

## Placements Guidelines

This fund supports professional development opportunities for Western Australian key creatives, crew and digital games developers who have been offered a placement opportunity with a reputable company.

Read these guidelines together with the [Screenwest Terms of Trade](#) and [Glossary of Terms](#). The Terms of Trade outlines our commitment to diversity, equity and inclusion, as well as the terms and conditions on which we do business.

### Eligibility

Either the practitioner or the placement provider may apply.

The practitioner must:

1. Meet the eligibility requirements in the Terms of Trade.
2. Be a Western Australian Resident as defined in the 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.
5. Display an ongoing commitment to being a part of the Western Australian screen industry.
6. Not have received funding from this program unless an exceptional opportunity can be demonstrated and supported by a strong rationale.

The Placement Provider must:

1. Be a reputable, at-arms-length company/organisation with a demonstrated track record in their field that aligns with the placement opportunity.
2. Provide a letter of commitment:
  - a. Outlining the placement opportunity and the skills development outcomes to be achieved by the practitioner during the placement.
  - b. Naming the mentor for the placement with an explanation of why their skills and experience make them suitable for this role.
3. Hold all relevant insurances to cover the practitioner for the duration of the placement.
4. Enter into a formal employment agreement with the practitioner for the term of the placement.
5. Pay all relevant fees, expenses and any associated fringes directly to the practitioner for the duration of with their employment.
6. Manage and control all work health and safety requirements of the practitioner's placement.

## What can I receive funding for?

A placement opportunity with reputable companies located in Australia or internationally that help address identified skills gaps in the Western Australian screen industry.

## This program does not support

Items/activities listed in project ineligibility in the Terms of Trade.

## How much funding is available?

Funding is provided as a grant, up to \$25,000 per placement.

## Assessment Criteria

We will assess all eligible applications using the following criteria:

1. **Track record:** Previous experience and/or track record of the placement provider's 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. **Outcomes:** How the placement contributes to advance the practitioner's career goals and professional development.
4. **Capacity development:** The benefit to growing overall capability and capacity of the Western Australian screen industry.
5. **Funding available:** Availability of our funds.

We will weight the above assessment criteria as it deems appropriate to best support our strategic purpose.

When reviewing applications, we also consider whether the practitioner and/or placement provider has multiple ongoing Projects that could affect the quality or timely delivery of additional Projects.

## Application Process

Read the [SmartyGrants](#) application form which lists the materials you will need to submit as part of your application.

We recommend you discuss your application with the [program contacts](#) before applying and let them know if you require any accessibility assistance as you complete your application.

### How to apply

- Submit the online application form in SmartyGrants.
- Upload all required documents and supporting materials.

### After you apply

- Applications are reviewed to ensure they meet the eligibility requirements above and in the Terms of Trade.
- Your application will be assessed by Screenwest management against the assessment criteria.
- We will notify Applicants of the outcome of their application by email or phone within 4 weeks after the application submission.
- Screenwest will provide its funding to the placement provider to facilitate the employment of the practitioner.
- Screenwest will enter into a funding agreement with the placement provider and the practitioner (where the practitioner is the Applicant).

### Ready to start your application?

[Apply here](#)

### Contact the team

Contact the team listed [here](#), or by emailing [funding@screenwest.com.au](mailto:funding@screenwest.com.au).

**Phone:** +61 8 6169 2100

**Toll free for WA regional callers only:** 1800 463 043

**Screenwest (Australia) Ltd ABN** 43 620 492 300

Screenwest sincerely thanks all its valued partners for their committed and ongoing support of our organisation and the Western Australian screen industry.

This program is supported by

