



HIGH-END TV SKILLS FUND

Developing a world-class workforce for high-end television production in the UK

www.screenskills.com | @UKScreenSkills

What is the High-end TV Skills Fund?

The High-end TV Skills Fund invests in developing the skills of highend TV professionals at all career stages across the whole of the UK and in bringing new entrants into the industry.

The two Skills Fund caps for the HETV Skills Fund increased on 1 April 2023 following approval by the HETV Council. The lower cap, for productions with budgets of less that £5m per broadcast hour is now set at £73,300. For productions with budgets of more than £5m per broadcast hour, the higher cap is now set at £110,500.

Since 2013, the HETV Skills Fund has collected and invested just over £23 million in skills and training for the HETV industry. Productions that have contributed include *Bridgerton*, *Line of Duty, Outlander, Sex Education, Brassic, Ted Lasso, Time, The Crown, Killing Eve, Derry Girls, Gentleman Jack, House of the Dragon, The Responder, The Essex Serpent, The Rig and We Are Lady Parts.* The five major broadcasters support the Skills Fund on both in-house and commissioned productions, along with streamers including Acorn Media, Amazon, Apple, Disney, Netflix, Sony and Warner Media.

The HETV Council and industry-led groups – made up of more than 100 industry leaders - decide how the contributions are invested, using their experience and the most up-to-date research to determine the most effective use of the collected funds.

If you have relevant expertise and are interested in learning more about how to join a working group, please email Director of HETV Kaye Elliott on kaye.elliott@screenskills.com

The working groups are:

- Craft and tech grades
- Make a Move
- · Northern Ireland
- Production grades
- Post-production and VFX
- Producers
- Regions
- Scotland
- · Trainee Finder
- Wales



How can we help you?

Productions can take out up to 60% of the value of their contribution to the HETV Skills Fund across the programmes we run.

We also support training courses and offer funding to freelancers to help them progress in their careers. Training and support programmes are delivered both in-house and externally by industry-recognised training providers.

This brochure outlines the programmes that are available in 2022/23:

New entrant support

<u>First Break</u>
<u>Trainee Finder</u>
Electrical trainee programme

Crew and above the line support

Leaders of Tomorrow

Make a Move

HETV Drama Producer Programme

• Skills for all

Mental health awareness workshop Leadership and management training Anti-bullying and harassment course

- Grade shortage training
- Support for freelancers

Bursaries

<u>Mentoring</u>

Online learning









The ScreenSkills HETV Skills Fund is working hand-in-hand with the industry to tackle skill shortages and ensure that the pipeline of talent is both diverse and inclusive. I couldn't be more supportive of the fund and the opportunities it provides."

- Magali Gibert, Head of Production at Sister Pictures Ltd







I am incredibly proud to support the ScreenSkills HETV Skills Fund and its remit to provide the best possible opportunities to develop an inclusive and highly skilled workforce."

 Kelly Phillips, Netflix, Director of Production Finance for Original Series UK and Chair of Levy Sub Committee



New entrant support

First Break

First Break aims to de-mystify entry into the industry for individuals from under-represented backgrounds.

The First Break programme offers participants a series of accessible jargon-free industry-led information events, practical hands-on TV training day, paid work shadowing, one-to-one career development and bespoke support. The programme is designed to offer a very frist taste of working in TV for those with no prior experience.

For productions that have contributed to the HETV Skills Fund, First Break will provide:

- Overall management for the programme run by a local project manager.
- A 'Want to work in TV?' event giving up to 100 local people an opportunity to learn the basics about working in TV and hear first-hand from the production's crew about their jobs and what they entail.
- A TV 'Need to Knows' training day for up to 50 selected participants about what to expect from a job in TV e.g. a typical day, schedule, basics of setiquette.
- Following the training day, participants will be invited to apply for a three-week (in rotation) paid placement in a broad job role group (technical, creative, organisational) based on their individual preferences (identified when the participant applies).
- One-to-one pastoral care after the conclusion of the programme delivering CV clinics, networking support and signposting to further opportunities for the First Breakers. This is offered alongside ongoing UK wide industry expertise to the participants and access to wider funded training delivered by ScreenSkills, including signposting to mentoring programmes and bursaries where appropriate.

