

Frequently Asked Questions:

Professional Attachments

These FAQs should be read in conjunction with the [Victorian Production Fund – Film, TV & Online Guidelines](#).

Overview

VicScreen's Professional Attachments program aims to provide on the job experience for emerging and early career filmmakers, specifically in Below The Line (BTL) roles where skills gaps have been identified.

Productions that receive \$150,000 and above in Assigned Production Investment (API) from VicScreen are required to budget for and engage an attachee in consultation with VicScreen.

The program offers excellent opportunities for attachees to develop their production skills and to form networks within the professional screen industry. Producers and HODs benefit by discovering new talent for potential ongoing or repeat engagement.

How is the program funded?

The attachments are funded by the production. Each production must budget for the attachee's wages and related additional expenses.

Does a production need to have a Professional Attachment?

If VicScreen API is \$150,000 or over, productions are required to engage an attachee.

How long will the attachee be assigned to the project?

The producer must employ an attachee for a minimum of five weeks, plus an additional week for each full \$50,000 VicScreen invests above the \$150,000 threshold. In some instances, the time period may be divided amongst multiple attachees rather than one longer attachment. This will be negotiated on a case-by-case basis with the Programs Officer - Industry and Audience.

For example, a project receiving an API of \$375,000 would need to employ an attachment for nine weeks, being the minimum of five weeks plus the additional four weeks for each \$50,000 above \$150,000.

How will the attachment process be managed?

Once a project is approved for API and identified as requiring an attachee, VicScreen will contact the production to discuss suitable roles which reflect the needs of the production as well as identified skills gaps in the industry.

Professional Attachment positions will meet specific conditions:

- must be supernumerary, that is, they shall be in addition to the requisite number of persons required to be employed on a production according to budgeted crew positions, and shall not displace or replace normal employment arrangements. As an example, an attachment for a Second Assistant Director (2nd AD) role must be in addition to filling the 2nd AD position on the crew
- must meet all criteria for a Professional Attachment, including addressing an area of identified skills need
- must demonstrate an intent to provide genuine up-skilling opportunities for the attachee which will be laid out in a learning plan developed by the production and the nominated supervisor, who will be required to oversee the attachee on set throughout the attachment period, in conjunction with Programs Officer - Industry and Audience.

How will attachees be selected?

VicScreen will actively maintain a [register](#) of candidates who are interested in undertaking an attachment. Once the production has identified the attachment role and required skills and attributes, the Programs Officer - Industry and Audience will review the attachment register (or undertake a specialist call out for candidates should it be required) and prepare a maximum shortlist of three names (per position).

The production or nominated person (e.g. Head of Department) will be sent shortlisted applicants to review/interview by phone or in person, to select the preferred candidate. Productions may request to see more candidates if no suitable people are referred.

Candidates are assessed under a fair and equitable process through application for inclusion on the register and/or interview and will have demonstrated:

- experience relevant to the position for which they are applying
- an understanding of the proposed role
- a commitment to pursuing a career in the industry/department/role.

Productions will be required to select a suitable candidate within two weeks of being sent a shortlist (unless further applications are requested) and no later than one week prior to the commencement of the attachment.

VicScreen will inform the candidates of the outcome and facilitate introductions with the production company.

The production will be responsible for ensuring each successful candidate undertakes an appropriate induction process prior to commencement on the production including OHS, on-set protocols and situation specific requirements.

What is a learning plan?

The learning plan clearly defines genuine learning outcomes/objectives, and strategies to achieve these outcomes. They will be agreed to by both the production company and the candidate prior to the attachment.

Learning outcomes must:

- relate to an area of identified skills need
- ensure the advancement of knowledge and/or development of skills to a higher level than exists at the commencement of the attachment
- be practical in the context of the production, so as not to adversely impact on the production itself
- improve the work or career advancement opportunities for the person on the attachment.

These outcomes may be balanced by what the candidate can bring to the production, such as supporting the production with supervised work duties.

How will the attachee be employed?

The attachee will be employed by the production company. Nominally, the attachee will be employed under the Broadcast Recording Entertainment Award (BREA) Level 1 rate for a 40 or 50 hour week (depending on the role) unless otherwise discussed with VicScreen.

The employment of the attachee will be managed by the production company. In addition to the attachee's wages, the production company will also provide for the following (where applicable):

- public liability (and all other relevant insurances)
- expenses reimbursement
- meals
- other allowances (e.g. away from home)
- any overtime or additional hours worked.

A Professional Attachment confirmation document will be drafted between VicScreen and the production company which will outline the specifics of the attachment including dates, proposed learning plan and nominated supervisor.

What further reporting is required by the production company?

The production company and attachee are required to submit a completed Workplace Safety Acknowledgment form, at the commencement of the attachment. This form confirms that the attachee has been properly inducted into the workplace and is aware of all Workplace policies and procedures, including occupational health and safety policies and procedures.

At the completion of the attachment period an acquittal report from both the production company and the attachee will be required. The production company acquittal will be included as part of the requirements for the final drawdown of the API funding.

Can the attachee be kept on as part of the crew after the official attachment period?

Yes, VicScreen encourages productions to continue the employment of the attachee at a suitable industry rate if they are required. However, the attachment position should not replace a required crew position at the outset of the production. Their ongoing employment should be as an additional crew member, not a replacement of a skilled crew member.

For more information, contact:

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