

# THE EXTRA FACTOR:

Supporting Artists – Liability and Best Practice

One Day Training Module – Outline

In association with



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Produced by  
**MAD DOG 2020**  
**CASTING**

## Extra Factor Training Plan Outline - 1 Day Course

<b>Learning Aims;</b> Best working practice for Productions working with supporting artists and supporting artists agencies. Training Aids to be used. Power point. Scripted notes. Notes			
Key Points	Training Aids/Tools	Time	Learning Check
<b>Introduction (Approx. 1hr)</b>			
Open session: Introduce tutor, outline structure of course for Best Working Practice	Handouts showing session structure and info.	10mins.	Confirm that students understand the session format and what we're doing throughout the day.
Ask the attendees about their experience		5mins	Confirming experience levels of attendees
QUIZ on working practice within the industry.	Use power point to show quiz	30mins	To highlight some practices and gain attendees understanding of current work practices.
Open discussion after quiz.	Circle activity: ask each trainee to share their thoughts on the questions of misconceptions concerning working practices	15mins	Check that each trainee has given a response in both activities.
<b>Main Course (Approx. 5hrs including 1hr Lunch Break)</b>			
Description of a Production, Agencies and SA's	Power point.	20mins	
Unions agreements – Breakdown of them	Power point. Talk through the main differences.	20mins	Make sure the current agreements have been handed out or details of where to find latest versions.
Legal and other responsibilities of Unions, Productions, agencies, Supporting artists.	Power point. Group discussion	40mins	Ask for any questions from info so far.
Employment rights/ Worker rights / Health & Safety / HR – who governs them?	Power point. Group discussion.	40mins	Breakdown of how and whos affected by
<b>LUNCH BREAK (1Hr)</b>			
How does each agency / production's help protect the working rights of SA's?	Power point and the discuss	30mins	
How can we make a difference with best working practice?	Power point and group work	30mins	
What are the expectations between Productions/Agencies/SA's?	Group discussion. Open question session	30mins	
How to help the ON SET teams? Departments and SA's – HR AND H&S	Group discussion. Open question session.	30mins	

<b>Conclusion (Approx. 1HR)</b>			
Summarise the day. What is the best working practice? What can we do?	Group discussion. Open question session	40mins	Check everyone's understanding of the day
Wrap up questions.		20mins	Open questions.