The partnering broadcaster/production company will:

- Cover the paid shadow placement costs (depending on the number of placements offered, as a guide three-week placement per person at national living wage of £9.50 per hour at 40 hours per week as well as travel costs of £5 a day and per diems).
- Identify a key production contact who will work with the on the on-the-ground project manager for the duration of the project to assist setting up and to oversee the work shadowing.
- Provide in-kind support (in the form of offering available crew to take part in the open evenings and overseeing the shadow placements).

If you are interested in partnering with ScreenSkills to run First Break on your production, please contact Vicki Ball at vicki.ball@screenskills.com



I was able to see how things work on set, talk to the DPs and how they frame things and paint a picture with lighting. Having this experience through ScreenSkills has allowed me to home in on what I want to do."

- Jackson Nderitu on the First Break programme

Trainee Finder

Trainee Finder is an entry-level placement scheme which matches trainees with HETV productions that have contributed to the HETV Skills Fund, offering them paid on-the-job experience.

Since its launch, trainees have worked on numerous HETV drama and specialist factual productions including Sex Education, Line of Duty, Call the Midwife, Conversations with Friends, Peaky Blinders and Cobra.

In 2022/23 we have a pool of more than 200 trainees from across the UK in the following departments:

- accounts
- art department
- camera
- costume
- edit
- floor runner
- hair and make-up
- locations
- location sound
- script supervisor

Productions that have contributed to the HETV Skills Fund are eligible to receive up to £15,000 when offering placements to our trainees. For productions contributing £100,000, this is up to £21,000 per production

- The funding subsidises £300 per week towards our trainees' salaries, per trainee (max 50 weeks collectively per production, or 70 weeks for those at the higher cap).
- Productions must match ScreenSkills' contribution or exceed national minimum wage.

ScreenSkills is very good at teaching you the skills you need. It also introduces you to a community. When I started in the industry I didn't know anybody and through ScreenSkills met so many others that I was on the high-end TV Trainee Finder programme with. We were all a great support to each other."

- Edit trainee Jay Kishan Patel on Trainee Finder





ScreenSkills gives people an opportunity who otherwise wouldn't have had one to come into the industry, and then step up and prove themselves. It's also important in helping productions train up people, in making it easier for them to take on individuals through the Trainee Finder programme."

- Props trainee Natalie Anderson on Trainee Finder

How do trainee placements work?

Productions should contact ScreenSkills to discuss their requirement. Following this we will send details and CVs of our set-ready trainees.

- · Productions contact and interview the trainees directly.
- Selected trainees must be employed by the production on a fixed-term contract and salaried as a crew member. They must also be supported by a supervisor within the department.
- Placements should be between four and 20 weeks in length. We encourage productions to offer several trainees placements (up to a maximum of 50 weeks), for example three trainees for 16 weeks each.
- Productions can extend placements at their own costs, subject to agreement from ScreenSkills and the trainee.
- If we are unable to offer a production a trainee due to availability, we are happy to discuss potential new trainees who are then eligible to join the scheme subject to interview. We can't offer a subsidy to trainees outside the listed departments.
- · Productions must release trainees for training days.

How to apply

For more details and to apply for a trainee, please contact **Joanna Booth** on **joanna.booth@screenskills.com**.

Electrical trainee

Up to £10,000 per production is available to support electrical trainees from under-represented groups - this can include those living outside London - for both short course qualifications and workbased learning.

It includes a contribution of up to £300 per week towards a salary for up to 20 weeks (£6,000) plus £4,000 towards the cost of short courses.

Courses often supported, dependent on the individuals' requirements, include:

- City & Guilds 2365 Level 2 Diploma in Electrical Installation this would be the priority course for a trainee to attend
- manual handling
- working at heights
- boom and scissor lift courses
- PAT testing
- · courses that cover LAN networks wireless control technologies
- DMX course covering the remote control of fixtures, dimmers and accessories
- 18th edition a BS7671 course
- · temp BS7909 qualification

Trainees must take part in both short course training and work-based learning for the funds to be claimed and production will book and pay for the courses as advised by the electrical team. For more information, contact Jen Rooks on jen.rooks@screenskills.com

ScreenSkills have supported me by providing funding towards professional qualifications. So far, I've obtained my IPAF, 18th Edition Wiring Regulations and Building regulations. In the New Year I'm booked on to the Part P Domestic Installer training which will help towards becoming a fully qualified electrician."

