



High-end TV Trainee Finder FAQs

Q How does a production access Trainee Finder?

A. By contributing to the High-end TV Skills Fund. Please contact Ryan Valmont who will be able to provide you with further information and links to the fund contribution point at: ryan.valmont@screenskills.com. You will then be given access to the Trainee Finder pool of trainees and we can begin the process.

Q How does ScreenSkills support productions in relation to Trainee Finder?

A. By subsidising productions at £300 per trainee per week of the agreed training salary for each trainee taken from the programme and having a database of UK wide trainees covering eight departments that can be selected for placements.

Q How does the production claim £300 per week of the funds?

A. The production invoices ScreenSkills at the end of the trainee's placement. Funding of the agreed amount can be provided once the production has submitted, signed and returned all the necessary paperwork for ScreenSkills's records.

Q Is there a time limit to the duration of a placement?

A. The minimum duration of a placement is four weeks and the maximum period is 20 weeks. In total a production can have trainees for a total period of 40 weeks.

Q How is the trainee selected?

A. The production has access to CVs for pre-selected trainees who have been given a place on the annually run scheme and have taken part in a three-day set ready induction. The production contacts the trainee directly to arrange an interview/find out more details. Once a trainee has been selected, please contact ScreenSkills to complete the relevant paperwork.

Q Is there a maximum number of trainees per production?

A. Ideally three trainees. The 40 weeks of placement can be divided between more or less trainees e.g. two trainees at 20 weeks each, or four trainees at 10 weeks each with agreement from ScreenSkills.

Q What paperwork does ScreenSkills issue?

A. A contract is issued between ScreenSkills and the production. The production will need to issue the trainee with their own fixed-term crew contract that covers their terms and conditions, dates, location, expenses allowance, overtime rate (if applicable) and the allocated supervisor's contact details. The allocated supervisor on the production will also draw up a training plan with the trainee.

Q How does the production pay the trainee?

A. By payroll as the trainee is contracted via a fixed-term contract.

Q What does the production need to do in relation to the placement?

A. The production allocates a named supervisor to support the trainee and provides the contact details of the supervisor to ScreenSkills. The supervisor has regular reviews with the trainee and completes the training plan. The supervisor's role is to be the point of contact and guidance for the trainee and support their own production training needs.

Q How does Trainee Finder support the trainee?

A. Each Trainee has been selected by department specific industry professionals to take part in the programme. They have also taken part in a three-day induction before going on any placements to help them be set ready for their traineeship.

Trainee Finder provides ongoing support for the trainee by providing professional industry 'supporters' when requested by the trainee to answer questions, offer advice and support.

A member of the Trainee Finder team will visit the trainee when on a placement to meet their supervisor and to discuss the aims and objectives of the placement and scheme in general with both the trainee, supervisor, HoDs and production contacts.

Trainee Finder organises training courses and events which can include Finance for Freelancers, Production Safety Passport (PSP), Carbon Literacy, Albert and Emergency First Aid at work for the trainees to attend during their time on the programme. We ask that all productions release their trainees to take part in this important training which is compulsory.

Q Do I need to release a trainee for training courses?

A. Yes. Trainee Finder organises training courses and events which the trainee is required to attend. Productions will need to ensure that a placed trainee is able to attend the arranged course, ScreenSkills will give as much notice as possible of training dates.

Patrizia Berardi, Trainee Finder Outreach Manager will be your key contact in accessing trainee talent once you have paid into the skills fund. Please contact Patrizia if you are looking for trainees and the team will match trainees to placements and give recommended shortlists to productions to interview

Nicky Ball, Senior New Entrant Manager is your key contact for the programme as a whole. Please also speak to Nicky about Make a Move.

Make a Move continues to enable high-end TV drama productions to develop the skills and step up specific crew on the job, i.e. location assistants stepping up to unit managers, production secretaries stepping up to production coordinators or third ADs moving to second ADs. Fund-contributing productions can access up to £15,000 for the continuing professional development of their crew.

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