



The Production Support Initiative.

Guidelines, Bibliography and Directory for:

Best practices, initiatives and positive actions to provide production support to the UK High-end TV (HETV) industry.

Version 1.0
November 2024

Contents

Page

<u>4</u>	Introduction
<u>14</u>	Development
<u>15</u>	Soft Prep/Prep/Production
<u>18</u>	Accessibility – Policy, Guidelines & Practice
<u>19</u>	Accessibility – Training
<u>21</u>	Accessibility – Initiatives/Allowances
<u>26</u>	Career Development & Training – Policy, Guidelines & Practice
<u>27</u>	Career Development & Training – Training
<u>28</u>	Career Development & Training – Initiatives/Allowances
<u>33</u>	Counselling, Wellbeing & HR – Policy, Guidelines & Practice
<u>34</u>	Counselling, Wellbeing & HR – Training
<u>36</u>	Counselling, Wellbeing & HR – Initiatives/Allowances
<u>42</u>	Diversity, Equity and Inclusion – Policy, Guidelines & Practice
<u>44</u>	Diversity, Equity and Inclusion – Training
<u>46</u>	Diversity, Equity and Inclusion – Initiatives/Allowances
<u>51</u>	Sustainability – Policy, Guidelines & Practice
<u>54</u>	Sustainability – Training
<u>55</u>	Sustainability – Initiatives/Allowances

*A directory for all material mentioned in this document including information and details about companies that provide relevant services can be found at the bottom of this document.
Quick links to the relevant items of the Directory are included in each of the section headers.*

Page

<u>58</u>	Bibliography/Resources – Policies, Guidelines, Best Practice
<u>58</u>	Accessibility
<u>58</u>	Counselling, Wellbeing & HR
<u>59</u>	Diversity, Equity and Inclusion
<u>61</u>	Sustainability
<u>63</u>	Directory – Production Support & Initiatives
<u>63</u>	Accessibility
<u>66</u>	Career Development & Training
<u>75</u>	Counselling, Wellbeing & HR
<u>78</u>	Diversity, Equity and Inclusion
<u>86</u>	Sustainability
<u>89</u>	ScreenSkills – Training/Programmes

Introduction

After years of conversations with broadcasters, streamers, production companies, unions, guilds, agents and freelance crew it's clear we're all striving for transformation in the HETV industry with regards to doing more than creating art, earning a wage and taking a credit. Many organisations already have many of their own policies/guidelines, training schemes and initiatives that are implemented within their company and on their productions in order to be active around inclusion, support and development.

The intention of this document is to create a resource that complements what is already in place, introducing new resources and connections and providing an indicative guide to potential cost implications at the different band levels. The Production Support Initiative aims to demonstrate that no matter what HETV band a production is, there are opportunities to create examples of positive action and provide production support through a pick 'n' mix approach.

This document is about inclusion and development. We're not policy makers, but whatever capacity you are reading this document in, we all have an opportunity to be an example, to be supported and to grow throughout the process of creating HETV drama. Most of the time when a production is commissioned, a new limited company (SPV) is set up to service this. Setting up the company is by nature a business and accounts process, but another way to look at it is that at the point it is created there is nothing in that company and everything that goes into it after that point is a choice and forms the infrastructure... including the culture and support.

The ambition and scale of this resource has grown and evolved exponentially since it was started and by the time you are reading this, it will already be out of date. However, this only demonstrates further the speed at which the guidelines, training and initiatives available to support HETV productions are evolving. Mindful of this, I want to apologise in advance for the policies, companies or information that is not included yet, or is out of date. This is one of the priorities of Version 2 when it is published in April 2025.

While this version of the Production Support Initiative is specifically for HETV drama, my ambition is for versions of this resource to be created for unscripted, feature films and children's, and for all of those to then have sections for the different nations and regions.

While this first version runs at an unapologetic 80+ pages, the majority of pages are tables of easily digestible ideas, actions, costs and contacts. This is not a document you need to know inside out, it's here to make it easy for you to take positive actions. Its value is in its usage and its ability to stay relevant and for that, it will always be looking to evolve and grow through your feedback and contributions.

Karl Liegis – Head of Production, 60Forty Films

A directory for all material mentioned in this document including information and details about companies that provide relevant services can be found at the bottom of this document. Quick links to the relevant items of the Directory are included in each of the section headers.

Acknowledgements

Thank you to all the broadcasters, streamers, heads of production, Pact, Bectu, ScreenSkills, the Film and TV Charity, The Production Guild, positive action advocates, service providers, line producers, production managers and the team at 60Forty Films for your time, huge contributions and active encouragement. I'm delighted to say this resource has been created by the industry for the industry.

While much of the information in this resource can be applied to other formats such as feature films, unscripted, children's, commercials and corporates, this document presumes the production has paid into the ScreenSkills HETV Skills Fund, which gives access to specific training and initiatives.

This document has been built making every effort to be considerate in its use of language, it also recognises that we're always learning, and everyone has their own preference for how they are addressed, whether it's regarding pronouns, titles, sexuality, ethnicity or disability.

We acknowledge that some terms and phrases within this document may not align with your personal choices. It is challenging to remain completely updated on evolving terminology, cultural differences and individual preferences. We appreciate your understanding and welcome any suggestions and corrections you may have.

Karl Liegis – Head of Production, 60Forty Films

What this Resource and Supporting Paperwork Is Not

It is not a Policy

It is not a Mandate

It is not Bias

It is not Perfect or Complete

What this Resource and Supporting Paperwork Is

It is Open Source

It is a Start

It is a Collaboration

It is Positive

It is Evolving

Areas/Account Codes

The Production Support Initiative focuses on five areas/account codes (in alphabetical order).

1.	Accessibility
2.	Career Development and Training
3.	Counselling, Wellbeing and HR
4.	Diversity, Equity and Inclusion
5.	Sustainability

Within each of these areas there are some suggested foundations for HETV productions at all bands in relation to:

- Policy, Guidelines and Best Practice
- Training
- Initiatives/Allowances

A bibliography of resources and indicative directory of companies who provide support can be found at the end of the document.

This hopefully makes it easier for the document to evolve and be updated, but also actively avoids the document showing any allegiance or bias towards particular companies. It is for productions to take independent decisions on what support and which suppliers are appropriate for them.

Policies, Best Practice and Guidelines

Policies form the foundations of a production company and in turn the companies that are set up specifically for their individual productions (SPV). Listed in this document are the policies which might be created specifically for the SPV/production. The policy templates might be provided by the production company. All producers (executives, series producers and line producers) as well as the Head of Production at the production company might be expected to engage with these documents. Any specifics related to the production that are not covered in the production company templates, or require further detail, could be created in a separate document in conjunction with the production company.

However, the reality is that while policies are created for the SPV, very few crew read them in full due to their language, length (the irony of this sentence is not lost, given this document is 80+ pages long!) and because they believe it's no different to what they read 10 years ago. Therefore, one consideration is that as well as creating the legal documentation that is the policy, a production could create a best practice document that distils the policies into brief summaries that can be easily digested by those joining the production (even as a daily) and provide a strong and concise sense of the culture. All members of cast and crew (including dailies) could receive policy documents and ideally a best practice two pager in their contracts as this forms part of the terms of their engagement.

While policies and best practice documentation could be distributed with contracts when onboarding, in areas where new ideas are being trialled, producing guidelines can often be a way to introduce new recommendations for working methods.

How policies, best practice or guidelines documents are delivered to crew is also vital in engagement. If it is *just* another document on an email about the contract it tends to be missed. If it is presented in a way that is about informing them of the culture you are trying to create in the SPV and about their role in that, it is more enrolling and sets a precedent for positive team cohesion from the outset.

The policies that you will see in the various sections are general and often link to general templates. However, what each production requires should be led by the broadcaster, production company and producing team.

Training

As a sweeping statement, there are only a few roles in the industry where a formal qualification is required. Therefore, when it comes to training, the value of it is that we create a consistent foundation for all those working in the industry.

Broadcasters, streamers and production companies have their own requirements with regards to training that cast and crew must undertake prior to or during employment. By actively encouraging all HETV crew to annually undertake training in areas such as Health, Safety, HR, Diversity, Equity & Inclusion, Leadership, Management, Bullying, Anti-Harassment and Sustainability it creates a foundation of collective accountability and responsibility.

ScreenSkills, in partnership with BBC Studios, ITV Studios and Sky, has already [piloted a pan-industry training passport](#). The ScreenSkills Training Passport will provide a record of standardised and industry-approved training that production staff and freelancers can take from one production to the next. As part of developing the pilot, ScreenSkills also consulted with Pact. The pilot launched in May 2024 and ran for six months.

In addition to this Passport, is there an opportunity to work with the production advisors, unions and Health and Safety specialists to create a cross-plot of all crew and the training they could/should have? Individual productions could also highlight opportunities for further training so individuals can develop a stronger foundation of understanding and contribute more to the HETV industry as a whole.

Should a production require a crew or cast member to complete courses above and beyond those required by a broadcaster through the Passport modules, these should be at the expense of the production and take place during an employee's period of employment.

A recurring challenge with specific training requested by the production is finding suitable times for *when* crew are able to carry out the training. One suggested solution is to schedule a weekly afternoon slot from the early prep through until four weeks before the shoot, during which several training sessions can take place. This way HODs and supervisors can look ahead and organise when their team will attend.

For crew who join the production closer to the start of Principal Photography, consider paying them a half day (or a full day if combined with other tasks) for them to participate in the training. If the budget does not allow for an additional payment, this half day could be reallocated from their original prep time, provided that they are notified at the time of their engagement and the HODs are also aware.

Training sessions that take place by department have been very beneficial and well received. All the members of the team are on the courses together and it serves as a team building exercise as well. This would be appropriate for training such as HR. A session could also be scheduled for Prep Week -3 (three weeks before shoot starts) as a catch-all for any crew who had not been appointed/engaged when the training took place. It has also been found that running sessions specifically for trainees has created a cohort of junior crew members so they can form a support group, and so they can speak out during HR training sessions (or similar) and support one another should issues come up during the shoot.

By having everyone working to the same standard of training, and then carrying out the additional training in prep it also gives the employee an opportunity to flag any concerns they may have as well as offer up any suggestions on alternative working practices based on their previous employment experience/s.

Initiatives/Allowances

Initiatives are suggested actions productions can take in each of the five areas of the Production Support Initiative. In recent years, the number of initiatives that have been put in place by broadcasters, streamers and production companies has dramatically increased. Many of the initiatives and allowances in this document are influenced by those that have already taken place on productions with notable impact.

The way the suggestions are broken down hopefully serve as a **guide** in relation to the range of budget implications. It may be that some of the training and initiatives are already in place and provided.

By no means is anything listed intended as a mandate for productions.

Anything suggested should be cross checked and quotes sought before being added to the budget as suppliers' and organisations' rates vary considerably. Production companies should be mindful of their responsibilities to comply with competition law and should take independent decisions on what support is appropriate to each production, and which suppliers and organisations they should use to deliver that support. They should negotiate the rates they will pay those suppliers and organisations independently. They should not discuss or exchange information with other production companies on the amounts they pay or intend to pay suppliers or organisations.

Example Table of Indicative Allowances

The following section illustrates an example of the **range** of investment a production **could** budget in each section for a 10 week production with 12 weeks prep and choose to do everything in the green and orange rows. However, to reiterate, this resource and example is a guide to what is out there and is there to help a production “Pick ‘n’ Mix” the level of support that it feels that it is appropriate to put in place.

The rows throughout the document that start with a **green** cell are included in all the totals below.

The rows throughout the document that start with an **orange** cell have an allowance based on a 10-week shoot (for ease of calculation).

These will vary due to duration of the production. *Some costs in cells will incur additional costs in relation to payroll, NI and Tax.*

The rows throughout the document that start with a **red** cell are not included as they are bespoke services.

In addition, consideration might be made in a budget of an additional amount to cover decarbonisation/insetting/offsetting.

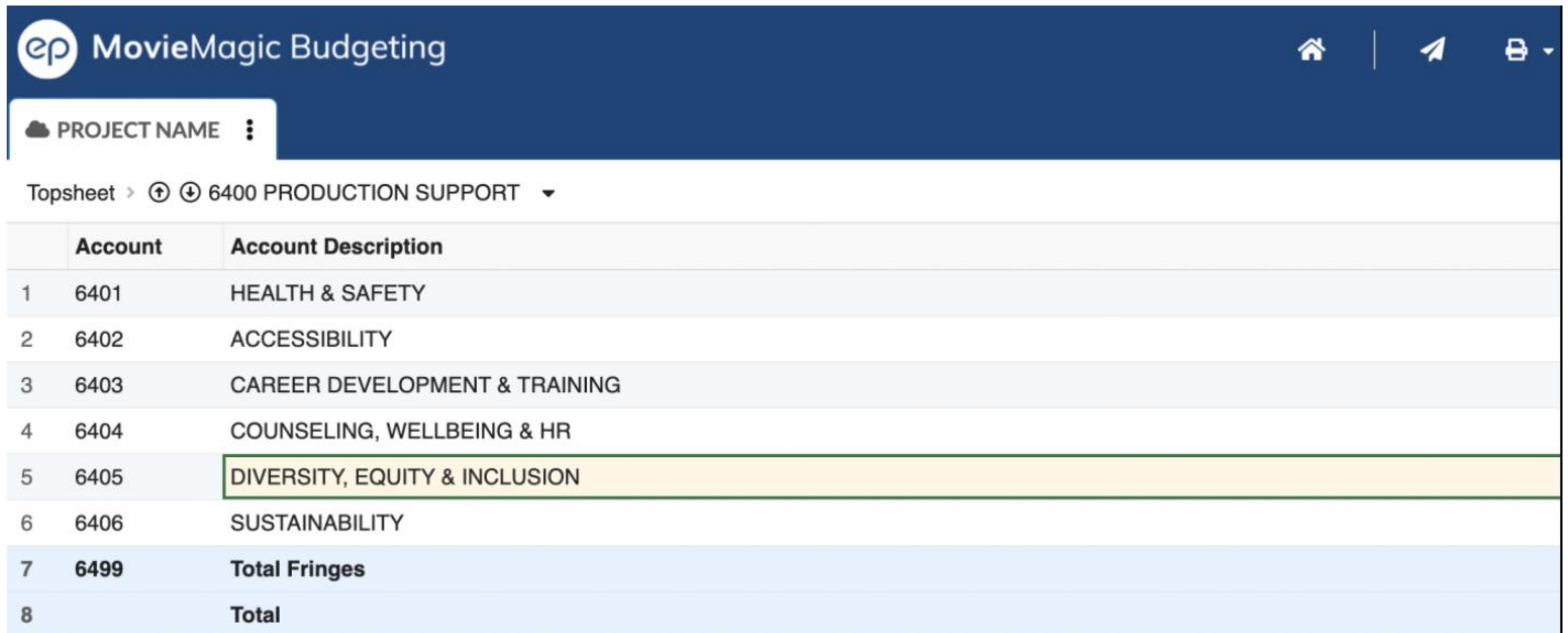
*****AMOUNTS BELOW ARE FOR GUIDANCE ONLY BASED UPON A BROAD RANGE OF RATES THAT ARE EITHER ADVERTISED PUBLICLY OR INFORMED BY PREVIOUS PROJECTS AND ARE QUOTES OBTAINED DURING THE CREATION OF THIS RESOURCE. COMPANIES SHOULD INDEPENDENTLY ASSESS WHAT LEVEL OF SUPPORT IS APPROPRIATE TO THEIR PRODUCTION AND INDEPENDENTLY NEGOTIATE RATES WITH SUPPLIERS*****

TOPSHEET												
		Accessibility		Career Development and Training		Counselling, Wellbeing and Human Resources		Diversity, Equity and Inclusion		Sustainability		TOTAL INDICATIVE INVESTMENT RANGE (Plus Fringes)
		Training	Initiatives/ Allowances	Training	Initiatives/ Allowances	Training	Initiatives/ Allowances	Training	Initiatives/ Allowances	Training	Initiatives/ Allowances	
DEV	ALL BANDS	£0.00	£1,500.00 - £3,200.00	£0.00	£0.00	£0.00	£0.00	£0.00	£1,500.00 - £3,200.00	£0.00	£1,500.00 - £3,200.00	£4,500.00 - £9,600.00
PREP/ SHOOT/ WRAP/ POST	BAND 1	£500.00 - £2,250.00	£15,200.00 - £24,050.00	£500.00 - £2,000.00	£11,880.00 - £23,100.00	£3,400.00 - £6,500.00	£6,890.00 - £15,000.00	£700.00 - £850.00	£16,200.00 - £28,550.00	£0.00	£19,400.00 - £39,850.00	£74,670.00 - £142,150.00
	BAND 2	£500.00 - £2,250.00	£17,250.00 - £26,700.00	£500.00 - £2,000.00	£11,880.00 - £23,100.00	£6,400.00 - £11,200.00	£32,520.00 - £59,805.00	£700.00 - £850.00	£16,200.00 - £28,550.00	£0.00	£26,200.00 - £49,200.00	£112,150.00 - £203,655.00
	BAND 3	£500.00 - £2,250.00	£20,200.00 - £33,900.00	£500.00 - £2,000.00	£11,880.00 - £46,200.00	£6,400.00 - £11,200.00	£44,100.00 - £78,375.00	£4,000.00 - £5,500.00	£16,200.00 - £29,550.00	£800.00 - £1,500.00	£40,500.00 - £72,530.00	£145,080.00 - £283,005.00
	BAND 4	£500.00 - £2,250.00	£24,000.00 - £39,600.00	£500.00 - £2,000.00	£11,880.00 - £46,200.00	£6,400.00 - £11,200.00	£47,560.00 - £87,575.00	£4,000.00 - £5,500.00	£16,200.00 - £29,550.00	£800.00 - £1,500.00	£40,500.00 - £72,530.00	£152,340.00 - £297,905.00

A directory for all material mentioned in this document including information and details about companies that provide relevant services can be found at the bottom of this document. Quick links to the relevant items of the Directory are included in each of the section headers.