- Electrical trainee Emma Goldsmith

8 | September 2022 | ScreenSkills High-end TV Skills Fund | 9



Leaders of Tomorrow has been a fantastic opportunity. It has introduced me to a network of support and training that has accelerated my progression within the industry. Alongside tailored professional training and an experienced mentor, it has also provided essential access to funding that has facilitated on-the-job experience that has been crucial to my own development."

- Dave Crewdson, a ScreenSkills Leader of Tomorrow







First Break threw me into a world of HETV I didn't know existed. I have learned so much as I'm around people who have been in the industry for years. It also gave me the opportunity to work in Manchester where I'm from, there is so much in Manchester – you're never stuck for work here.'

- Trisha Mistry, First Break alumna









Crew and above the line support

Leaders of Tomorrow

Leaders of Tomorrow is a three-year inclusion programme focused on providing comprehensive and tailored support to mid-level professionals working in HETV. The aim is to give them the tools to progress to a senior level, decision-making role in the future.

Funding is available to subsidise the cost of employing, supporting, and training the individuals in a relevant role, as they progress their careers over the three years of the programme.

Productions that contribute to the HETV Skills Fund can apply for up to £12,000 of funding per production.

The money can be used to fund:

- mentoring
- shadowing
- salaries
- travel and accommodation expenses

For more information about the Leaders of Tomorrow cohort and to apply for funding, please contact Hannah Green on hannah.green@screenskills.com

The Leaders of Tomorrow 2022 cohort



Make a Move

Make a Move is a programme that encourages the on-the-job training of crew members identified by the production as ready to move up into a more senior role.

Productions that contribute to the HETV Skills Fund can apply for up to £15,000 of funding to help an individual step up. For productions contributing £100,000, this is up to £25,000 per production. At the end of their training, the professional will be in, or able to apply for, a job in the new grade in which they have been working.

- Productions are eligible for £15,000 if funding is used to help multiple people step up or if the individual receiving training is stepping up to being a producer, line producer or head of department
- Productions are eligible for £10,000 per individual if they support only one individual's step up in any other job role.

Example of 'moves' could be a production coordinator moving up to a production manager or someone moving from unscripted TV to high-end TV.

Make a Move can apply to any job grade other than that of a trainee. This year we prioritise supporting professionals working in grades in the following skill shortage areas:

- production accountant
- line producer
- production coordinator
- · first assistant director
- production manager
- production secretary.

When I'm struggling or if I know someone from the team is struggling I can go to Joel (mentor) for advice on how to manage it, and also if there's an aspect of my job I'm confused about, he's like, 'Here's how you do it'."

- Avneet Chauhan, production coordinator, on having a mentor through the Make a Move programme





ScreenSkills is so crucial and such an important resource. Any time I'm asked about entering the industry I always recommend ScreenSkills. This is such a difficult industry to break into – without ScreenSkills I don't know how I would have made it."

- Assistant editor Holly Bourdillon on her Make a Move experience

Make a Move funding can be used for:

- short courses
- mentoring
- travel and accommodation expenses
- shadowing
- salary

Additional funding of £10,000 is also available for Make a Move within post-production for those stepping up to post-production supervisor or post-production coordinator.

Make a Move funding can't be used for:

- retrospective claims. Please apply for funding before your prospective candidates join your team to allow us at least two weeks to process the associated paperwork.
- individuals who are already working within the grade they are moving up to, unless there is a robust case that the step up will mean that they are working differently (i.e. moving from factual or continuing drama).
- individuals who have been supported by Make a Move in the last two years.

For more information, please contact **Jen Rooks** on **jen.rooks@screenskills.com**

12 | September 2022 | ScreenSkills High-end TV Skills Fund | 13

HETV Co-Producer Programme

The HETV Co-Producer programme enables production companies to support new producers stepping up as co-producers on a HETV production.

