



Film Trainee Finder FAQs

Q: What is Trainee Finder

Trainee Finder is an entry-level paid placement programme which places trainees on productions to ensure a continued supply of a new generation of talent, capable of world-class creative content.

Q: How does a production access Trainee Finder?

Productions contributing to the Film Skills Fund are eligible to take on Film Trainee Finder trainees. Please contact Naomi Joseph at naomi.joseph@screenskills.com for more information about paying into the Film Skills Fund.

Q: How does ScreenSkills select Trainee Finder trainees?

Our pool of film trainees is selected annually based on their experience and desire to work in their chosen department. Applicants must provide two testimonials and are interviewed and selected by some of the best crew in the industry.

Extensive outreach, and fair selection processes, mean that the pool of trainees applying to the programme, and therefore selected for Trainee Finder, are diverse and inclusive.

Q: Which departments does Film Trainee Finder cover?

- Accounts
- Art department
- Assistant Director
- Camera
- Costume and wardrobe
- Editorial
- Hair and make-up
- Locations
- Production office
- Sound (location)
- Video assist/DIT

Trainee Finder is an entry level programme, so trainees have no more than a year's experience in that department working on feature films when they join the programme.

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 for a production?

We have a database of trainees based across the UK who are available for placement in a variety of departments. Following discussion with the production, ScreenSkills provide 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: Who employs and pays the trainees?

The production employs the trainees on a fixed term contract and they are paid through the production payroll.

Q: Can ScreenSkills make a financial contribution to trainee wages?

ScreenSkills can contribute up to a maximum of £300 per week towards the salary of a trainee for a standard five-day week.

Q: How much should a production pay the trainees?

Productions should pay no less than £110 per day (£550 per week) and abide by all relevant legislation.

Q: Is there a limit to the financial contribution ScreenSkills can make?

Yes, this will depend on several factors, including the budget of the film.

Q: What paperwork does ScreenSkills issue?

A contract is issued between ScreenSkills and the production. The production will 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 claim up to £300 per week for trainee wages?

The production invoices ScreenSkills at the end of the trainee's placement. Funding of the agreed amount can only be provided if the production has submitted, signed and returned all the necessary paperwork for ScreenSkills' records: a signed trainee agreement, a fully completed training plan (stage one and stage two) and proof of trainee payment for each week worked.

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's role is to be the point of contact and guidance for the trainee and support their production training needs. The supervisor and trainee complete stage one of the training plan together and return to ScreenSkills promptly. The supervisor has regular reviews with the trainee during the placement and completes all remaining parts of the training plan including their feedback.

Q: How does Trainee Finder support the trainee?

Trainees attend an initial induction weekend in which they receive training in set etiquette, how to navigate the industry as a freelancer, and more. Trainees also complete ScreenSkills' online training modules including: [Coronavirus basic awareness on production](#), [Tackling harassment and bullying at work](#), [Addressing Unconscious Bias in the Workplace](#) and [Introduction to Mental Health Awareness at Work](#).

ScreenSkills offers further support to the 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 one-to-one pastoral support with the help of regional industry practitioners who are alumni of the programme and able to advise and assist trainees in taking their next steps, wherever they are based in the UK.

Q: Will productions need to release a trainee for training courses?

Yes. From time to time, 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.