



TRANSFERABLE SKILLS & RETURNING CREW TRAINING FUND: Guidelines

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The **TRANSFERABLE SKILLS & RETURNING CREW TRAINING FUND** is designed to support screen industry training organisations and screen businesses to develop and deliver skills, capacity and capability development opportunities for a diverse and inclusive range of Australian “below-the-line” (BTL) crew.

This fund supports initiatives targeting people in other sectors with experience the industry needs or supporting BTL crew and practitioners returning to work after a break in their careers.

This grants program will increase capacity throughout our workforce and support the development of as many BTL crew as possible.

Funding of up to \$50,000 will be provided to up to six companies to design and deliver initiatives that help people to identify transferable skills and to connect those skills to BTL crew jobs, or support BTL crew and practitioners returning to work after a break in their careers. Applications with co-contributions will be considered favourably.

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 Australian screen industry needs people who have experience working in other industries and to encourage people who have left the industry to return. This fund supports initiatives that help people to identify transferable skills and experience in other industries to connect those skills to BTL crew jobs.

There are many reasons why people need to take a break in their careers. Whether it's to take leave as a parent, be a carer for a family member or mental health reasons, there can be a strong need to pull back. For those who haven't worked in screen for a while, it can seem an overwhelming task to get back in - this fund has been created to support initiatives that address that.

The proposed activities must address at least one of the program’s key objectives:

- Facilitate opportunities for professional BTL skills development and/or career pathways for Australian practitioners returning to work after a break in their careers; or
- Facilitate opportunities for people in other industries with the experience needed in the local screen industry to identify transferable skills and connect those skills to BTL crew jobs.

WHAT?

With this initiative, Screen Australia wants to increase the screen industry's capacity through initiatives focused on transferable skills and supporting crew wanting to return to the industry.

All applicants should consider diversity, inclusion and equity, with opportunities that support the career development of workers from under-represented backgrounds including gender, ethnicity and disability. Application budgets may include expenditure for accessibility, support or other costs for the implementation of the proposed activities.

Activities eligible for this program include:

- Masterclasses, workshops or training programs specifically targeting at least one of the key objectives listed above.
- Transferable skills workshops or activities targeting key BTL roles, especially roles currently experiencing capacity constraints.
- Targeted training activities with BTL crew jobs as a real-life outcome included as part of the initiative.
- Mentorship programs specifically targeting at least one of the key objectives listed above.
- Individual and group career coaching that assists with auditing and identifying existing skills and skills gaps or supports pathways for returning to work.

Activities not eligible for this program include:

- Attachments, placements or observation opportunities.
- Activities related to 'Above-the-line' (ATL) roles/positions.
- Generalist masterclasses, 'In Conversations', networking or social activities for industry-based groups or guild members.
- Award Ceremonies.
- Development, production or distribution activities of screen content.
- Development or enhancement of websites.
- Publications (online/podcast/print).
- Skills development programs such as 'Industry Days' as part of a film festival.
- Activities that have already received Screen Australia funding.
- Operational expenditure, wages or promotion and marketing costs not directly associated with the activities being funded.
- Funding cannot be used for retrospective training or skills development expenditure.

For any activities not listed above, please reach out to industry@screenaustralia.gov.au to determine eligibility of that activity.

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 must be an Australian company, registered organisation, incorporated association or guild that has specialist screen industry expertise or experience in successfully delivering similar activities.
- Applications must include activities that are new, original and inclusive and cannot be for programs already being delivered or funded.
- Funding can only be used towards training and development costs and cannot be used to fund or substitute a paid crew role or professional attachment on any production.
- Funding cannot be used retrospectively 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 to unless there is a detailed case that the move 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 plan outlining proposed activities which may include speakers, participants and/or audience including any regional outreach, and the selection process where applicable
- a detailed budget including the Screen Australia ask and substantiating documentation
- quantifiable outcomes of the activity (KPI's)
- a description of how the activity is inclusive; both in terms of participants and also the organisers and presenters
- background information about the applicant organisation and the experience and skills of relevant personnel to effectively run the activities.

Applications may include a range of activities related to the two key objectives of the Training Fund, being:

- Facilitate opportunities for professional BTL skills development and/or career pathways for Australian practitioners returning to work after a break in their careers; or
- Facilitate opportunities for people in other industries or sectors with the experience needed in the Australian screen industry to identify transferable skills and connect those skills to BTL crew jobs.

Applicants may submit a single application to deliver a suite of activities within 9 months of applying; or separate applications for each activity provided the funding cap of \$50,000 has not been reached. The level of funding sought must reflect the proposed activity's size and benefits to Australian screen practitioners.

Screen Australia will favourably consider applications with co-contributions, in addition to the funding ask of up to \$50,000 from Screen Australia, toward the total activity budget.

Assessment process and criteria

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

The **assessment criteria**:

- The proposed activity and whether it will benefit the Australian screen industry with its original, inclusive and distinctive approach to the targeted objectives of this program.
- The extent to which the expenditure will increase the skills and knowledge of attendees and

- program participants to secure real-life BTL crew jobs as an outcome.
- Whether the activities are well-planned and achievable within the budget, with consideration given to financial and corporate governance.
- The experience and skills of relevant personnel to effectively run the activity.
- A detailed and viable financial plan.

As part of the assessment process, Screen Australia will review the proposed activities, including the speakers, participants and/or audience including any regional outreach, and may 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 appoint an individual representative who will engage with Screen Australia throughout the development, delivery and acquittal stages and to maintain and report at regular intervals directly related to the deliverables, KPIs and implementation of the proposed activities.
- Reporting requirements will include updates on outcomes, photographs and video for marketing and promotional purposes.
- 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 funded activities 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.