



Film Trainee Finder FAQs

Q: How does a production access Trainee Finder?

By contributing to the Film Skills Fund by contacting Lauren Grace Bergin who will be able to provide you with further information and links to the fund contribution point at laurengrace.bergin@screenskills.com

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

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

Q: Which departments does Film Trainee Finder cover?

Productions can access trainees in the Production Office, Assistant Director, Locations, Sound (Location), Camera, Video Assist, Editorial, Art Department, Costume and Wardrobe, Hair and Make-Up and Accounts departments.

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

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?

The minimum duration of a placement is four weeks and the maximum period is 24 weeks.

Q: How is the trainee selected?

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 production can take on up to 7 trainees.

Q What paperwork does ScreenSkills issue?

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 and trainee will also complete a ScreenSkills training plan, in which they set out their objectives for the duration of the placement and can track their development.

Q How does the production pay the trainee?

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?

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?

Our pool of film trainees are selected annually due to their experience and desire to work in their chosen department. They are eligible to join the scheme after providing two testimonials and must have less than 1 year of experience in their chosen department. The trainees are interviewed and selected by some of the best crew in the industry. Past interviewers include Danny Hambrook (Sound), Charlotte Walter (Costume), Mark Raggett (Art Dept), Lewis Hume (Camera) and Jan Archibald (Hair and Makeup).

Successful trainees are then invited to attend a mandatory induction weekend in which they receive training in set etiquette and how to navigate the industry as a freelancer, among other things. Throughout the year, from October 1st 2017, our cohort of trainees now also get access to further support, being offered training in first aid, health and safety, and green sustainability, as well as more personal support with managing finances and mental well-being. Masterclasses from leading HODs will be offered to various grades, as well as visits to eminent suppliers such as ARRI Rental and Angels Costumiers.

We are also offering one-to-one pastoral support through a network of regional industry practitioners who are alumni of the scheme and will advise and assist trainees in taking their next steps, wherever they are based in the UK

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

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.