Production Support in your Budget

While allowances for the likes of trainees, carbon contributions and HR are already built into many budgets created by line producers, a way of building a budget that is transparent with the investments you intend to make around Production Support is to create a separate account line. The topsheet would show an account line: PRODUCTION SUPPORT and the sub-categories would be displayed as such:



The screenshot shows the 'MovieMagic Budgeting' software interface. At the top, there's a dark blue header with the 'ep' logo and the text 'MovieMagic Budgeting'. Below the header, there's a search bar labeled 'PROJECT NAME'. The main content area shows a breadcrumb trail: 'Topsheet > 6400 PRODUCTION SUPPORT'. Below this, there's a table with two columns: 'Account' and 'Account Description'. The table lists several sub-categories under the '6400 PRODUCTION SUPPORT' account, including 'HEALTH & SAFETY', 'ACCESSIBILITY', 'CAREER DEVELOPMENT & TRAINING', 'COUNSELING, WELLBEING & HR', 'DIVERSITY, EQUITY & INCLUSION' (which is highlighted in yellow), 'SUSTAINABILITY', 'Total Fringes', and 'Total'.

	Account	Account Description
1	6401	HEALTH & SAFETY
2	6402	ACCESSIBILITY
3	6403	CAREER DEVELOPMENT & TRAINING
4	6404	COUNSELING, WELLBEING & HR
5	6405	DIVERSITY, EQUITY & INCLUSION
6	6406	SUSTAINABILITY
7	6499	Total Fringes
8		Total

As you will see, Health and Safety is included in this section as while long established in the industry it is considered a form of Production Support.

Development

During the development stage, the costs are often at the expense of the production company therefore throughout the early editorial process the development/creative teams could review series outlines and scripts for areas of opportunity to increase diversity and representation, both active and incidental. Depending on the story or subjects, if they are of a sensitive nature you could require Mental Health support for those involved at the development stage.

Once a project is greenlit and receives funding from the broadcaster for further development, the production could set itself up as inclusive and sustainable by engaging an Access Consultant and a Sustainability Consultant to review the creative material and provide valuable input. By being proactive and bringing in expertise at this stage for a relatively nominal cost, numerous possibilities can be created, establishing a strong foundation for the production to build upon. The broadcasters and streamers aim to be more inclusive and sustainable; by engaging at this early stage, you position your production to align with and support the visions and goals of the broadcasters and streamers.

SERVICE	INFO	TOTAL INDICATIVE COST			
		BAND 1	BAND 2	BAND 3	BAND 4
Access Consultant	Access Consultant can review scripts, series outline and any available information about intentions for cast and location. With this information they would produce a report on areas of opportunity for characters and storylines and raise any potential concerns.	£250.00 - £400.00 per script Indicative Range (minimum 6 episodes, maximum 8 Episodes): £1,500.00 - £3,200.00			
Diversity, Equity & Inclusion Consultant	Specialist support can be sought to review scripts to ensure accurate portrayal of characters and situations relevant to global majority, or other ethnic minority backgrounds. Consultant is dependent on the themes of production.	£250.00 - £400.00 per script Indicative Range (minimum 6 episodes, maximum 8 Episodes): £1,500.00 - £3,200.00			
Sustainability Consultant	Sustainability Consultant can in the first instance review the scripts and series outline. From that they produce a report on areas of opportunity in the story and raise any potential concerns. They can also advise on any practical considerations, opportunities or actions the production could take which can then be included in the package that goes to the Broadcaster about the company's approach to sustainability.	£250.00 - £400.00 per script Indicative Range (minimum 6 episodes, maximum 8 Episodes): £1,500.00 - £3,200.00			

A directory for all material mentioned in this document including information and details about companies that provide relevant services can be found at the bottom of this document. Quick links to the relevant items of the Directory are included in each of the section headers.

Soft Prep/Prep/Production

When the production company is in the process of hiring the Series Producer, Director/s and Line Producer the individuals might be made aware in the interview of the company's intentions and ambitions for Production Support. Those interviewing might make a point of encouraging the interviewees to discuss any history of action in these areas as well as their personal aspirations and what they may want to make possible on that specific production.

Once personnel start boarding the production, one way to formally bring together the ideas and intentions of the production company and those being hired to lead the SPV is through a brief Hiring Manifesto/Statement which outlines the production company's and senior personnel's commitments on the project and from the outset asks HOD's and crew to come on that journey.

There is guidance and examples of what this might look like within the Film and TV Charity's Whole Picture Toolkit: <https://wholepicturetoolkit.org.uk/pre-production/agree-a-wellbeing-plan/#production-values>

By having this conversation upfront/in the interviews it can then be reiterated to all agents and crew at the point of engagement and formalised in deal memos and contracts, so everyone is very clear on what is possible and expected.

Ideally, in Soft Prep the production should establish if they are going to want the cast and crew to carry out any training and when that might be. This should then be communicated to all crew during the hiring process.

During Prep is when you would decide which companies/organisations you are going to engage. It may be that the production company has established relationships that can help you.

Accessibility.

Introduction

We have an industry-wide problem with regards to Diversity. By making productions more accessible we not only create the possibility of expanding the workforce, we're also taking a practical approach to diversifying the workforce. As an industry we can and must take action to include the 24% of persons in the UK with disability. We must be more active and that is done by Anticipating, Asking, Assessing, Adjusting and Advocating, as outlined by The TV Access Project (TAP) in [the Five As](#).

In 2021, Jack Thorne's MacTaggart [Lecture](#) at the Edinburgh TV festival lambasted the media industry's lack of disability representation on screen and the paucity of employment opportunities behind the camera for people who are DDN (Deaf, Disabled and/or Neurodivergent). From Jack's speech and the campaign by Underlying Health Condition (UHC) came the role of Access Coordinator.

Disability is a spectrum. To paraphrase the UK's Equality Act 2010, someone is disabled if they have one or more physical or mental conditions that are long-lasting and have a substantial adverse effect on day-to-day activities. This covers a wide and diverse range of conditions, impairments, injuries and illnesses, including those which are not immediately apparent such as mental health conditions, chronic conditions, neurodivergence or learning disabilities or difficulties.

It is for each person to decide if they identify as disabled under this definition. Many people have conditions or impairments which are not immediately apparent to an outside observer, but definitely entitle them to identify as disabled. Some have conditions or impairments which, to an outside observer, might meet the criteria and will choose not to identify as disabled. Others may choose not to disclose or share openly that they are disabled. Please note, you may still have legal duties towards all these groups under the Equality Act 2010.

In this document the term 'disabled' has been used, which also includes those who are deaf and/or neurodivergent. We recognise that some people prefer to use the full term 'deaf, disabled and/or neurodivergent', or other terminology – and that terminology changes over time.¹

Below are details that we hope will support and potentially add to the positive actions already being taken around accessibility. Links have been provided if there is only one site. However, if there are multiple options the links to anything referenced below can be found in the bibliography/links section [here](#).

¹ Quote from Jack Thorne talking on <https://johnaugust.com/2021/the-one-with-jack-thorne>. Paraphrasing as per BBC website: <https://www.bbc.co.uk/commissioning/diversity-5as/#backgroundandcontext>

ACCESSIBILITY - POLICIES, GUIDELINES AND BEST PRACTICE	
POLICY/ GUIDELINES/ BEST PRACTICE	DETAILS
Best Practice Inclusivity One Pager/Guideline	<p>A one page mission statement could be sent out as well as the below documents that outlines the SPV's commitment to be an inclusive and accessible workplace for all and signposts to the Equality Act 2010.</p> <p>An Example from the Film and TV Charity Whole Picture Toolkit can be found here: https://wholepicturetoolkit.org.uk/pre-production/communicate-your-wellbeing-plan-to-your-team/</p>
Diversity, Equity and Inclusion Policy for SPV	To circulate to all cast and crew
Equality Act 2010 (Policy)	<p>To circulate to all cast and crew</p> <p>The Act provides a legal framework to protect the rights of individuals and advance equality of opportunity for all. It provides Britain with a discrimination law which protects individuals from unfair treatment and promotes a fair and more equal society. The nine main pieces of legislation that have merged are:</p> <ul style="list-style-type: none"> ● the Equal Pay Act 1970 ● the Sex Discrimination Act 1975 ● the Race Relations Act 1976 ● the Disability Discrimination Act 1995 ● the Employment Equality (Religion or Belief) Regulations 2003 ● the Employment Equality (Sexual Orientation) Regulations 2003 ● the Employment Equality (Age) Regulations 2006 ● the Equality Act 2006, Part 2 ● the Equality Act (Sexual Orientation) Regulations 2007
TV Access Project 5 As Guidelines	<p>The 5 As are: Anticipate, Ask, Assess, Adjust, Advocate.</p> <p>In order to ensure the full and equal inclusion of Deaf, Disabled and/or Neurodivergent talent, both behind and in front of the camera, TV Access Project (TAP) produced a set of simple guidelines and principles which any organisation in the industry is welcome to adopt.</p>
Access Rider Best Practice	As an optimal step following implementation of the 5As your production may wish to develop an Access Rider to circulate to cast and crew. Some talent may have their own, so it would be best practice to discuss within normal accessibility conversations, but to offer to the whole crew. Example can be found here .

A directory for all material mentioned in this document including information and details about companies that provide relevant services can be found at the bottom of this document.
Quick links to the relevant items of the Directory are included in each of the section headers.

ScreenSkills HETV Skills Fund training courses are regularly reviewed and new training programmes are commissioned each Spring following the convening of the 11 industry working groups and their discussions and recommendations based on the annual HETV Skills research. The details below about available ScreenSkills HETV courses should not be seen as definitive so please check with the HETV Skills Fund team about training available for your Production

ACCESSIBILITY - TRAINING						
	SERVICE	INFO	INDICATIVE COST			
			BAND 1	BAND 2	BAND 3	BAND 4
	HETV Skills Fund Production Planning for Access and Inclusion	Take crew through each stage of a HETV Production from the current stage at the time of the training to delivery, looking at how each department can embed access at every stage.	INCLUDED AS PART OF HETV SKILLS FUND CONTRIBUTION	INCLUDED AS PART OF HETV SKILLS FUND CONTRIBUTION	INCLUDED AS PART OF HETV SKILLS FUND CONTRIBUTION	INCLUDED AS PART OF HETV SKILLS FUND CONTRIBUTION
	HETV Skills Fund Access, Approaches and Actions Also available for freelancers	Ninety-minute online session explores disability access and inclusion of DDN (Deaf, Disabled and/or Neurodivergent) creatives.	INCLUDED AS PART OF HETV SKILLS FUND CONTRIBUTION	INCLUDED AS PART OF HETV SKILLS FUND CONTRIBUTION	INCLUDED AS PART OF HETV SKILLS FUND CONTRIBUTION	INCLUDED AS PART OF HETV SKILLS FUND CONTRIBUTION
	ScreenSkills Neurodivergence and Inclusion in the Screen Industries: Leaders and Managers	This course focuses on the role that screen industry professionals can play to ensure inclusion for people from neurodivergent communities, in particular those professionals in management roles who can help shape company policies and practices.	ONLINE SCREENSKILLS MODULE - FOC	ONLINE SCREENSKILLS MODULE - FOC	ONLINE SCREENSKILLS MODULE - FOC	ONLINE SCREENSKILLS MODULE - FOC
	HETV Skills Fund Access & Disability Requirements on set for HETV Productions	Ninety-minute online session exploring access and inclusion of DDN (Deaf, Disabled and/or Neurodivergent) creatives (four sessions available)	INCLUDED AS PART OF HETV SKILLS FUND CONTRIBUTION	INCLUDED AS PART OF HETV SKILLS FUND CONTRIBUTION	INCLUDED AS PART OF HETV SKILLS FUND CONTRIBUTION	INCLUDED AS PART OF HETV SKILLS FUND CONTRIBUTION
	ScreenSkills Deaf Awareness Training	For all HETV freelancers. Training to be taken where appropriate.	ONLINE SCREENSKILLS MODULE - FOC	ONLINE SCREENSKILLS MODULE - FOC	ONLINE SCREENSKILLS MODULE - FOC	ONLINE SCREENSKILLS MODULE - FOC

A directory for all material mentioned in this document including information and details about companies that provide relevant services can be found at the bottom of this document. Quick links to the relevant items of the Directory are included in each of the section headers.

ScreenSkills Disability Awareness for Hirers Training	For all HETV freelancers. Training to be taken annually by (at least) executives, script team, management, HOD's and supervisors.	ONLINE SCREENSKILLS MODULE - FOC	ONLINE SCREENSKILLS MODULE - FOC	ONLINE SCREENSKILLS MODULE - FOC	ONLINE SCREENSKILLS MODULE - FOC
ScreenSkills E-learning: Diversity, Equity and Inclusion Training	For all HETV freelancers. Training to be taken annually by all executives, writers and crew.	ONLINE SCREENSKILLS MODULE - FOC	ONLINE SCREENSKILLS MODULE - FOC	ONLINE SCREENSKILLS MODULE - FOC	ONLINE SCREENSKILLS MODULE - FOC
Access Representative	Regular emails to crew throughout prep about Access requirements and details of appointed Access Representative. If this is not an Access Coordinator, then it should be a senior member of production management. Note on every call sheet re access requirements.	Carried out by Access Coordinator or member of Production Team	Carried out by Access Coordinator or member of Production Team	Carried out by Access Coordinator or member of Production Team	Carried out by Access Coordinator or member of Production Team
Jack Thorne MacTaggart Lecture	To circulate to all cast and crew. A powerful speech by one of the most successful screenwriters of our times highlighting the importance to focus our energies and efforts to include disabled crew and talent on productions.	Available free via: https://www.youtube.com/watch?v=oxUZPMBRIPU			
Access Ally Training	In-depth Access training carried out at the start of production with the individual in the Production Department who will be liaising with the Access Coordinator. Training addressed to the Appointed Crew Member dealing with Production Access. The Training should cover: •Gaining familiarity with Equalities Act •Access to Work, •Process of Reasonable Adjustments	£500.00 - £750.00 per Session. Basic allow would be one Session. Indicative Range: £500.00 - £750.00			
Creative Diversity Network Training	Available for individuals or organisations to learn practical measures to implement the 5As, be an accessible production and to understand disability representation.	£1,500.00 per session for organisations £100.00 for individuals (subsidies available)			

ACCESSIBILITY - INITIATIVES / ALLOWANCES						
	SERVICE	INFO	INDICATIVE COST			
			BAND 1	BAND 2	BAND 3	BAND 4
	Targeted Recruitment	Allowance for targeted advertising from companies working specifically in the fields. Some are free, others charge a fee or %. Lots of organisations provide this service. Your investment will vary depending on your requirements and what networks you already have access to.	Indicative Range: £500.00 - £1,500.00			
	Access Audit	<ul style="list-style-type: none"> •Carries out in person review of studio/offices and stages/builds •Informs of requirements to be legally compliant, as well as proposing additional measures <p>Carried out by trained professionals (*Not part of Access Coordinator role*)</p>	<p>Indicative Range: £1,000.00 - £1,500.00 per day.</p> <p>Allow 3 days (One day review prior to signing agreement with your chosen studio, one day when Production is in and builds are underway, one day for write up).</p> <p>Indicative Total: £3,000.00 - £4,500.00</p> <p>*Does not include travel or accommodation if required</p>			
	Access Coordinator (Pre-Prep)	<ul style="list-style-type: none"> •Script consultation •Accessible opportunities •Character potential •Casting advice •Incidental opportunities •Education and Support <p>*It may be that the work in development covers this depending on who is in the writers' room. However, if there are significant updates to the scripts and production process then there is great value in having a second review. Much as you would with a second pass of a production schedule or budget once the Line Producer and 1st AD are on board.</p>	<p>£250.00 - £400.00 per episode.</p> <p>Indicative Range (minimum 6 episodes, maximum 8 Episodes): £1,500.00 - £3,200.00.</p> <p>•Rates vary depending on experience and requirements.</p> <p>*The HETV Skills Fund has funding available for placements for a cohort who have recently completed Access Coordinator Training. N.B These funds are limited so productions might budget to pay for Access Coordinators.</p>			
	Access Coordinator (Prep/ Post)	<ul style="list-style-type: none"> • Messaging to crew to inform of Access Coordinator role and confidential actions • Implementing reasonable adjustments 	£300-£450 day	£350-£500 day	£400-£650 day	£500-£800 day

A directory for all material mentioned in this document including information and details about companies that provide relevant services can be found at the bottom of this document.
Quick links to the relevant items of the Directory are included in each of the section headers.

	<ul style="list-style-type: none">Meets with all HODs and supervisorsReview locations (IRL or remote)Attend production meetingsSession with Post team when all on board <p>The above are the basic actions of the AC during prep. If a production has crew or cast with known disabilities the requirements and employment period might increase.</p>	Allow 3 Days	Allow 5 Days	Allow 8 Days	Allow 8 Days
		Indicative Range:	Indicative Range:	Indicative Range:	Indicative Range:
		£1,200.00-£1,350.00	£1,750.00-£2,500.00	£3,200.00-£5,200.00	£4,000.00-£6,400.00
		Rates vary depending on experience.			
	Access Coordinator (Shoot/Wrap)	£300-£450 day	£350-£500 day	£400-£650 day	£500-£800 day
		Allow 3 days per week	Allow 3 days per week	Allow 3 days per week	Allow 3 days per week
		Based on 10 week shoot:	Based on 10 week shoot:	Based on 10 week shoot:	Based on 10 week shoot:
		Est Cost to Employer:	Est Cost to Employer:	Est Cost to Employer:	Est Cost to Employer:
		£9,000.00 - £13,500.00	£10,500.00 - £15,000.00	£12,000.00 - £19,500.00	£15,000.00 - £24,000.00
		An Access Coordinator can of course be brought on full-time. This weekly rate should be independently negotiated based on requirements and band of Production.			
	Access Coordinator – Additional Services	<ul style="list-style-type: none">•HR support (alongside HR professional) for production around Disabled cast and crew•Language and disability etiquette advice•Writers’ room presence (hourly rates available)•Location/accommodation/site/supplier liaison for Disabled cast and crew Consultancy and support around casting			
		This can be provided by a range of suppliers.			

