ScreenSkills

TV Skills Fund and High-end TV Skills Fund Call for applications: disability awareness training

The TV Skills Fund is the result of an agreement between UK broadcasters to invest in training for the freelance television workforce. The current contributors are: BBC, Channel 4 and Five. ScreenSkills manages the Fund and works with the industry-led TV Skills Fund committee to invest in training needed across non-scripted TV genres, ensuring their robust growth is secured with a fully skilled and growing workforce.

The High-end TV Skills Fund, overseen by the High-end TV Council, ensures a sustainable funding legacy to develop industry skills to support the next generation of High-end TV drama talent.

Together, the TV Skills Fund and the High-end TV Skills Fund seek applications from those interested in applying to run a pilot training programme to facilitate the recruitment and retention of more people with a disability, impairment, learning difference or long term condition as this group is known to be under-represented across all genres of the TV industry. Please note this training is aimed at recruitment of those working 'behind the camera' only.

What training we are looking to support?

Disability awareness (for recruitment and retention)

Who can apply?

Any training providers with a proven track record of delivering industry standard, successful training projects. You will need to demonstrate an understanding of the development of skills needed in the above area. You will also need to clearly demonstrate that you have the resources to track the career progression of participants beyond the life of the training programme.

We particularly welcome applications from providers based in the UK nations and regions and/or partnerships between organisations.

Key requirements of the training

Training should include but not be limited to:

a. Barriers in the recruitment process that impact on disabled people when applying for jobs in the industry
b. Constraints and opportunities presented by legislation in this area and how to keep up to date with forthcoming changes
c. Identify appropriate sources of recruitment and methods of selection depending on the nature of a vacancy, to ensure compliance, best practice and accessibility for all job seekers in the industry

d. Understanding and implementation of reasonable adjustments within the workplace to ensure disabled people are not disadvantaged
e. Actions that can be taken to improve awareness for disability as a protected characteristic, within an organisation or production
f. Training needs for disabled talent
g. How to measure the impact of recruitment and retention of disabled freelancers and/or employees

By the end of the course, participants should be able:

- To successfully remove barriers for all candidates
- To implement up-to-date best practice for disability in the workplace
- To ensure they are adept in dealing with diverse candidates
- To gain the knowledge necessary to be a successful inclusive recruiter
- To become confident that your recruitment process is inclusive

Additional requirements

- The training should be aimed at all those involved in recruitment and/or line management of crews
- If applicable, delegate fees must be affordable for all

How much can I apply for?

The amount you request should be no more than you need to deliver your project efficiently and effectively. We pay close attention to value for money, so applications that demonstrate additional cash or in-kind contributions (see Annex A) to maximise the budget will be welcome.

We are looking for applications up to £25,000

Key information

- Apply by 5pm, Friday 9 November 2018
- Decisions will be made and notified by Friday 14 December 2018
- Training must have started, if not completed, by 29 March 2019

Diversity

ScreenSkills is committed to significantly improving the diversity of the TV industry's workforce to better reflect the UK's diverse population.

Even if the initiative is not a positive action scheme[1] we expect to see a clear plan for how you will ensure access for participants from as diverse a range of backgrounds as possible.

How to apply

- Please download and read the ScreenSkills Application Guide for Organisations
- Speak to the sector manager regarding any questions you may have
- Download and complete the Project and Budget Report using the template provided below.

Then click here to start your online application.

---

[1] A positive action scheme would be considered to be training focused on supporting access to training for specific groups for which we have evidence of under-representation in certain areas: women, people from BAME (black, Asian and minority ethnic) backgrounds, people with a disability, or those from a lower socio-economic background.

When you have completed the application, you will be asked to attach several supporting documents, listed below:

- [Project and Budget Report template](#)
- Detailed course outline and schedule
- Trainer/tutor CVs or biographies
- Company financial information. (If you have applied to ScreenSkills in the last 12 months we may not require further financial information.)

With the exception of the Microsoft Excel Project and Budget Report, please use Microsoft Word for all other attachments.

You can begin an application, save your work and return at any time by clicking on the 'Save and Finish Later' button in the application form.

Contact us

For more information or queries about the training or the content of your application, please contact:

Sarah Joyce

TVSF Associate/Sector Manager

e: sarah.joyce@screenskills.com

t: 07966 428 615

For more information or queries about the funding process, please contact:

Fergal McBride

Fund Manager

e: fergal.mcbride@screenskills.com

t: 020 7713 9800

Annex A: Eligible project co-investment and expenditure

When planning your project budget, you will need to take into account the following as regards eligible cash and in-kind co-investment and budget expenditure. You will be asked to supply evidence if your grant is awarded. Please contact us if you have any questions about eligible expenditure or co-investment.

Project co-investment
Co-investment eligible as 'cash' - can be included in your co-investment
• Direct cash co-investment from the applicant and/or partner organisations. This cash must not be accounted for in any other activity   • Course fees paid by individuals   • Labour costs - evidence of hourly rate should be provided by the relevant organisation/individual. This can include time spent by staff who are already on the payroll working on the project and therefore not on any work that is income generating or commercially valuable
Co-investment eligible as 'in-kind' - can be included in your co-investment
• Research or professional activity (e.g. mentoring, consultancy) - evidence of hourly rate should be provided by the organisation/individual donating time   • Donation of goods/services/resources: actual evidence of third parties donating goods or proof of value should be provided
Not eligible as co-investment
• Sources that equate to public funding e.g. National Lottery funding   • Attendance at short one-off meetings or volunteer time

Project expenditure
Eligible – can be included in your project budget
• Personnel costs subject to compliance with State Aid and speakers (e.g. industry experts to lead courses)   • Recruitment and marketing costs or activities   • Travel and accommodation costs
Not eligible as a project budget cost
• Retrospective investment and costs made prior to the contract/project start date   • Personnel costs including staff benefits (e.g. pension, holiday and sick pay, overtime and bonus payments) and staff overheads   • Recoverable VAT   • Contingencies   • Peripheral costs including entertainment and hospitality costs, gifts and donations, membership of professional bodies, legal costs, hire purchase interest and any associated service charges.   • Evaluation of training activity. Training providers are required to pay for their own internal evaluation and external audit of project training (where relevant)   • The value of existing assets such as Inward Processing Relief (IPR), data, software programmes and other exploitable assets that any of the collaborators contribute towards your project