

# ***Applicant Information***

## ***New Entrant Technical Training Programme***

### **1. What is FT2?**

FT2 - Film and Television Freelance Training - is the only national provider of training for people seeking to establish a freelance career in the junior construction, technical and production grades of the film and television industry. Funded and managed by the industry, FT2 provides the following:

**New Entrant Technical Training Programme**  
**Setcrafts Apprenticeship Training Scheme**  
**Independent Companies Researcher Training Scheme**  
**Freelance Skillset Professional Qualification Assessment Service**

This guidance and the attached application form is only for the New Entrant Technical Training Programme.

### **2. Who supports FT2?**

The Board of FT2 has representatives from the APA (The Advertising Producers' Association), BBC, BECTU (The Broadcasting, Entertainment, Cinematograph and Theatre Union), Channel 4 Television, ITVA (The Independent Television Association), the MPA (Motion Picture Association) and PACT (The Producers Alliance for Cinema and Television).

FT2 receives funding for the New Entrant Scheme from the Skillset Film Skills Fund, Skillset Freelance Training Fund, UK Film Council National Lottery, the European Social Fund and Channel 4.

### **3. What areas of training are covered by the New Entrant Technical Training Programme?**

The New Entrant Technical Training Programme trains successful applicants over two years, full time, to become technical assistants across film and television in one of the following jobs:

Art Department Assistant  
Assistant Editor  
Camera Assistant/Clapper Loader  
Make-Up/Hair Assistant  
Production (e.g. production co-ordinator, continuity or assistant location manager)  
Props Assistant  
Sound Assistant (Location sound assistants **not** sound post-production assistants)  
Wardrobe Assistant

### **4. What areas are not covered by the New Entrant Technical Training Programme?**

FT2 does not train scriptwriters, directors or producers. So if your ambitions lie in one of these areas, we recommend that you contact Skillset, the Sector Skills Council for the Audio Visual Industries, at [www.skillset.org](http://www.skillset.org) for further advice and information on industry training or the Skillset Careers Helpline - England 08080 300 900, Scotland 0808 100 8094 for industry careers advice.

### **5. Is the New Entrant Technical Training Programme like a college course?**

No, the programme operates more like an apprenticeship in the industry and therefore you do need to understand and know what is involved in working freelance in the industry. Moreover, you need to be very clear as to what is involved in your chosen area, and be confident that you will establish a career in this department on completion of the programme.

You should realise that the programme is not a route for people to simply explore the industry, or a way of making contacts in the industry. It is not a fast track to make your own films. A love of cinema and television whilst extremely important is not enough. The programme demands the very highest level of commitment.

If you are successful in gaining a place, you will spend up to 80% of your time as a supernumerary trainee, training with practitioners in feature films, television productions, commercials, corporate and promotional videos. The majority of training, will be on location on both feature film and TV dramas. Whilst we endeavour to give trainees experience in other areas e.g. documentary and studio production, the scheme is geared towards productions who employ assistants. These placements usually involve very long days, often unsocial hours, in situations which can be both stressful and tiring. Assistant level work often involves lifting and carrying of equipment and can involve working at heights from ladders and scaffolding.

The remainder of the programme is spent on specially developed short course training integrating theory and practice, using industry standard equipment and taught by leading industry practitioners. You will also prepare for and undertake formal assessment against the industry standards relevant to your future Assistant's job.

## **6. So how is the New Entrant Technical Training Programme structured?**

Over the first eight months, you will be attached to professional productions on both film and tape and gain experience in areas as diverse as camera, art, production, sound, and editing. This will ensure that you understand the work of each department and recognise how the departments interact with each other in production.

Once you have successfully covered the foundation period, you will spend up to sixteen months training in your specialist area whereby through a sequence of production attachments, specialised short courses and workshops, and undertaking formal assessment for your Skillset Qualification you will become technically and professionally competent as a craft, technical or production assistant.

Productions which had FT2 trainees in 2004 include: : **Bridget Jones - On The Edge, Charles Dickens, Dalziel and Pascoe, Dead Ringers, Doc Martin, Harry Potter and the Goblet of Fire, Kingdom of Heaven, Murphy's Law, Mrs Henderson Presents, Nanny McPhee, NY-LON, Pride and Prejudice, Revolver, Rose and Maloney, Tom Brown's Schooldays, Vera Drake, Woody Allen Project.**

## **7. Does the programme lead to a recognised industry qualification?**

It is a condition of being offered a place that all successful applicants work towards achieving units or the full award of the relevant Skillset Professional Qualification during their time on the programme in the grades where these qualifications exist.

