



## WORKING AS A FREELANCER COMPETENCIES

**Description:** the ability to operate, network and market yourself, to negotiate projects and manage your work-life balance as a self-employed freelancer in the screen industries.

Main task	Be able to	Understand
<b>Manage your business and working life as a freelancer</b>	<ol style="list-style-type: none"> <li>1. ensure your record keeping (including receipts), and accounts are kept up-to-date and accurate</li> <li>2. set up and use effective systems for managing budgets, tax, VAT, and other paperwork</li> <li>3. estimate and agree realistic fee rates, schedule, and other expenses</li> <li>4. ensure the contract contains details regarding payment terms and timing with the obligations of all parties clearly communicated</li> <li>5. ensure that the details of the contract match agreements, and keep a secure print copy of the final signed contract</li> <li>6. develop and share self-care strategies to manage stress levels and support your mental wellbeing as a freelancer</li> </ol>	<ol style="list-style-type: none"> <li>1. how to estimate realistic rates for fees and, if appropriate, resources such as accommodation and expenses</li> <li>2. how to negotiate and agree legal contracts that clearly include expected income, time available and agreed outcomes</li> <li>3. what fair working conditions are and ensure you negotiate these when agreeing to work for a client</li> <li>4. when you need to obtain public liability insurance and how to do so</li> <li>5. when and how to agree staged payments</li> <li>6. relevant sources of advice that are available on employment, insurance, tax regulations and other small business legislation</li> <li>7. how to keep simple accounts (income, expenditure, and cash flow) and how to invoice and chase late payments</li> <li>8. how to set and manage personal and business budgets</li> <li>9. how to carry out future planning, scheduling and contingencies for your work in order to maintain a viable work and cash flow</li> <li>10. the everyday risk factors or stressors that can impact our mental health from freelance working patterns</li> </ol>
<b>Market yourself as a freelancer</b>	<ol style="list-style-type: none"> <li>1. establish, follow-up and maintain contacts within the industry</li> <li>2. take part in relevant networks regional or national screen organisations, specialist social media groups or social events to support your career</li> <li>3. plan how to enhance your professional reputation and promote yourself to potential clients</li> <li>4. have systems to help identify work opportunities at an early stage</li> <li>5. build your reputation by sharing current, succinct information about your experience, past work, achievements and availability</li> </ol>	<ol style="list-style-type: none"> <li>1. who is in your networks and how to grow and leverage contacts</li> <li>2. how to find and secure work opportunities within your industry</li> <li>3. who is likely to hire your services and how to get in front of them</li> <li>4. effective and creative ways to market yourself and your services in your industry to show you are worth approaching about work</li> <li>5. what are the best and most effective tools to use for self-promotion</li> </ol>

<p><b>Make the most of opportunities to increase your skills and gain experience as a freelancer</b></p>	<ol style="list-style-type: none"> <li>1. recognise opportunities to develop your practice</li> <li>2. identify more experienced colleagues as role models to help you plan your own development and training needs</li> <li>3. find out who can provide specialist professional support and advice (e.g. financial and legal)</li> <li>4. identify what might be a next step in developing your career, what skills you might need to gain to achieve this step and how you will gain them.</li> </ol>	<ol style="list-style-type: none"> <li>1. the importance of developing your skills throughout your career</li> <li>2. how to check that your career and learning expectations are realistic and achievable</li> <li>3. available sources of information you need in order to make the most of opportunities</li> </ol>
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**Also see:** Contracts and permissions; Managing costs; Mental health awareness; Negotiating; Networking