Production companies can apply for up to £20,000 of funding to help a nominated head of department step up. Contact **Jacqui Taunton Fenton** on jacqui.tauntonfenton@screenskills.com for more information.

ScreenSkills has given me a route into something I may not have had access to if I hadn't been part of this programme. I wouldn't have known where to go. I looked at TV like the castle beyond the moat, but the drawbridge was up! This programme provides direct access."

- Barrington Robinson on his HETV Co-Producer Programme experience

Skills for all

We run additional bespoke training programmes for productions that have contributed to the HFTV Skills Fund.

If you would like to book a course for your crew in 2022/23 contact **Basia Miszczyk** on **basia.miszczyk@screenskills.com.**

Mental health awareness workshop

A free one-hour mental health awareness workshop for heads of department and other staff with managerial responsibilities. The training covers topics including:

- · understanding what mental health is
- · influences on mental health
- · recognising the signs of mental health problems
- · listening and supporting others
- · creating a supportive work environment

Leadership and management training

Training for heads of department and other staff members with managerial responsibilities. The bespoke training covers essentials skills needed to be an effective manager on a production, including:

- what is leadership?
- team dynamics and personalities
- · culture: working inclusively
- · managing performance
- bullying, harassment and discrimination
- · looking after ourselves and our teams



The swiftness with which some crew progress means they have not developed their soft skills, so it is brilliant that ScreenSkills is continuing with its training in leadership and management, together with anti-bullying and harassment, and is able to offer it to all productions."

- Jo Evans, Head of Production, Buccaneer Media and member of HETV Skills Council

Anti-bullying and harassment course

A 90-minute course designed to help heads of department and managers address bad behaviour, bullying and harassment. The training covers topics including:

- what is and what is not acceptable behaviour
- · what is the equality act
- · what is bullying (with examples)
- · what is harassment (with examples)
- · what happens if bullying and harassment is not addressed
- · personal liability and duty of care.

14 | September 2022 ScreenSkills High-end TV Skills Fund | 15



HETV is already deeply committed to investing in training and retention and as a sector we work really closely with ScreenSkills through the council and our working groups to make sure we are addressing skills priorities, both at entry and mid-career level"

> - Christine Healy, COO of Watford & Essex and Chair of ScreenSkills HETV Skills Fund









ScreenSkills is the dynamic, integrated industry skills body that effectively brings the production sector together to identify its training needs. It enables us to collectively pool finance and experienced trainers to give the best opportunities to our crews in all disciplines."

- Paul Stevens, literary agent, Independent Talent Group; **Producers' Working Group**







Grade shortage training (Make a Move plus)

Our industry working groups have commissioned a host of grade specific training programmes in 2022/23 delivered by external training providers as a direct response to industry identifying specific grade shortages.

Many of these programmes support individuals who, after classroom training, are looking for placements which will positively impact on these shortage roles in the future by growing capacity and empowering trained and skilled crew.

Placement based funds provide additional funds that you can claim from the HETV Skills Fund to upskill crew in shortage areas on top of your 60% take out from your contribution and can cover both shadowing and salary costs.

To find out who our funded participants are and see CVs contact Nicky.Ball@ScreenSkills.com

Production Grades working group

- Understanding Post-Production Delivery: an online course for production secretaries and coordinators covering an overview of all aspects of the basics of post-production delivery requirements.
- Step Up to Production Coordinator training: comprehensive course covering an in depth understanding of the production process for production assistants, production secretaries, assistant production coordinators or factual production managers and coordinators, including placements.
- Accounts Industry Transfer programme: training and placements to convert accountants from other industries to start a career in the screen industry.
- Step up/over to line producing programme: training and placements for professionals who are ready to step up to the role of line producer.
- **Introduction to Location Management:** training for professionals thinking of transferring into the screen industry, including placements for people as location assistants/trainees.