## **8. Does the programme lead to work?**

Since 1985 over 300 people have graduated from the scheme and many of them have now progressed into the senior technical and creative jobs of the industry.

In 2004, 14 trainees graduated from the scheme and secured the following freelance contracts in their chosen grade area in productions as diverse as: **Auf Wiedersehen Pet, The Dark, Half Light, The Hitchikers Guide to the Galaxy, Harry Potter and the Goblet of Fire, The Little Prince, Murder Prevention, Mysti and Revolver.**

## **9. Are there any fees to be paid for the programme?**

No. FT2 is fully funded by the industry and the European Social Fund (ESF) so all costs of the programme are fully covered. If you are successful in gaining a place a monthly training allowance of £927 will be paid to you. There is a statutory National Insurance deduction to ensure that your right to future benefits is protected. In addition, financial assistance is given for travel and, where appropriate, dependant or child care costs. This is full time training and by signing the training agreement trainees agree that they will undertake no other work during the two year period.

## **10. Are there any restrictions on applying for the programme?**

Yes. As a minimum you must be 18 years of age or over when the programme starts. We aim to commence the programme on 8 August this year. The programme is aimed at people who are seeking to enter the industry to work as freelance assistants. For people applying to become Production Assistants and Makeup/Hair Assistants there are separate requirements which are detailed in Section 14. You must be living

in London for the duration of the course. We will also require evidence that all successful candidates are legally entitled to live and work in the United Kingdom prior to confirming an offer of a place on the programme. ESF eligibility criteria may apply to this programme. **All applicants must complete the Declaration of ESF Eligibility attached to this form.**

### **11. How are candidates selected for FT2?**

Initially, you will complete an application form highlighting why you believe you should be given a place on the programme. FT2 will only consider the information on the official application form so do not send cv's, photographs, or any other material at this stage.

However, should you be unable to provide a written application as a result of a disability, please contact us and we will seek to establish an alternative means of submitting your application.

We are keen to establish what you have done to date to get into the industry and why you have been unsuccessful. We want to know why you need training, and why this programme rather than any other will improve your chances of entering the industry as a junior assistant. We want to find out what you have done which will show us that you are a team-player and possess the maturity, flexibility and communication skills needed to work in today's industry. We want to know why you should be offered one of the available places and what you will bring to the training programme and to the industry.

If selected for interview you will have to demonstrate to a panel drawn from the industry, including senior practitioners in your craft, technical or production area, that you possess good communication and interpersonal skills, a strong visual/technical sense, an understanding of your future job and of FT2, and that you have the potential to meet the exacting technical standards of the industry. You may be called for a second interview.

If you are successful at interview a written, conditional offer, subject to two satisfactory references, will be made. At this point you will be required to provide evidence that you meet the European Social Fund Criteria. Only when you have satisfied these conditions will we confirm that you have a place on the scheme. Funding is still to be confirmed but it is anticipated that the training will commence on 9 August 2005.

**Unfortunately, due to the number of applications we receive each year we cannot respond to every candidate. We will start interviewing in mid/late May so if you have not heard from us by this time it means that you have not been selected for interview on this occasion.**

### **12. How will I demonstrate my visual/technical sense?**

If you are invited to attend for interview you will be asked to bring six photographs that tell a story. You should consider how best to provide images which support your narrative and illustrate your real and practical knowledge of your training grade.

In addition, you may choose to bring other materials which illustrate your skills, knowledge and potential to train and work in the industry. This could include a showreel (VHS only), a portfolio of stills, graphics, drawings or designs, a cassette of sound recordings, an extract from a storyboard, a shot list or production notes. These are some of the ways in which you can demonstrate your suitability to the panel.

At interview, there is usually between five and ten minutes to view material and answer your questions so please take the time to consider and structure your evidence so that the panel is viewing work that directly demonstrates your current level of skill. We will only require such material if you are invited to interview so do not send it with your application. FT2 cannot take any responsibility for returning it to you.

