an element of a garment, for example hemming a garment using hand sewing and machine
- laundry and ironing of a costume
- 2 repairs to costume/accessory to include for example repair a rip in a pair of trousers and fix a zip by hand so it is wearable for one performance
- setting a dressing room/backstage area, for example setting out the actors' needs for a show that evening: full costumes and costume changes required including shoes, costume, jewellery, hat etc, plus any additional costume requirements demanded by the play
- costume general maintenance, for example cleaning of shoes, securing buttons, organising drycleaning, removing marks prior to washing, checking poppers and quick-change elements preparation of costumes in accordance with design requirements, for example using a reference photo to ensure no element of the original design has changed over time

Knowledge to be evaluated in Assessment Method 1
K3: Industry specific terminology
K9: Costume fitting techniques taking into account the needs for different individuals and their potential vulnerability in a fitting situation for example a wearer's body shape, abilities/disabilities, sensitivities, ergonomics and recording of relevant information completion
K10: Dressing processes and benefits of order application e.g., make-up, wigs, mic. Showing the importance of collaborative working processes and interdependency of departments
K15: The construction and fit of the garments to enable correct repairs, alterations, and laundry
K16: Machine and hand sewing techniques
K23: Written and verbal communication techniques including content to engage with internal and external colleagues using shared theatre/costume technical industry language understood by other departments and the industry.
Skills to be evaluated in Assessment method 1
S6: Comply with all Health, Safety and Security policies and procedures, including where appropriate selecting, using and wearing the appropriate personal protective equipment
S7: Plan for and safely move costumes as required
S8: Safely pack up and unpack all costumes and wardrobe equipment
S9: Keep all costumes and equipment tidy and secure
S10: Undertake and work in accordance with risk assessments appropriate for the environment
S11: Safely operate appropriate equipment e.g., sewing machines
S13: Identify performance and scheduling requirements to ensure costumes are available as required
S16: Check-off costumes against the costume list and set in dressing areas as required/Setting costumes correctly and in correct location backstage and in dressing room.
S24: Ensure the correct and consistent appearance of costumes in order to meet production specifications. This will include preparing, maintaining and working to dressing notes and original designs.

S26: Wash, iron and/or prepare costumes for dry cleaning
S27: Plan costume refurbishment to maintain original appearance
S35: Provide clear communication with other relevant departments; Wigs hair and make-up/ sounddepartment to ensure correct order of process
S36: Show confidence, flexibility and tact when communicating with different stakeholders which mayinclude freelance dressers, ensuring an appropriate use of language, terminology and when required, fitting etiquette
Behaviours to be evaluated in Assessment method 1
B3: Be organised: works in a logical manner, preparing and keeping notes to ensure costumes are inthe right place, at the right time, in the right condition
B5: Team working: works as part of a team, taking on tasks with enthusiasm and working cooperatively with others (in a timely fashion). Has a clear understanding of the role they play in relation to other team members. Undertakes tasks confidently and resourcefully, supporting the team and/or line manager as required
B6: Interpersonal skills: Flexible and cooperative attitude to others, establishes effective and appropriate working relationships and boundaries with co-workers and managers. Listens to and respects others views and opinions. Diplomatic and tactful at all times
B7: Independent working: is pro-active and purposeful when working on their activities, applies theappropriate knowledge. Seeks support when it is needed from line-manager and reports changes and concerns at all times.
B9: Attention to detail: applies rigor and attention to detail in all tasks.
B10: Equality, Diversity and Inclusion: Promotes equality and diversity by treating all colleagues, visitors and members of the public with respect, tolerance and dignity at all times
B12: Work under pressure: works well in a multi-tasking environment. Conscious of other departments and artists who may also be working under pressures. There may be constraintsoutside their control or unforeseen changes or problems to deal with



Assessment method 2 component 1: Professional Discussion underpinned by a Portfolio of Evidence

The independent assessor will conduct and assess the Professional Discussion underpinned by a Portfolio of Evidence.

The Professional Discussion underpinned by a Portfolio of Evidence must last for 90 minutes. The independent assessor has the discretion to increase the time of the discussion by up to 10% to allow the apprentice to complete their last answer.

During this method, the independent assessor must ask open, competence-based questions. Additional follow-up questions are allowed to seek clarification. It is appreciated that the apprentice may have answered more than one question with the answers that they give.

The EPAO will produce a bank of sample questions to assist the independent assessor but these are for illustration purposes only and the independent assessor should adapt the questions to the apprentice's individual circumstances and following review of the portfolio

Apprentices can refer to and illustrate their answers with evidence from their evidence portfolio, however the portfolio is not directly assessed.

The Professional Discussion will be conducted as set out here:

- the independent assessor will ask the apprentice questions on the KSBs identified for this method
- there will be a minimum of 10 questions against the following topic areas, i.e., a minimum of two per topic area:
 - Your organisation
 - Health & Safety
 - Costume Scheduling
 - Costume Maintenance
 - Process Systems

The Professional Discussion must be conducted face to face due to the portfolio containing physical artefacts

The independent assessor must use the assessment tools and procedures that are set by the EPAO to record the Professional Discussion.

The independent assessor will assess this method holistically using the grading criteria and will make all grading decisions.