Craft and Tech working group

- Second AD training: training on all aspects of the role of 2nd AD to include crowd seconding.
- Return to Work in Craft and Tech: training and placements focused on craft and tech roles to include orientation re-training days, individual career coaching, CV and portfolio design and 'soft skills' training.
- Resilience Workshop: series of workshops covering all aspects
 of developing personal and team resilience, including how to
 look after yourself, how to manage expectations from your team,
 ensuring a good work life balance and encouraging good working
 practice in your teams.
- Start a Career in Costume: training and placements for people at new entrant level, out of fashion courses or for those working in fashion roles outside the screen industries and want to transfer their skills into a career in screen.
- The Guiding Principles of Departmental Budgeting: training to help individuals become comfortable approximating material and labour costs for the purpose of setting an initial budget.
- **Step Up to 1st AD:** training and placements for 3rd and 2nd ADs on all aspects of moving into the role of 1st AD.

Post and VFX working group

- Negotiating client relationships in post and VFX: the course offers key ideas, tips and resources to help participants handle challenging situations and negotiations.
- Leading Remote and Hybrid teams in post and VFX: programme on how to work effectively with your teams remotely or partremotely.
- Moving to Avid 2021: surgeries to help editors moved from Avid 2018 to 2021.
- Avid to Resolve/Flame: convergence course for editors.
- Post Production Sound trainee pilot: training and placements for post-production sound trainees.
- Masterclasses for Freelance Assistant Editors-Post: sessions for editors to understand delivery to SVod providers.

Regions

- Step Up to Production Coordinator training (in collaboration
 with Production WG): comprehensive course covering an in depth
 understanding of the production process for production assistants,
 production secretaries, assistant production coordinators or
 factual production managers and coordinators, including
 placements.
- Accounts Industry Transfer programme (in collaboration with Production WG): training and placements to convert accountants from other industries to start a career in the screen industry.
- Introduction to Location Management (in collaboration with Production WG): training for professionals thinking of transferring into the screen industry, including placements for people as location assistants/trainees.
- **Intern programme:** socio-economic in-house runner programme with six-month placements.
- Regional virtual production training: one new entrant taster day
 for young people in the North and one VR Impact on your role day
 for experienced people working in the art department, lighting,
 props, set and design to understand how VR impacts their roles.

Regional virtual production training: taster session at XPLOR's centre for virtual production



18 | September 2022

Nations

Scotland

- Accounts Industry Transfer programme (in collaboration with Production and Regions working groups): training to convert accountants from other industries to start a career in the screen industry.
- **Early entrants pathways:** follow on training to support the existing cohort of Bectu Visions' Hit the Ground Running programme.
- Intern Runner programme: up to six-months of paid work placement experience for people from outside the central belt and/or from underrepresented socio-economic backgrounds, on a HETV production company or production studio facility in Scotland.
- Resilience workshop (in collaboration with the craft and tech working group): series of workshops covering all aspects of developing personal and team resilience, including how to look after yourself, how to manage expectations from your team, ensuring a good work life balance and encouraging good working practice in your teams.
- **ACES training:** for people working in post production / visual effects in Scotland.

The work ScreenSkills does is 100% informed by the industry and that's why so many productions are supportive and pay into the fund."

- Asha Amster, COO Baby Cow Productions









Northern Ireland

- Production Accountant Transfer training: training programme
 with placements for accountants with 5 years' experience outside the
 television industry, providing them an introduction to transferring
 accounts skills into a career in production accounting and an
 introduction to artist and crew payroll.
- Production Secretary Transfer programme: training with placements for individuals working in organisational/administrative roles outside the TV industry or in junior roles in non-scripted to start a career in HETV.
- **Standby Props Trainee programme:** training and placements for entry-level standby prop trainees new to the HETV.

Wales

- Developing local HODs: placements for Heads of Department working in comedy or in continuing drama in Wales in varying departments. To help HODs build confidence, broaden experience, develop key skills and obtain credits on larger productions which will help them step up into HETV drama in Wales.
- Script editor programme: six-month script editor placement opportunity for assistant/trainee script editors on a HETV production filming in Wales.
- Accounts Industry Transfer programme (in collaboration with Production, Regions and Scottish working groups): training to convert accountants from other industries to start a career in the screen industry.