	Reasonable Adjustments	<p>Recommended budget allowance for reasonable adjustments. This is part of Employment Law.</p> <p>Reasonable adjustments are changes an employer makes to remove or reduce a disadvantage related to someone's disability. For example:</p> <ul style="list-style-type: none"> • making changes to the workplace • changing someone's working arrangements • finding a different way to do something • providing equipment, services or support <p>Reasonable adjustments are specific to an individual person. They can cover any area of work.</p> <p>It's not enough for employers to provide disabled people with exactly the same working conditions as non-disabled people. Employers must make reasonable adjustments by law.</p> <p>Some disabled people might not need or want adjustments, although this might change over time.</p>	Tailored to project requirements. However, an allowance should be made in the budget.
--	------------------------	---	---

Career Development
And Training.

Introduction

The HETV industry is incredibly difficult to get into if you don't already have an in. However, there are very few positions where any formal qualifications are required. Once you are "in", the chances of career progression into a more senior role is, with the right attitude, highly likely. However, the one thing that has come back time and time again is that, until recent years, there has been very little formal training or guidelines for those new entrants (outside of mentoring), or those who are moving into more senior management positions.

One step to create a basic standard of training in the industry is through the ScreenSkills Skills Passport. While it is at the [pilot stage](#) at the time of writing, this could help to create a basic standard of awareness.

Is there a world where Band 3 and 4 Productions have a minimum number of trainees on each show?

Historically in HETV production, if you were good at your job, you got an opportunity to step up, you work extra hard to learn that new role while in the position, you prove yourself in that role and then potentially the opportunity to step up would be presented again. However, it is now recognised that on this path it would be of great benefit for individuals, productions and the culture of the industry for those stepping up to gain skills and training related to management, HR, Health and Safety, budgeting, supporting teams, managing difficult conversations etc.

With this increased training in mind, a consideration for some productions may be that of a Training Manager and/or Coordinator. This would be for a number of reasons: 1) to facilitate and support those in trainee positions 2) to create possibilities for all crew to advance skills through training and 3) to have people in roles dedicated to this as opposed to it being something additional for the production department to manage.

Even if this position was employed on a part-time basis, or maybe even merged with another part-time role (Wellbeing Facilitator, Production Role or HR), it is something that can go a long way to not only creating more possibilities for crew, but also providing a better feedback loop for the training providers from the trainees so the services on offer can grow and adapt to the requirements of physical production. This also allows the potential, as has been demonstrated on productions, to run full work experience programmes where the process is formalised and managed.

Below are details of policies, training and initiatives that aim to support and potentially add to the actions productions are already taking around career development and trainees. There is also a directory at the end of this document of organisations who provide a platform to connect prospective employers and employees [here](#).

CAREER DEVELOPMENT AND TRAINING - POLICIES, GUIDELINES AND BEST PRACTICE	
POLICY/GUIDELINES/ BEST PRACTICE	DETAILS
Guidelines on Training	Guidelines detailing the training courses crew members should complete before employment, as well as the training provided by the production to improve the skills of HODs and supervisors.
Work Experience Guidelines	<ul style="list-style-type: none"> •Training plan •Active targeted recruitment •Opportunities for experience in other departments •Discuss who opportunities are provided to (not friends and family of those on the specific production) <p>Useful resource for all trainees/work experience – Script to Screen e-learning series of 12 modules which includes useful glossary of terms https://www.screenskills.com/online-learning/series/from-script-to-screen-an-introduction-to-how-scripted-content-gets-made/</p> <p>Onboarding e-learning for managers working with trainees due later this year (2024) via ScreenSkills.</p>

ScreenSkills HETV Skills Funded training courses are regularly reviewed and new training programmes are commissioned each Spring following the convening of the 11 industry working groups and their discussions and recommendations based on the annual HETV Skills research. The details below about available ScreenSkills HETV courses should not be seen as definitive so please check with the HETV Skills Fund about training available for your production

CAREER DEVELOPMENT AND TRAINING - TRAINING						
	SERVICE	INFO	INDICATIVE COST			
			BAND 1	BAND 2	BAND 3	BAND 4
	<p>HETV Skills Fund</p> <p>Leadership and Management Training. Essentials Training - bespoke course for Production book via HETV Team.</p> <p>Training for freelancers who are not in employment is also available in this area.</p>	<p>For all HODs, supervisors, coordinators.</p> <p>3.5 hour sessions for people with management responsibilities on a production. Includes; anti-bullying and harassment, leadership/team working styles and empowering positive teams. Can be delivered online or face to face.</p>	INCLUDED AS PART OF HETV SKILLS FUND CONTRIBUTION	INCLUDED AS PART OF HETV SKILLS FUND CONTRIBUTION	INCLUDED AS PART OF HETV SKILLS FUND CONTRIBUTION	INCLUDED AS PART OF HETV SKILLS FUND CONTRIBUTION
	Budget Kick-Off Meeting	<p>Offered by the Accounts team to discuss protocols, process and coding (incl. sustainability tracking).</p> <p>Address to HOD's Supervisors, Crowd 2nd AD and Coords from Costume, Locations, Art Dept</p>	N/A: Should take place during employment period	N/A: Should take place during employment period	N/A: Should take place during employment period	N/A: Should take place during employment period
	Training Hub	Crew suggest courses or seminars they would like to attend during production. Once all suggestions are in a poll goes out to all crew and the most popular ones are ran for the crew.	This is something that can be created further into production once an understanding of match funding for roles such as trainees is in place and it could be reallocated.			
	Equipment Training	I.e. Fork Lift, etc.	Tailored to project requirements.			

CAREER DEVELOPMENT AND TRAINING - INITIATIVES/ALLOWANCES						
	SERVICE	INFO	INDICATIVE COST			
			BAND 1	BAND 2	BAND 3	BAND 4
	HETV Skills Fund Bursaries	A ScreenSkills bursary is a cash grant to remove the obstacles for freelancers getting into the screen industries or progressing their career. They can apply for money to pay for most things that relate to work and continuing professional development, such as training fees, accommodation, care, disability access costs, equipment, software and travel. Read the bursary guidelines to understand exactly what's covered to help support your crew.	Individual assessment based on individual and Production. https://www.screenskills.com/your-career/screenskills-bursaries/			
	HETV Skills Fund Grade Shortage training	As a result of the annual industry working groups new courses that address skill and grade shortage areas for freelance crew are commissioned each year . For details of current opportunities follow adjacent link.	https://www.screenskills.com/training-and-opportunities/?fundingOptions=ScreenSkills%20funded%20only			
	HETV Skills Fund Grade Shortage training – Make a Move PLUS	As a result of the annual industry working groups finding new programmes that address skill and grade shortage areas and train crew can offer paid “on the job “ training. This comes under the umbrella of Make a Move Plus and as well as offering participants additional funds to train it can offer productions additional funding. Previous programmes have included Step Up to PM, 1 st AD training, Step up to Costume Supervisor, Accounts Industry Transfer programme.	Funding Available - HETV Skills Fund Live Link.docx			
	HETV Skills Fund Trainee Finder	Subsidised industry sourced and supported trainees across the UK. All trainees have been through a thorough induction as well as receiving pastoral care.	Max HETV Skills Fund Contribution: £16,250.00 (£325/week for 50 weeks)		Max HETV Skills Fund contribution: £22,750.00 (£325/week for 70 weeks)	

A directory for all material mentioned in this document including information and details about companies that provide relevant services can be found at the bottom of this document.
Quick links to the relevant items of the Directory are included in each of the section headers.

	HETV Skills Fund Make a Move	Subsidised funding to individuals in any grade in production chosen by the production as ready to step up to a more senior role or across with targeted support. For all other roles we recommend using the funds across several positions, with a maximum of £10k for one individual.	Max HETV Skills Fund Contribution: £15,000.00 <i>Funding available to Productions contributing under £100K to HETV Skills Fund</i>	Max HETV Skills Fund Contribution: £25,000.00 <i>Funding available to Productions contributing over £100K to HETV Skills Fund</i>
			<i>Up to £15k if a HOD role. For all other roles it is recommended to use the funds across several positions, with a maximum of £10k for one individual.</i>	
	HETV Skills Funds Leaders of Tomorrow Programme	Three-year inclusion programme providing subsidised placements for an established cohort of individuals, chosen by industry based across the UK seeking to move into leadership/HoD roles	Max HETV Skills Fund Contribution: £10,000.00	
	Producer & Director Shadow Placement	<p>Positive Action re DEI. This should not just be for junior producers and directors, we should look to reach out to agents of new and diverse talent to offer them the opportunity. Fifty hours per week.</p> <p>This could be offered to new and upcoming producers and directors, or to producers and directors who have experience, but are looking to take the next step (next Band)</p>	<p>Allow 2 weeks per placement</p> <p>Amount at discretion of production company, but no lower than the National Minimum Wage.</p>	
	Work Experience	<p>Recruit from Non-Institutional Youth Engagements: local organisations, youth centres, organisations offering support to marginalised/underrepresented/underprivileged youth.</p> <p>Advise taking two people at a time to operate a buddy system. Encourage talking to local film councils about partnerships. Travel expenses and relevant accommodation should also be factored in.</p>	<p>Amount at discretion of production company, but no lower than the National Minimum Wage.</p>	

A directory for all material mentioned in this document including information and details about companies that provide relevant services can be found at the bottom of this document.
Quick links to the relevant items of the Directory are included in each of the section headers.

	Trainee Shadow Placement	<p>Allowing for trainees to gain experience in other departments aside from the ones they are signed onto trainee schemes as. For example a sound trainee who has an interest in camera would join the camera team on a production as an additional trainee. This budget allowance is for a trainee to come in and cover the trainee who is shadowing.</p> <p>This prevents the destabilisation of the department and allows a trainee to learn from another trainee.</p>	Amount at discretion of production company, but no lower than the National Minimum Wage.
	Training and Trainee Manager	<p>To work across training of all crew and cast.</p> <p>They would work across multiple productions part-time.</p>	<p>£240.00-£350.00 per day</p> <p>Allow minimum 3 day per week for 12 weeks in Prep. Allow minimum 2 days per week during shoot. Allow 10 days wrap for finalising all trainee work and feedback, report writing, pastoral care and company review.</p> <p>Based on 10 week shoot Est Cost to employer ranges from:</p> <p>£15,840.00 - £23,100.00</p> <p><i>*will vary due to shoot durations, Skills of training coordinator and requirements of Production.</i></p>
	Trainee and Training Coordinator	<p>To work across training of all crew and cast.</p> <p>They would work across multiple productions part-time.</p>	<p>£180.00-£350.00 per day</p> <p>Allow minimum 3 day per week for 12 weeks in Prep. Allow minimum 2 days per week during shoot. Allow 10 days wrap for finalising all trainee work and feedback, report writing, pastoral care and company review.</p> <p>Based on 10 week shoot Est Cost to employer range:</p> <p>£11,880.00 - £23,100.00</p> <p><i>*will vary due to prep and shoot durations, skillset of training coordinator, whether there is a Training Manager and the requirements of the Production</i></p>

Counselling, Wellbeing
And Human Resources

Introduction

Around 65% of people in the UK experience a mental health problem in their life; that percentage sits at 87% of people in the film and TV industry ([2024 Looking Glass Report](#)). Coupled with the Film and TV Charity industry-wide survey that showed 66% of film and TV freelancers have thought about leaving the industry due to concerns about their mental wellbeing, there is clearly something to address. Under Section 2 of the Health and Safety at Work Act 1974, there is a duty of care required by employers which includes mental health. Transformation is needed in our industry to protect and maintain our crew, but also to avoid litigation due to negligence. This data and further studies have prompted many workplaces to incorporate wellness into their environment and those that have are reaping the benefits.

The ambition of this section is to help create a mentally healthy production, which by the Film and TV Charity definition is; *one where people feel listened to, prioritised, supported and receive the training and tools required to do their job and feel good doing it. Where work demands are reasonable, everyone understands their responsibilities and has a degree of control over the way they work.*

With that in mind, HR in the HETV industry cannot be seen through the same lens as traditional HR. On googling “HR Role in Organisation” there are a million definitions, citing everything from: recruitment and selection, developing policies and procedures, managing and overseeing any disputes, disciplinaries, grievances, absences, retirements and redundancies, talent management, compensation, employee benefits, employee relationships, legal responsibilities, compliance, training, development, workplace safety and on and on....

However, looking at that list, all these traditionally have, in the first instance, been the responsibility of the Producer and/or Line Producer to manage and if escalated it would then involve the Head of Production. None of these people are likely (until recently) to have had any formal HR training, certainly not a qualification in it as many individuals working in HR outside of the industry would have. That's not a slight, it's simply a fact. Thankfully there is now a great deal of training around this for both crew and employers, as well as HR companies and employee resources that are tailored specifically for HETV productions.

With regards to well-being outside of HR, there is a plethora of training courses, initiatives and services which exist as charity services (<https://filmtvcharity.org.uk/get-support/mental-health-wellbeing/>) as well as private services that create a foundation for the company.

By undertaking the training and courses below (many of which are included as part of the HETV Fund Levy) we can redefine what wellbeing and HR means to the industry, productions and individuals. We could start to see HR as a support tool to enhance employees' experience as well as making sure organisations adhere to their legal responsibilities.

Below are details of policies, training and initiatives to support and potentially add to the actions productions are already taking around counselling, wellbeing and HR. There is also a list of resources and a directory of organisations who provide services at the end of this document [here](#).

A directory for all material mentioned in this document including information and details about companies that provide relevant services can be found at the bottom of this document. Quick links to the relevant items of the Directory are included in each of the section headers.

COUNSELLING, WELLBEING & HR - POLICIES, GUIDELINES AND BEST PRACTICE	
POLICY/ GUIDELINES/ BEST PRACTICE	DETAILS
HR Policy	HR Policy specific to SPV created by legal expertise to include Harassment
Bullying and Harassment Policy	Bullying and Harassment Policy specific to SPV
Best practice would see an appointed HR person for the production.	Depending on budget, this would either be an appointed (and trained) member of the production team (e.g. LP or PM), or an external HR consultant. This person's role as appointed HR should appear on contracts and daily paperwork.
Mental Health and Wellbeing Policy for SPV	A step-by-step guide to creating a mentally healthy production for each stage of production and everything else including finance, policies and HR.
Media Blackout Guidelines	On particular weekends/Bank Holiday weekends and during hiatus.

ScreenSkills HETV Skills funded training courses are regularly reviewed and new training programmes are commissioned each Spring following the convening of the 11 industry working groups and their discussions and recommendations based on the annual HETV Skills research. The details below about available ScreenSkills HETV courses should not be seen as definitive so please check with ScreenSkills about training available for your production

COUNSELLING, WELLBEING and HR - TRAINING						
	SERVICE	INFO	INDICATIVE COST			
			BAND 1	BAND 2	BAND 3	BAND 4
	ScreenSkills “Work Well” E-Learning	Series of 3 E-learning courses which include: Addressing Unconscious Bias: Basic Awareness in the Workplace, Tackling Harassment and Bullying at Work, Introduction to Mental Health Awareness at Work	ONLINE SCREENSKILLS MODULE - FOC	ONLINE SCREENSKILLS MODULE - FOC	ONLINE SCREENSKILLS MODULE - FOC	ONLINE SCREENSKILLS MODULE - FOC
	ScreenSkills Safeguarding for All	This online module from ScreenSkills provides a basic introduction to safeguarding for anyone working in the screen industries.	ONLINE SCREENSKILLS MODULE - FOC	ONLINE SCREENSKILLS MODULE - FOC	ONLINE SCREENSKILLS MODULE - FOC	ONLINE SCREENSKILLS MODULE - FOC
	HETV Skills Fund Anti-Bullying & Harassment Training	Proposed as mandatory for all crew and cast. Ninety-minute online sessions. Offers a deep dive into embedding anti-bullying best practice.	INCLUDED AS PART OF HETV SKILLS FUND CONTRIBUTION	INCLUDED AS PART OF HETV SKILLS FUND CONTRIBUTION	INCLUDED AS PART OF HETV SKILLS FUND CONTRIBUTION	INCLUDED AS PART OF HETV SKILLS FUND CONTRIBUTION
	Microlearning Modules	Various HR Micro-Learning modules delivered via an App. An alternative to HR sessions and an addition to ScreenSkills’ free module.	£15- £25 for module based on 150 crew Indicative range: £2,250.00 - £3,750.00			
	HETV Skills Fund Encouraging Good Working: In Practice	For HOD’s, producers and LPs. An opportunity for HETV professionals to learn how to manage themselves and others, and to connect in the real world with industry colleagues.	INCLUDED AS PART OF HETV SKILLS FUND CONTRIBUTION	INCLUDED AS PART OF HETV SKILLS FUND CONTRIBUTION	INCLUDED AS PART OF HETV SKILLS FUND CONTRIBUTION	INCLUDED AS PART OF HETV SKILLS FUND CONTRIBUTION
	HETV Skills Fund Mental Health Awareness Course	Recommended for HOD's and supervisors. Sixty-minute online sessions - advice on supporting crew with mental health concerns and tips on how to support positive mental health on a production.	INCLUDED AS PART OF HETV SKILLS FUND CONTRIBUTION	INCLUDED AS PART OF HETV SKILLS FUND CONTRIBUTION	INCLUDED AS PART OF HETV SKILLS FUND CONTRIBUTION	INCLUDED AS PART OF HETV SKILLS FUND CONTRIBUTION
	Mental Health Risk Assessment (MHRA) and training for selection of crew.	Organisation carries out MHRA and train the crew in carrying out MHRAs on the same day so that crew can carry out RAs on the production from that point forward if required. This could in some instances be provided by the production’s Health and Safety company.	£400.00 - £700.00 per session. Consider one Session for HOD’s and selected crew (Max 8 People) Indicative Range: £400.00 - £700.00			

A directory for all material mentioned in this document including information and details about companies that provide relevant services can be found at the bottom of this document.
Quick links to the relevant items of the Directory are included in each of the section headers.