Knowledge
K1: The organisational structure, vision and purpose and how each department connects with one another and the interdependency within an organisation.
K2: The key roles in the organisation and how they support each other's success
K4: The creative vision for current and future projects

K5: The significance and importance of your role to the success of the organisation and an understanding of the interdependency and the need to work logically together with other departments
K6: Organisation Data Protection policy and the impact on your role
K7: Health and safety legislation which will include HaSaWA, COSHH, PPE; Manual handling techniques; Company Health, Safety and Security policies and procedures and child protection guidelines
K8: The requirements and purpose of running notes, costume lists and dressing plots
K11: Contemporary and historical dress/style to ensure costume authenticity
K12: Costume design principles as appropriate to their role
K13: Research methods and approaches to support fabric and costume identification
K14: The properties of fabrics and textiles used in costumes
K17: Garment care and laundry techniques and processes to maintain them
K18: Basic dyeing and costume breakdown techniques and accompanying H&S compliance
K19: Costume packing techniques for storage while costumes are inactive in regard to avoidance of mold, moth etc. and related H&S considerations.
K20: Organisation's requirements for data storage, management, data protection and information systems.
K21: The requirements and operation of the Organisation's software and IT systems.
K22: The Social Media Policy of the Organisation
K24: The wardrobe needs of projects.
K25: Organisational financial procedures including documentation used by other departments building/keeping processes in line.
K26: Organisational administrative requirements e.g., timesheets and work rotas
Skills
S1: Link their Organisation's strategy to current and future projects
S2: Produce timeline information to support long and short-term scheduling for performances

S3: Ensure relevant information is visually available within the wardrobe room.
S4: Produce and update staff contacts including emergency contacts
S5: Work to the requirements of the Organisation's Data Protection Policy specifically in respect of confidentiality in relation to artists and the projects
S12: Work at height when required by the environment
S14: Attend rehearsals and meetings to assess all wardrobe requirements
S15: Compile dressing plots, costume descriptions and packing lists. These may be paper based or electronic
S17: Manage costume needs for a range of performers taking into account the needs of different individuals and their potential vulnerability in a fitting situation for example a wearer's body shape, following child protection guidelines, abilities/disabilities, sensitivities, ergonomics and safety requirements. This includes setting up and undertaking costume fittings and preparation; dress and undress performers at the start, during and at the end of events
S18: Identify and communicate costume requirements using appropriate language and tact, to performers e.g., sitting and eating restrictions
S19: Ensure all quick costumes changes meet performance and H&S requirements and fitting etiquette.
S20: Manage the impact of short notice cast changes e.g., last-minute cast substitutions. This may include costume fittings and changes
S21: Identify external suppliers to support successful costume production and maintenance e.g., specialist dry cleaners or makers
S22: Identify and liaise with costume hire organisations to provide specialist costumes to meet requirements
S23: Receive, store and return costumes on loan ensuring compliance with loan conditions
S25: Undertake alterations and repairs to costumes and shoes, which may include hand/machine sewing, during and after performances
S28: Source broken/ missing items e.g., jewellery, this may include buying items
S29: Ensure the correct removal, packing and storage of costumes in accordance with organisation and fabric requirements
S30: Be aware of who will use and where the costume will be required next

S31: Be discrete and keep artist information confidential
S32: Update costume data base – keeping track of costume location, descriptions, running notes and any other relevant production related information. Maintain costume measurement sheets
S33: Manage wardrobe stock lists including shoes and accessories using the agreed process.
S34: Write and maintain clear running notes of all costumes allocated either on paper or electronically. They should include costume descriptions, costume changes, locations, pre-event notes, accessory lists and daily laundry requirements
S37: Maintain stock of costume and running wardrobe supplies as required.
S38: Manage external costume hire including payments
S39: Complete paperwork e.g., timesheets on time
S40: Follow Organisation's financial processes for procurement of agreed good and services
Behaviours
B1: Commitment and Confidence: consistently strives to achieve personal and organisational targets, take action to resolve day to day issues, receptive to new ideas and respond well to day-to-day challenges and determined to overcome obstacles
B2: Problem solving: identifies and considers all possible options and provides sensible solutions to unexpected challenges
B4: Be Proactive: positive, cooperative, receptive, flexible and resilient at all times. Prepared to work outside of one's comfort zone, to undertake different tasks. A willingness to learn, adapt and be trained in new skills and approaches, and share learning
B8: Time-Management and Planning; identifies and develops a plan to work within time constraints
B11: Emotional intelligence and resilience: manages interpersonal relationships with patience and empathy. Deals positively with challenges and adverse situations. Open to receiving feedback and demonstrate actions taken in relation to it.

Overall EPA grading

All EPA methods must be passed for the EPA to be passed overall. A pass in both assessment methods is required for an overall pass.

A distinction in both assessment methods is required for an overall grade of distinction

Grades from individual assessment methods should be combined in the following way to determine the grade of the EPA as a whole:

Observation with Questioning	Professional Discussion underpinned by a portfolio of evidence	Overall grading
Fail	Fail	Fail
Fail	Pass	Fail
Pass	Fail	Fail
Fail	Distinction	Fail
Distinction	Fail	Fail
Pass	Pass	Pass
Distinction	Pass	Pass
Pass	Distinction	Pass
Distinction	Distinction	Distinction