

# FREELANCE FOUNDATIONS

A package of training courses designed to equip new entrants with the essential skills to help them thrive as a freelancer



# FREELANCE FOUNDATIONS

**Participants will gain the skills to safely navigate their new role, the tools to support their mental and physical wellbeing and the necessary know-how to navigate their freelance career including how to find and secure work and manage their finances.**

## **Package of Courses**

- Hit the Ground Running: Induction
- Mark Milsome Film & TV Safety Passport
- Emotional Resilience
- Physical Resilience
- Practical Strategies for Tackling Bullying & Harassment
- Finance for Freelancers
- CV Workshop
- Networking & Social Media Skills
- Sustainable Production by Albert

# Hit the Ground Running: Induction

6 hours

Based on the established Hit the Ground Running training course, this online induction has been created to introduce those new to film and television to the typical structure, operation and processes in the industry. For those with some experience, it's an opportunity to consolidate existing knowledge of the industry and fill in any blanks.

## By the end of the workshop participants should be able to

Have an overview of the freelance film and TV landscape in Scotland

Identify who's who in the crew

Recognise the differences between regular/low budget vs HETV/big budget productions

Decode typical industry paperwork

Be aware of the functions of the production base, unit base and on-set

Be familiar with common film & TV lingo

Understand and follow set etiquette

Feel more confident and comfortable in their role

**Participants receive access to online resources and follow-on support from the BECTU Vision New Entrants' Base.**

This course is delivered by the BECTU Vision Team.



# **Mark Milsome Film & TV Safety Passport**

**90 mins + 60min Q&A**

**This is an online module completed remotely by participants.**

**Topics include Speaking Up, The Law, Working Hours, Health and Safety Abroad, Mental Health, Bullying and Discrimination; delivering a modern refresher for those with decades of experience and serves as a learning tool for those stepping foot on set for the first time.**

This accredited course is recognised by ScreenSkills and The Production Safety Group.

On completion of the course, participants will receive a Health and Safety Passport valid for 5 years.



To accompany this course, we arrange a one-hour Q&A session Mairi Ritchie, a highly experienced and accredited Health and Safety Consultant.

# Emotional Resilience

2.5 hours

**This workshop is designed to provide strategies to support both work and personal life, particularly during times of challenge, and focuses on ways to build emotional resilience - enhancing personal creativity, productivity and wellbeing.**

## **By the end of the workshop participants should be able to**

Understand the basics of how their brain evolved to impact their mind and body

Understand the 3 key zones within the emotional brain which determine our thoughts, feelings and behaviours

Discern how their own thoughts, feelings and behaviours are impacting their resilience levels

Identify their own burnout and resilience patterns, and how these affect them.

Create a practical plan to build sustainable emotional resilience into their lives

The course is delivered by Michelle White, an experienced and qualified Positive Psychologist and member of British Psychological Society (BPS).



# Physical Resilience

## 2 hours

This course has been designed to help crew members to identify physical issues which can arise in relation to working on set and spending long periods of time standing or sitting. Participants will learn about the anatomy and physiology involved, recognise symptoms and know what to do about them, and will leave the course equipped with strategies to build physical resilience using a selection of suggested preventative measures.

### By the end of the workshop participants will:

An outline of the physical demands of working on-set

Appreciate the physical issues The long-term effects of physical strain that can arise from their job role

Have an overview of the anatomy and physiology involved, what happens to them and why

Understand how to reduce the injury risk

Have learned techniques to use in both work and non-work time to build their physical resilience

Know what symptoms not to ignore and what to do if something hurts

**Participants will receive post-course resources of exercises, stretches and advice.**



This course is delivered by Andrew Patterson, a qualified Osteopath with over 20 years' experience in assessing and treating musculoskeletal issues.

