



IN PARTNERSHIP WITH **NETFLIX**

Guidelines and FAQs

2021

This document outlines tips for applying to the scheme, the application questions for you to read through before beginning [your online application](#), frequently asked questions, and our privacy policy.



Tips for Applying

- Double check you are applying for the correct Grierson DocLab scheme. There are three schemes: the core Grierson DocLab scheme, Grierson DocLab In Focus: Editing and Grierson DocLab In Focus: Production Management.
- Read the question and then read it again.
- If you are intending to work in documentaries, it will be beneficial if you are interested in the genre. The world of documentaries is extremely varied so if you are struggling to think of any, have a look at the Grierson Awards webpages to get an idea of the kind of programmes we mean, and which you more than likely have watched, or heard about.
- Check your application and CV, then check it again. If you have invested your valuable time to apply, you do not want to be let down by poor grammar or spelling mistakes. Do not rely on spell check. Ask a friend/colleague/teacher/tutor/youth-worker to look over it for you too.
- Tailor your CV to show us the transferable skills you have to progress in a production management career. Some resources and useful sites to look at about CV writing are [My World of Work](#), [Guardian CVs](#) and [BBC Academy](#).
- Research and read up about the industry. Here are some useful sites: [BAFTA Guru](#); [ScreenSkills](#) and [So You Want to Work in TV?](#)
- Join us for our [Discovery Session webinar](#) on Wednesday 13 January 2021 to find out more.



Application Questions

To apply to Grierson DocLab In Focus: Production Management 2021, you will need to [fill out the application form online](#).

We recommend reading through the questions below and drafting your answers offline first, before beginning the online application as you cannot save to return and finish at a later date. Once you have completed the online application, please ensure you have received your confirmation email (this may go to your junk folder, so please check there).

- **Why do you want to work in factual TV, or why have you already chosen to work in the sector? (250 words max)** What are your reasons for applying for this scheme? What draws you to factual TV? Have there been changes in your circumstances? Is this a career change? Is this you following up an interest or passion, but you never knew how you could follow it up? Why now? What is your motivation to put yourself forward for this scheme?
- **What characteristics and skills do you have that would make you excel and standout in production management? (300 words max)** We are seeking individuals with the attributes, skills and personality to thrive in a busy environment. As we have indicated, you do not need to have a TV background, so how do your experiences and skillsets make you a strong candidate for one of the places on the scheme?
- **The Grierson Trust supports groups that are under-represented in the world of factual and documentary programme-making. How do you feel you fit into this and would therefore benefit from being on the Grierson DocLab In Focus: Production Management scheme? (250 words max)** We want to support the work of the industry to reflect the full diversity of the UK population, and this is your opportunity to tell us how you identify your diversity. Give us reasons why you believe



you should be chosen. How will you benefit from the scheme? What will being selected mean to you?

We also recommend preparing the following:

- Your CV ready to upload once you have applied online, making sure it is in pdf format and that the file is saved as your full name.
- Two reference contact details (email addresses and telephone numbers).

The online application also includes questions for monitoring purposes.

FAQs

- **Do I have to use up all the word count?** You do not necessarily need to use the full allocation, but we do expect a fully formed response. We want to feel your passion on the page.
- **Why do I have to complete the monitoring form?** The monitoring section of the application form helps us capture information about applicants that feeds into our reporting to funders. The reporting is a condition of securing our funding that enables to do the work supporting trainees. You can read about why monitoring matters [here](#) and [here](#). Once submitted, your name is removed, and the data will be anonymised.
- **I am currently at university can I apply?** You cannot be in fulltime education when applying for this scheme.



