

# High-end TV Skills Fund: Step Up to Line Producing programme

The HETV Skills Fund is looking for a training provider who can design and run a programme to help production managers step up to line producing. The programme should consist of 4 weekend sessions - run across the UK - for a minimum of 10 participants per session.

## 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 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 programme
- meet critical diversity targets as outlined in this tender, including:
  - making reasonable adjustments to the 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 four weekend sessions nationwide for production managers ready to step up to line producing

The programme will focus on the key responsibilities of a line producer and will include:

- legal issues
- how to contract crew
- negotiating with broadcasters
- dealing with co-productions

The HETV Skills Fund is interested in hearing from training providers about how this programme can be best delivered to reach a wide audience and what kind of training would be most effective to support professionals in stepping to becoming line producers.

## Participant targets

Each training session should be for a minimum of 10 people working as Production Managers in high-end TV who wish to progress into the role of Line Producer.

HETV Skills Fund is particularly keen that this training should reach participants nationwide.

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

- 50% woman (gender target)
- 20% BAME (ethnicity target)
- 40% within London
- 8% disability (disability target)
- 8% LGBT (sexual orientation and gender identity target).

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

- employment status
- whether a person is returning to work following leave
- 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.

## 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 sessions 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 by 1 October 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 15 October 2019.

