



Professional Development - Placements Guidelines

This fund recognises that highly skilled practitioners are vital for the long-term growth of the screen industry in Western Australia. It assists the professional development of Western Australian:

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

who have been offered an exceptional national or international placement with a reputable company/provider.

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

This fund accepts applications at any time.

Special placement opportunities may be advertised by Screenwest as a competitive funding round.

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

Practitioners with credits/experience more than five years old are also encouraged to apply if there is a reasonable explanation for the gap e.g. carers responsibilities.

Funding available

- Up to \$25,000 per placement.

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

Eligibility

Practitioner/s must:

1. Meet the general eligibility requirements as set out in the [Screenwest Terms of Trade](#).
2. Be a Western Australian resident as defined in the [Screenwest Terms of Trade](#).
3. Be 18 years of age or older.
4. Demonstrate a track record in their field that aligns with the placement opportunity being provided by the Placement Provider.
5. Display an ongoing commitment to being a part of the screen industry in Western Australia and continuing to work and do business within Western Australia.

Consideration will be given to First Nations practitioners who do not meet the above criteria, but can demonstrate the placement opportunity will provide significant benefit to Western Australia, in line with the Screenwest First Nations Screen Strategy.

Placement Provider/s must:

1. Be a reputable, at-arms-length company/organisation with a demonstrated track record in their field that aligns with the placement opportunity.
2. Provide a letter of commitment:
 - Outlining the placement opportunity and the skills development outcomes to be achieved by the Practitioner during the placement.
 - Naming the mentor for the placement with an explanation of why their skills and experience make them suitable for this role.
3. Take out and maintain appropriate insurance cover for the Practitioner for the term of the placement.
4. Enter into a formal employment agreement with the Practitioner for the term of the placement and cover all relevant fees and fringes associated with their employment.

Assessment Criteria

Screenwest will assess eligible applications against the following criteria:

1. *Track Record*: Placement Provider's track record and ability to deliver on the stated placement outcomes.

2. *Commitment*: the Practitioner's track record and demonstrated commitment to a professional career within the department they are applying for.
3. *Merit of the Opportunity*: the benefit the placement will have in advancing the Practitioner's career objectives and skillset.
4. *Capacity Development*: the benefit to the overall capability and capacity development of the Western Australian screen industry more broadly.
5. *Funding*: availability of Screenwest funds.

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

Application Process

Before applying:

1. The Practitioner and the Placement Provider must read these guidelines and the [Screenwest Terms of Trade](#). The Terms of Trade set out the core terms on which Screenwest conducts its business.
2. Review the online application form on Smartygrants and make sure you have all required documents ready to submit with the application.
3. Discuss your application with the Screenwest Program Contact person.

How To Apply

- Complete an online application form through the [Screenwest SmartyGrants portal](#). Either the Practitioner or the Placement Provider may apply for funding (the "Applicant").
- Attach all the relevant documentation and supporting material.

Contact the Program Manager if you require accessibility assistance.

After you apply

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

In addition to the decision timeline, remember to factor in the time needed to complete contracting before you will receive your first drawdown.

Terms of Funding

1. Funding is provided as a grant.
2. Screenwest will enter into a written agreement with the Placement Provider and the Practitioner (where the Practitioner is the Applicant).
3. Screenwest will provide funding to the Placement Provider to facilitate the employment of the Practitioner.
4. The Placement Provider must employ the Practitioner under a formal employment agreement for the term of the placement.
5. The Placement Provider will be solely responsible for paying all fees, expenses and any associated fringe directly to the Practitioner for the duration of their placement.
6. The Placement Provider shall be solely responsible for purchasing and maintaining all relevant insurances to cover the Practitioner during the placement term and for managing and controlling all work health and safety requirements of the Practitioner's placement.

Program Contacts

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