Non-working group commissions

- Access Coordinator training: programme to improve disability representation and awareness in the media and creative Industries.
- Return to work in production: re-training programme with placements for people who are ready to return to work in production manager roles
- **Job share programme:** offering placements for forty job-share pairs in all behind-the-camera roles on HETV productions
- **New Writers mentoring programme:** provides mentees with a career changing opportunity and direct links to helping get their scripts made
- Industry hair and make-up programme: transfer course offering
 placements for hair stylists, hairdressers and make-up artists who have
 experience in working with black hair and people of colour outside of
 the film and HETV industries

Contact our training liasion managers

Contact Kate Efomi, training liaison manager for Scotland, on Kate.Efomi@ScreenSkills.com

Contact Liz Barron, training liaison manager for Northern Ireland, on Liz.Barron@ScreenSkills.com

Contact Rebecca Meredith, training liaison manager for Wales, on Rebecca.Meredith@ScreenSkills.com

Support for freelancers

Industry support

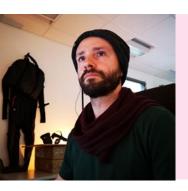
Bursaries

ScreenSkills bursaries are designed to provide financial assistance to those looking to enter, progress in, return to, or transfer into the screen industries. These can be used to pay for things relating to work and continuing professional development incuding training fees, accommodation, care, disability access costs, equipment, software, travel and driving lessons.

Bursaries are available if individuals:

- can demonstrate proven professional working experience in the UK screen industries
- have been accepted onto an eligible training course
- currently work in the UK screen industries or can demonstrate your intention to work in the UK screen industries

For more information on ScreenSkills bursaries, please visit_screenskills.com/bursaries



What ScreenSkills provided was invaluable – not just the bursary, but all the online webinars I joined. You can feel cut-off, geographically and in this kind of work where you're at a screen all day. Having that access to the industry has been eye-opening, encouraging and enabling. I belong to such a supportive group now."

- Daniel Bull on how a ScreenSkills bursary helped him achieve his ambitions

Mentoring

The ScreenSkills Mentoring Programme runs across all sectors of the screen industry and throughout the UK. Mentoring can be a great way to expand your own skillset while helping someone else progress in their career at the same time.

Find out more and become a mentor at screenskills.com/mentoring

Online learning

ScreenSkills has developed online learning to help people take their first steps in the industry, support freelancers with guidance on how to stay Covid-safe on set and help improve the work environment. The following free modules are available on the ScreenSkills website:

Getting into the screen industries is a suite of five online modules designed by ScreenSkills to support people looking to get their first break in the screen industries.

- · Introduction to working in the screen industries
- How to identify the right role for you in the screen industries
- · How to find work in the screen industries
- · How to apply for work in the screen industries
- · How to perform well in a screen industries interview.

Work Well

- Addressing unconscious bias: basic awareness
- · Tackling bullying and harassment at work
- · Introduction to mental health awareness at work

Coronavirus basic awareness on production training

Inclusive hiring for the screen industries

Addressing unconscious bias: basic awareness in the workplace

Mentoring for mentors Mentoring for mentees

Best practices for training in the screen industries

23 | September 2022 ScreenSkills High-end TV Skills Fund | 24

Contact

To keep up to date with our opportnities, apply for funding or find out more about the HETV Skills Fund, please get in touch.

For Trainee Finder, contact

stephanie.delapaz@screenskills.com, joanna.booth@screenskills.com (maternity cover)

For First Break, contact

vicki.ball@screenskills.com

For Make a Move, contact

jen.rooks@screenskills.com

For Electrical Trainee, contact

jen.rooks@screenskills.com

For Leaders of Tomorrow, contact

hannah.green@screenskills.com

For Co-Producer programme, contact

jacqui.tauntonfenton@screenskills.com

For Grade shortage training (Make a Move plus), contact

nicky.ball@screenskills.com

For Leadership and Management training, contact

hannah.green@screenskills.com

For information about all other programes contact

HETV@screenskills.com

Contact ScreenSkills:

Phone: 020 7713 9800

Website: www.screenskills.com

Twitter: @UKScreenSkills

ScreenSkills **Ibex House** 42-47 Minories London EC3N 1DY

ScreenSkills is a registered charity, no. 1015324, and on the Scottish Charity Register no. SC039556. It is also a company registered as ScreenSkills, company no. 2576828

The High-end TV Skills Fund...

... develops and sustains a world-class UK workforce for high-end TV production