

Below-the-line (BTL) Crew Capacity Program – Checklist

This checklist should be completed by the production company, the person undertaking the attachment/mentorship (the Participant), and their Mentor.

For the purposes of the BTL Crew Capacity Program the:

- Mentor is the person who will advise, train, guide or support the participant.
- Participant is the person undertaking the attachment or who will be mentored.

The checklist outlines what is expected before, during and after the attachment/mentorship period, including:

- The production company appointing a suitable Mentor to support and supervise the Participant.
- An initial meeting with the Participant, their mentor and other relevant production company staff to develop a Skills Development Plan and agree on expectations, responsibilities and learning opportunities.
- The production company providing the Participant with a workplace induction that covers relevant policies, procedures and work health and safety requirements.
- The production company and Mentor providing performance feedback to the Participant during and at the end of the attachment/mentorship period.

Email the completed checklist to: funding@screenwest.com.au

Before Starting

Tasks	Details	Responsibility	Date Completed
Mentor confirmed and Participant selected	- Mentor was involved in the Participant selection process. - Mentor has agreed to guide and supervise the Participant.	- Mentor - Production company	
Initial meeting	- Agree on the Participant's responsibilities and tasks. - Confirm the expected outcomes and performance expectations. - Confirm the start and end dates, expected hours and days in line with the department and role. - Confirm the Participant's wages and when and how the Participant will be paid. - Develop the Skills Development Plan.	- Mentor - Production Company - Participant	
Employment Agreement	Enter the employment agreement and any standard confidentiality or intellectual property agreements before the attachment/mentorship starts.	- Production Company - Participant	
Induction - Policies and Procedures	- Explain the production company's policies and procedures to the Participant and provide copies. - The Participant reviews all relevant policies and procedures.	- Production company and Mentor (explain and provide) - Participant (review)	
Induction - Work, Health and Safety	- Explain work health and safety policies, procedures, and requirements to the Participant and provide copies. - Introduce Participant to Work Health and Safety Officer.	- Production Company and Mentor (explain, provide and introduce) - Participant (review)	

Tasks	Details	Responsibility	Date Completed
Induction - Emergency and first aid	• Explain first aid and emergency policies and procedures to the Participant and provide copies. • Introduce the Participant to the First Aid Officer/s e.g. on-set officer.	• Production company and mentor (explain, provide and introduce) • Participant (review)	
Induction - Discrimination, bullying, harassment and sexual harassment	• Explain discrimination, bullying, harassment and sexual harassment policies and procedures to the Participant and provide copies. • Introduce the Participant to the contact officer for raising any concerns about discrimination, bullying, sexual harassment and harassment.	• Production company and Mentor (explain, provide and introduce) • Participant (review)	
Induction - On Set Protocols (for on-set roles)	• Explain relevant on-set protocols and procedures to the Participant.	• Production company and Mentor	
Orientation	• Provide the Participant with a tour of the set or workplace before the attachment period starts. • Ensure the Participant completes and submits all safety induction completion paperwork.	• Mentor • Production company	
Insurance	• Confirm appropriate insurance is in place to cover the Participant for the duration of the attachment/mentorship.	• Production company	

During the Attachment or Mentorship

Tasks	Details	Responsibility	Date Completed
Welcome and introductions	- Welcome the Participant as a member of the crew. - Introduce the Participant to relevant cast and crew, explain their roles and responsibilities.	- Mentor - Production company	
Regular feedback	- Mentor provides regular, constructive feedback to the Participant. - Participant has an opportunity to provide feedback on their experience. - Participant checks in with Screenwest within 3 weeks of starting their attachment/mentorship to discuss progress.	- Mentor - Participant	

At the End

Tasks	Details	Responsibility	Date Completed
Final feedback	- Mentor provides constructive feedback to the Participant. - Participant has an opportunity to provide feedback on their experience and outcomes.	- Mentor - Participant	
Reports and deliverables to be delivered to Screenwest	- Production company, Mentor and Participant complete the required acquittal reports using the relevant Screenwest templates. - Production Company provides proof of payment to the Participant e.g. PAYG payment summary or company invoices.	- Mentor - Production company - Participant	

Work Health and Safety Acknowledgement

1. The Production Company acknowledges and agrees that it is solely responsible for the safety of the Participant while they undertake the BTL Crew Capacity Program attachment/mentorship and it warrants and undertakes to Screenwest that:
 - a. it will comply with all relevant WHS Laws and ensure a safe system of work for the Participant;
 - b. it will undertake relevant hazard identification and risk assessment for the work to be undertaken by the Participant, ensure that the Participant is adequately supervised and appropriately trained for the BTL Crew Capacity Program attachment/mentorship and put in place appropriate procedures to eliminate or, if that is not reasonably practicable, to control those risks; and
 - c. it will adopt the *Australian Screen Industry Code of Practice* and *National Guidelines for Screen Safety* and will use reasonable efforts to follow the recommendations of these policies.
2. The Participant acknowledges and agrees that they have been provided with an induction upon commencement of work in relation to all relevant matters pertaining to a safe workplace including:
 - a. WHS laws;
 - b. all applicable policies and procedures reflecting the *Australian Screen Industry Code of Practice* and *National Guidelines for Screen Safety*; and
 - c. guidance on how to deal with safety breaches and the contact details for the relevant safety officer.

Under this document:

1. **WHS Laws** means the *Work Health and Safety Act 2011* (Cth), *Work Health and Safety Regulations 2011* (Cth), the *Work Health and Safety Act 2020* (WA) and the *Work Health and Safety (General) Regulations 2022* (WA) and all other comparable State and Territory occupational and work health and safety laws and regulations in force from time to time;
2. **National Guidelines for Screen Safety** means the *National Guidelines for Screen Safety* developed by Screen Producers Australia (SPA) and Media Entertainment & Arts Alliance (MEAA). The *National Guidelines for Screen Safety* are available on the Screen Safe Australia Website or through SPA and MEAA; and
3. **Australian Screen Industry Code of Practice** means the *Code of Practice: Discrimination, Harassment, Sexual Harassment and Bullying* developed by Screen Producers Australia (SPA) and Media Entertainment & Arts Alliance (MEAA). The Code of Practice is available on the SPA and MEAA websites.

Production Company Details

Production title: _____

Production company name: _____

Contact person: _____

Contact person's phone number: _____

Contact person's email address: _____

Signature of production company's authorised officer:

Date:

Participant Details

Your name: _____

Phone number: _____

Email address: _____

Participant's signature:

Date:

Mentor Details

Your name: _____

Phone number: _____

Email address: _____

Mentor's signature:

Date:

Contact the Team

Contact the team listed [here](#), or by emailing 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

