



# **Work Experience**

Industry experience for CCEA Moving Image Arts and BFI Film Academy students aged 16 - 20 resident in Northern Ireland.

June 2018

**The Intent:**

Northern Ireland Screen intends to create work experience opportunities for 16 to 20-year olds on Northern Ireland Screen funded productions.

The programme will provide work experience opportunities for 16 to 20-year olds who are either studying CCEA Moving Image Arts (MIA) at AS or A level or Northern Ireland residents who have attended a BFI Film Academy (BFIFA) either in Northern Ireland or one of the residential courses held throughout the UK.

The intent is to offer the top MIA and BFIFA students' meaningful real-world industry experience guided by industry professionals. Work experience opportunities will be on live action or animated factual or fiction projects across film, television or digital content, funded by Northern Ireland Screen.

Work experience opportunities in writing, directing, producing or acting will not be offered.

The BFI Film Academies in Northern Ireland are run by the following delivery organisations: [Cinemagic](#), Belfast; [Nerve Centre](#), Derry~Londonderry; [Nerve Belfast](#); [AMMA Centre](#), Armagh.

Up to 20 work experience placements will be available in any academic year. Successful nominees will only be offered one work placement in any academic year. Due to the limited availability of placements, if a nominee refuses the work placement they are offered, an alternative **cannot not** be provided. Placements may last up to 6 days. Due to the scheduling of productions, placements may be offered over the duration of the academic year.

**Students can only be nominated by their school, MIA Centre/ MIA teacher or BFI Film Academy coordinator**

**The Placements:**

Northern Ireland Screen will request at least 2 work experience opportunities on each production that it offers production funding to.

These work experience opportunities will be timed to suit each production's schedule and may be offered throughout the academic year. Schools, teachers and students should allow for this possibility when applying for placements. Schools must ensure that all relevant insurances are in place. BFI Film Academy nominees must obtain permission from their schools to attend any work experience offer made by Northern Ireland Screen before accepting the placement. The schools attended by the BFI Film Academy nominees, are responsible for supplying the required paperwork, including all relevant insurances to the production's key contact (see Insurance and Child Protection).

Each production will assign a key contact who will deal with the administration necessary for each work experience opportunity.

Each production will assign a mentor for each work experience participant. A mentor may be assigned more than one work experience participant at any one time.

Each work experience opportunity will last up to a maximum of 5 days for 16 and 17-year olds and up to a maximum of 6 days for 18 to 20-year olds.

Work experience participants will be expected to work in new entrant roles in the department they are assigned to. 16 and 17-year olds will work up to 8 hours per day; 18 to 20-year olds will

work the normal working hours of the department they are assigned to. This may involve additional hours, dependent on the production. Productions may require work experience participants to be on set early in the morning, during their placement. Under normal circumstances, work experience participants will be required to get themselves to and from set or their place of work experience, for the duration of their placement.

### **Insurance and Child Protection**

The school or BFI Film Academy will provide the production's key contact with all the necessary paperwork for each work experience opportunity in a timely manner and at least two weeks before the work experience opportunity is due to commence. Failure to do so will result in the offer of the work placement opportunity being retracted.

Paperwork provided by the schools includes (but is not limited to):

- Emergency contact details for the placement student
- School's Work Experience/ Work Placement policy
- School's Child Protection procedures
- Relevant insurances

All productions funded by Northern Ireland Screen are required to have Access NI clearance for all members of the AD, Sound, Costume and Make-up Departments.

### **Application:**

Applications will be in the form of nominations by the CCEA MIA Centre where the pupil is studying MIA or by the BFI Film Academies in Northern Ireland or the BFI Film Academy residential courses across the UK. Nominations will only be accepted by email on Northern Ireland Screen's Work Experience Nomination Form.

**Nominations from individual students or their parents will not be accepted.**

Northern Ireland Screen will only accept up to 2 nominations per CCEA MIA Centre and 2 nominations per Northern Ireland BFI Film Academy Coordinator / BFI Film Academy Residential Course per academic year.

### **Eligibility:**

To be eligible nominees MUST:

- Be aged 16 – 20 years old
- Be studying Moving Image Arts at AS or A level, OR
- Have attended (and completed) the BFI Film Academy Northern Ireland, OR
- Have attended (and completed) a BFI Film Academy Residential Course
- Be nominated for a Northern Ireland Screen placement by their CCEA MIA Centre or a Northern Ireland BFI Film Academy Coordinator/ BFI Film Academy Residential Course (Northern Ireland residents only).

**Nominees are only eligible for one placement per academic year.**

### **Allocation of placements:**

Eligible nominees will be placed on a first come first served basis according to their area of interest (live action or animated factual or fiction projects in film, television or digital content) as detailed on

the nomination form. Northern Ireland Screen will endeavour to match placements by geographic area but cannot guarantee that students will be placed in areas close to their school or place of residence

**Application deadlines:**

Nomination forms will only be accepted by email and must be received by Northern Ireland Screen between the following dates:

**Schools:**

**1<sup>st</sup> September - 31<sup>st</sup> October (by 17:00)**

**BFI Film Academies** may submit their nominations for work experience on completion of the academy. However, due to production schedules, placements for BFI Film Academy nominees may not be allocated until the following academic year.

For the avoidance of doubt, the date and time received will be as per the date and time on Northern Ireland Screen's email server.

**PLEASE NOTE UNDER NO CIRCUMSTANCES WILL APPLICATIONS BE ACCEPTED AFTER THIS DEADLINE. APPLICATIONS CANNOT BE SUBMITTED BY FAX.**