	Mental Health Risk Assessment (MHRA)	Conducted as a service on each occasion, or can be carried out by PM, 1st AD, Health & Safety Supervisor and Unit Nurse as long as they have undergone training in how to conduct MHRA.	FOC If carried out by Crew as part of Training above.	FOC If carried out by Crew as part of Training above.	FOC If carried out by Crew as part of Training above.	FOC If carried out by Crew as part of Training above.
			No further costs aside from initial amount paid for MHRA training.			
	Mental Health First Aid Training Optional add on	For PM, Health & Safety Officer/Supervisor and Unit Nurse. All would be expected to have this as part of basic requirements of role.	INCLUDED AS PART OF HETV SKILLS FUND CONTRIBUTION	INCLUDED AS PART OF HETV SKILLS FUND CONTRIBUTION	INCLUDED AS PART OF HETV SKILLS FUND CONTRIBUTION	INCLUDED AS PART OF HETV SKILLS FUND CONTRIBUTION
			No further costs aside from initial amount paid for MHRA Training			
	HR Session	For all HODs and supervisors early in employment. Essential and the more HODs in the session the better. *When budgeting, productions should consider experience of individual and whether they want the session in person. Ranges do not include travel or accommodation	£250.00 - £450.00 per 90 minute Session Three Sessions Indicative Range: £750.00 - £1,350.00	£250.00 - £450.00 per 90-minute session or £750.00 - 800.00 per day (Maximum 3 sessions per day). Consider 15 Sessions to cover all departments Indicative Range: £3,750.00 - £6,750.00		
	Personal Development/Coaching Session	For all cast and crew. Coaching Sessions provide a flexible development option. By providing bookable, one-off coaching sessions with a qualified external coach, individuals can bring any issues they face to the coaching session. The coaching is therefore totally client-led, conversation aimed at generating a personal action plan.	Indicative range: £650.00+ per session			
	Management Coaching Session	For HODs and supervisors Coaching sessions can be a valuable development intervention for all staff and can also be utilised to support staff attending leadership development programmes.	Per Session £500.00 - £700.00	Per Session £500.00 - £700.00	Per Session £500.00 - £1,500.00	Per Session £500.00 - £2,000.00

A directory for all material mentioned in this document including information and details about companies that provide relevant services can be found at the bottom of this document. Quick links to the relevant items of the Directory are included in each of the section headers.

COUNSELLING, WELLBEING & HR - INITIATIVES/ALLOWANCES						
	SERVICE	INFO	INDICATIVE COST			
			BAND 1	BAND 2	BAND 3	BAND 4
	Bullying Advice Service (via Film and TV Charity)	The Bullying Advice Service is a free, completely confidential telephone service and a Bullying Adviser is trained to work with people who have experienced, or who are currently experiencing, bullying at work.	FOC from Film and TV Charity	FOC from Film and TV Charity	FOC from Film and TV Charity	FOC from Film and TV Charity
	HR Policy created specific to SPV	Allow for creation of robust HR policy if you are unable to have official HR representative on set.	Allowance Range: £0.00 - £1,000.00 (one off that you could then review on production by production basis)			
	Workplace Bullying and Harassment Incidents Reporting. Software/ App or Service.	Software/App or service to empower everyone working in HETV to monitor, prevent bullying and harassment and to provide the SPV the opportunity to monitor and react to workplace bullying and harassment.	£100.00 - £150.00 per weeks for 100-200 crew Based on 8 weeks prep, 10 weeks shoot, 2 weeks wrap: Indicative Range: £2,000.00 - £3,000.00 <i>*Cost will vary depending on length of Production and specific Production requirements outside of basic monitoring.</i>			
	HR Coaching	One-to-one session for appointed HR person on shoot (Line Producer, PM, etc.).	Indicative Range: £750.00 - £1,500.00			
	HR Consultant	Recommended minimum allowance of 4 hours per week to deal with HR cases. The objective would, in the first instance, be to manage cases internally. However, external HR provides support for complex cases. It may also be that broadcasters and production companies are able to provide HR support to the SPV, this would mean no allowance would be required.	N/A	£700.00 - £1,200.00 per day (8 Hours). Based on ½ day a week for: 8 weeks prep, 10 weeks shoot, 2 weeks wrap: Indicative Range: £ 7,000.00 - £12,000.00 <i>*This will vary depending on HR consultants involvement in Production</i>		

A directory for all material mentioned in this document including information and details about companies that provide relevant services can be found at the bottom of this document.
Quick links to the relevant items of the Directory are included in each of the section headers.

				when broadcaster or production company do not provide HR support.			
	HR Cases Allowance	To cover work in excess of 4 hours per week committed. Allow further 4 hours per week during production.	N/A	£700.00 - £1,200.00 per day (8 Hours). Based on ½ day a week for 10 weeks shoot: Indicative Range: £ 3,500.00 - £6,000.00			
	Therapy Sessions	Some broadcasters provide this as standard. The Film and TV Charity also has service that provides up to six sessions per person for free. However, a production may choose to pay a company for a counselling service and platform for cast and crew.	FOC (referral) through Film and TV Charity or Paid service available which can provide immediate support through suppliers listed below				
	Individual Mental Health Support	Pay as you Go therapy sessions (package prices). Possible structures for this include: <ul style="list-style-type: none">• The company covers the cost of several sessions for cast and crew.• A sliding scale or company contribution is established based on individual earnings.• A cap is set on the number of sessions provided by the company, after which the individual is referred.	N/A (FOC Sessions from the Film and TV Charity)	N/A (FOC Sessions from Film and TV Charity)	£60-75 per session. Indicative Range: £10,000.00 - £20,000.00		
	Wellbeing Pack	A wellbeing pack communicates what mental health support is available for cast and crew during Production, so they know how to get help if they need it.	FOC as part of the Film and TV Charity's The Whole Picture Toolkit .				
	Employee Assistance Program (EAP)	Industry-Specific EAP for cast and crew to provide support with: <ul style="list-style-type: none">• Mental Health• Wellbeing Support• Self Care Resources• Human Resources	Indicative Range: £2,400.00 - £5,000.00	Indicative Range: £4,500.00 - £5,500.00	Indicative Range: £5,000.00 - £9,500.00	Indicative Range: £9,000.00 - £17,500.00	

A directory for all material mentioned in this document including information and details about companies that provide relevant services can be found at the bottom of this document.
Quick links to the relevant items of the Directory are included in each of the section headers.

		Allowances based on 15% cast and crew uptake and 6 months service.				
		<p>Corporate EAP that is non-specific to the media industry. Services are general and more “tick box” in their approach to employee support and assistance.</p> <ul style="list-style-type: none"> • Mental Health • Physical Health • Grief • Money 	<p>Based on for 150 cast and crew at £0.18-£0.70 each per week</p> <p>Based on being available for 8 weeks prep, 10 weeks shoot, 2 weeks wrap:</p> <p>Indicative Range : £540.00 - £2,100.00</p>	<p>Based on for 200 cast and crew at £0.18-£0.70 each per week</p> <p>Based on being available for 8 weeks prep, 10 weeks shoot, 2 weeks wrap:</p> <p>Indicative Range: £720.00 - £2,800.00</p>	<p>Based on for 300 cast and crew at £0.18-£0.70 each per week</p> <p>Based on being available for 8 weeks prep, 10 weeks shoot, 2 weeks wrap:</p> <p>Indicative Range : £1,800.00 - £4,200.00</p>	<p>Based on for 350 cast and crew at £0.18-£0.70 each per week</p> <p>Based on being available for 8 weeks prep, 10 weeks shoot, 2 weeks wrap:</p> <p>Indicative Range : £1,260.00 - £4,900.00</p>
	Digital Platform/Hub and Managers Portal	<p>A digital platform to confidentiality support crew. Including:</p> <ul style="list-style-type: none"> • Mood tracker • Meditations • Audio and visual exercises • Journaling • CBT modules • Webinars • Yoga practices • Mindfulness practices 	N/A	<p>£500.00 - £750.00 for 3 months*</p> <p><i>*Based on a 10 week shoot</i></p> <p>Indicative Range: £1,500.00 - £2,250.00</p>		

	Exercise	An allocated fund to subsidise or fully cover the cost of exercise classes or sports, consider that some of these can be accessed remotely from various locations. *Get all activities approved by insurers. <ul style="list-style-type: none">• Yoga• HiiT• Pilates• Football• Rounders	N/A	£50.00-£75.00 per session Based on minimum one session per week for 7 weeks prep, 10 week shoot Indicative range: £850.00 - £1,275.00	
	Unbiased Support Platform	Part of Mental Health Platforms/HR	N/A	Also included in Diversity and Inclusion Section	
	On Set Mental Health Support	On Set Qualified Mental Health Professional/Wellbeing Practitioner. This may not be required if those who carried out Mental Health RA training feel confident, or if the broadcaster provides a professional. Script and locations should be considered in allowance in initial budget.	Allow for specific cast and crew support. Use in the same way as Stunt Coordinator in terms of specific requirements. £400.00 - £800.00/day Allowance for three days. Indicative Range: £1,200.00 - 2,400.00		
		On Set Mental Health First Aider/Facilitator Works across a number of productions at the same time. Could also, in some cases be the Health and Safety Officer if they are trained.	N/A (can be carried out by those who trained in Mental Health First Aid)	N/A (can be carried out by those who trained in Mental Health First Aid)	£400.00 - £550.00 per day. Allow 5 Days during prep for site visits and meetings with departments and 2 days per week across shoot. Indicative Range: £10,000.00 - £13,750.00
	Designated Mental Health Areas on Set	Area on stage or on location, could be as simple as an ez-up, where crew are able to step away. This area could be monitored by any mental health service companies on set, crew who have undergone MH training or HR personnel/appointed HR person.	Negotiate FOC	Indicative Range: £500.00 - £2,000.00	

A directory for all material mentioned in this document including information and details about companies that provide relevant services can be found at the bottom of this document.
Quick links to the relevant items of the Directory are included in each of the section headers.

Diversity, Equity
And Inclusion (DEI).

Introduction

The practice of being inclusive is only going to increase the workforce and add value to the industry. It can longer come in our intentions, it has to come in our actions. It is evidenced that inclusive teams are over 35% more productive and diverse teams make better decisions 87% of the time ([Cloverpop White Paper](#)). Why would we as an industry not want that? Maybe we do, we just don't have confidence to do it or live in unconscious bias. Whatever way we want to do this requires commitment, planning, patience and financial resources.

As a discipline, DEI is any policy, training or initiative designed to make people of various backgrounds feel welcome and ensure they have support to perform to the fullest of their abilities in the workplace. This kind of environment is created by following all three aspects of DEI.

Diversity is the presence of differences within a given setting. In the workplace, that can mean differences in race, ethnicity, sex, gender identity, sexual orientation, physical ability, age, socioeconomic class and whether a person has children.

Equity is the process of ensuring that practices and programmes are impartial, fair and provide equal possible outcomes for every individual.

Inclusion is the practice of ensuring that people feel a sense of belonging in the workplace. This means that every employee feels comfortable and supported by the production company when it comes to being their authentic selves.

Combining these three elements, DEI is an ethos that recognises the value of diverse voices and emphasises inclusivity and employee wellbeing as central facets of success. To bring those values to life, productions must implement initiatives that actively make them more diverse, equitable and inclusive.

This starts with advertising the role and recruiting from the widest possible talent pool. The overall aim is to ensure our company and productions are crewed with appropriately qualified people at every level, and that our hiring process doesn't exclude people from some parts of society.

***** Good intentions alone won't affect change. Meaningful transformation requires positive action*****

Below are details of policies, training and initiatives to support and potentially add to the actions productions are already taking around DEI. There is also a directory of organisations who provide a platform to connect prospective employers and employees at the end of this document [here](#).

A directory for all material mentioned in this document including information and details about companies that provide relevant services can be found at the bottom of this document. Quick links to the relevant items of the Directory are included in each of the section headers.

DIVERSITY, EQUITY & INCLUSION - POLICIES, GUIDELINES AND BEST PRACTICE	
POLICY/ GUIDELINES/ BEST PRACTICE	DETAILS
Inclusive Hiring Guidelines	Created by the company to circulate Producer, Line Producer, Director, HODs and supervisors to support them in their recruitment processes.
Diversity, Equity and Inclusion Policy for SPV	<p>To circulate to all cast and crew.</p> <p>This policy applies to all conduct in the workplace and also to conduct outside of the workplace that is related to the employees' work (e.g. at meetings, social events and social interactions with colleagues) or which may impact on the SPV's reputation (e.g. the expression of views on social media, contrary to the commitments expressed in this policy, that could be linked to SPV).</p>
Acknowledge Religious Holidays (Guidelines)	While the likes of Christmas and Easter are acknowledged as bank holidays, guidelines should be in place to allow the opportunity for those cast or crew who practice other faiths to approach production about having cover on those days, or in the instance of Ramadan having a best practice approach to late breaks and eating on set.
Anti-Discrimination Policy for SPV	<p>All employees are legally protected from discrimination by the Equality Act 2010. Protection extends to individuals associated with someone who has a protected characteristic, such as a family member or friend. Additionally, you are protected if you have complained about discrimination or supported someone else's claim.</p> <p>If the company wishes to create a specific Anti-Discrimination Policy, it would aim to ensure that all employees are treated fairly and equitably, regardless of their race, ethnicity, gender, age, sexual orientation, religion, disability, or other characteristics that might otherwise result in discrimination. The purpose of this policy is to prevent discrimination and harassment in the workplace and to create a safe and inclusive environment for all employees. Additionally, it promotes a more positive and productive work environment, reduces the risk of legal liability, and helps to attract and retain a diverse and talented workforce.</p>
Job Share Guidelines	<p>Incorporate job sharing into the company culture and as an engagement option offered to the crew.</p> <p>Job sharing involves two (or more) employees splitting the responsibilities of one full-time role. Pay, benefits and leave entitlement for job sharing are allocated on a pro rata or proportional basis, divided approximately by hours worked, relative to a full-time salary.</p>
Creating an Inclusive Production for Parents or Carers (Guidelines)	Guidelines, suggestions and ideas on how to make the full life-span of a Production fully inclusive for parents and/or carers. This is an area where there is a huge amount of support for transformation, however, unless at a studio, the desire for change has not been fully realised. The proposal would be that at the start of the production you look at what actions you could take, big or small, to create a more inclusive production for parents and carers. Active encouragement of suggestions from the parents or carers on actions and methods of support could lead to groundbreaking pilot schemes.

A directory for all material mentioned in this document including information and details about companies that provide relevant services can be found at the bottom of this document. Quick links to the relevant items of the Directory are included in each of the section headers.

Trans Inclusive Policy for SVP (or integrated into other policies)	While this forms part of the Anti-Discrimination and Anti-Bullying Policy of the company, a specific policy or set of guidelines could be created, or specific areas from the policy extracted and displayed as part of the production's Best Practice Documentation.
Working From Home/Flexible Working Guidelines	Including Working from Home/Flexible Working as part of the company guidelines and type of engagement offered.

ScreenSkills HETV Skills Fund training courses are regularly reviewed and new training programmes are commissioned each Spring following the convening of the 11 industry working groups and their discussions and recommendations based on the annual HETV Skills research. The details below about available ScreenSkills HETV courses should not be seen as definitive so please check with the HETV Skills Fund Team about training available for your production

DIVERSITY, EQUITY & INCLUSION - TRAINING						
	SERVICE	INFO	INDICATIVE COST			
			BAND 1	BAND 2	BAND 3	BAND 4
	ScreenSkills Inclusive Hiring	E-learning Module	Online ScreenSkills Module FOC	Online ScreenSkills Module FOC	Online ScreenSkills Module FOC	Online ScreenSkills Module FOC
	ScreenSkills Diversity, Equity and Inclusion E-Learning	This online module provides a basic introduction to diversity, equity and inclusion for working in the screen industries.	Online ScreenSkills Module FOC	Online ScreenSkills Module FOC	Online ScreenSkills Module FOC	Online ScreenSkills Module FOC
	HETV Skills Fund Production Planning for Access and Inclusion	Take crew through each stage of a HETV production from the current stage at the time of the training to delivery, looking at how each department can embed access at every stage.	INCLUDED AS PART OF HETV SKILLS FUND CONTRIBUTION	INCLUDED AS PART OF HETV SKILLS FUND CONTRIBUTION	INCLUDED AS PART OF HETV SKILLS FUND CONTRIBUTION	INCLUDED AS PART OF HETV SKILLS FUND CONTRIBUTION
	HETV Skills Fund Access, Approaches and Actions	Ninety-minute online session that explores disability access and inclusion of DDN (Deaf, Disabled and/or Neurodivergent) creatives.	INCLUDED AS PART OF HETV SKILLS FUND CONTRIBUTION	INCLUDED AS PART OF HETV SKILLS FUND CONTRIBUTION	INCLUDED AS PART OF HETV SKILLS FUND CONTRIBUTION	INCLUDED AS PART OF HETV SKILLS FUND CONTRIBUTION
	ScreenSkills Neurodivergence and Inclusion in the Screen Industries: Leaders and Managers	This course focuses on the role that screen industry professionals can play to ensure inclusion for people from neurodivergent communities, in particular those professionals in management roles who can help shape company policies and practices.	Online ScreenSkills Module FOC	Online ScreenSkills Module FOC	Online ScreenSkills Module FOC	Online ScreenSkills Module FOC
	Deaf Awareness Training	For all HETV Freelancers. Training to be taken when appropriate.	Online ScreenSkills Module FOC	Online ScreenSkills Module FOC	Online ScreenSkills Module FOC	Online ScreenSkills Module FOC
	Disability Awareness for Hirers	Training to be taken annually by (at least) executives, script team, management, HODs and supervisors.	Online ScreenSkills Module FOC	Online ScreenSkills Module FOC	Online ScreenSkills Module FOC	Online ScreenSkills Module FOC

A directory for all material mentioned in this document including information and details about companies that provide relevant services can be found at the bottom of this document.
Quick links to the relevant items of the Directory are included in each of the section headers.

