ScreenSkills CPD commissioning guidelines 2019-20

Continuing professional development for the UK film industry is supported by ScreenSkills Film Skills Investment Fund (collected via contributions from the UK film industry) and/or the BFI Future Film Skills Fund (using National Lottery funds awarded by the British Film Institute (BFI) as part of the Future Film Skills programme). The funds address the skills and development needs of the UK film industry required to fill jobs and skills gaps ensuring the robust growth of the sector is secured with a fully skilled and growing workforce.

What will ScreenSkills support in 2019-20

ScreenSkills is investing £480k of funding in 2019-20 into three areas of continuing professional development. Please see subject specific guidelines for further details:

1. CPD programmes that address skills shortages as evidenced by the results of ScreenSkills skills forecasting research
2. CPD activities that address job shortages as evidenced by the results of ScreenSkills skills forecasting research in the UK film across early, experienced and expert career stages
3. CPD programmes that support people from underrepresented groups to work in the UK film industry, in particular supporting people who consider themselves to have a disability, impairment, learning difference or long-term condition.

Who can apply?

ScreenSkills welcomes invitations to tender for CPD provision from training providers from across the UK who:

1. Can provide evidence of appropriate, recent engagement with industry in design and delivery of course and/or partner with UK film industry bodies with access to underrepresented groups from within the workforce
2. Meet diversity and inclusivity targets:
   - See ScreenSkills standard diversity targets for participants (see below)
   - Design training (whether face-to-face, content or online) that is inclusive and accessible. Make reasonable adjustments for people with disabilities, impairments, learning differences and long-term conditions – see free guidance from Government scheme Disability Confident
   - Demonstrate commitment to diversity by having a equality policy or similar equality statement as an employer/training provider that is available in the public domain (e.g. website)
   - Have a diversity monitoring system in place to track diversity data of participants using ScreenSkills guide to diversity and inclusivity monitoring
   - Ensure course leaders and facilitators complete diversity and inclusion training – see free ACAS online training courses including bullying and harassment, disability discrimination and reasonable adjustments, equality and diversity, flexible working; managing people, mental health awareness for employers, pregnancy and maternity at work; recruitment and induction and religion or belief in the workplace.
3. Gather and report (eg bi-annual online survey) on long-term destination data for

        participants for a minimum of 24 months
4. Have a clear education structure to training, including:
   - target learners and eligibility
   - learning outcomes
   - certification

ScreenSkills diversity and inclusivity targets for the initiatives it supports are to achieve a participation rate of:

- 50% participants who identify as women
- 20% black, Asian or minority ethnic (BAME) participants outside of London and 40% in Greater London
- 10% participants that identify as lesbian, gay, bi and trans (LGBT)
- 8% participants who consider themselves to have a disability, impairment, learning difference or long-term condition

ScreenSkills aims to go beyond legal requirements and considers additional measures of inclusivity including:

- caring responsibilities and returnships (including parents and carers re-entering the industry)
- employment status
- geographical location (including representation of nations and regions)
- socio-economic background

Providing access to diverse crew and talent is at the heart of our delivery objectives. All trainers/companies delivering ScreenSkills funded programmes must meet the identified diversity requirements of the funded scheme. If a target is not met, training providers will be expected to demonstrate robust evidence of best efforts and rationale as to why a target has not been met. We require all funded programme participants to be asked to provide diversity data.

For guidance on how to gather diversity data, please read ScreenSkills guide to diversity and inclusivity monitoring. This data must be passed to ScreenSkills once the participants are in place.

If a training provider is struggling to meet their diversity and inclusion targets during recruitment, this must be communicated in writing in order to agree revised targets. Failure to do so will put the project at risk of loss of funding.

How much can you apply for?
- We welcome applications for training of up to but not exceeding £30,000 to include an overarching project management fee of approximately £4,500 i.e. 5% of project cost
- ScreenSkills will fund up to 70% of the total project budget. Providers will need to find partnership funding of 30% minimum.
- NB: 5% of the overarching project management fee will be paid on completion of the 24 months tracking of long-term destination data of each participant 24 months tracking.

Important Information and Requirements
- Final reporting deadline for all 2019/20 CPD projects will be 9 March 2020.
- Participant tracking: all training providers funded by ScreenSkills are required to tack participants for 24 months from the end of the CPD programmes. This includes participant feedback on the value of the programmer at completion followed by email contact once

every six months with participants of the programme to ask:

1. Are you currently employed?
2. Are you currently working in scripted film?
3. What is your current or most recent role and on which production?
4. How many months of work have you undertaken over the past six months?
5. How many productions have you worked on in the past six months?
6. Have your earnings increased due to your participation of the course?
7. Over the past six months have you primarily worked in a volunteer/freelance/staff position?
8. Has your career progressed since undertaking ScreenSkills funded CPD?
9. What was the impact of the ScreenSkills CPD on your career progression?
10. Can you suggest any further training that would be beneficial to your career?

This information must be collated and sent securely to the ScreenSkills Film Coordinator by email film@screenskills.com. It will be monitored as part of our wider tracking of crew and talent interventions and is used to evidence the value and success of ScreenSkills funded programmes for developing and supporting career development.

Please ensure you have procedures established to collect and track information including diversity data and long-term destination data from participants in accordance with GDPR and other applicable date protection legislation in the UK

How to apply

Please download and read our Application Guide for Organisations. This guide contains essential information about using our online application process, providing supporting documents and the delivery values your application should include.

Please apply here and please use the project and budget report template provided when submitting your application.

Applications will close on Friday 3 May (midday) and decisions will be communicated week commencing 10 June 2019.