### **13. So the selection process is tough?**

Yes, it has to be. FT2 receives an average of 70 applications for each place on the scheme. The industry is investing heavily in each of the available places on the programme and we are only interested in training the best candidates to become the next generation of film and television technicians in the United Kingdom.

### **14. Do I need qualifications to get onto FT2?**

No, the primary criteria are talent, demonstrable commitment, determination and practical knowledge of the industry. We are more interested in what applicants have done to find their own way in the industry., rather

than what they might have studied.

However, if you intend to become a Make-Up/Hair Assistant you must have already achieved both National Vocational Qualifications in Hairdressing and Beauty Therapy at Level 2 as a minimum. You will be required to produce originals of your qualifications at interview.

If you intend to become a Production Assistant you are likely to have already achieved an administration or secretarial qualification, be able to use a computer and touch type with accuracy at a speed of 40 words per minute. Applicants invited to interview will be tested to establish their current speed and accuracy.

### **15. Is there a closing date for applications?**

Yes. We will only accept applications which arrive by noon on 1 April 2005. Under no circumstances will we accept applications received after the closing date.

We will not accept faxes or e-mail formats of the application form. You must ensure that the original, completed application form is posted to us to arrive by the deadline. FT2 can take no responsibility for applications which are either submitted after the closing date or do not arrive at the FT2 offices. Due to the volume of applications we will not be able to deal with telephone enquiries about receipt of application forms. We therefore strongly advise you to send your application by recorded or special delivery if you require proof of receipt.

### **16. Does FT2 have a policy of equal opportunity?**

Yes, we do. FT2 actively seeks to assist the film and television industry pursue a policy of equal opportunity which will lead to it having a more diverse workforce in future. To this end, we seek to ensure that a half of all available places are for women and a third of all places are available for people from ethnic minorities. We welcome applications from people with disabilities.

4 places starting in the Summer of 2005 are 4Skills places, supported by Channel 4 to encourage greater representation within the industry from ethnic minority backgrounds.

We seek to ensure that our equal opportunities policy is effectively implemented during the recruitment and selection processes of all of our training schemes. A Diversity Monitoring Form is attached to the application form and we would be grateful if you would complete this section.

### **17. Is there anything else you should know?**

You should have the drive, personality and ability to learn new skills and get on with everyone in all of the training, assessment and production opportunities the programme affords. Production attachments usually involve very long days, usually six days a week and can be anywhere in the United Kingdom and occasionally abroad.

Due to the level of competition to get onto the scheme, you will need to consider and identify other routes into the industry. There are many ways in and FT2 is only one.

**PLEASE RETURN YOUR COMPLETED APPLICATION BEFORE 1 APRIL TO:**

**FT2 - FILM AND TELEVISION FREELANCE TRAINING  
FOURTH FLOOR, WARWICK HOUSE, 9 WARWICK STREET, LONDON W1B 5LY  
TEL: 020 7734 5141**

Supported by the Skillset Film Skills Fund:

**skillset**

UK FILM COUNCIL  
LOTTERY FUNDED



*ft*<sup>2</sup>  
FILM & TELEVISION  
FREELANCE TRAINING



**PERSON SPECIFICATION FOR AN FT2 TRAINEE: CAMERA ASSISTANT**

<b>Essential Knowledge</b>	<b>Desirable Knowledge</b>	<b>Essential qualities/skills/experience</b>	<b>Desirable qualities/skills/experience</b>
<b>Generic to all trainees</b>			
<p>An understanding of the FT2 scheme.</p> <p>An understanding of the role of the assistant they wish to train to become.</p> <p>An understanding of what being freelance entails.</p> <p>An understanding of industry working patterns and hours and the stamina required.</p>	<p>An understanding of what they will gain from placements in different areas.</p> <p>An understanding of the Skillset Professional Qualification.</p> <p>Basic physics very useful for everyone undertaking year one introductory technical training.</p>	<p>Ability to follow instructions (eg no supplementary pages on application &amp; 6 photos at interview)</p> <p>Work experience in film and television or similar industry in the department they are applying to train in.</p> <p>Commitment to working in film and television.</p> <p>Negotiation skills.</p> <p>Flexibility and adaptability.</p>	<p>Initiative</p> <p>Humility</p> <p>A sense of humour</p> <p>Work experience which involves admin, long hours, manual handling.</p> <p>IT skills useful for all trainees.</p> <p>Direct experience of negotiating a role for themselves as a junior member of a team.</p>
<b>Grade Specific</b>			
	Basic physics highly desirable	Experience of using a camera	<p>Photography</p> <p>Work experience in a camera equipment hire company such as Panavision, Arrimedia etc.</p>

