



Film Trainee Finder FAQs

Q: How does a production access Trainee Finder?

Productions contributing to the Film Skills Fund are eligible to take on trainees from Trainee Finder. Please contact Rebecca Hanser at rebecca.hanser@screenskills.com for more information about paying into the Film Skills Fund.

Q: How does ScreenSkills support productions in relation to Trainee Finder?

ScreenSkills pays up to £300 per week towards the salary of each trainee taken from the programme, with the production match funding that. If you are paying a weekly rate of £500, we will match fund £250 per week. If you are paying a weekly rate of £550 - £600, we will pay £300 per week towards their salary. We have a database of trainees based across the UK who are available for placement in a variety of departments.

Q: How much should a production pay the trainees?

We recommend productions pay at least a rate of £110 per day (£550 per week) in line with BECTU guidelines. However, productions are to pay no less than £100 per day (£500 per week).

Q: Which departments does Film Trainee Finder cover?

Productions can access trainees in the production office, assistant director, locations, sound (location), camera, video assist, editorial, art department, costume and wardrobe, hair and make-up, accounts and VFX departments.

Q: How does the production claim up to £300 per week of the funds?

The production invoices ScreenSkills at the end of the trainee's placement. Funding of the agreed amount can be provided once the production has submitted, signed and returned all the necessary paperwork for ScreenSkills's records.

Q: Is there a time limit to the duration of a placement?

The minimum duration of a placement is four weeks and the maximum period is 24 weeks.

Q: How is the trainee selected?

The production has access to CVs for pre-selected trainees who have been given a place on Trainee Finder and who have taken part in a set ready induction. The production contacts the trainee directly to arrange an interview/find out more details. Once a trainee has been selected, please contact ScreenSkills to complete the relevant paperwork. We would highly recommend that trainees are confirmed as soon as possible to avoid disappointment.

Q: Is there a maximum number of trainees per production?

A production can take on up to seven trainees, dependent upon budget contribution into the Film Skills Fund.

Q: What paperwork does ScreenSkills issue?

A contract is issued between ScreenSkills and the production. The production will need to issue the trainee with their own fixed-term crew contract that covers their terms and conditions, dates,

location, expenses allowance, overtime rate (if applicable) and the allocated supervisor's contact details. The allocated supervisor and trainee will also complete a ScreenSkills training plan, in which they set out their objectives for the duration of the placement and can track their development.

Q: How does the production pay the trainee?

By payroll as the trainee is contracted via a fixed-term contract.

Q: What does the production need to do in relation to the placement?

The production allocates a named supervisor to support the trainee and provides the contact details of the supervisor to ScreenSkills. The supervisor has regular reviews with the trainee and completes the training plan. The supervisor's role is to be the point of contact and guidance for the trainee and support their own production training needs.

Q: How does Trainee Finder support the trainee?

Our pool of film trainees is selected annually based on their experience and desire to work in their chosen department. Selected trainees are eligible to join the scheme after providing two testimonials and must have less than one year of experience in their chosen department. The trainees are interviewed and selected by some of the best crew in the industry. Past interviewers include Danny Hambrook (sound), Charlotte Walter (costume), Mark Raggett (art department), Lewis Hume (camera) and Jan Archibald (hair and make-up).

Successful trainees are then invited to attend a mandatory induction weekend in which they receive training in set etiquette and how to navigate the industry as a freelancer, among other things. Since 1 October 2017 we are offering further support to our cohorts of trainees throughout the year. This includes training in first aid, health and safety, green sustainability as well as more personal support on topics such as managing finances and mental wellbeing. We also offer masterclasses with leading HODs to various grades and organise visits to eminent suppliers such as ARRI Rental and Angels Costumiers.

We also offer one-to-one pastoral support with the help of regional industry practitioners who are alumni of the scheme and are able to advise and assist trainees in taking their next steps, wherever they are based in the UK

Q: Do I need to release a trainee for training courses?

Yes. Trainee Finder organises training courses and events which the trainee is required to attend. Productions will need to ensure that a placed trainee is able to attend the arranged course, ScreenSkills will give as much notice as possible of training dates.