	Supporting Trans Professionals Training	<p>For HODs/supervisors.</p> <p>Training for key decision-making roles on ensuring the set is a safe and welcoming space for trans professionals.</p> <p>One full day in-person training, followed by two online sessions.</p>	<p>£700.00-£850.00 for 2.5h session</p> <p>basic allowance of one online session.</p> <p>Indicative Range: £700.00 - £850.00</p>	<p>£700.00-£850.00 for 2.5h session</p> <p>basic allowance of one online session.</p> <p>Indicative Range: £700.00 - £850.00</p>	<p>Complete package training for all HOD's and supervisors</p> <p>Indicative Range: £4,000.00 - £5,500.00</p> <ul style="list-style-type: none"> •One full day in-person training •Followed by two online sessions
--	---	--	--	--	--

DIVERSITY, EQUITY & INCLUSION - INITIATIVES/ALLOWANCES						
	SERVICE	INFO	INDICATIVE COST			
			BAND 1	BAND 2	BAND 3	BAND 4
	HETV Skills Fund/Job Share	Allowance offered per job share pair to pay for the shared sixth cross over day.	Already included in Career Development and Trainee section under Make a Move Plus			
	Gender Neutral Toilets	Single trap, individual cubicles.	N/A: Contact suppliers for quotes			
	Inclusivity Risk Assessment (RA)	Would form part of a Wellbeing RA.	Indicative Range: £400.00 - £650.00			
	Outreach/Positive Local Engagement near Production Base	As well as engaging with companies who recruit using positive action, productions could also advertise production opportunities on local online groups as well as recruiting in local youth/community centres.	Indicative Range: £500.00 - £1,500.00			
	Trans Buddy (Advocate)	<p>This is a role recommended if there are only one or two trans crew members on set.</p> <p>This role is there to support the trans professionals on set and allows them to get on with their job without having to advocate for themselves and other trans people on set on top of this.</p> <p>If you have a Wellbeing Facilitator on set, it may be that they are qualified to serve as an advocate.</p>	<p>£650.00 - £800.00 per week</p> <p>Allow for 5 Days prep, 10 week shoot and one day wrap</p> <p>Indicative Range: £7,280.00 - £8,960.00</p>	<p>£700.00 - £850.00 per week</p> <p>Allow for 5 Days prep, 10 week shoot and one day wrap</p> <p>Indicative Range: £7,840.00 - £9,520.00</p>	<p>£750.00 - £900.00 per week</p> <p>Allow for 5 Days prep, 10 week shoot and one day wrap</p> <p>Indicative Range: £8,400.00 - £10,080.00</p>	<p><i>*Based on a 10 week shoot and rates vary depending on experience and requirements of production.</i></p>
	Recruitment Partners	Strategic partnerships for positive recruiting actions. These are companies who work within the community that the production is trying to engage with. By allowing a fee as part of their “finder” service it creates a more formal approach to recruitment.	Indicative Range: £500.00-1,000.00		Indicative Range: £500.00 - £2,000.00	

A directory for all material mentioned in this document including information and details about companies that provide relevant services can be found at the bottom of this document.
Quick links to the relevant items of the Directory are included in each of the section headers.

	Transport Provisions	Minibus/Transport for locations not accessible by public transport/ bicycle.	£240.00-270.00 Per Day Allow 2 days per week based on a 10 week shoot Indicative Range: £4,800.00 - £5,400.00		
	Relocation Budget for Regional and Diverse Talent	Allowance to contribute towards travel, living and accommodation for diverse talent who do not live within commutable distance of cities where filming takes place. May also be opportunities through industry organisations for bursaries.	Indicative Range: £5,000.00 - £10,000.00		
	SPV Bursary or Loan to Cast or Crew	For those who require support to initially take the role (e.g. travel expenses). This would be repayable from their weekly wage or as agreed locally by the Production. May also be opportunities through industry organisations for bursaries.	Indicative Range: £5,000.00 - £10,000.00		
	Childcare Staff and Services	Make an allowance in place to support parents/ caregivers. This allowance is there for productions to pilot ideas. While there are studio solutions to childcare, productions generally only currently have job sharing and flexible working as actions that acknowledge and work to accommodate parents working in the film and TV industry.	Pilot Scheme/ Initiative Allowance: Indicative Range: £5,000.00 - £10,000.00	Pilot Scheme/ Initiative Allowance: Indicative Range: £10,000.00 - £25,000.00	
	Gender Identity Consultant	Recommended if project features trans cast or storylines. Recommended if any crew or cast is trans.	Off set - Consultancy £120 - £150.00/hour (min 2 hours) Indicative Range: £240.00 - £300.00 Onset - £680.00 -800.00 /day Indicative Range: £680.00 - £800.00	Off set - Consultancy £120 - £150.00/hour (min 2 hours) Indicative Range: £240.00 - £300.00 Onset - £800.00 - 900.00 /day	Off set - Consultancy £120 - £150.00/hour (min 2 hours) Indicative Range: £240.00 - £300.00 Indicative Range - £900.00 minimum

A directory for all material mentioned in this document including information and details about companies that provide relevant services can be found at the bottom of this document.
 Quick links to the relevant items of the Directory are included in each of the section headers.

				Indicative Range: £800.00 - £900.00	Indicative Range: £900.00 +
	Producer & Director Shadow Placement	Positive Action re DEI.	N/A	Already included in Careers Development and Trainee Section	
	Work Experience	Recruit from Non-Institutional Youth Organisations: local organisations, youth centres, organisations offering support to marginalised/ underrepresented/underprivileged youth. Advise taking two people at a time to operate a buddy system.	Already included in Career Development and Trainee Section		

Sustainability.

Introduction

Sustainability is referred to readily when talking about the previous four sections, and rightly so as sustainability entails all the 17 [Sustainable Development Goals](#) (SDGs),* diversity, equal pay, biodiversity and mental health. However, when talked about in this section, Sustainability refers to environmental sustainability and the broadcasters' commitment to achieving Net Zero. This section is not about being righteous, or about revisiting past actions, it focuses on taking responsible actions to reduce our negative impact. Adopting a sustainable approach can create savings if integrated from an early stage, with energy and waste being key components.

Sustainability is a joint effort on all levels and especially in an industry like HETV production where participants affect each other; from studio through to vendor to crew and cast. Therefore, suitable action and communication is required on all levels. If sustainability is not taken seriously at the top, it won't be effective. A key decision maker as an ally is key in this process to debunk the greenwashing myth.

To achieve sustainability goals, the overall budget should be considered with a sustainable mindset, not just individual elements such as fuel, locations, travel, waste management, procurement, equipment rental and package deals. Allocating a budget for sustainability personnel and a departmental allowance is best practice to support other departments to achieve the production's overall sustainability goals. The scale of the personnel involvement and the corresponding budget will vary based on the budget band, but incorporating sustainability into your planning process is crucial to meet the sustainability goals you set.

Having a general educational forum for HODs and crew on sustainability would be very beneficial. Although they'd like to choose the more sustainable option, many get information late, get overwhelmed (and are also overstretched) and this leads to last minute decisions which in turn generally creates more carbon and waste. This is where editorial training, basic training and department specific training becomes vital.

One thing this document and the budget does not cover, but is a huge part of the transformation, is the suppliers and technology. From carbon budgets, EV charging stations, to EV premiums/hybrid vehicles, HVO (Hydrotreated Vegetable Oil), hybrid generators and batteries. The suppliers are taking action and you may consider taking the sustainability credentials of suppliers into account when taking procurement decisions. BAFTA albert currently hosts the most comprehensive [directory for sustainable suppliers](#). (At the time of writing, that directory was being updated).

In January 2024, the industry decided to remove mandatory carbon offsetting in BAFTA albert. Offsetting wasn't driving the decarbonisation that the industry needed to hit their Net Zero targets. Broadcasters do differ in their approach to this change, but it is generally accepted that the line in the budget for offsetting remains, with this now being re-allocated to decarbonisation. Supporting initiatives as above. See Carbon Neutralisation/Decarbonisation, page 57 for more detail.

Aside from all of the above, we should also be looking at sustainability in our storytelling, third party audits (so we can track development), and financial tax incentives around sustainability.

A directory for all material mentioned in this document including information and details about companies that provide relevant services can be found at the bottom of this document. Quick links to the relevant items of the Directory are included in each of the section headers.

Below are details of policies, training and initiatives to support and potentially add to the actions productions are already taking around sustainability. There is also a directory of organisations who provide a platform to connect prospective employers and employees at the end of this document [here](#).

SUSTAINABILITY – POLICIES, GUIDELINES AND BEST PRACTICE	
POLICY/GUIDELINES/ BEST PRACTICE	DETAILS
Sign up for albert Certification for SPV	Register for an albert login to use the tracker tools and assess the carbon footprint of your production.
Sustainable Production Policy or Guidelines for SPV	<p>A document detailing the key principals of the SPV in relation to sustainability. This is a broad outline that demonstrates company culture and approach. Individual department guidelines could also be created, but these would be in conjunction with the departments (see Pledge section). There are also other resources and tools that provide guidelines on sustainability (listed in the Bibliography).</p> <p>Sustainable Production Policy Template for SPV covering:</p> <ol style="list-style-type: none"> 1. SVP's sustainable principles 2. Sustainable production overview 3. Suppliers 4. Green memo/contract addendum 5. Key sustainability standards 6. Further resources 7. Specific departmental considerations 8. Guidance on removing single use plastic
Supplier Sustainability Memo for SPV	Green Memo for suppliers, to be issued with the supplier's contract.
Sustainability Account code Guidelines	One of the greatest assets we have to help transform our production's impact is data. As it stands we're not tracking the areas of our budget that have the greatest impact. These are: energy, fuel, materials, waste and travel. A universal entry and coding/grouping system will allow us to produce data that will allow us to better understand and better react to climate change. It will also be able to demonstrate savings the green solutions are creating. I.e. Ask suppliers to split out the fuel from the hire, giving HVO/Bio Diesels their own code. This will help identify carbon savings throughout the production.

A directory for all material mentioned in this document including information and details about companies that provide relevant services can be found at the bottom of this document. Quick links to the relevant items of the Directory are included in each of the section headers.

Environmental Accounting Procedures/ Toolkit	<p>The Accounts team should provide procedures to all the relevant department members on how to code in relation to sustainability.</p> <p>Accounts team to help build a tracking system for the following categories:</p> <ul style="list-style-type: none"> - Fuel (transport, generators, crew, other) - Mileage (crew) - Paper - Waste Management - Energy Utilities (electricity & heating) - Commercial, Non-Commercial Flights, Boats & Rail Travel - Hotel & Accommodation - Shipping, Taxi, Delivery, Couriers - Miscellaneous Materials: Wood, Metals, Textiles - Props Hires vs Prop Purchases
Non-Domestic Flights Policy for SPV	Productions with mainland, domestic air travel are not able to qualify for albert certification except in exceptional circumstances where other forms of transport were not possible. See BAFTA's Domestic Flights Guidelines .
Ecological Crew Gift	Proposal sees productions offer crew an 'Opt-Eco' on crew gifts. This would always be the crew member's choice and offer either a partial supplement or complete replacement on the usual gift, for one that has a positive carbon impact. People who still want the physical gift shouldn't lose out, so this should 100% be a choice, but more and more people are climate conscious and want to help where they can.
Eco Crew Competition	Weekly/monthly competition to encourage data tracking and celebrate successes of each department. Winners awarded digital certificates, included in green newsletters or gifted a sustainable prize.
Sustainability Council Guideline	One member of each department to create a group aimed at discussing sustainability resources, ways to reduce waste (energy, food, money, etc.) and to form more cohesive approach to sustainability on the production.
Production Green Memo	Green Memo for cast and crew to be issued upon onboarding. Can be followed up with green newsletters from your Sustainability Consultant, and/or a final Green Memo to celebrate successes at the end of production. This should have the signature of Head of Production, Producer and Line Producer on it. And ideally the Director and lead cast members.
Zero SUP and Zero Waste to Landfill Policy for SPV	Production Pledge to apply a Zero Waste to Landfill Policy and enforce with the relevant facilities.

A directory for all material mentioned in this document including information and details about companies that provide relevant services can be found at the bottom of this document. Quick links to the relevant items of the Directory are included in each of the section headers.

Environmental Accounting/ Tracking Audit	Accounts team to audit environmental accounting and tracking sustainability-related spends.
Studio/Stages Offices Sustainability Policy	E.g. Reviewed, discussed, revised, distributed.
Storage/Disposal Guidelines	The Government's guide for businesses' duties of care to correctly store and dispose of waste and production materials.
Catering Guidelines/ Agreement	<p>In advance of hiring the caterers, create a list of considerations, ambitions and requirements that you as a company have for the caterers to answer to during the hiring process. Things like disposable/reusable cutlery and lunch boxes, no red meat/beef, a veg day each week, leftover food plan, food scraps plan, HVO fuel, no gas, locally sourced produce, etc.</p> <p>Productions are encouraged to make low carbon choices around the ingredients they use within their catering. Using seasonal/local produce is best. Avoiding or reducing red meat is something production/catering may want to consider.</p>
Encourage Broadcaster to Provide Sustainability Goals	<p>The process of productions becoming more sustainable would ultimately be expedited and would increase the broadcasters and streamers' abilities to meet their Net Zero targets by providing sustainability goals to all their productions as part of the green light process. Productions are encouraged to ask broadcasters when preparing budgets what requirements the broadcasters have so they can be planned for, implemented and adhered to from the outset.</p> <p>By agreeing early on, that builds the foundation of reporting that would ideally lead to higher engagement in external communication for the broadcaster to help encourage the culture shift. Productions' sustainability reports and finds could also be shared to help inform others of positive actions and findings.</p>
Negotiate Talent Contracts with Sustainability in Mind	Empower Equity members throughout the UK to sign up for and fight for green and accessible workspaces using the Equity Green New Deal.

ScreenSkills HETV Skills Fund training courses are regularly reviewed and new training programmes are commissioned each Spring following the convening of the 11 industry working groups and their discussions and recommendations based on the annual HETV Skills research. The details below about available ScreenSkills HETV courses should not be seen as definitive so please check with ScreenSkills about training available for your production

SUSTAINABILITY - TRAINING						
	SERVICE	INFO	INDICATIVE COST			
			BAND 1	BAND 2	BAND 3	BAND 4
	ScreenSkills: Introduction to Sustainability for the Screen Industries	E-learning module for all cast and crew. The module starts off generally and then breaks off into department-specific learning. There is no limit to the number of departments a user can get education around and given this is a first edition of the module, all feedback is encouraged. To be completed by all crew when on-boarding (Including department specific section).	Online ScreenSkills Module FOC	Online ScreenSkills Module FOC	Online ScreenSkills Module FOC	Online ScreenSkills Module FOC
	Sustainable Production Training	<p>For all crew C/o albert.</p> <p>This training provides the knowledge and skills to create productions in a more sustainable way. It covers:</p> <ul style="list-style-type: none"> - Environmental basics - Roles and responsibility of Sustainability teams - Industry's impact - Timelines of when sustainable decisions/actions should be taken on productions - Production case studies - Carbon calculation and certification 	FREE OF CHARGE C/O ALBERT	FREE OF CHARGE C/O ALBERT	FREE OF CHARGE C/O ALBERT	FREE OF CHARGE C/O ALBERT
	Editorial Training	<p>For the appointed person within the production who is to use albert for the project.</p> <p>This two hour session is an opportunity for all those in the TV industry to explore how to use authenticity and creativity to inform audiences.</p>	FREE OF CHARGE C/O ALBERT	FREE OF CHARGE C/O ALBERT	FREE OF CHARGE C/O ALBERT	FREE OF CHARGE C/O ALBERT
	Guest Speaker to Enrol Cast and Crew.	Ted Talk from motivational speaker where crew leave touched, moved and inspired. Possibly provided by one of broadcasters Sustainability team (which would mean it was FOC).	N/A	N/A	<p>Indicative Range: £800.00 - £1,500.00</p> <p>*Depending on requirements (i.e. online, in person, multiple sessions, etc.)</p>	

A directory for all material mentioned in this document including information and details about companies that provide relevant services can be found at the bottom of this document. Quick links to the relevant items of the Directory are included in each of the section headers.

