

High-end TV Skills Fund: return to work in post and VFX programme

The High-end Television Skills Fund was created in 2013 following the introduction of UK tax relief for high-end TV production. It was agreed those utilising the tax credit would contribute to a skills fund managed by ScreenSkills.

The key purpose of the HETV Skills Fund is to invest in developing freelancers and talent working at all levels in HETV, to advance their careers as well as bringing new entrants into the industry. This activity increases and upskills the high-end television production workforce in the UK.

Since 2013, ScreenSkills has collected and invested more than £12 million in skills and training for the HETV industry to ensure an inclusive, growing and upskilled workforce.

What are we looking to support?

The HETV Skills fund is looking for a training provider who can design a return to work programme for individuals who are returning to work in high-end television drama, in the post and VFX sector following a career break. We would like the programme to focus on post-production.

Who can apply?

We are welcoming applications from training providers who have a proven track record of delivering successful industry standard training projects.

The provider will need to demonstrate their understanding of high-end TV training requirements, including the diversity challenges facing the industry and must clearly demonstrate that they have the resources to track the career progression of participants beyond the life of the training programme.

ScreenSkills particularly welcomes applications from providers based in the UK nations and regions, outside Greater London, including partnerships between organisations.

Training providers must:

- demonstrate evidence of appropriate, recent engagement with the industry in the design and delivery of the course
- meet critical diversity targets as outlined in this tender, including:
 - making reasonable adjustment to training (whether face-to-face, content or online) to make it accessible to a diverse audience
 - having an equality policy in place as an employer
 - having a monitoring system in place to track the diversity of the delegates, see this [guide](#)
 - Providing diversity and inclusivity training to facilitators – (see [free ACAS online training](#)).
- gather long-term destination data from the delegates to prove impact of training utilising the ScreenSkills monitoring questionnaire
- develop a clear structure for the training, ensuring that it is outcome focused.

Key requirements

The training provider must design, manage, market, recruit and deliver a return to work programme for people who have had a career break and wish to re-enter the high-end TV drama industry within the post and VFX sector.

This includes:

- designing a return to work programme for post and VFX to include:
 - classroom-style orientation sessions
 - re-training days
 - individual career coaching and CV sessions
 - round tables and one-to-ones with industry professionals
 - an overview of recent technical development and trends
 - new workflow and current industry practices
 - soft skills training and confidence building sessions regarding returning to the workplace.
- market the programme UK-wide to the appropriate audiences.
- recruit participants, addressing the regional and diversity targets below
- liaise with post and VFX houses to secure placements for each participant within a post or VFX team working in high-end TV drama for a minimum of four weeks and providing the participant with an allowance during this time.
- providing support to participants by way of further relevant training, access to networking events and contributions to non-funded childcare costs whilst on placement (if applicable)
- tracking of participants after completion of their placement for 24 months.

Participant targets

The programme is for 10 participants returning to work in high-end TV drama, within the post and VFX sector. Of these, at least five must have special interest in post-production and at least 60% of participants must be based outside London.

ScreenSkills' minimum diversity targets

In addition to the requirements above, the programme must follow ScreenSkills' diversity targets:

- 50% woman (gender target)
- 20% BAME (ethnicity target)
- 8% Disability (disability target)
- 10% LGBT (sexual orientation and gender identity target).

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

- employment status
- geographical location (including representation of nations and regions)
- socio-economic background.

Providing access to diverse crew and talent is key to our delivery objectives. All trainers and companies delivering programmes that are funded by the High-end TV Skills Fund must meet the identified diversity requirements. If they fail to do so, they must show robust evidence of why a target has not been met.

We require all Skills Fund-funded programme participants to set up a [ScreenSkills profile](#) via our website and to provide diversity data at this point. Participants must complete their profile and diversity data before the training begins. If diversity targets are not met, the project may be at risk of losing funding.

Applications

How much can you apply for?

We are looking for bids of up to £40,000. This sum includes:

- a management fee of approximately £4,500
- a weekly allowance for each participant, including childcare costs, of approximately £400.

Please note: £500 of the management fee will be paid on completion of the 24-month tracking survey.

Important information and requirements

- There is no hard deadline for the training programme to be completed, but we would anticipate all placement and final reporting to be completed by 31 August 2020
- This programme is funded by the High-end TV Post and VFX working group, which helps ScreenSkills determine how High-end TV Skills Fund contributions are spent
- All participants of training funded by the High-end TV Skills Fund must be tracked Responses are used to evidence the value and success of funded programmes and to help ScreenSkills ensure that each training intervention delivers positive outcomes and helps shape future training
- All training providers are required to track participants for up to two years following the end of the programme. This should include participant feedback on the value of the programme at initial completion and beyond. Training providers will be asked to send a light-touch email to participants every six months with a link to the ScreenSkills tracking form. It is the responsibility of the training provider to make best endeavours to ensure that all participants fill out the form
- Training providers must ensure they have the correct procedures in place to collect participant data and tracking information in accordance with GDPR regulations.

How to apply?

At this stage we are requesting an **expression of interest**. Training providers will be asked to provide a one-page document outlining the key aspects of the delivery plan, how the key requirements of the training will be met, information about the company and the providers capacity to deliver training.

Deadlines

All expressions of interest should be sent directly to Senior High-end TV Training Liaison Manager Jacqui Taunton Fenton via the 'register interest' button [here](#) by **6 September 2019**.

If you are successful in being shortlisted, you will be required to submit an online application form and a budget.

Applicants will be notified of a decision by **20 September 2019**.