



## Guidelines and FAQs

2022

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.
- We are seeking individuals who watch a range of factual programmes on different platforms and channels, not limiting your choices to online or feature documentaries; ensure to tell us about a wide selection. Your first job in the industry could be working on content for the BBC, VICE, ESPN, Apple TV, Channel 4, Channel 5, Discovery, or it could be branded content, a film for a niche audience, a short film for a campaigning issue, or a viral piece of content for social media.
- 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/teacher/tutor/youth-worker to look over it for you too. Please also save your CV file as your full name so we can match it to your application easily, and make sure it's in a PDF format.
- Think about the things you do in your spare time outside of school, college or university to help demonstrate the kind of skills and experiences that will make you stand out from the crowd on your CV. There are many free resources available online and these are some useful sites to start to look at about CV writing: [The TV Watercooler](#), [BBC Bitesize](#) and [RTS](#).
- Research and read up about the industry. Here are some useful sites: [BAFTA Guru](#); [ScreenSkills](#) and [So You Want to Work in TV?](#)

## Application Questions

To apply to Grierson DocLab 2022, 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).

- **Tell us about the types of factual programmes and shows, short-form factual content or feature documentaries you watch. We are looking for examples that you dislike, as well as like. (Max 300 words)** If you are going to work in an industry that is a visual medium, you need to watch, understand and appreciate a range of content. How are you going to convey that you love factual programmes? How do you watch it? Think of digital terrestrial television as well as all the other familiar platforms/SVoD providers and any social media channels you watch non-scripted content on. Expand on why you have chosen them. A good starting point to understand the range of factual television is to look at past Grierson Award shortlists and nominees.
- **If you are selected for the scheme, you learn how to develop and pitch an idea for a programme. What idea would you explore if given the chance? (Max 150 words) Why would you explore this particular idea? (Max 150 words)** Learning how to pitch (another way of saying presenting or selling your concept) is a core part of the week-long training. In this section, we want you to provide an example of an idea you could potentially work on during the programme, if you are selected. What has drawn you to this subject?
- **Grierson DocLab is aimed at widening participation of young people from under-represented groups and increasing diversity in the television industry. This section is for you to describe how you feel you meet these criteria. How will you benefit from being on the scheme? (Max 300 words)** 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? What are the barriers you face to entering the industry?

We also recommend preparing the following:

- Your CV ready to upload once you have applied online, making sure it as a PDF document 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?** Yes, but only if you are in your final year of studies.
- **I am going to be applying to study for a masters in the next academic year (2022-2023), can I apply?** The scheme is for applicants who are seeking to start working from the autumn onwards and is geared to help you with contacts and knowledge to get into the industry to work. Therefore, if you are applying to study for a masters, we recommend you apply in 2023. Embarking on an academic course means the momentum and potential opportunities created by being on Grierson DocLab cannot be followed through.
- **I did not study film or media, 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 Grierson DocLab from a variety of backgrounds who have studied many different subjects.

- **My CV is short on detail, 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 make sure you have listed everything to show your experiences, interests, subjects studied and skills on one page. Describe your transferable [soft skills](#) such as the ability to work as part of a team, turning up on time, having strong communication skills, with examples. 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 must be available to attend all parts of the programme as listed in the schedule. There will be no exceptions.
- **Do I need to know what kind of job role I want in the industry?** No. We understand that not everyone has a clear idea of what career or role they want yet, and one of the aims of the programme is to give you a chance to find out about the different jobs that are available. Check out the unscripted TV career maps ([technical/craft](#) roles and [production/editorial](#) roles), on the ScreenSkills website for an overview.
- **When do I have to do the placement? I have some holidays and other commitments in the diary.** You will have until Easter 2023 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 at a time that suits both parties, and what opportunities they have that match your interests.
- **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 factual television and documentaries.
- **Why are only UK residents eligible to apply?** This is a new entrant scheme 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.

- **I am going to turn 26 after the closing date, can I still apply?** Yes, as long as you are 25 on the application closing date.
- **Can I apply if I have already had a paid placement elsewhere?** As this is a new entrant scheme, it is aimed at applicants who have little or no experience of working in television. Our target audience for the scheme is anyone with less than three months' work experience/placement, whether paid or unpaid. If you are unsure you can email us with your queries and a copy of your current CV to: [training@griersontrust.org](mailto:training@griersontrust.org)
- **I applied before but was unsuccessful, can I apply again?** Yes.
- **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?** 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.
- **Do you cover sessions about how to make feature documentaries?** We make references to how feature docs are made, and some trainees have pitched long-form ideas. However, the main purpose of the scheme is to help you get into factual television, though the skills and knowledge we are imparting to you are transferable to making feature documentaries, as well as other formats.
- **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 2022 (“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.

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