# Practical Strategies for Tackling Bullying and Harassment

## 3 hours

**The nature of working on a production means that freelance workers often do not have access to an HR department they can consult if experiencing such issues. This course has been designed to give freelance practitioners the knowledge they need to be able to identify and deal with bullying and harassment at work.**

This training will identify common examples of bullying and harassment and will provide proactive steps to manage behaviour both formally and informally and practical and ethical guidance on both making and handling a complaint.

### **By the end of the workshop participants will:**

Know the separate definitions of bullying and harassment with a broad understanding of the law in this area

Identify examples of both bullying and harassment (both obvious and non-obvious)

Understand the importance of managing behaviour

Apply de-escalation techniques

Know when and how to use escalation processes



The course is delivered by Michelle White, an experienced and qualified Positive Psychologist and member of British Psychological Society (BPS).

# Finance For Freelancers

3 hours

**Participants will gain tips and insights into how money flows in and out of a freelancer's life. We will look at how HMRC treats freelancers, whether PAYE or sole trader, and how to use various tools (provided) to save time on paperwork while covering all the bases.**

## **By the end of the workshop participants will:**

Separate and quantify personal and business finances

Understand the difference between PAYE freelancing and self-employed status

Understand how tax and NI work for freelancers of all types

Meet current tax deadlines and be prepared for HMRC's Making Tax Digital project

Draw up clear, written agreements with clients and employers

Use invoices effectively, drawing on the UK's late payment legislation

Draw up effective cash flow plans (spreadsheets provided)

Know where to find more help

**Participants will receive access to downloadable templates and practical tips.**

This course is delivered by David Thomas, a highly experienced broadcaster, trainer and manager, with a special interest in communication and organisational skills.





# CV Workshop

## 3 hours

**This workshop will support participants to create a CV which is appropriate for their level of experience and showcases their experience. Advice will be given on writing cover letters, finding work, interviews and signposts for industry organisations which support freelancers.**

**By the end of the workshop participants should be able to:**

Create an effective CV

Draft a compelling cover letter

Be aware of freelance recruitment practice

Feel more confident and prepared for industry interviews

Know how to seek opportunities

Access industry organisations for support

**Participants will receive access to online resources and follow-on support from the BECTU Vision New Entrants' Base.**

This course is delivered by  
the BECTU Vision team.



# Networking & Social Media Skills

## 3 hours

**Networking is a freelancer's main marketing tool, yet many find it mysterious and stressful. This course aims to de-mystify networking and help participants structure their engagements with others, whether to gain new work or just to keep in the loop.**

### **By the end of the workshop participants should be able to:**

Think differently about how people might perceive their skills

Integrate face-to-face and social networking more effectively

Polish any online profiles

Identify good practice in networking one-to-one or in groups, where face to face or online

Feel more relaxed about attending networking events

In addition to the networking content, BECTU Vision will contribute a section of this course around the various industry support organisations operating locally and the rest of the UK, how to connect with employers and how BECTU can help.

**Participants will receive downloadable materials and an individual LinkedIn profile review following this session.**

This course is delivered by David Thomas, a highly experienced broadcaster, trainer and manager, with a special interest in communication and organisational skills.



# Sustainable Production by ALBERT

## 2 hours

This course has been designed to help film and television practitioners to live and work more sustainably by providing an optimistic, science-based, solution-centric and enjoyable introduction to the environmental challenges we face.

**The course provides the knowledge and skills to create productions in a more sustainable way, and will cover:**

Environmental basics

Industry impact

Production case studies

Carbon calculation and certification

This training will be delivered by ALBERT. Founded in 2011, ALBERT supports the global Film and TV Industry to reduce the environmental impacts of production and to create content that supports a vision for a sustainable future.

We can arrange bespoke courses for a training scheme cohort, alternatively, individual trainees can book on to ALBERT's scheduled courses direct via their [website](#) or undertake the 35minute ScreenSkills *[Introduction to Sustainability for the Screen Industries](#)* e-learning module.

# BECTU

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## VISION

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in partnership with BECTU