

Creative Skillset High-End TV Levy Craft and Tech Grades Skills Fund



Creative Skillset's high-end TV levy (HETV) Fund is fully funded by industry investment from levy contributions paid on high-end TV drama productions since April 2013. The HETV Levy Fund addresses the skills and training needs of the HETV industry to create jobs and training opportunities, and to strengthen and build skills to ensure the robust growth of the sector is secured with a fully skilled and growing workforce.

What are we looking to support?

Appraisal and Support Programme for Freelancers (currently working within HETV Craft and Tech)

Who can apply?

Training Providers that have a proven track record of delivering industry standard, successful training projects. The provider will need to demonstrate their understanding of high-end TV training requirements and comprehensive understanding of HR related issues in the workplace and clearly demonstrate that they have the resources to track the career progression of participants beyond the life of the training programme. Creative Skillset particularly welcomes applications from providers based in the UK nations and regions, outside of Greater London, including partnerships between organisations

Key requirements of the training

We are looking to commission a one year appraisal and support programme available for freelancers working within HETV Craft and Tech. The successful training provider for this programme will have wide ranging knowledge of HETV roles across Craft and Tech grades. They will be able to provide advice and signposting on workplace issues and career progression. The provider will have extensive experience of delivering human resource programmes and have the capacity and flexibility to work around production working hours. The programme will also include 8 management training sessions for HoDs.

- A minimum of 200 participants (or 800 hours) currently working within the HETV Craft and Tech industry with a minimum of 60% out of London.
- The programme will provide face to face (on set) and also phone support for freelancers on advice to help them progress their careers and discuss work related issues.
- Each freelancer would be given access to up to four hours of support which would include an initial hour assessment and diagnostic of career progression/work issues. This would be followed up with up to two more one to one sessions, to include development of a bespoke training plan and signposting to aid progression of their career plus HR support.
- Management of a bursaries pot available towards required training with signposting to the HETV Creative Skillset training passport modules (for those meeting the hardship criteria).
- This activity will also deliver research/feedback on any reoccurring themes on gaps in knowledge and common working practice issues, which can feed into 2018/19 the HETV levy skills intervention.
- Tracking for each individual for 24 months following the end of the programme
- 8 x ½ day training sessions for eight productions (including four outside London) devised and delivered for HoDs on the basics of people management, recognising natural bias and discouraging nepotism (delivered in pre-production). The training provider will work with industry to encourage sign up to the training at exec level.

Your application

How much can you apply for?

Bids that can demonstrate funding match to maximize the budget will be welcome.

We are looking for bids up to £100,000 (including £45,000 bursary pot)

Key information

Expressions of Interest Deadline: 12 noon on 11 August 2017

The training project does not have to be completed within the current tax year.

Diversity and essential criteria of the programme

Creative Skillset is committed to improving the diversity of the TV industry's workforce to better reflect the UK's diverse population. In order to make an impact for particular under-represented groups, your programme should aim to meet the following targets: All of your participants will be expected to fill in a diversity form.

Participant Diversity Target – UK Nations & Regions	
Female participants	50%
Black, Asian and Minority Ethnic participants*	20%
Disabled participants	10%
Nations and Regions	60%

*(target = 40% in Greater London)

How to apply

Please download and read our [Application Guide for Organisations](#).

This guide contains essential information about using our online application process, providing supporting documents and the delivery values your application should include.

There will be two rounds of applications. For the first round, we are requesting an expression of interest where you will be required to provide a one page document outlining the key aspects of your delivery plan, and how you will meet the key requirements of the training, information about your company and capacity to deliver. First round applicants will be informed whether their application has been shortlisted to go forward to the second stage or not by 18 August 2017.

**Please send Expressions of Interest to
Hannah Green, High-End TV Skills Manager
hannahg@creativeskillset.org**

If you are shortlisted for the second round we will require you to fill out an online application form and submit supporting documentation:

- Project and Budget Report
- course outline
- course schedule
- demonstration of any match funding/partnerships
- marketing plan
- risk analysis
- industry trainers' biogs

Second round applicants will be informed whether their application has been successful or not by Friday 8th September 2017.