

## Specialist Placement Register Guidelines

### *About this program*

The Specialist Placement program is designed to provide professional screen practitioners with credited employment in areas of critical need within the Victorian screen industry. The program addresses the shortage of highly skilled technical roles that are hindering the ability of the Victoria screen sector to increase the pipeline of production in the state.

Funding is available for established production, game development, post-production, VFX and animation companies to engage mid-career professional practitioners to be employed in an area of demonstrable industry demand within the company or on a production.

Placements can be for a maximum of six months, providing the practitioner with a credit and valuable hands-on industry experience.

In order to be put forward for a placement, you must apply for and be placed on VicScreen's Specialist Placement Register.

VicScreen will accept applications to the register at any time alongside a list of eligible roles which will be updated based on industry demand.

VicScreen is committed to promoting and supporting gender equality, diversity and inclusiveness in the Victorian screen industry and request applicants to demonstrate diversity and inclusion in their applications. All applications should read VicScreen's [Gender & Diversity Statement](#) prior to applying.

### *What are we looking for?*

- Practitioners who have relevant and demonstrable professional experience in areas of screen industry demand.

### *Who is eligible?*

Applicants must be:

- An Australian individual (view our [Terms of Trade](#) for eligibility requirements)
- Victorian
- A mid-career practitioner who has the relevant professional experience to be engaged in one or more of the identified technical roles, as demonstrated through existing relevant qualifications and experience.

## *Who is not eligible?*

- Practitioners are not eligible to apply for the register if:
  - They have previously applied for this program but been unsuccessful unless there have been significant changes in their experience and credits.
  - They are already included on VicScreen's [Key Talent Placements](#) Register.
  - You are enrolled full-time in a film, television or interactive digital media course at a film school or other tertiary educational institution. Applications from part-time students will be assessed on a case-by-case basis.

VicScreen reserves the right to waive any eligibility criteria in exceptional circumstances where the applicant meets the intent of the program and would otherwise be eligible.

## *Who can you talk to about this program?*

- If you have general queries or queries about submitting your application, please contact [Laura Emerick](#), Grants Officer, 03 9660 3206.

## The Details

### *What happens after you apply?*

- Your application for the Specialist Placements Register will be assessed by the Program Manager/s.
  - Applications are assessed against Assessment Criteria including.
    - » Level of experience
    - » Commitment to pursuing a career in the screen industry
    - » Articulation of the skills you wish to gain from undertaking a placement and how they will deliver on your career objectives.
- If your application is successful, you will be included on the Specialist Placement Register. This will enable you to be considered for placement opportunities.
- Being placed on the Register does not guarantee selection for a placement.

### *How long until a decision is made?*

You can expect a decision about your application for inclusion on the Specialist Placements Register within four to six weeks of the application submission.

### *What happens if your application is not successful?*

- If your application is not successful, you will not be included on the Specialist Placement Register. We will contact you to let you know via phone or email.

- You can get in touch with the Industry Skills and Development Coordinator for feedback on your application.

### *What happens once you are on the Register?*

Once on the Register, you may be considered for placement opportunities with a Host Company.

### *Assessment for a Specialist Placement*

- A Host Company may request VicScreen's assistance in identifying a Specialist Placement practitioner. In this instance, VicScreen will provide the Host with a shortlist of suitable practitioners from the Register or VicScreen's skills databases, based on:
  - The skills required by the Host and how these match the practitioner's experience and skills
  - How the skills expected to be gained from the placement align with the practitioner's career objectives
  - VicScreen's overall objectives of diversity and inclusiveness
  - Whether the practitioner has received prior support from VicScreen to undertake a similar placement.
- Before you are included on a shortlist, VicScreen will contact you to confirm your availability for the placement opportunity.
- Host Companies may wish to interview shortlisted practitioners prior to selecting a practitioner and offering a placement.

### *What happens if you are selected for a placement?*

- Placements will usually run for three to six months, with a maximum of six months. Duration will depend on the requirements of the Host and the structure of the placement.
- Placements are usually a full-time commitment, although in some circumstances flexible working arrangements can be negotiated on a case-by-case basis depending on the Host's requirements.
- Practitioners will be employed by the Host in the specified role.
- At the end of the Placement, the practitioner and their supervisor must complete an Acquittal Report for VicScreen (in the form provided by VicScreen). A mid-stage report may also be required where the placement period is longer than three months.

### *What will help your application?*

- Read these guidelines and the [Terms of Trade](#) thoroughly and check eligibility. Terms underlined in black appear in the website glossary.
- Review the online application form – make sure you have all required documents ready to be submitted with the application.
- Make sure your application addresses the Assessment Criteria.

Ready to start your application?

[Start your application](#)