



Step into Production Accounts Training Programme – FAQs

What experience do I need?

Applicants must be passionate about working with numbers and following a career the film industry.

Must I be based in the UK?

Yes, applicants must be a resident in and eligible to work in the UK. In particular, they must be able to demonstrate proof of residence in Northern Ireland.

I don't live in Northern Ireland – can I apply?

Only if you can prove that you live in Northern Ireland.

Do I have to pay to take part in the programme?

There is a fee of £200 to attend the classroom training. Support will be available from Northern Ireland Screen subject to eligibility.

Do I have to own my own car?

No

Why do I have to complete a diversity form?

Screen Skills, The Production Guild and Northern Ireland Screen are committed to assisting the industry tackle the issue of diversity within the current workforce. The diversity monitoring form will allow us to evaluate and monitor whether our information, marketing and promotional activity is connecting with the audiences we seek to reach.

What is the selection process?

All eligible application forms, received by the deadline, that meet the selection criteria and comply with the submission requirements are reviewed by industry experts. Shortlisted applicants will be invited to interview.

Incomplete applications or those received after the deadline will not be considered.

When and where will the interviews take place?

Interviews will take place in Belfast on Wednesday 9th January 2019.

What will happen at the interview?

Each interviewee will be interviewed by a panel comprising of the main course tutor, and representatives from The Production Guild and Northern Ireland Screen.

Each interviewee will be asked the same set of questions and their answers will be independently scored by each member of the interview panel.

The highest scoring interviewees will then be shortlisted for a place on the programme. We will keep a reserve list and should someone decide to withdraw after being offered a place this will then be offered to the next highest scoring candidate.

What if I am not able to attend interview on the interview dates?

Because of the timescales involved, we are not able to offer any other interview dates, so please make sure you are able to attend one of the dates before applying.

What if I arrive late for my interview?

You must allow sufficient time to arrive promptly for your interview. There will be several interviews each day and we will be working to a tight schedule. We reserve the right to decline to interview anyone who is not ready to be interviewed at their allotted time.

When will I hear if I am being offered a place on the programme?

We will aim to offer places, subject to references, by Friday 11 January 2019. We will notify all applicants via email or by phone if this going to be delayed.

When will you contact my referees?

We will only contact referees if you are offered a place on the programme.

What if I cannot start on Tuesday 15th January 2019

If you are offered a place it will be on the condition that you can start on Tuesday 15th January 2019. If you are unable to start on this date, your offer of a place will be withdrawn and offered to an applicant on the reserve list.

To apply you need to request an application form by emailing: pg@productionguild.com