

# High-end TV and Film Skills Fund: Business toolkit for freelancers

The HETV and Film Skills Funds are looking for a training provider who can design and run six training sessions across the UK, in Wales, Northern Ireland, Scotland, Manchester, London and Bristol to provide freelancers with the essential tools needed to run a successful freelance business.

## Who can apply?

We welcome 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 the high-end TV and film training requirements, including the diversity challenges facing the industry. They must also clearly demonstrate that they have the resources to track the career progression of participants beyond the life of the sessions.

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 masterclasses
- meet critical diversity targets as outlined in this tender, including:
  - making reasonable adjustment to the masterclasses 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 masterclasses, ensuring that they are outcome focused.

## Key requirements

The training provider must design, manage, market, recruit and deliver six weekend sessions for people wanting to run their own freelance business.

The weekend sessions must focus on the essential tools you need to be a productive freelancer and will include: -

- How to pitch effectively
- How to market and promote your work
- How to work out your hourly, daily or project rate
- How to negotiate effectively
- How to build long-term client relationships
- How to network as a freelancer

- How to write a good CV
- How to keep your skills up to date.
- How to manage your finances effectively
- Understanding tax and national insurance

## Participant targets

The sessions are for eight or more people wanting to learn about the key business tools needed to run a freelance business

The HETV and Film Skills fund would like to ensure that this training has a UK-wide reach, so 75% of all participants should be from 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)
- 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
- 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 and Film 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 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 20 November 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 3 December 2019.