- **I am going to be applying to study for a masters in the next academic year (2021-2022), can I apply?** The scheme is to make trainees ready to take up work opportunities and therefore if you intend to take up a masters, you are not eligible. The scheme is geared to help you with contacts and knowledge to get into the industry to work. Starting a course means the momentum and introductions we create for you cannot be followed through.
- **I did not study film or media, nor do I have experience in the industry, is this an issue?** Not at all. It does not matter what you have studied, the most important thing is to convey your passion for why you want a job in television/factual programme-making. We have had trainees on past Grierson DocLab schemes from a variety of backgrounds who have studied many different subjects. The Grierson DocLab In Focus: Production Management scheme in particular is set up to help people from different sectors with transferable skills make the move over to working in the factual television industry, so as long as you have a minimum of one years' experience in an office-based admin role, you can apply.
- **My CV is very short, or I don't have a CV.** Your CV is important for us to see information that may not be on the application form, so length is not an issue, but making sure you have listed everything to show your experiences, interests, subjects studied, transferable skills etc. is. There are many great online resources and websites to help you write your CV or to strengthen what you do have. See the section on tips for applying for links.
- **I can't attend some of the dates. Can I still apply?** You have to be available to attend all parts of the programme as listed in the schedule. There will be no exceptions.
- **When do I have to do the placement? I have some holidays and other commitments in the diary.** You will have until the end of the year 2021 to undertake the placement. This is arranged on an individual basis. Variables include your availability, the company you are placed with having a suitable role for you and it being at a time that suits both parties.



- **I have never been to university or college. Will this be a barrier?** No. We welcome applications from anyone who can demonstrate their passion for television.
- **Why are only UK residents eligible to submit an application?** This scheme is designed to get trainees into jobs in the UK, so it is essential that we prioritise applicants who can and want to work in the UK.
- **What happens after the training ends?** As long as you keep in touch with us, as we hope you will, we will continue to support you through the mentoring programme, one-to-one contact with the Director of Training Programmes, invitations to partner events and networking opportunities.
- **Who are your mentors?** Established industry professionals, including our board of [Trustees](#).
- **Can I get feedback if my application is unsuccessful?** Due to the high volume of applications, we are unable to provide any feedback.
- **If I am selected for the scheme, as someone with accessibility issues, what support can I expect?** We are aware that some trainees may need additional support. We have a specific member of the team who has responsibility for establishing the access needs of all participants, who will work closely with you.
- **How do you make sure the assessment of applications is inclusive and fair?** The Grierson Trust is committed to encouraging diversity and inclusion in all its work. We first assess all applications 'blind' by taking off all applicant information apart from the answers to the main



application question and assigning each applicant a number. This is to tackle any unconscious biases. You can read our diversity and inclusion statement [on our website](#).

Privacy Policy

By submitting this application for Grierson DocLab In Focus: Production Management 2021 (“Application”) you (“Applicant”) hereby acknowledge and agree that The Grierson Trust (“Company”) shall collect, use and otherwise process certain personal data submitted by and relating to Applicant for purposes connected with the Application, including Company assessing and reviewing the Application and complying with legal and regulatory obligations. Company wishes to ensure that the information it holds remains as accurate as possible and may therefore request Applicant to update Applicant’s personal data at any time solely to the extent required for the Application. Company may, from time to time, need to make some of Applicant’s data available to third parties for assessment of the Application as well as to legal and regulatory authorities solely as required under any relevant law or statute. If such recipient third party is located, or has relevant operations located, in a jurisdiction where data protection and privacy regulations do not offer the same level of protection as within the European Union (such as the United States of America), Company shall take reasonable steps to ensure the security and confidentiality of Applicant’s data and to comply with any relevant data protection laws. Applicant also acknowledges that sensitive personal data (also known as special categories of personal data and personal data relating to criminal convictions and offences) is processed by Company for the purposes connected with the Application, including where permitted under employment legislation or to determine occupational suitability. Company hereby informs Applicant that Applicant has certain rights in respect of his/her personal data (such as access, rectification and portability) and that further information about these rights and Company’s processing of personal data generally can be obtained upon request from Company. Company confirms it is compliant with current UK Data Protection laws. If you are successful, The Grierson Trust will share your contact details with Netflix and Netflix will only use this information to stay in touch with you in view of possible opportunities in line with [their privacy statement](#).

[Read The Grierson Trust’s privacy policy](#).