



Professional Development - Placements Guidelines

The Professional Development - Placements Fund recognises that highly skilled practitioners are vital for the long-term growth of the screen industry in Western Australia. It assists the professional development of Western Australian:

- Above the Line (ATL) key creatives
- Below the Line (BTL) crew and
- Digital Games Developers.

The fund is for screen practitioners who can evidence a track record in their field and who have been offered an exceptional national or international placement opportunity with a reputable company/provider in the screen sector.

Placements will enhance skillsets and professional careers, while developing the capability and capacity of the WA screen industry more broadly

A few exceptional opportunities will be supported each year. Screenwest's primary focus is placements in identified skill gaps areas in the Western Australian screen industry.

Screenwest encourages applications from First Nations Australians and people from under-represented groups. Practitioners with credits/experience more than five years old are also encouraged to apply if there is a reasonable explanation for the gap e.g. carers responsibilities.

Funding available

- Up to \$15,000 per application.

Screenwest funding is limited and competitive. Funding may be approved at a lesser amount than is applied for.

Where an application is successful, funding will be provided by Screenwest to the Placement Company / Provider to facilitate its engagement of the Practitioner.

Eligibility

The Practitioner 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 provided by the Placement Provider.
5. Display an ongoing commitment to being a part of the screen industry in Western Australia and continue to work and do business with Western Australia.

Consideration will be given to First Nations practitioners that do not meet the eligibility threshold, but can demonstrate significant benefit to Western Australia, in line with the Screenwest First Nations Screen Strategy and its Strategic Priorities.

The Placement Provider must:

1. Be a reputable, at-arms-length company/organisation with a demonstrated track record in their field that aligns with the placement opportunity.
2. Provide a letter of commitment outlining the opportunity for the Practitioner.

Application Materials

All applications must include:

1. A short CV (maximum two pages) outlining the Practitioner's experience in the relevant area.
2. A short (maximum one page) statement of how this placement will benefit the Practitioner's career objectives.
3. A budget breakdown and an accompanying rationale for each line item. The budget breakdown must include a wage breakdown.
4. A timeline and schedule for the Placement period.
5. A letter of commitment from Placement Provider that:
 - a. Outlines the placement opportunity and the skills development outcomes to be achieved by the Practitioner during the placement;

- b. Confirms that the Placement Provider will take out and maintain appropriate insurance cover for the Practitioner for the term of the placement;
- c. Confirms that the Placement Provider will enter into a formal employment agreement with the Practitioner for the term of the placement; and
- d. Confirms the Placement Provider will cover all relevant fees and fringes associated with the employment.

Assessment Criteria

Screenwest will assess eligible applications against the following criteria:

1. The Practitioner's track record and commitment to pursuing an ongoing, long-term career in the screen industry that aligns with the relevant placement area.
2. The benefit the placement will have in advancing the Practitioner's career objectives and skillset.
3. Track record of the Placement 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 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.

When reviewing applications, Screenwest considers if the Placement Provider and/or Practitioner has multiple ongoing projects that could affect the quality and timely completion of additional projects/activities.

Application Process

Prior to applying:

1. The Practitioner and the Placement Provider must read these guidelines and the [Screenwest Terms of Trade](#). The Terms of Trade set out the core terms on which Screenwest conducts its business.

2. Review the online application form on Smartygrants and make sure you have all required documents ready to submit with the application.
3. Discuss your application with the Screenwest Program Contact person, if you have any questions.

How To Apply

Either the Practitioner or the Placement Provider may make an application for funding from this fund (the “Applicant”).

1. Complete an online application form through the [Screenwest SmartyGrants portal](#).
2. Attach all relevant documentation and supporting material (refer to the ‘Application Materials’ section above).

This fund accepts applications at any time. Special placement opportunities may be advertised by Screenwest as a competitive funding round.

After you apply

- Applications are reviewed to ensure they meet the general minimum eligibility criteria.
- Eligible applications will be assessed internally by Screenwest Management.
- You can expect a decision within 2-4 weeks of the application being received.
- Screenwest will advise applicants of the outcome of their application via email or phone.

Terms of Funding

- Funding is provided as a grant.
- The Placement Provider and the Applicant (where the Practitioner is the Applicant) will sign a written agreement with Screenwest under which Screenwest will provide funding to the Placement Provider to facilitate its engagement of the Practitioner.
- The Placement Provider must demonstrate it has engaged the Practitioner under a formal employment agreement for the term of the placement and will be solely responsible for paying all fees, expenses and any associated fringes directly to the Practitioner for the duration of their engagement.

- The Placement Provider shall be responsible for procuring and maintaining all relevant insurances to cover the Practitioner during the placement term and for managing and controlling all work health and safety requirements of the Practitioner’s engagement.

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