SUSTAINABILITY - INITIATIVES/ALLOWANCES						
	SERVICE	INFO	INDICATIVE COST			
			BAND 1	BAND 2	BAND 3	BAND 4
	Sustainability Council	A Sustainability Council is created by each department electing one member of their team to form part of the Council. These crew members communicate throughout the project to identify areas of opportunity for working together (waste management, skips, power requirements, transport requirements, etc.). If sustainability personnel are on the project they will set up the Council and then support the group, but it should be led by its members.	N/A. Should form part of the workday.	N/A. Should form part of the workday.	N/A. Should form part of the workday.	N/A. Should form part of the workday.
	Regional Sustainability Consultant	An idea that has been discussed in various forums on a number of levels. This would allow all regional productions to have a resource they can tap into and get a cohesive approach to filming. At the time of writing, this is TBD because this is something that may be an industry service, as opposed to a production initiative. However, it is included to encourage continued discussion.	Costs based on package/requirements and region.			
	<u>Green Screen Sustainable Production Programme</u>	<p>The Sustainable Production Programme is an educational programme and social enterprise that helps advertising, film and TV productions reduce carbon emissions and costs in London.</p> <p>By registering, the SVP gets a carbon footprint estimate for the shoot and gets advised on how best to reduce the environmental impacts.</p> <p>The programme also provides a trained Green Steward on set, who also manages distribution of unwanted production assets into charities - clothes, food and props.</p>	Costs based on package/requirements.			
	Sustainability Department Budget	Allowance for Signage and Initiatives. Allowances might be made in department budgets (e.g. lighting allowance for sustainable equipment, transport allowance for EV	Indicative Range: £3,000.00 - £20,000.00			

A directory for all material mentioned in this document including information and details about companies that provide relevant services can be found at the bottom of this document.
Quick links to the relevant items of the Directory are included in each of the section headers.

		minibuses and hybrid hire cars, construction allowances for considered strikes, etc.).	*£20,000.00 top end indicative allowance is to pilot, beta test and carry out R&D initiatives that help create models others can follow to work towards a sustainable HETV industry.		
		Extra: Where savings created through sustainability can be added to Sustainability Department R&D.	N/A	N/A	Indicative Range: £5,000.00 - 15,000.00
	Sustainability Consultant	<p>•To meet with each dept and supplier to educate, discuss and strategise on sustainable approach</p> <p>•Produce Sustainability Report (detailing initiatives, learnings, hurdles, successes and proposals for future).</p> <p>If a Sustainability Coordinator is hired on the Production who is also capable of producing the Sustainability Report and accurately handing over albert calculations to Post Production team the allowances for sustainability consultant during production and wrap <i>could</i> be reduced.</p> <p>However, the benefit of having a Consultant as well as a Coordinator is that a Coordinator is isolated going job to job, a Consultant can share and gather (non-sensitive) information and resources with other consultants and other productions and through collaboration can speed up the research processes and often access cost saving measures.</p> <p>The one large consideration is continuity or quality of handover when it comes to the establishing of the albert footprint/action plan through to the albert reporting. The action plan is a vital step in the process of reducing our productions' carbon impact.</p>	5 Days at £400 - £550.00 per day*	Duration of the Show* (Fee Agreed In Advance on and Off-site)	
				£400 - £550.00 per day*	
				1 Day a week throughout Prep, Shoot and Wrap.	£400 - £550.00 per day*
	Sustainability Consultant		Indicative Range: £2,000.00 - £2,750.00	Based on 10 weeks prep, 10 week shoot and two weeks wrap:	2 Days a week throughout Prep, Shoot and Wrap.
					Based on 10 weeks prep, 10 week shoot and two weeks wrap:
				Indicative Range: £ 8,800.00 - £12,100.00	Indicative Range: £ 17,600.00 - £24,200.00
	Sustainability Coordinator	To work with each department and discuss sustainability. This role is the on-the-ground position, working day in and day out to support the production to find the most cost effective ways to be sustainable and working ahead of the unit to put things in place within each department.	*Based on a 10 week shoot		
			PREP	£800.00 - 950.00 per week	£950.00 - £1,300.00 per week
				Allow for 5 weeks prep	Allow for 8 weeks prep

A directory for all material mentioned in this document including information and details about companies that provide relevant services can be found at the bottom of this document.
Quick links to the relevant items of the Directory are included in each of the section headers.

				Indicative Range: £4,000.00 - £4,750.00	Indicative Range: £7,600.00 - £10,400.00	
			SHOOT	£880.00 - 1,0450.00 per week (Based on 10+1+1) Allow for 10 week shoot Indicative Range: £8,800.00 - £10,450.00	£1,0450.00 - £14,030.00 per week (Based on 10+1+1) Allow for 10 week shoot Indicative Range: £10,450.00 - £14,030.00	
				WRAP	£800.00 - 950.00 per week Allow for 2 weeks Indicative Range: £1,600.00 - £1,900.00	£950.00 - £1,300.00 per week Allow for 3 weeks wrap Indicative Range: £1,850.00 - £3,900.00
					Based on a 10 week shoot	
	Sustainability PAs/Green Runners	To work in support of the Sustainability Coordinator (Or Consultant depending on the model)	Amount at discretion of production company, but no lower than the National Minimum Wage.			
	Carbon Neutralisation/Decarbonisation	<p>To date this has been achieved by a production off-setting their emissions based on the total amount as shown in carbon calculators. Some broadcasters/streamers pay for this, others require it to be included in production budgets.</p> <p>While off-setting has been adopted, there is rightly a new focus from the likes of albert towards decarbonisation and this could also involve insetting.</p>	<p>Data shows that if calculated correctly, an average Band 3 Production footprint ranges between 2000-4000t CO2e (depending on the accuracy of carbon accounting and the implemented initiative). Whatever figure you are basing it on, this contribution, if we were to build a HETV Insetting Fund, like the HETV Fund, could create so many possibilities for the industry and other industries.</p> <p>It is no longer a mandatory requirement to offset your carbon emissions in order to achieve albert Certification. However, in order for broadcasters/streamers to reach their Net Zero targets, productions should continue to budget for carbon offsetting costs and liaise with the broadcaster/streamer on completion of the project as parts of production budgets that go towards insetting could create a real collective shift of the dial within the UK industry.</p>			

A directory for all material mentioned in this document including information and details about companies that provide relevant services can be found at the bottom of this document.
Quick links to the relevant items of the Directory are included in each of the section headers.

Bibliography/Resources: Policies, Guidelines, Best Practice

Please find below links to any and all documents, toolkits and websites referenced throughout the document. ScreenSkills links can be found at the bottom of the document.

ACCOUNT	POLICIES / GUIDELINES / BEST PRACTICE	WEBSITE / RESOURCES
ACCESSIBILITY	Accessibility Resources	Website
ACCESSIBILITY	ACAS Reasonable Adjustments	Website
ACCESSIBILITY	BECTU (Prospect) Equality and Diversity Guide	Downloadable Guide
ACCESSIBILITY	Creative Diversity Network	Website
ACCESSIBILITY	Equality, Diversity and Inclusion Policy for SPV	Template from ACAS
ACCESSIBILITY	Equalities Act 2010	Interactive Document Downloadable Document
ACCESSIBILITY	Open Source by Bianca Gavin (Pulse Film)	Downloadable Document
ACCESSIBILITY	TV Access Project 5 A's Guidelines	Project Overview Guidelines Guidelines Anagraphic
ACCESSIBILITY	Underlying Health Conditions	Website
COUNSELLING, WELLBEING & HR	Bullying and Harassment Policy for SPV	Pact Anti-Harassment & Bullying Policy Template
COUNSELLING, WELLBEING & HR	Film and TV Charity Whole Picture Toolkit	Whole Picture Toolkit
COUNSELLING, WELLBEING & HR	Mental Health and Wellbeing Policy for SPV	Film & TV Charity Whole Picture Toolkit

A directory for all material mentioned in this document including information and details about companies that provide relevant services can be found at the bottom of this document. Quick links to the relevant items of the Directory are included in each of the section headers.

COUNSELLING, WELLBEING & HR	Media Blackout Guidelines	Film & TV Charity Whole Picture Toolkit
COUNSELLING, WELLBEING & HR	Designated HR person or Consultant	N/A
COUNSELLING, WELLBEING & HR	HR Policy specific to SPV created by Legal Expertise	N/A
COUNSELLING, WELLBEING & HR	Open Source by Bianca Gavin (Pulse Film)	Downloadable Document
COUNSELLING, WELLBEING & HR	BECTU Stress and Mental Health Checklist	Stress and Mental Health Checklist
COUNSELLING, WELLBEING & HR	Safe, fair and dignified work for women in film, TV & theatre	Website
COUNSELLING, WELLBEING & HR	BECTU Wellbeing Policy Templates	Wellbeing Policy Template Mental Health RA Template
COUNSELLING, WELLBEING & HR	Wellbeing Resources	Website
COUNSELLING, WELLBEING & HR	Directory of Media Production Psychologists	Website
COUNSELLING, WELLBEING & HR	Bullying and Harassment Guidance	Website
DIVERSITY, EQUITY & INCLUSION	Anti-Discrimination Policy for SPV	BAME Resource Pack by BECTU/Prospect Template 1 Template 2
DIVERSITY, EQUITY & INCLUSION	Anti-Racism Hub	Website
DIVERSITY, EQUITY & INCLUSION	Active Job Share Guidelines/ Blueprint and External Comms	https://bectu.org.uk/bectu-vision-taketwo/ Guide - How to Recruit Job Sharers Article - Job Sharing Myths FAQs - Job Sharing A Guide to Job Sharing - Sample by Civil Service

A directory for all material mentioned in this document including information and details about companies that provide relevant services can be found at the bottom of this document.
Quick links to the relevant items of the Directory are included in each of the section headers.

DIVERSITY, EQUITY & INCLUSION	Creating an Inclusive Production for Parents or Carers	Guidelines
DIVERSITY, EQUITY & INCLUSION	Collective of diverse agents working in the TV & film industry	Website
DIVERSITY, EQUITY & INCLUSION	Diversity Pledge	Website - Bafta pledge
DIVERSITY, EQUITY & INCLUSION	Equality, Diversity and Inclusion Policy for SPV	Template from ACAS
DIVERSITY, EQUITY & INCLUSION	Floating Holidays/ Acknowledge Religious Hols. (Hols. Pay)	Floating Holidays Clauses (Wordings) Floating Holidays Policy - Info and Template
DIVERSITY, EQUITY & INCLUSION	Gender inequality studies and report on female representation	Website
DIVERSITY, EQUITY & INCLUSION	Global talent discovery database (directors, DPs, editors, colorist, composers and screenwriters)	Website
DIVERSITY, EQUITY & INCLUSION	Guidance from the BFI and the Production Guild on Inclusion within the Film and TV Industries	Downloadable Document
DIVERSITY, EQUITY & INCLUSION	Handbook for directors	Website
DIVERSITY, EQUITY & INCLUSION	Improving policy decisions and spreading best practice	Website
DIVERSITY, EQUITY & INCLUSION	Junior Forum moderated by more experienced members	Website
DIVERSITY, EQUITY & INCLUSION	Letter to Ofcom on Nations & Regions	Website
DIVERSITY, EQUITY & INCLUSION	Mailing list and Youtube channel	Website
DIVERSITY, EQUITY & INCLUSION	Media Parents	Job share and part time opportunities in media

A directory for all material mentioned in this document including information and details about companies that provide relevant services can be found at the bottom of this document. Quick links to the relevant items of the Directory are included in each of the section headers.

DIVERSITY, EQUITY & INCLUSION	Open Source by Bianca Gavin (Pulse Film)	Downloadable Document
DIVERSITY, EQUITY & INCLUSION	Research report exploring the barriers to entry in the industry	Website
DIVERSITY, EQUITY & INCLUSION	Resource for creating inclusive Productions	Inclusive Productions resource Checklist for inclusivity
DIVERSITY, EQUITY & INCLUSION	Support and advice via Diversity Hub	Website - Bectu Hub Website - Bectu Members Guide to Equality at Work
DIVERSITY, EQUITY & INCLUSION	The Employers Network for Equality & Inclusion	Website
DIVERSITY, EQUITY & INCLUSION	Trans Inclusive set policy for SPV (or integrated into other policies)	Trans Inclusive Policies - Tips by Stonewall (LGBTQ+ Charity) Trans Inclusive Policy - Template by Unison
DIVERSITY, EQUITY & INCLUSION	TV mums and mums to be to connect	Facebook group
DIVERSITY, EQUITY & INCLUSION	Working From Home/ Flexible Working	Flexible Working Policy - Sample by Oxford University
SUSTAINABILITY	albert Certification for SPV	Registration Page
SUSTAINABILITY	albert Carbon Action Plan	albert Carbon Action Plan Guide
SUSTAINABILITY	Department Pledges/ Departmental Considerations for SPV	Sustainability Pledge Template Green Pledge for All Cast and Crew - Sample by Bectu Art Dept- Specific Template - by Bectu Art Branch Camera-Specific Template - by Bectu Camera Branch HMU-Specific Template - by Bectu HMU Branch
SUSTAINABILITY	Encourage Broadcaster to provide Sustainability Goals	N/A
SUSTAINABILITY	Environmental Accounts Policy for SPV	Led by Accounts
SUSTAINABILITY	Environmental Accounting Procedures/ Toolkit for all Depts	Led by Accounts
SUSTAINABILITY	Environmental Accounting/ Tracking Audit	Led by Accounts

A directory for all material mentioned in this document including information and details about companies that provide relevant services can be found at the bottom of this document.
Quick links to the relevant items of the Directory are included in each of the section headers.

SUSTAINABILITY	Green Tips for Productions	Quick Green Tips
SUSTAINABILITY	Green Production Toolkit. NBC Universals/ Carnival Films open Source toolkit (first link) is a comprehensive outline of every step of the Production progress. The dropbox link provides downloadable how to guides and templates.	https://www.dropbox.com/sh/325x1i52odr1rbt/AACNQ3vNj6QcA8OtZuETXQ0ta?dl=0 https://www.screenireland.ie/images/uploads/general/Green_Production_Toolkit..pdf https://www.greentoolkit-filmtv.eu/ https://wearealbert.org/albert-toolkit-resources/
SUSTAINABILITY	Negotiate Talent Contracts with Sustainability in Mind	Equity - Green New Deal Network
SUSTAINABILITY	Non-Domestic Flights Policy for SPV	BAFTA Domestic Flight Guidelines
SUSTAINABILITY	Production Green Memo	Examples from other Productions
SUSTAINABILITY	Storage / Disposal Guidelines	Government Guidelines
SUSTAINABILITY	Studio/ Stages Offices Sustainability Policy	A practical route map to sustainable film Production - by albert
SUSTAINABILITY	Studio Sustainability Standard Report	https://wearealbert.org/wp-content/uploads/2024/05/Studio-Sustainability-Standard-Report.pdf
SUSTAINABILITY	Supplier Sustainability Memo for SPV	Supplier Green Memo - by Film England
SUSTAINABILITY	Sustainable Production Policy for SPV	Environmental Policy Template by Pact Sustainable Production Guidelines (Practical Guide) by Film England
SUSTAINABILITY	Vegan Catering Guidelines	Guidelines for Employers and Catering Companies
SUSTAINABILITY	Zero SUP and Zero Waste to Landfill Policy for SPV	Lights, Camera, Plastic Campaigning/ Production Pledge - By Habits of Waste

A directory for all material mentioned in this document including information and details about companies that provide relevant services can be found at the bottom of this document.
Quick links to the relevant items of the Directory are included in each of the section headers.

Directory: Production Support & Initiatives

This directory is by no means complete or comprehensive. It is a start. The ambition is that this is the first section to expand and we can create something that breaks down into national and then regional. While best efforts have been made to include and accurately reflect the companies and services there are, it may be that there are inaccuracies which will hopefully be highlighted in a way that reinforces the collaborative nature the document is intended to exist in.

ACCOUNT	COMPANY	INITIATIVE	TRAINING
ACCESSIBILITY	104 Films http://www.104films.com/ 0114 249 3160	Training provider focusing on disability	N/A
ACCESSIBILITY	Access All Areas www.accessallareastheatre.org hello@accessallareastheatre.org	Access Consultation	N/A
ACCESSIBILITY	About Access info@aboutaccess.co.uk www.aboutaccess.co.uk +44 1482 651101	Access Audit	N/A
ACCESSIBILITY	Beacon Films CIC www.beaconfilms.org.uk info@beaconfilms.org.uk	Access Consultation	N/A
ACCESSIBILITY	British Film Institute (BFI) www.bfi.or.uk	Press Reset	Campaign to inspire authority figures in film & TV to reset practices involving disabled people
ACCESSIBILITY	Bridge 06 www.bridge06.com	Access Consultation Access Coordinator	N/A

A directory for all material mentioned in this document including information and details about companies that provide relevant services can be found at the bottom of this document.
Quick links to the relevant items of the Directory are included in each of the section headers.

ACCESSIBILITY	C Talent @ Whalar Dan Edge - dan@ctalent.org	Access Consultant	N/A
ACCESSIBILITY	Carousel www.carousel.org.uk enquiries@carousel.org.uk	Consultancy Service	N/A
ACCESSIBILITY	Deaf & Disabled People in TV www.ddptv.org info@ddptv.org	Targeted Recruitment	N/A
ACCESSIBILITY	Deaf Talent Collective www.deaftalentcollective.com hello@deaftalentcollective.com	Access Consultation Targeted Recruitment	Deaf Awareness Training
ACCESSIBILITY	FilmPro www.filmpro.net intouch@filmpro.net	Access Consultation Targeted Recruitment	N/A
ACCESSIBILITY	Heard https://heard.org.uk/who-we-help-the-media/ info@heard.org.uk	Consultancy	N/A
ACCESSIBILITY	Inclusivity Films https://www.inclusivityfilms.co.uk/advocacy	Access Consultancy	N/A

A directory for all material mentioned in this document including information and details about companies that provide relevant services can be found at the bottom of this document.
Quick links to the relevant items of the Directory are included in each of the section headers.

ACCESSIBILITY	ScreenSkills www.screenskills.com Also in: ALL OTHER CATEGORIES	N/A	HETV foundations training 2024 Neurodivergence and inclusion in the screen industry Deaf Awareness Training (via Signpost Productions) Disability Awareness Training (via ThinkBIGGER) Diversity, Equality and Inclusion Training (via Taye Training)
ACCESSIBILITY	Talented People www.talentedpeople.tv hello@talentedpeople.tv +44 20 7205 4844	Targeted Recruitment	N/A
ACCESSIBILITY	The Deaf Set www.thedeafset.com hello@thedeafset.com	Script & Production consultancy, on-set support, access services, expert deaf consultants	N/A
ACCESSIBILITY	The Diversity Standards Collective www.thedsc.org.uk	Targeted Recruitment	N/A
ACCESSIBILITY	The TV Access Project (TAP) Website	Produced Production guidelines ' The Five As ' TAP studios & facilities letter	N/A

A directory for all material mentioned in this document including information and details about companies that provide relevant services can be found at the bottom of this document.
Quick links to the relevant items of the Directory are included in each of the section headers.

ACCESSIBILITY	Think Bigger www.thinkbigger.uk.com	Targeted Recruitment - Talent Finder	See ScreenSkills (Accessibility)
ACCESSIBILITY	Tilting The Lens www.tiltingthelens.com	Access Consultants and Audits	N/A
ACCESSIBILITY	Triple C - DANC www.triplec.org.uk/danc triplecmanchester@gmail.com	Targeted Recruitment Access Consultants	See ScreenSkills (Accessibility)
ACCESSIBILITY	Casseroto Sara@casseroto.co.uk	Access Coordinators (management)	N/A
ACCESSIBILITY	N/A	N/A	Jack Thorne MacTaggart Lecture Jack Thorne MacTaggart Lecture - Transcript
CAREER DEVELOPMENT & TRAINING	Access VFX www.accessvfx.org info@accessvfx.org Also in: DE&I SECTION	VFX work experience placements for LGBT+ talent	N/A
CAREER DEVELOPMENT & TRAINING	Arrival Education https://wearearrival.com/ ALSO in: DE&I SECTION	Talent pool - Diverse and inclusive talent	N/A
CAREER DEVELOPMENT & TRAINING	Arts Emergency www-arts-emergency.org info@arts-emergency.org Also in: DE&I SECTION	Work experience placements for underprivileged young people	N/A

A directory for all material mentioned in this document including information and details about companies that provide relevant services can be found at the bottom of this document.
Quick links to the relevant items of the Directory are included in each of the section headers.

