

Placements and Attachments – Practitioner Guide

Overview

VicScreen's Industry Capability – On a Production Placements and Professional Attachment programs are designed to provide meaningful on the job skills and knowledge development for early to mid-career screen practitioners.

The programs offer valuable opportunities for candidates to build practical experience, strengthen professional networks, develop skills, gain credits and develop the capabilities needed to thrive in the screen industry. Productions also benefit by discovering, mentoring and encouraging new talent.

During your Placement or Attachment, you will be an employee of the production 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 and how to get the most out of the experience.

If, at any point, you have any concerns that you feel unable to raise with your supervisor, please reach out to a member of VicScreen's Industry and Skills team:

- [Chris Barker](#), 03 9660 3258
- [Kara Masters](#), 03 9660 3216

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 needs of the host production.
- Receive an appropriate professional credit for relevant work you undertake for the production.

Host companies/Productions 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 with the Placement or Attachment to clarify expectations.
- 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/production 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](#).