## ***New Entrant Technical Training Application***

Please return your completed application to: FT2, Fourth Floor, Warwick House, 9 Warwick Street, London W1B 5LY

PLEASE TYPE OR USE BLACK INK

Surname:	Date of Birth:
Other Names:	Age as at 8 August 2005:
Address:	Tel No:
	Mobile/pager No:
	E-mail address:
Post Code:	How did you hear about FT2:
<b>CAMERA ASSISTANT/CLAPPER LOADER</b>	

EDUCATION & TRAINING - PLEASE INDICATE BELOW YOUR QUALIFICATIONS & TRAINING COURSES YOU HAVE ATTENDED. PLEASE START WITH THE MOST RECENT.

School/ College/ University/ Training Provider	Dates	Educational Qualifications & Training Certificates

What have you done to try and get work experience in the camera department on professional (not student) production?

**WORK & EXPERIENCE HISTORY:** Please list all paid and unpaid work/experience you have had to date both inside and outside the industry below. Please start with your most recent work/experience. Please give dates and total number of days.

**WORK EXPERIENCE IN THE DEPARTMENT YOU ARE APPLYING FOR**

Company	Address	Job Title & Duties	Dates From-To	No. of days	Paid/Unpaid

**WORK & EXPERIENCE RELATED GENERALLY TO THE FILM & TELEVISION INDUSTRY**

Company	Address	Job Title & Duties	Dates From-To	No. of days	Paid/Unpaid

**OTHER WORK & EXPERIENCE**

Company	Address	Job Title & Duties	Dates From-To	No. of days	Paid/Unpaid

PLEASE PROVIDE DETAILS OF TWO REFEREES (At least one from the above work/experience) WHO CAN COMMENT ON YOUR SKILLS AND ABILITIES

Name of Referee	Contact Address	Status
1.		
2.		



## Applicant Statement (Continued)

5. Please give recent examples of your ability to work in a team under the sorts of pressure you are likely to experience working in film and television. (We are particularly interested in occasions that demonstrate your stamina and determination, your communication skills, your ability to develop your own skills and knowledge and which show that you can judge when it is appropriate to act on your own initiative.)

6. What film or television programme of the past year impressed you most for the work of the camera department?

7. In no more than fifty words tell us why we should select you for this training?

### Declaration

I have read and understood the guidance notes relating to FT2's selection process and I declare that, to the best of my knowledge, the details on this form are correct.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_



# Declaration of ESF Eligibility

FT2 is supported by the European Social Fund (ESF) and is required to collate data on applicant eligibility for funding.

This form is strictly for ESF monitoring purposes and all information given is in the strictest confidence. This declaration will be detached and kept separate from your application form before a shortlist is compiled.

**This section is mandatory and your application will not be accepted unless it is completed.**

Name \_\_\_\_\_

Please tick all boxes that are appropriate to your current situation:

1 Age \_\_\_\_\_ Date of Birth \_\_\_\_\_

2 Gender: Male  Female

3 Which category describes your **current employment status**?

Registered unemployed

Not active in the labour market

Employed

Still at school

4 How long have you been **registered** as unemployed?

up to 6 months  7-12 months  12-24 months  24-36 months  Over 36 months

If **not registered** unemployed, how long have you been out of work?

up to 6 months  7-12 months  12-24 months  24-36 months  Over 36 months

5 Please tick against all categories that best describe your circumstances:

Actively seeking and available for work;

Have no up to date relevant vocational qualifications;

Have a disability;

Lone parent;

Dependent care responsibilities;

Have problems with literacy/numeracy;

Live in a remote rural area;

(Please indicate the area) \_\_\_\_\_

Threatened with redundancy;

Ethnic minority background;

Returning to the labour market after at least 2 years;

An ex-offender;

Homeless;

Drug and alcohol misuser;

Refugee;

I declare that the above information is correct as of the date below.

Signature \_\_\_\_\_

Date \_\_\_\_\_