Children's TV Levy Skills Fund

Priority Training - Call for Applications

The Children's TV Levy Fund is made up of contributions paid by Children's live-action TV producers since April 2015. The Fund is industry investment in the future of skills and talent development in the UK's live-action Children's programme sector.

Working in partnership with industry through the Children's TV Skills Council and informed by leading research, Creative Skillset manages the Fund investing in training needed by the sector to ensure its robust growth is secured with a fully skilled and growing workforce.

Please read this document alongside the [Application Guide for Organisations](). This guide contains essential information about how to apply and what to include in your application.

What training we are looking to support?

1. **Camera**
2. **Sound**

Who can apply?

Any Training Providers with a proven track record of delivering industry standard, successful training projects. You will need to demonstrate an understanding of the development of skills needed for the named grades with a focus on genres most prevalent in Children's TV (factual, fact/ent, entertainment and drama). You will also need to clearly demonstrate that you have the resources to track the career progression of participants beyond the life of the training programme.

We particularly welcome applications from providers based in the UK nations and regions and/or partnerships between organisations.

Key requirements of the training

<u>Camera training</u> should include but is **not** limited to:

a.   Understanding of equipment used in a range of genres relevant to Children's TV

       i.   Cameras
      ii.   Lenses
     iii.   Filters
     iv.   Data management

b.   Requirements for a range of set-ups
       i.   Studio based multi-camera set up
      ii.   Location 2-camera set up
     iii.   Location single camera set-up

c.   Responsibilities of an entry level/junior role in the camera department
         Career path - looking to the future

d.   Considerations when working with Children

Sound training should include but is **not** limited to:

a.   Understanding of the different equipment used in a range of genres
   i.   Mics
   ii.   Booms
   iii.   Playback Systems Studio & Location

b.   Requirements for a range of set-ups
   i.   Studio multi-camera set up
   ii.   Location 2-camera set up
   iii.   Location bsingle camera set-up

c.   Responsibilities of an entry level/junior role in the sound department
         Career path - looking to the future

d.   Considerations when working with Children

Additional requirements of the training

- Aimed at
  - those who are in an entry level role in the camera or sound department and want to increase their knowledge to take the next step up
  OR
  - those who have completed a technical course in camera or sound and want a greater understanding of the demands of the role in different genres

- Practical based training with access to the latest kit
- Delivered in London and at least one region in the UK
- Ideally no more than 8-10 participants per cohort
- Delegate fees must be affordable for junior level crew

How much can you apply for?

The amount you request should be no more than you need to deliver your project efficiently and effectively, we pay close attention to value for money so applications that demonstrate additional cash or in-kind contributions (see Annex A) to maximise the budget will be welcome.

We are looking for applications up to £10,000 per department

Key Information

- Applications can be for one or more of the job roles listed
- Apply by **5pm, Wednesday 10th January 2018**
- Decisions will be made and notified by **Friday 26th January 2018**
- Training must **be underway if not concluded, by 30 March 2018**

Diversity

Creative Skillset is committed to significantly improving the diversity of the TV industry's workforce to better reflect the UK's diverse population.

Even if the initiative is not a positive action scheme* we expect to see a clear plan for how you will ensure access for participants from as diverse a range of backgrounds as possible, underline particularly those currently under-represented in camera and sound departments.

How to apply

Please download and read the **Creative Skillset** Application Guide for Organisations

Speak to the sector manager regarding any questions you may have

Download and complete the Project and Budget Report using the template provided below.

Then **click here to start your online application.**

When you have completed the application, you will be asked to attach several supporting documents, listed below.

- **Project and Budget Report template**
- Detailed course outline and schedule
- Trainer/tutor CVs or biographies
- Company financial information. *If you have applied to Creative Skillset in the last 12 months we may not require further financial information.*

With the exception of the Microsoft Excel Project and Budget Report, please use Microsoft Word for all other attachments.

You can begin an application, save your work and return at any time by clicking on the **'Save and Finish Later'** button in the application form.

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* A positive action scheme would be considered to be training focused on supporting access to training for specific groups for which we have evidence of under-representation in certain areas: women, people from BAME (Black, Asian and Minority Ethnic) backgrounds, people with a disability, or those from a lower socio-economic background.

Contact us

For more information or queries about the **training or the content of your application**, please contact:

Sarah Joyce
Children's TV Associate
e: sarahj@creativeskillset.org
t: 07966 428 615

For more information or queries about the **funding process**, please contact:

Fergal McBride
Fund Manager
e: fergalm@creativeskillset.org
t: 020 7713 9800

Annex A: Eligible project co-investment and expenditure

When planning your project budget, you will need to take into account the following as regards eligible cash and in-kind co-investment and budget expenditure. You will be asked to supply evidence if your grant is awarded. Please contact us if you have any questions about eligible expenditure or co-investment.

Project co-investment
Co-investment eligible as 'cash' - can be included in your co-investment
Direct cash co-investment from the applicant and/or partner organisations. This cash must **not** be accounted for in any other activity
Course fees paid by individuals
Labour costs - evidence of hourly rate should be provided by the relevant organisation/individual. This can include time spent by staff who are already on the payroll working on the project and therefore not on any work that is income generating or commercially valuable
Co-investment eligible as 'in-kind' - can be included in your co-investment
Research or professional activity (e.g. mentoring, consultancy) - evidence of hourly rate should be provided by the organisation/individual donating time
Donation of goods/services/resources: actual evidence of third parties donating goods or proof of value should be provided
Not eligible as co-investment
Sources that equate to **public funding** e.g. National Lottery funding
Attendance at short one-off meetings or volunteer time

Project expenditure
Eligible – can be included in your project budget
Personnel costs subject to compliance with State Aid and speakers (e.g. industry experts to lead courses)
Recruitment and marketing costs or activities
Travel and accommodation costs
Not eligible as a project budget cost
Retrospective investment and costs made **prior to the contract/project start date**
Personnel costs including staff benefits (e.g. pension, holiday and sick pay, overtime and bonus payments) and staff overheads
Recoverable VAT
Contingencies
Peripheral costs including entertainment and hospitality costs, gifts and donations, membership of professional bodies, legal costs, hire purchase interest and any associated service charges.
Evaluation of training activity. Training providers are required to pay for their own internal evaluation and external audit of project training (where relevant)
The value of existing assets such as Inward Processing Relief (IPR), data, software programmes and

other exploitable assets that any of the collaborators contribute towards your project.