



CONTRACTS AND PERMISSIONS COMPETENCIES

Description: the ability to manage key elements and requirements of contracts and permissions, whether as a freelancer or working as part of a production or project team

Main task	Be able to	Understand
Dealing with contracts as a freelancer	<ol style="list-style-type: none"> 1. locate, interpret and understand relevant details specifying your work in a standard contract 2. ensure that the details of the contract match agreements, and keep a secure print copy of the final signed contract 3. spell out expectations on a production or project, including hours worked, any entitlements for holiday, time in lieu, pensions and sick pay 4. ensure your contract contains details regarding payment terms and timing with the obligations of all parties clearly communicated 	<ol style="list-style-type: none"> 1. how to maintain contacts and negotiate with potential clients 2. how to negotiate and agree legal contracts that clearly include expected income, time available and agreed outcomes 3. how to estimate realistic rates for your fees and, if appropriate, resources such as accommodation and expenses 4. when and how to agree staged payments 5. what fair working conditions are and ensure you negotiate these when agreeing to work for a client 6. when you need to obtain public liability insurance and how to do so 7. relevant sources of advice that are available on employment, insurance, tax regulations and other small business legislation
Dealing with contracts and permissions when researching, storing, and sharing work	<ol style="list-style-type: none"> 1. check that the information or content you wish to use is available and that you are legally allowed to use it 2. ensure you record all sources of information or content including release forms and store this with the results of your research 3. store and share records of work and information in line with production or organisational requirements and data protection legislation/GDPR 4. follow production or organisational procedures and data protection requirements to maintain confidentiality of sensitive information 	<ol style="list-style-type: none"> 1. the different types of release forms and rights clearances such as location, material release (archive), contributor release forms, NDAs, music, presenter agreements and cast/extras 2. the implications and effects of rights and permissions on your work, including planning contingencies in case these are not available 3. production or organisational procedures and timelines for data handling and deletion of data/records/information

Advanced: consider contracts and permissions when developing budgets	<ol style="list-style-type: none"> 1. ensure permission costs for third party copyright content have been clearly included in the budget 2. keep a secure record of all contract and permission agreements and ensure that all parties confirm their acceptance of the agreement 	<ol style="list-style-type: none"> 1. what constitutes self-employment or employment for crew and the impact on the budget in compliance with HMRC guidelines 2. what procedures are for recording agreed budgets 3. who has the right to access budgetary information and who needs to be involved in agreeing initial and revised budgets
Advanced: use contracts when securing external suppliers or freelancers	<ol style="list-style-type: none"> 1. agree with suppliers or freelancers what will be delivered by them and on what terms 2. formalise your expectations using contracts or agreements, with break clauses if appropriate 3. confirm with suppliers or freelancers how you will check that their performance meets the requirements set out in contracts 4. agree any alterations with suppliers and inform them of the implications 5. make sure that your supplier or freelancer decisions can be justified and follow production or organisational procedures 	<ol style="list-style-type: none"> 1. how typical contracts are structured, and how payments will be made 2. what production or organisational protocols and procedures are when sourcing external suppliers or freelancers 3. acceptable processes for agreeing changes and how to define them 4. where to get further legal advice on contracts within your production team or organisation

Also see: Managing costs; Negotiating; Working as a freelancer