



High-end TV Trainee Finder frequently asked questions

Q: What is Trainee Finder?

Trainee Finder is an annual entry-level placement scheme which matches trainees with high-end TV productions, offering them on-the-job experience whilst ensuring a continued supply of talent for the industry. Trainees are recruited, shortlisted and interviewed by heads of departments from the department they apply to. In 2019/20 we have recruited around 120 trainees.

Q: Which departments do you support?

Our current High-end TV Trainee Finder trainees are ready and available to be placed onto productions that contribute to the High-end TV Skills Fund.

Between 1 April 2019 and 31 March 2020, the trainees will be placed across nine priority grades.

- Art department
- Camera
- Costume
- Edit
- Floor runner
- Hair and make-up
- Locations
- Production Office Runner
- Sound

NB – we also have trainees who work in factual television.

Q: How does a production access Trainee Finder?

Productions that contribute to the High-end TV Skills Fund can access the Trainee Finder pool of trainees. Please contact Ryan Valmont at Ryan.Valmont@ScreenSkills.com for further information about contributing to the High-end TV Skills Fund.

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

ScreenSkills pays £300 per week towards the salary of each trainee taken from the programme and gives productions access to a database that shows which trainees can be selected for a placement, in which department they work and where in the UK they are based.

Q: How do productions claim £300 per week when taking on a trainee?

Production that take on Trainee Finder trainees invoice ScreenSkills at the end of the placement. Funding will be provided once the production has submitted, signed and returned all the necessary paperwork for our 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 duration is 20 weeks. In total a production can have trainees for a period of 40 weeks.

Q: How are trainees selected?

Productions have access to the CVs of Trainee Finder trainees. Productions can contact trainees directly to arrange an interview or to find out more about them. Once a trainee has been selected, please contact ScreenSkills to complete the relevant paperwork.

Q: Is there a maximum number of trainees per production?

We would ideally like three trainees per production, but it is possible to divide a 40 week allocation of funding from us between more or fewer trainees with agreement from ScreenSkills (ie two trainees for 20 weeks each, or four trainees for 10 weeks each).

Q: What paperwork does ScreenSkills issue?

A contract will be issued between ScreenSkills and the production. Additionally the production will need to provide the trainee with their own fixed-term crew contract that covers their terms and conditions, dates, location, expenses allowance and overtime rate and, if applicable, the contact details of their allocated supervisor.

The allocated supervisor on the production will also draw up a training plan with the trainee. This plan needs to be send to the production before the placement starts and we ask all supervisors to complete this in the first two weeks of the trainee being in their team.

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 assigns a supervisor to the trainee and provides ScreenSkills with the contact details of the supervisor. The supervisor has regular reviews with the trainee and works with them on their training plan. The supervisor's role is to be the point of contact and guidance for the trainee and to support them with training needs when they are on production.

Q: How does Trainee Finder support trainees?

Each trainee has been selected by department-specific industry professionals to take part in the scheme. Before starting their first placement, they have also completed the induction to help them be ready for their traineeship.

Trainee Finder provides ongoing support for the trainee by providing the details of industry professionals who can answer questions and offer advice when trainees request this.

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 the trainee, supervisor, heads of department and production contacts.

Trainee Finder also organises training courses and events, which can include career planning workshops, [Production Safety Passport](#) training, carbon literacy training and emergency first aid at work workshops for trainees to attend during their time on the programme. We ask that all productions release their trainees to take part in this important, compulsory training.

Q Do productions need to release trainees 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.

Contact details

Patrizia Berardi, Trainee Finder Outreach Manager

Patrizia will be your key contact for accessing trainees once you have paid into the High-end TV 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.

- Patrizia.Berardi@ScreenSkills.com
- 0207 7139 889

Nicky Ball, Senior New Entrant Manager

Nicky is your key contact for the programme as a whole. You can also contact her with queries 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.

- Nicky.Ball@ScreenSkills.com
- 07432 591 375