

PLACEMENTS AND ATTACHMENTS

Overview

VicScreen's Specialist Placement, Key Talent Placement and Professional Attachment programs aim to provide on the job skills and knowledge development for early to mid-career screen practitioners.

The programs offer excellent opportunities for candidates to develop their skills, gain credits and form networks within the professional screen industry. Companies benefit by discovering and encouraging new talent.

During your Placement or Attachment, you will be an employee and will be required to follow the rules of the workplace and the directions of your assigned supervisor.

This guide is designed to help you understand what to expect from a VicScreen-supported Placement or Attachment.

If you have any concerns during your Placement or Attachment and are unable to discuss it with your supervisor, please contact one of VicScreen's Industry and Skills team members:

Chris Barker Chris.Barker@vicscreen.vic.gov.au 03 9660 3258

Kaylene Tyler Kaylene.Tyler@vicscreen.vic.gov.au 03 9660 3235

What you can expect during your Placement or Attachment

You can expect to:

- Be engaged as an employee of the host company and comply with the host company's workplace policies and procedures.
- Undertake substantive work relevant to your role and experience and the business needs of the host company.
- Receive an appropriate professional credit for relevant work you undertake for the host company.

Host companies are expected to:

- Enter into an agreement with VicScreen setting out the terms and conditions applicable to the Attachment or Placement and VicScreen's funding.
- Ensure the supervisor has been involved with the candidate selection process.
- Organise a pre-placement meeting to clarify expectations for the Placement or Attachment.
- Provide an induction that covers company policies and procedures, including first aid, occupational health and safety reporting and on set protocols.
- Advise the cast and crew of who is undertaking the Placement or Attachment and why they are involved in the production.
- Provide feedback during and after the Placement or Attachment.
- Provide the Attachment or Placement with a professional credit for relevant work in the format advised by VicScreen.

Safety

Your host company has a duty of care as your employer and must ensure you are made aware of all policies and procedures as well as your rights and responsibilities. At a minimum you can expect the following to be explained:

- Arrangements for first aid and emergencies as well as an introduction to the nominated first aid officer and/or nurse.
- Health and safety reporting requirements and an introduction to the nominated OH&S Officer and/or safety supervisor; and
- The company's policies on bullying, harassment and/or discrimination and an introduction to the nominated Contact Officer(s) (see *Australian Screen Industry Code of Conduct – Discrimination, Harassment, Sexual Harassment and Bullying*).

You must comply with all workplace health and safety policies and procedures, as well as any other protocols that are practiced by the host company.

Acquittal

After completing your Placement or Attachment you are required to complete an acquittal detailing your experience. Your supervisor is also required to complete an acquittal. Both are confidential and are not shared outside of VicScreen.

Links to the online acquittal forms can be found on VicScreen's Skills [page](#).