CAREER DEVELOPMENT & TRAINING	Babes in Development Instagram Page Also in: DE&I SECTION	Work placements for underrepresented young people	N/A
CAREER DEVELOPMENT & TRAINING	BAFTA Also in: DE&I SECTION	Talent pool - Underrepresented talent (BAFTA Elevate) and new talent (BAFTA Breakthrough)	N/A
CAREER DEVELOPMENT & TRAINING	BECTU Also in: MENTAL HEALTH AND WELLBEING	N/A	BECTU Branch-led Qualifications Training: • Lighting Dept Branch • Grips Dept Branch • Camera Dept Branch • Sound Dept Branch
CAREER DEVELOPMENT & TRAINING	Boomsatsuma www.boomsatsuma.com education@boomsatsuma.com	College, degree course, apprenticeships and work placements	N/A
CAREER DEVELOPMENT & TRAINING	British Film Editors www.britishfilmeditors.co.uk admin@britishfilmeditors.co.uk	Mentoring scheme for full and associate members	N/A
CAREER DEVELOPMENT & TRAINING	British Society of Cinematographers www.bsccine.com	First Steps scheme	Equity List and First Steps
CAREER DEVELOPMENT & TRAINING	Brixton Finishing School www.brixtonfinishingschool.org	Work Experience / Trainees Pool	N/A
CAREER DEVELOPMENT & TRAINING	Creative Access www.creativeaccess.org.uk Also in: DE&I SECTION	Talent pool - Diverse and inclusive talent	N/A

A directory for all material mentioned in this document including information and details about companies that provide relevant services can be found at the bottom of this document.
Quick links to the relevant items of the Directory are included in each of the section headers.

CAREER DEVELOPMENT & TRAINING	Create Central UK www.createcentraluk.com hello@createcentraluk.com Also in: DE&I SECTION	Talent Pool - Local crew	N/A
CAREER DEVELOPMENT & TRAINING	Creative Campus Network www.creativecampusnetwork.com info@creativecampusnetwork.com	Talent pool	N/A
CAREER DEVELOPMENT & TRAINING	Creative Diversity Network www.creativediversitynetwork.com enquiries@creativediversitynetwork.com Also in: DE&I SECTION	Talent pool - Diverse and inclusive talent	N/A
CAREER DEVELOPMENT & TRAINING	Creative Industries Project www.opportunities-shp.org.uk Also in: DE&I SECTION	Talent pool - Homeless individuals	N/A
CAREER DEVELOPMENT & TRAINING	Creative Mentor Network www.creativementornetwork.org Also in: DE&I SECTION	Talent pool - Underprivileged young people	N/A
CAREER DEVELOPMENT & TRAINING	Creative Sparkworks www.creative-sparkworks.org info@creative-sparkworks.org Also in: DEI SECTION	Work experience placements for less privileged young people	N/A

A directory for all material mentioned in this document including information and details about companies that provide relevant services can be found at the bottom of this document. Quick links to the relevant items of the Directory are included in each of the section headers.

CAREER DEVELOPMENT & TRAINING	DanDi www.dandijobs.com info@inclusiveemployers.co.uk Also in: DEI SECTION	Talent pool - Diverse and inclusive talent	N/A
CAREER DEVELOPMENT & TRAINING	Digital Orchard Foundation www.digitalorchardgroup.com kate@digitalorchardgroup.com Also in: DEI SECTION	Talent pool - Underrepresented young people (Camera dept)	N/A
CAREER DEVELOPMENT & TRAINING	Directors UK www.directors.uk.com info@directorsuk.com	Mentor Scheme	Director Development Programme
CAREER DEVELOPMENT & TRAINING	Divergent Talent Group https://www.divergenttalentgroup.co.uk/	Divergent Consultancy	N/A
CAREER DEVELOPMENT & TRAINING	Elstree Screen Academy www.esaacademy.org chris.mitchell@esa.ac julia.sanderson@esa.ac	Work Experience / Trainees Pool	N/A
CAREER DEVELOPMENT & TRAINING	Equal Access Network (c/o Film London) www.filmlondon.org.uk equalaccess@filmlondon.org.uk Also in: DE&I SECTION	Job shares opportunities	N/A

A directory for all material mentioned in this document including information and details about companies that provide relevant services can be found at the bottom of this document.
Quick links to the relevant items of the Directory are included in each of the section headers.

CAREER DEVELOPMENT & TRAINING	EW Group https://theewgroup.com/	D&I and Leadership Trainers	N/A
CAREER DEVELOPMENT & TRAINING	Film Access Scotland www.filmaccess.scot info@filmaccess.scot Also in: DEI SECTION	Talent Pool - Local crew from underrepresented background	N/A
CAREER DEVELOPMENT & TRAINING	Film Bang https://www.filmbang.com/	Inclusive crewing in Scotland	N/A
CAREER DEVELOPMENT & TRAINING	Film Barking & Dagenham https://filmbarkinganddagenham.com/	Job listings - careers and crew page Skills for screen and educations/skills programmes to local students and residents	N/A
CAREER DEVELOPMENT & TRAINING	Film Buddy https://filmbuddy.uk https://filmbuddy.uk/contact-us	Talent pool	N/A
CAREER DEVELOPMENT & TRAINING	Film Fixer / Set Ready Training https://filmfixer.co.uk/ https://setready.co.uk/	Film fixer - facilitate / manage filming on behalf of 14 London boroughs Set ready - delivers employability training	N/A
CAREER DEVELOPMENT & TRAINING	Fully Focused www.fullyfocusedProductions.com hello@fullyfocusedProductions.com	Talent pool from Set Ready Training and Level Up Program	N/A

A directory for all material mentioned in this document including information and details about companies that provide relevant services can be found at the bottom of this document. Quick links to the relevant items of the Directory are included in each of the section headers.

CAREER DEVELOPMENT & TRAINING	George Turner Bootcamps georgielocations@gmail.com	Location and Production bootcamp training for emerging talent with barriers to entry	N/A
CAREER DEVELOPMENT & TRAINING	Ghetto Film School www.ghettofilmschool.org	Talent Pool	N/A
CAREER DEVELOPMENT & TRAINING	Gritty Talent www.grittytalent.tv Also in: DEI SECTION	Talent Pool - Local crew from underrepresented background	N/A
CAREER DEVELOPMENT & TRAINING	Guild of British Camera Technicians www.gbct.org info@gbct.org	Talent Pool (Camera, Grips, Script Supervisors)	N/A
CAREER DEVELOPMENT & TRAINING	Hatch Films Also in: DEI SECTION	Talent Pool - Local crew from underrepresented background	N/A
CAREER DEVELOPMENT & TRAINING	Iconic steps https://iconicsteps.co.uk/	Talent pool - Local crew from underrepresented background	N/A
CAREER DEVELOPMENT & TRAINING	Just Runners https://www.justrunners.uk/work@justrunners.uk	Talent Pool - Fair and equal entry system for talent	N/A
CAREER DEVELOPMENT & TRAINING	The Kusp https://www.thekusp.co.uk/	Social Enterprise - creative mentorship and job opportunities	N/A
CAREER DEVELOPMENT & TRAINING	London Screen Academy www.lsa.ac.uk enquiries@LSA.ac.uk	Talent Pool	N/A

A directory for all material mentioned in this document including information and details about companies that provide relevant services can be found at the bottom of this document. Quick links to the relevant items of the Directory are included in each of the section headers.

CAREER DEVELOPMENT & TRAINING	Mark Milsome Foundation www.markmilsomefoundation.com	Talent Pool (Camera)	MM Film & TV Online Safety Passport Mentoring programme for camera trainees
CAREER DEVELOPMENT & TRAINING	Media Parents www.mediaparents.co.uk Also in: DE&I SECTION	Job shares opportunities	N/A
CAREER DEVELOPMENT & TRAINING	Mile End Community Project http://www.mileendcommunityproject.org/hello@mileendcommunityproject.org	Entry level trainees	N/A
CAREER DEVELOPMENT & TRAINING	Northern Ireland Screen www.northernirelandscreen.co.uk	Talent Pool from CINE Program Bursaries for training	N/A
CAREER DEVELOPMENT & TRAINING	Pact https://diversity.pact.co.uk/indie-diversity-training-scheme.html anjani@pact.co.uk	Entry level talent	N/A
CAREER DEVELOPMENT & TRAINING	Post Super www.post-super.com info@post-super.com	Talent Pool (Post Production)	Post-Production training for Production coordinators and secretaries (available for members only)
CAREER DEVELOPMENT & TRAINING	Production Guild of Great Britain https://Productionguild.com/about-us/diversity-and-inclusion-action-group/pg@Productionguild.com	Offer bespoke training courses	Website
CAREER DEVELOPMENT & TRAINING	Resource Productions https://www.resource-Productions.co.uk/info@resource-Productions.co.uk	Crew database	N/A

A directory for all material mentioned in this document including information and details about companies that provide relevant services can be found at the bottom of this document.
Quick links to the relevant items of the Directory are included in each of the section headers.

CAREER DEVELOPMENT & TRAINING	Royal Television Society (RTS) https://rts.org.uk/info@rts.org.uk	Bursary programme	N/A
CAREER DEVELOPMENT & TRAINING	Sara Putt Associates Trainee Scheme www.saraputt.co.uk	Talent Pool	Trainee scheme
CAREER DEVELOPMENT & TRAINING	Screen Alliance Wales www.screenalliancewales.com	Talent Pool - Local crew	Short course + Placements 12-month apprenticeships scheme Paid 8 month TV trainee scheme
CAREER DEVELOPMENT & TRAINING	ScreenSkills www.screenskills.com Also in: ALL OTHER CATEGORIES	N/A	From script to screen Leadership essentials for high-end television freelancers
CAREER DEVELOPMENT & TRAINING	Screen Industries Growth Network (Yorkshire/Humber) www.screen-network.org.uk enquiries@screen-network.org.uk Also in: DEI SECTION	Talent pool - Diverse and inclusive talent	N/A
CAREER DEVELOPMENT & TRAINING	SJA Associates https://www.sjaassociates.co.uk/	Exec & Org Coaching	N/A
CAREER DEVELOPMENT & TRAINING	The Production Training Company imogen@theproductiontrainingcompany.co.uk	Training Consultancy Mentoring	Production Mentor Scheme Final Draft Training Production Coordinator Courses

A directory for all material mentioned in this document including information and details about companies that provide relevant services can be found at the bottom of this document.
Quick links to the relevant items of the Directory are included in each of the section headers.

			Production Manager Training New Entry or Transfer Course Production Direct (Bespoke)
CAREER DEVELOPMENT & TRAINING	Tilting The Lens https://tiltingthelens.com/	Accessibility Consultancy	N/A
CAREER DEVELOPMENT & TRAINING	The Bottle Yard Studios (Bristol) www.thebottleyard.com	Talent Pool - Local crew	N/A
CAREER DEVELOPMENT & TRAINING	The Call Sheet www.thecallsheet.co.uk	Talent Pool	A variety of training for ScreenSkills
CAREER DEVELOPMENT & TRAINING	The Green Shot www.greenshoot.com info@greenshoot.com Also in: - SUSTAINABILITY - DE&I SECTION	Green Steward Trainees	N/A
CAREER DEVELOPMENT & TRAINING	Triple C https://triplec.org.uk/aaa-training/	Bespoke Training	N/A
CAREER DEVELOPMENT & TRAINING	UK Screen Alliance (UK) https://www.ukscreenalliance.co.uk/	Advocacy for UK companies in VFX, post and facilities	VFX and post apprenticeships
CAREER DEVELOPMENT & TRAINING	Women in Film & TV	Membership organisation for women working in creative media (UK)	Mentoring Scheme dedicated to women Development & Training

A directory for all material mentioned in this document including information and details about companies that provide relevant services can be found at the bottom of this document.
Quick links to the relevant items of the Directory are included in each of the section headers.

COUNSELLING, WELLBEING & HR	6ft from the Spotlight www.6ftfrom.org +44 7530 714690 Also in: DE&I SECTION	Mental Health Risk Assessment Wellbeing Practitioner/Facilitator Wellbeing Consultants	Mental Health RA Training Mental Health First Aid Training
COUNSELLING, WELLBEING & HR	Applause for Thought www.applauseforthought.com	Mental Health Risk Assessment	First Aid Crew Training
COUNSELLING, WELLBEING & HR	Artist Wellbeing www.artistwellbeing.co.uk hello@artistwellbeing.co.uk +44 7547 333615	Wellbeing Practitioner/ Facilitator	N/A
COUNSELLING, WELLBEING & HR	BECTU Also in: CAREER DEV AND TRAINEES	Mental Health Risk Assessment	First Aid Crew Training
COUNSELLING, WELLBEING & HR	British Film Institute (BFI) www.bfi.org.uk	Action list for Prevention of Bullying, Harassment & Racism Downloadable Document	N/A
COUNSELLING, WELLBEING & HR	Call it! www.callitapp.org kate@callitapp.org	Workplace bullying and harassment incidents app	N/A
COUNSELLING, WELLBEING & HR	Catch Yourself https://www.catchyourself.co.uk/	Toolkit to navigate workplace stress and trauma	Website
COUNSELLING, WELLBEING & HR	Compelling Culture www.compellingculture.co.uk	HR Consultant	N/A
COUNSELLING, WELLBEING & HR	Creative Industries Independent Standard Authority www.ciisa.org.uk info@ciisa.org.uk	Meditation, advice and investigations	N/A

A directory for all material mentioned in this document including information and details about companies that provide relevant services can be found at the bottom of this document.
Quick links to the relevant items of the Directory are included in each of the section headers.

COUNSELLING, WELLBEING & HR	Film in Mind www.filminmind.co.uk rebecca@filminmind.co.uk +44 770 910 7575	Wellbeing Practitioner/ Facilitator Risk Assessments Support	N/A
COUNSELLING, WELLBEING & HR	Fitzgerald HR www.fitzgeraldhr.co.uk +44 330 223 5253	One-One Session for appointed HR person on Shoot (Line Producer, PM etc)	Line Manager and Supervisor Training
COUNSELLING, WELLBEING & HR	Helen Mariner http://hm-hr.co.uk/ helen@hm-hr.co.uk	HR Consultancy	N/A
COUNSELLING, WELLBEING & HR	Health Assured (General) www.healthassured.org enquiries@healthassured.co.uk +44 800 206 2532	Corporate EAP Support with Mental Health, Physical Health, Grief, Mone Webinars Digital Platform / Hub and Managers	N/A
COUNSELLING, WELLBEING & HR	Industry Minds www.industryminds.co.uk info@industryminds.co.uk	Podcasts discussing mental health in the arts Free Therapy Sessions (or for a small fee) Mental Health Support for Productions	Mental Health seminars and training days (for organisations in the arts Graduate Support Programme)
COUNSELLING, WELLBEING & HR	Lisa Balderson Lisa@ElleJayBearHR.com	HR Consultant and Advisor, Online HR Padlet Creation	Offers 1-1 HR Training, Department HR Training, Production HR Training
COUNSELLING, WELLBEING & HR	Russell Clare Associates https://www.ruscla.com/	Anti-Racism and Inclusion Training & Consultancy	N/A

A directory for all material mentioned in this document including information and details about companies that provide relevant services can be found at the bottom of this document.
Quick links to the relevant items of the Directory are included in each of the section headers.

COUNSELLING, WELLBEING & HR	ScreenSkills www.screenskills.com Also in: ALL OTHER CATEGORIES	HR Sessions	Basic awareness for the screen industries Work well series High-end TV encouraging good working
COUNSELLING, WELLBEING & HR	Solas Mind www.solasmind.com hello@solasmind.com +44 7946 650438 Also in: MENTAL HEALTH AND WELLBEING	HR Policy Industry-Specific EAP Support with Mental Health, Physical Health, Grief, Money Webinars Digital Platform / Hub and Managers Pay as you go Therapy Sessions Unbiased Support Platform Therapist / Wellbeing Support specific to trans community	See ScreenSkills in MENTAL HEALTH AND WELLBEING
COUNSELLING, WELLBEING & HR	Spot www.talktopspot.com hello@talktopspot.com Also in: DE&I SECTION	Workplace bullying and harassment incidents app	N/A
COUNSELLING, WELLBEING & HR	Tell Jane www.telljane.co.uk Also in: DE&I SECTION	HR Consultants	Various HR Trainings
COUNSELLING, WELLBEING & HR	The Film and TV Charity www.filmtvcharity.org.uk	-HR Sessions - Bullying Advice Service	Micro Learning Modules

A directory for all material mentioned in this document including information and details about companies that provide relevant services can be found at the bottom of this document.
Quick links to the relevant items of the Directory are included in each of the section headers.

	info@filmtvcharity.org.uk +44 20 7437 6567 Also in: •DE&I SECTION •HUMAN RESOURCES •MENTAL HEALTH AND WELLBEING	Free Therapy Sessions Wellbeing Pack Mental Health Support for Productions via The Wholepicture Toolkit	Anti-Bullying and Harassment Training
COUNSELLING, WELLBEING & HR	The Small HR Company www.thesmallhrcompany.com tacita@thesmallhrcompany.com +44 20 4542 9777	HR Sessions, Training Consultancy One-One Session for appointed HR person on Shoot (Line Producer, PM etc)	Micro Learning Modules
COUNSELLING, WELLBEING & HR	The Spot Coaching Company www.thespotcoachingcompany.com	HR Sessions One-One Session for appointed HR person on Shoot (Line Producer, PM etc)	Coaching - for all cast/crew Coaching - for HOD's and Managers
COUNSELLING, WELLBEING & HR	Cineminds cinemindsconsultancy@gmail.com	Wellbeing and Inclusion Consultancy	Mental Health Training
DIVERSITY, EQUITY & INCLUSION	6ft from the Spotlight www.6ftfrom.org +44 7530 714690 Also in: MENTAL HEALTH AND WELLBEING	Inclusivity RA (£260 goes to Assessor, £140 goes to charity)	N/A
DIVERSITY, EQUITY & INCLUSION	Access VFX www.accessvfx.org info@accessvfx.org Also in: CAREER DEV AND TRAINEES	VFX work experience placements for LGBT+ talent	N/A
DIVERSITY, EQUITY & INCLUSION	Arrival Education https://wearearrival.com/	Diversity and Inclusion Consultants	N/A

A directory for all material mentioned in this document including information and details about companies that provide relevant services can be found at the bottom of this document.
Quick links to the relevant items of the Directory are included in each of the section headers.

