



## Professional Development - Placements Guidelines

This fund supports the professional development of **Above the Line (ATL)** key creatives, **Below the Line (BTL)** crew and digital games developers. It recognises that highly skilled practitioners are vital for the long-term growth of the screen and digital games industries in Western Australia.

The fund's primary focus is assisting practitioners who have been offered an exceptional national or international placement opportunity, who can show evidence of a track record in their field. The placement will enhance their skillset, their professional career and develop the capability and capacity of the WA screen industry more broadly.

Only a small number of exceptional opportunities will be supported each year, with a focus on identified skill gaps areas.

Screenwest encourages applications from First Nations Australians and people from under-represented groups.

### Funding available

- Up to \$15,000 per application.

### Eligibility

The applicant must:

1. Meet the general eligibility requirements as set out in the [Screenwest Terms of Trade](#).
2. Be a Western Australian resident as defined in the Screenwest Terms of Trade.
3. Be 18 years of age or older.
4. Demonstrate a track record in their field that aligns with the placement opportunity being applied for.

5. Display an ongoing commitment to being a part of the screen or digital games industry in Western Australia and continue to work and do business with Western Australia.
6. Have secured an exceptional placement opportunity with a reputable at-arms-length company / provider – a letter of commitment from the company / provider needs to be provided to Screenwest at the time of application.

*To note: Applicants with credits/experience more than five years old are encouraged to apply if there is a reasonable explanation for the gap e.g. Carers responsibilities.*

## Assessment Criteria

Eligible applications will be assessed against the following criteria:

1. The applicants' track record and commitment to pursuing an ongoing, long-term career in the screen or digital games industry that aligns with the relevant placement area.
2. The benefit the placement will have in advancing the applicant's career objectives and skillset.
3. Track record of the company / provider and its ability to deliver on the stated placement outcomes.
4. The benefit to the overall capability and capacity development of the Western Australian screen or digital games industry more broadly.
5. Availability of Screenwest funds.

Screenwest will weight the above assessment criteria as it deems appropriate to best serve the strategic priorities of the organisation.

## Assessment Process

***Professional Development – Placements funding is open at any time. Special placement opportunities may be advertised as a round.***

- Prior to applying, read these guidelines and check your eligibility
- Discuss your application with the Screenwest contact/s.

## Applying

Applicants will need to provide:

1. A completed application through the [Screenwest SmartyGrants Portal](#)

*If you are unable to apply online or are having difficulties submitting your application, contact the Screenwest Program Contact during business hours.*

2. A short CV (maximum two pages) outlining the applicant's experience in the relevant area.
3. A short (maximum one page) statement of how this placement will benefit the applicant's career objectives.
4. A budget breakdown with accompanying rationale for each line item and includes a wage breakdown.
5. A timeline and schedule for the engagement period.
6. A letter of support from company / provider that:
  - a. Outlines the placement opportunity and the skills development outcomes to be achieved by the placement;
  - b. Confirms that the company / provider will take out and maintain appropriate insurance cover for the applicant for the term of the placement; and
  - c. Confirms a formal employment agreement will be entered into with the applicant for the term of the placement.

*To note: Screenwest funding is not automatic; it will depend on the competitive strength of the application and the availability of Screenwest funds. Funding may be approved at a lesser amount than is applied for.*

*Applications emailed directly to individual Screenwest staff members will not be accepted.*

## After you apply

- Once submitted, you will receive an automatic email confirming Screenwest has received the application. If a confirmation email is not received within two working days, it is the applicant's responsibility to contact Screenwest to confirm whether the application has been received.

- Eligible applications will be assessed internally by Screenwest Management.
- You will be advised of the outcome within 2-3 weeks of submitting your application.

## Program Contacts

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Applicants are encouraged to discuss their applications before applying.