

High-end TV Skills Fund: Production accountant transfer programme

The HETV Skills Fund is looking for a training provider who can design and run a programme in England, outside London, to introduce roles in production accounts to individuals working as accountants outside the screen industries.

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. This includes partnerships between organisations and partnerships between organisations and freelancers who have had a career in production accounting who are not London-based.

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:

- two outreach events - one in Bristol and one in either Leeds or Manchester - targeting individuals currently working as accountants outside the screen industries
- two 'introduction to working in television and film' training days - one in Bristol and one in the either Leeds or Manchester. These sessions must include an introduction to transferring accounts skills into a career in production accounting and an introduction to artist and crew payroll.
- placements for eight people on high-end television productions with a salary of £600 per

week for 14 weeks.

The training should include accounting practices and procedures unique to high-end television production including: simultaneous cost-tracking of consecutive episodes at prep, shoot and post-production stages, cost-reporting across an episode and a series, an overview of the various budgeting systems used by industry including amort and pattern budgeting, using patterns to create episode budgets, the accounting systems used by different broadcasters and running payroll for HETV drama.

Participant targets

Each outreach event and training day should be for a minimum of 20 people and should target individuals currently working as accountants who are interested in developing their skills to transition into high-end television.

The following are the minimum diversity targets for this programme:

- 100% Regional
- 20% BAME (ethnicity target)

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

- 50% women (gender 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
- 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.

How much can you apply for?

We are looking for bids of up to **£110,000** which should include salaries of £600 per week for each participant during their 14-week placement. This equals a total of £8400 per person

All of our funds are treated as grants and therefore are not applicable for VAT.

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 25 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 10 December 2019.