	ALSO in: CAREER DEV AND TRAINEES	Talent pool - Diverse and inclusive talent	
DIVERSITY, EQUITY & INCLUSION	Arts Emergency www-arts-emergency.org info@arts-emergency.org ALSO in: CAREER DEV AND TRAINEES	Work experience placements for underprivileged young people	N/A
DIVERSITY, EQUITY & INCLUSION	ADF Facilities www.facilitiesbyadf.com +44 1656 725560	Gender Neutral Toilets (Single Trap, Individual Cubicles)	N/A
DIVERSITY, EQUITY & INCLUSION	B3Media www.b3media.net	Mentoring and development scheme for BAME film/TV creatives	N/A
DIVERSITY, EQUITY & INCLUSION	Babes in Development Instagram page Also in: DE&I SECTION	Work placements for underrepresented young people	N/A
DIVERSITY, EQUITY & INCLUSION	Open Source Document by Bianca Gavin (Pulse Films)	Downloadable Document	
DIVERSITY, EQUITY & INCLUSION	BECTU www.bectu.org.uk	N/A	Job Share Free Consultation (Take Two Initiative)
DIVERSITY, EQUITY & INCLUSION	Beyond Brontes, Screen Yorkshire www.screenyorkshire.co.uk ALSO in: CAREER DEV AND TRAINEES	Work experience placements for underrepresented young people	N/A
DIVERSITY, EQUITY & INCLUSION	Black Women in Post Production www.bwipp.co.uk	Talent directory	N/A

A directory for all material mentioned in this document including information and details about companies that provide relevant services can be found at the bottom of this document. Quick links to the relevant items of the Directory are included in each of the section headers.

DIVERSITY, EQUITY & INCLUSION	British Film Designers Guild www.britishfilmdesigners.com info@britishfilmdesigners.com	Diversity Statement	N/A
DIVERSITY, EQUITY & INCLUSION	BFI www.bfi.org.uk	BFI Diversity Standards	N/A
DIVERSITY, EQUITY & INCLUSION	Challenge Consultancy www.challcon.weebly.com training@challcon.com	Diversity and Inclusion Consultants	Equality and Diversity Training Inclusive Leadership Training
DIVERSITY, EQUITY & INCLUSION	Cinemamas www.cinemamas.co.uk Facebook Group info@cinemamas.co.uk	Talent pool for flexible working and job-sharing opportunities, mentoring and ad hoc advice.	N/A
DIVERSITY, EQUITY & INCLUSION	Compelling Culture https://www.compellingculture.co.uk/	Inclusive consultancy	N/A
DIVERSITY, EQUITY & INCLUSION	Creative Access www.creativeaccess.org.uk Also in: CAREER DEV AND TRAINEES	Talent pool - Diverse and inclusive talent	N/A
DIVERSITY, EQUITY & INCLUSION	Create Central UK www.createcentraluk.com hello@createcentraluk.com Also in: CAREER DEV AND TRAINEES	Talent pool - Local trainees	N/A
DIVERSITY, EQUITY & INCLUSION	Creative Diversity Network www.creativediversitynetwork.com enquiries@creativediversitynetwork.com Also in: CAREER DEV AND TRAINEES	Talent pool - Diverse and inclusive talent	N/A
DIVERSITY, EQUITY & INCLUSION	Creative Industries Project www.opportunities-shp.org.uk	Talent pool - Homeless individuals	N/A

A directory for all material mentioned in this document including information and details about companies that provide relevant services can be found at the bottom of this document.
Quick links to the relevant items of the Directory are included in each of the section headers.

	Also in: CAREER DEV AND TRAINEES		
DIVERSITY, EQUITY & INCLUSION	Creative Mentor Network www.creativementornetwork.org Also in: CAREER DEV AND TRAINEES	Talent pool - Underprivileged young people	N/A
DIVERSITY, EQUITY & INCLUSION	Creative Sparkworks www.creative-sparkworks.org info@creative-sparkworks.org Also in: CAREER DEV AND TRAINEES	Work experience placements for less privileged young people	N/A
DIVERSITY, EQUITY & INCLUSION	DanDi www.dandijobs.com info@inclusiveemployers.co.uk Also in: CAREER DEV AND TRAINEES	Talent pool - Diverse and inclusive talent	N/A
DIVERSITY, EQUITY & INCLUSION	Digital Orchard Foundation www.digitalorchardgroup.com kate@digitalorchardgroup.com Also in: CAREER DEV AND TRAINEES	Talent pool - Underrepresented young people (Camera dept)	N/A
DIVERSITY, EQUITY & INCLUSION	Divergent Talent Group www.divergenttalentgroup.co.uk info@divergenttalentgroup.co.uk	Talent pool - Neurodivergent writers, actors and creatives	N/A
DIVERSITY, EQUITY & INCLUSION	Equal Access Network (c/o Film London) www.filmlondon.org.uk equalaccess@filmlondon.org.uk Also in:	Job shares opportunities	N/A

A directory for all material mentioned in this document including information and details about companies that provide relevant services can be found at the bottom of this document. Quick links to the relevant items of the Directory are included in each of the section headers.

	CAREER DEV AND TRAINEES		
DIVERSITY, EQUITY & INCLUSION	Film Access Scotland www.filmaccess.scot info@filmaccess.scot Also in: CAREER DEV AND TRAINEES	Recruiting local crew from underrepresented background	N/A
DIVERSITY, EQUITY & INCLUSION	Graphics Union https://www.graphicsunion.co.uk/ info@graphicsunion.co.uk	New entrants directory and job posts	N/A
DIVERSITY, EQUITY & INCLUSION	Gritty Talent www.grittytalent.tv Also in: CAREER DEV AND TRAINEES	Recruiting crew from underrepresented background	N/A
DIVERSITY, EQUITY & INCLUSION	Hatch Films www.hatch-films.com hello@hatch-films.com Also in: CAREER DEV AND TRAINEES	Recruiting crew from underrepresented background	N/A
DIVERSITY, EQUITY & INCLUSION	HR Rewired www.hr-rewired.com hello@hr-rewired.com +44 (0) 208 050 1759	HR Consultants (focused on anti-racism) and Trainer	N/A
DIVERSITY, EQUITY & INCLUSION	Iconic Steps www.iconicsteps.co.uk info@iconicsteps.co.uk +44 7960896910	Talent pool - Diverse and inclusive talent	N/A
DIVERSITY, EQUITY & INCLUSION	Inclusive Talent www.inclusivetalent.co.uk agent@inclusivetalent.co.uk	Talent pool - Inclusive agency representing disabled & neurodivergent actors	N/A

A directory for all material mentioned in this document including information and details about companies that provide relevant services can be found at the bottom of this document. Quick links to the relevant items of the Directory are included in each of the section headers.

DIVERSITY, EQUITY & INCLUSION	London Screen Academy https://lsa.ac.uk/ laura.boswell@lsa.ac.uk	Sixth-form training college (16-19 year olds) - looking for entry level opportunities	N/A
DIVERSITY, EQUITY & INCLUSION	Mama Youth www.mamayouth.org.uk info@mayouth.org.uk +44 7869 215 301	Talent pool - Diverse and inclusive talent Offers 2-way mentoring initiative	N/A
DIVERSITY, EQUITY & INCLUSION	Media Parents www.mediaparents.co.uk Also in: CAREER DEV AND TRAINEES	Job sharers pool	N/A
DIVERSITY, EQUITY & INCLUSION	Media Trust https://mediatrust.org/	Resource Hub	N/A
DIVERSITY, EQUITY & INCLUSION	Neck of the Woods https://notwfilms.com/young-filmmakers-fund/	Provides mentoring and support	N/A
DIVERSITY, EQUITY & INCLUSION	NipperBout www.nipperbout.com events@nipperbout.com +44 1296 712658	Events Childcare Staff and Services	N/A
DIVERSITY, EQUITY & INCLUSION	Pact https://diversity.pact.co.uk/indie-diversity-training-scheme.html anjani@pact.co.uk	Inclusion tools for Pact members	N/A
DIVERSITY, EQUITY & INCLUSION	Primetime https://primetime.network/ hello@primetime.network	Network and database of female identifying talent in film, TV and commercials.	N/A
DIVERSITY, EQUITY & INCLUSION	Project 23 https://www.project23works.com/	Consultancy	N/A

A directory for all material mentioned in this document including information and details about companies that provide relevant services can be found at the bottom of this document.
Quick links to the relevant items of the Directory are included in each of the section headers.

DIVERSITY, EQUITY & INCLUSION	RA Agency (pka Reel Angels) https://ra-agency.online/	Represents a broad and diverse range of female film, TV and event technical crew	N/A
DIVERSITY, EQUITY & INCLUSION	Raising Films www.raisingfilms.com	N/A	How to build an inclusive Production for Parents and Carers Training (Raising Your Game)
DIVERSITY, EQUITY & INCLUSION	Re:Frame https://www.reframenetwork.co.uk/	Diverse Film & TV Network	N/A
DIVERSITY, EQUITY & INCLUSION	Russell Clare Associates https://www.ruscla.com/	Anti-Racism and Inclusion Consultancy	N/A
DIVERSITY, EQUITY & INCLUSION	Screen Industries Growth Network (Yorkshire/Humber) www.screen-network.org.uk enquiries@screen-network.org.uk Also in: CAREER DEV AND TRAINEES	Talent pool - Diverse and inclusive talent	Supporting Trans Professionals Training
DIVERSITY, EQUITY & INCLUSION	ScreenSkills www.screenskills.com Also in: ALL OTHER CATEGORIES	N/A	Equality and Inclusion Training Addressing Unconscious Bias Training
DIVERSITY, EQUITY & INCLUSION	Screen NETS (Scotland) https://www.screen-nets.org.uk/about c.aitken@napier.ac.uk k.sheridan@napier.ac.uk	Mentoring and training emerging directors	Directors Programme
DIVERSITY, EQUITY & INCLUSION	Share My Telly Job www.sharemytellyjob.com speaktous@smtj.tv	N/A	Job Sharing Training for Employers Job Sharing Free Consultation
DIVERSITY, EQUITY & INCLUSION	Spot www.talktopot.com hello@talktopot.com	Workplace bullying and harassment incidents app	Online compliance trainings, through a DEI lens

A directory for all material mentioned in this document including information and details about companies that provide relevant services can be found at the bottom of this document.
Quick links to the relevant items of the Directory are included in each of the section headers.

	Also in: HUMAN RESOURCES		
DIVERSITY, EQUITY & INCLUSION	Tell Jane www.telljane.co.uk Also in: HUMAN RESOURCES	DEI Consultants	Various DEI Trainings
DIVERSITY, EQUITY & INCLUSION	The Black Costume Network theblackcostumenetwork@gmail.com	Talent pool - database of members	N/A
DIVERSITY, EQUITY & INCLUSION	The Black Sound Society www.blacksoundsociety.org/members	Talent pool - database of members	N/A
DIVERSITY, EQUITY & INCLUSION	The Film and TV Charity www.filmtvcharity.org.uk info@filmtvcharity.org.uk +44 20 7437 6567 Also in: •HUMAN RESOURCES •MENTAL HEALTH AND WELLBEING	•Bursaries and financial support to crew •Support for travel expenses	N/A
DIVERSITY, EQUITY & INCLUSION	The Green Shot www.greenshoot.com info@greenshoot.com Also in: •SUSTAINABILITY •CAREER DEV AND TRAINEES	Green Steward Trainees	N/A
DIVERSITY, EQUITY & INCLUSION	The Screen Film Community https://www.thescreencommunity.com/about kate.herron@thescreencommunity.com	Partner with Production to provide entry level roles and trainees	N/A
DIVERSITY, EQUITY & INCLUSION	The Talent Manager https://www.thetalentmanager.com/	Freelancer and job listings	N/A

A directory for all material mentioned in this document including information and details about companies that provide relevant services can be found at the bottom of this document.
Quick links to the relevant items of the Directory are included in each of the section headers.

DIVERSITY, EQUITY & INCLUSION	Think Bigger! https://thinkbigger.uk.com/	Opportunities page	N/A
DIVERSITY, EQUITY & INCLUSION	Trans+ On Screen www.transonscreen.com	Trans Talent Pool	N/A
DIVERSITY, EQUITY & INCLUSION	Transforming Film www.transformingfilm.com info@transformingfilm.com	Organisation providing Training, Consultancy and Advocacy around Trans identity and experience. Includes Script Consultancy	Supporting Trans Professionals Training
DIVERSITY, EQUITY & INCLUSION	UK Film & TV Drama Job Share Facebook Group	Job sharers pool	N/A
DIVERSITY, EQUITY & INCLUSION	UK Muslim Film https://ukmuslimfilm.org/	Talent pool and consultancy for representation and inclusion	Consulting
DIVERSITY, EQUITY & INCLUSION	VisAble People (UK) http://visiblepeople.com/	Agency representing actors, models and presenters with disabilities	N/A
DIVERSITY, EQUITY & INCLUSION	Women Who Are Sound https://www.wwasound.com/	Network of audio professionals	Resource page
DIVERSITY, EQUITY & INCLUSION	WonderWorks www.thewonderworks.co.uk leavesden@thewonderworks.co.uk +44 20 3427 4270	Childcare Staff and Services (In Studio and On Location Options)	N/A
SUSTAINABILITY	albert www.wearealbert.org albert@bafta.org	N/A	Sustainable Productions Training Editorial Training Sustainability Training Module
SUSTAINABILITY	CAMA https://cama.co.uk/	Asset Consultancy	

A directory for all material mentioned in this document including information and details about companies that provide relevant services can be found at the bottom of this document. Quick links to the relevant items of the Directory are included in each of the section headers.

SUSTAINABILITY	Climate Spring https://www.climate-spring.org/	Editorial Consultancy	Editorial Training
SUSTAINABILITY	Creative Zero www.creativezero.co.uk Tim@creativezero.co.uk	Sustainability Consultant Sustainability Coordinator	Albert Editorial Training
SUSTAINABILITY	Earth to Action www.earthtoaction.com	Sustainability Management Sustainability Consultation	Sustainability Training (Inc in Wales) Guest Speaker
SUSTAINABILITY	Film London https://filmlondon.org.uk/filming-in-london/green-screen	Editorial Consultancy	Editorial Training
SUSTAINABILITY	Good Energy Stories https://www.goodenergystories.com/	Film Agency	Locations directory including sustainable offerings ie EV charging, potable water, renewable energy etc
SUSTAINABILITY	Green Eyes Production www.greeneyesProduction.com	Sustainability Consultant Sustainability Coordinator Sustainability PA's	Company/ Production Strategy/ Training Programs Production Speaker Editorial Training
SUSTAINABILITY	Gruener-werkzeug https://www.gruener-werkzeugkasten.de/	Carbon Tracker	

A directory for all material mentioned in this document including information and details about companies that provide relevant services can be found at the bottom of this document.
Quick links to the relevant items of the Directory are included in each of the section headers.

SUSTAINABILITY	Locationz https://locationz.co.uk/	VR Recce solutions	N/A
SUSTAINABILITY	Man in Seat 60 https://www.seat61.com/index.html	Travel comparison (trains)	N/A
SUSTAINABILITY	Neptun www.neptunesustainability.com	Sustainability Consultant Sustainability Coordinator	Speaker Visit and Speak to cast and Crew to enrol them. Sustainability Training
SUSTAINABILITY	PAL https://www.pal.film/	Resale Market	Allows reselling of props, sets, costume etc directly between Productions
SUSTAINABILITY	Picture Zero https://www.picturezero.com	Sustainability Consultant Sustainability Coordinator and PAs	N/A
SUSTAINABILITY	ScreenSkills www.screenskills.com Also in: ALL OTHER CATEGORIES	N/A	Sustainability for the screen industries
SUSTAINABILITY	Sustainable Film www.sustainablefilm.green hello@sustainablefilm.green	Sustainability Consultant Sustainability Coordinator Sustainability PAs	N/A
SUSTAINABILITY	The Green Shot www.greenshoot.com info@greenshoot.com	Green Screen Sustainable Production Programme Sustainability Package (Carbon Tracker)	N/A

A directory for all material mentioned in this document including information and details about companies that provide relevant services can be found at the bottom of this document.
Quick links to the relevant items of the Directory are included in each of the section headers.

ScreenSkills: Training Programmes/Courses

Productions can claim back up to 60% of their fund contribution. Flexibility can be offered should a Production wish to take more funds from one programme over another. Any unspent funds are invested in wider crew development including grade shortages to deliver further workforce growth.

The remaining 40% is invested back into delivering wider workforce development and opportunities cross the UK including:

- Facilitating job shares

- Freelance training bursaries

- Driving lesson and access bursaries

- Socio economic outreach programmes

- DEI focused activities including access coordinator programme, Deaf and disability awareness training.

- Virtual Production taster sessions for all grades

- Sector specific e-learning.

- A.I training for future workforce development

- Freelance CV, mentoring and career development sessions etc.

For current and most up to date details of all available as part of Productions 60% programmes please see here: [ScreenSkills HETV support](#)

pact.