



PRODUCTION CREW SKILLS TRAINING FUND: Guidelines

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PRODUCTION CREW SKILLS TRAINING FUND is a grant-based funding program to support production companies/SPVs and screen service businesses to provide skills development through structured work-based learning. This involves:

- the development of a detailed Skills Development Plan that addresses the key crew skills needs of a given production/s or more broadly the national screen sector.
- an appointed individual or external consultant in the role of Skills Development Officer, to oversee the delivery and implementation of the Plan.

Through this initiative, Screen Australia will support and nurture a culture of work-based learning and training on productions, build core skills throughout our workforce and support the skills development of as many “below-the-line” (“BTL”) crew roles as possible.

Up to five productions will be selected to receive funding of up to \$80,000 to deliver the program. It is open to significant productions across all formats and genres. A co-contribution from the production company/SPV or screen service business is strongly recommended.

WHY?

Australia’s new 5-year Cultural Policy REVIVE, launched in January 2023, stated that “a key issue will be to address crucial skills shortages and long-term skills development, particularly in specialist technical and digital production fields, that are constraining growth across these sectors.”

Referred to as “below-the-line” (BTL) crew members, the crew make up the majority of the screen workforce. Unlike their “above the line” (ATL) counterparts involved in the development process, BTL crew work on the practical realisation of a screen production from pre-production through to post to ensure that each production is delivered on time, on budget, and to the highest quality.

The aims of the Production Crew Skills Training Fund are to:

- build BTL crew skills throughout our workforce and support the skills development of as many BTL crew roles as possible, especially in roles that are currently experiencing capacity constraints in our national workforce;
- support and nurture a culture of work-based learning and training on productions, in addition to supporting the development of production-based Skills Development Officers who oversee production-led skills development and structured work-based learning; and
- provide opportunities for BTL crew to progress their careers through the support of structured work-based learning and training and targets skills transfer into the industry or crew returning to the industry.

WHAT?

This program is open to significant productions regardless of if they are receiving production funding from Screen Australia. To be eligible for this program, the opportunities will be required to be either:

- Projects that have already been approved for Screen Australia production funding (for any genre type); **OR**
- Projects not receiving Screen Australia production funding but are of scale and are well known to Screen Australia **AND/OR**
- Are being provided by production companies with a strong and reputable track record.

Skills Development Plan:

As part of the application process, production companies/SPVs and screen service providers will submit a Skills Development Plan that identifies the BTL crew skills needs of a production/s or more broadly the national screen sector. The plan will set out the steps the applicant will take to address the skills needs.

A good Skills Development Plan from an applicant will consider diversity, inclusion and equity, with training that supports the career development of workers from under-represented backgrounds including gender, ethnicity and disability. Application budgets may include expenditure for accessibility, support or other related costs for the implementation of an inclusive development plan.

Skills Development Officer:

Each production will be required to appoint an individual or external consultant to the role of Skills Development Officer who will oversee the implementation of the proposed skills development plan and the capture of data/evidence related to the skills activity carried out during production. The Skills Development Officer will be required to liaise with Screen Australia to facilitate contact with the skills development participants and their supervisors throughout the production, including set visits.

Screen Australia recommends that Skills Development Officers undertake 'Train the Trainer' (if required) and/or other courses that may assist and support them with the role, which can be included as part of the funding application and budget for the Skills Development Plan.

Skills Development Plans may include a range of activities, such as new entrants receiving on-the-job training to gain confidence in their roles; training for supervisors to develop learning solutions suited to their departments; training to support upskilling crew into mid-career and HOD roles; or structured programs focused on skills transfers/return to set. 'Train the trainer' or similar training for the Skills Development Officer could be included as part of the plan.

A minimum of three skills development participants must benefit from the proposed Skills Development Plan. All skills development participants must receive an appropriate credit relevant to the given production

Mentors:

For any mentoring opportunities, the production will be required to bring an individual onto the production solely and specifically to mentor someone on the production. The mentoring must be structured and linked to a personal mentee development plan relevant to the production and included as part of the Skills Development Plan.

Training:

Where training courses are proposed as part of the plan, the total cost of a course being delivered as part of the production or relevant to the applicant can be considered as part of the Skills Development Plan expenditure. This may include trainer costs, venue costs, materials costs, and relevant/justified accommodation/subsistence costs for the trainer. If the course is being delivered outside of the company/production, then the cost of sending a staff/crew member on the course can be considered as part of the Skills Development expenditure.

WHO?

