

Industry Capability – On a Production Checklist

VicScreen's Industry Capability – On a Production program provide the opportunity for early to mid-career screen practitioners (practitioner) to gain on-the-job skills and knowledge development by working on a production or within an established screen business (host company).

The following checklist outlines VicScreen's expectations for placements to ensure they proceed smoothly and provide a valuable experience for the practitioner. It includes:

- the appointment of a suitable mentor to supervise the placement (supervisor)
- an initial briefing meeting between the practitioner, supervisor and other relevant members of the host company to discuss and agree on expectations, responsibilities and opportunities
- ensuring productions provide practitioners with a thorough induction on all company policies and procedures and occupational health and safety requirements, and
- the provision of feedback during and after the placement.

VicScreen requests that the production and practitioner complete the checklist and sign the Workplace Safety Acknowledgement below before the start of the placement.

- Please return a completed copy of this form to the relevant Grants Officer for Industry Capability. Contact details can be found on VicScreen's [Skills Development](#) page.

CHECKLIST

Task	Details	Responsibility	Date completed
Before commencement of a placement			
Supervisor approves placement	- Supervisor participates in selection process - Supervisor accepts responsibility as mentor to Practitioner	Supervisor Host Company	
Pre-placement meeting	- Confirm expectations for the performance and outcomes of the placement - Confirm supervisory arrangements - Confirm anticipated tasks/requirements - Confirm likely hours/days during the placement (consistent with the role/department being shadowed) - Clarify anticipated learning outcomes	Supervisor Host Company Practitioner	
Induction – Policies and Procedures	Advise Practitioner of all relevant Policies and procedures of the Host Company	Supervisor Host Company Practitioner	
Induction – Occupational Health and Safety	- Advise Practitioner of Occupational Health and Safety policies, procedures and requirements - Introduce Practitioner to Occupational Health and Safety Officer	Supervisor Host Company Practitioner	
Induction – First Aid and Emergencies	- Advise Practitioner of first aid and emergency policies and procedures - Introduce Practitioner to First Aid Officer	Supervisor Host Company Practitioner	

Task	Details	Responsibility	Date completed
Induction – On Set Protocols (where relevant)	Advise Practitioner of all relevant On Set Protocols	Supervisor Host Company Practitioner	
Induction – Discrimination, Bullying, Sexual Harassment and Harassment	- Advise Practitioner of discrimination, bullying, sexual harassment and harassment policies and procedures - Introduce to relevant Complaints Person for any concerns about discrimination, bullying, sexual harassment and harassment	Supervisor Host Company Practitioner	
Inform all cast and crew about placement/attachment	- Introduce the Practitioner and explain their role and responsibilities - Welcome Practitioner as member of the crew	Supervisor Host Company	
Orientation tour	Provide Practitioner with orientation tour of set and workplace on or before the start of the placement	Supervisor Host Company	
Insurance	- Secure appropriate insurance to cover Practitioner for the duration of the placement - Note that Practitioners may not be covered by Host Company's Workcover insurance if deemed a volunteer	Host Company	

Task	Details	Responsibility
After commencement of placement		
Provide feedback during placement/attachment	• Supervisor to provide regular constructive feedback to Practitioner • Practitioner to have opportunity to provide feedback on experience of placement • Practitioner to check in with VicScreen two weeks after commencement of the placement to provide feedback on progress	Supervisor Host Company Practitioner
Provide feedback at completion of placement/attachment	• Supervisor to provide constructive feedback to Practitioner at end of placement • Practitioner to have opportunity to provide feedback on experience and outcomes of placement/attachment	Supervisor Host Company Practitioner
Reports delivered to VicScreen	• Separate reports from Host Company/Supervisor and Practitioner to be prepared for VicScreen at the conclusion of the placement	Supervisor Host Company Practitioner

WORKPLACE SAFETY ACKNOWLEDGMENT

1. Host Company acknowledges and agrees that it:
 - a. has provided the practitioner with an appropriate induction upon commencement of work in relation to all relevant matters pertaining to a safe workplace, including:
 - i. Occupational Health and Safety laws
 - ii. applicable policies and procedures, and
 - iii. guidance on how to deal with safety breaches and the contact details for the relevant safety officer will comply with all applicable laws and obligations applicable to the Practitioner, including under the *Occupational Health and Safety Act 2004 (Vic)* and obligations under the *Equal Opportunity Act 2010 (Vic)*
 - b. will comply with the Victorian Screen Industry Code of Conduct as it relates to sexual harassment legislation and [Australian Screen Industry Code of Practice: Discrimination, Harassment, Sexual Harassment and Bullying](#) throughout the placement
 - c. will provide and maintain a safe working environment for the practitioner
 - d. will take out and maintain all necessary and appropriate insurances relevant to the engagement of the practitioner
 - e. will ensure the workplace is free from discrimination, sexual harassment and bullying, and
 - f. will ensure the practitioner understands the occupational health and safety requirements of their engagement.
2. Practitioner acknowledges and agrees that they have been provided with an appropriate induction upon commencement of work in relation to all relevant matters pertaining to a safe workplace including:
 - a. Occupational Health and Safety laws
 - b. applicable policies and procedures, and
 - c. guidance on how to deal with safety breaches and the contact details for the relevant safety officer.

Nominated Complaints Person E.g. (First Name Surname - Producer)			
Host Company		Practitioner	
Company name		Name	
Address		Address	
Name of Contact Person			
Phone		Phone	
Name of Supervisor			
Signature		Signature	
Date		Date	