- Applicants must apply as an Australian entity. You will need to read our [Terms of Trade](#) to ensure you are eligible for Screen Australia funding.
- Applicants will be production companies/SPVs and screen service businesses who have undertaken a BTL crew skills need assessment for a given production/s and developed a Skills Development Plan that is ready to be funded by Screen Australia and implemented by a nominated Skills Development Officer.
- Applicants who are already receiving production funding from Screen Australia may apply for additional funding under this program to support the implementation of a Skills Development Plan for the production (which will be provided separately as grant funding).
- Applicants who are not already receiving production funding from Screen Australia may also apply for this program if the projects are of scale and are well known to Screen Australia AND/OR are being provided by production companies with a strong and reputable track record.
- Funding can only be used towards training and development costs and cannot be used to fund or substitute a paid crew role on any production. Funding cannot be used for professional attachments that are a requirement of Screen Australia, state screen agency or covered as part of another industry program.
- Funding cannot be used for retrospective training or development expenditure nor can it be used for training or skills development for individuals who are already working at the grade or in the role they are moving up to unless there is a detailed case that the step up will mean they are working differently (e.g., moving from one genre/format to another).

Screen Australia is committed to diversity throughout our sector, both in the content that we see on our screens and in the teams who make it. We want to see applications from companies led by and opportunities being provided for First Nations people; people who are from culturally and linguistically diverse backgrounds; people who are Deaf, hard of hearing or with disability; people who are female or gender diverse; people who identify as LGBTQIA+; and people located in regional and remote areas.

All applicants should consider diversity, inclusion and equity, with opportunities that support the career development of workers from diverse backgrounds that reflect contemporary Australian life. Application budgets may include expenditure for accessibility, support or other costs for the implementation of the proposed activities to ensure opportunities being provided are culturally safe and accessible.

HOW?

Applications close **5pm AEST on Thursday 25 May, 2023** and can be made through Screen Australia's [application portal](#) with the following materials:

- fully completed application form including contact details and confirmation of eligibility
- a Skills Development Plan [which identify the specific production/s and BTL crew skills needs and details the steps that will be taken to address them]
- identifies an individual or external consultant to the role of Skills Development Officer, including a bio of the individual's experience in the industry and suitability for the role
- intended outcomes and KPIs (should be quantifiable)
- details of the company history; structure; and details of principals and key staff
- a detailed budget that addresses all components of the Skills Development Plan including any co-contribution from the production company/SPV or screen service business.

Assessment process and criteria

Screen Australia executives and/or industry specialists will assess all applications against the **aims** and **assessment criteria** of Production Crew Skills Training Fund and the strengths and capabilities of the applicant entity.

The aims:

- To build BTL crew skills throughout our workforce and support the skills development of as many BTL crew roles as possible, especially in roles that are currently experiencing capacity constraints in our national workforce;
- To support and nurture a culture of work-based learning and training on productions, in addition to supporting the development of production-based Skills Development Officers who oversee production-led skills development and structured work-based learning; and
- To provide opportunities for BTL crew to progress their careers through the support of structured work-based learning and training and targets skills transfer into the industry or crew returning to the industry.

The assessment criteria:

- How well does the Skills Development Plan address the BTL crew skills needs of the production/s and the suitability of the activities to be implemented as part of the plan?
- How experienced is the individual that has been identified as the Skills Development Officer and their capacity and capability to implement the plan?
- How well does the proposed budget address the activities set out in the Skills Development Plan and the activities proposed?
- How many BTL practitioners will benefit from the proposed Skills Development Plan and how well does the proposed activities benefit the Australian screen sector and the areas currently experiencing the most significant workforce capacity constraints?

As part of the assessment process, Screen Australia will review the Skills Development Plan and may contact you to seek changes, especially concerning specific skills deficits and priority roles identified by Screen Australia.

We aim to make the application and assessment processes as transparent as possible, but given the volume of applications we receive, we do not have the resources to provide feedback on each proposal.

Applicants will be advised of the outcome of their application in late June 2023.

Terms of funding

If you are successful with your application, you will need to enter into a Screen Australia grant agreement with specific non-negotiable core conditions.

Funding will be in the form of a non-recoupable grant.

Drawdowns:

- For successfully funded applicants: 60% on signing, 35% on receipt of mid-term narrative and cost report; 5% on receipt of final narrative report and cost report.

Reporting Obligations:

- It will be a requirement of the funding agreement to maintain and report at regular intervals directly related to the deliverables, KPIs and implementation of the Skills Development Plan.
- Acquittal of funding will include necessary data for the evaluation of the program against program KPIs, in addition to diversity and inclusion reporting.
- Screen Australia will also establish post-plan contact and monitoring of BTL crew who have benefited from the Skills Development Plan for both reporting requirements and career trajectory assistance and progression.

Any personal information collected from Reporting Obligations will be handled in accordance with Screen Australia's [Privacy Policy](#).

See the [FAQs](#) for further information.

If you have any questions after reviewing these guidelines, application form, and the FAQs, please contact Program Operations on 1800 507 901 or via email industry@screenaustralia.gov.au. Please note that we are unable to provide creative advice or suggestions to strengthen your application.