

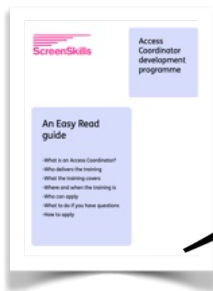


Access
Coordinator
development
programme

An Easy Read guide

- What is an Access Coordinator?
- Who delivers the training
- What the training covers
- Where and when the training is
- Who can apply
- What to do if you have questions
- How to apply

What is an Access Coordinator?



This document tells you about the ScreenSkills Access Coordinator training and how to apply.



The Access Coordinator role is becoming more common and important in the screen industries.



They support productions to make sure cast, crew and contributors do not face any barriers



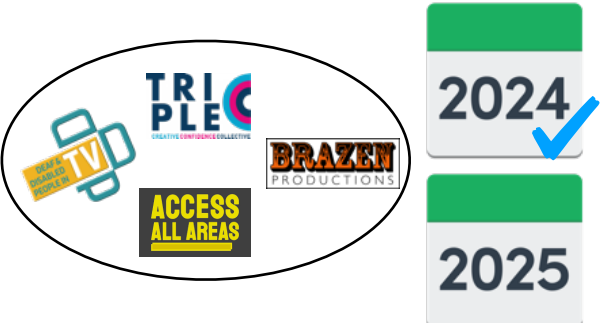




and instead, have their access requirements met








whilst keeping a healthy body and mind.

Who is delivering the training?

	<p>TripleC, DDPTV, Brazen Productions and Access All Areas deliver the training together.</p>
	<p>They are all disabled-led organisations.</p>
	<p>This is the 2nd year they have delivered the training.</p>
	<p>The training is free.</p>
	<p>It is funded by ScreenSkills HETV fund.</p>

What does the training cover?

	<p>Trainee Access Coordinators will:</p>
	<p>Learn the skills and knowledge needed to become an Access Coordinator.</p>
	<p>Be paired with an industry mentor to guide and support them.</p>
	<p>Get a supported placement as an Access Coordinator on an HETV production.</p>
	<p>Be invited to networking and other events to help secure further work.</p>



The training will cover topics that include:



What an Access Coordinator does in their role.



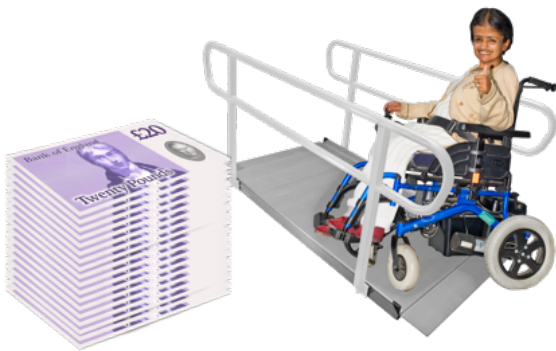
Access adjustments for a deaf, disabled, autistic and neurodivergent people.



Legal obligations, including the Equality Act.



Overview of an accessible and inclusive HETV production.



Funding for access.



Advocacy, people management
and conflict resolution

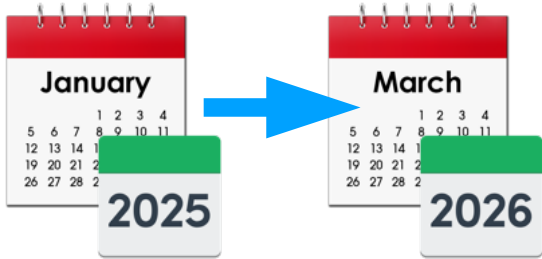


and mental health and
wellbeing.



[For a more detailed outline of
the Access Coordinator role by
TAP, please click here.](#)

When and where is the training?



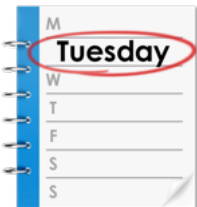
The training will run from January 2025 to March 2026.



The 1st session will be in person in Manchester in January 2025.



There will be up to 12 online sessions between January 2025 and April 2025.



These will be on Tuesdays at 10:30am-12:30pm.

They are 2 hours long.



There will be a final in-person session in April 2026 in Manchester.



Between April 2025 and March 2026, the Access Coordinators in training will go onto paid work placements.

Who can apply?



The training is open to deaf, disabled and/or neurodivergent people



with at least 3 years' experience working in any department in TV or film production



especially drama or comedy








or with at least 2 on-screen credits.



There are 10 places available.

Have any questions?

 A person is seen from behind, sitting at a laptop. On the laptop screen, a video conference is taking place. To the right of the laptop is a calendar showing 'October 3'. Below the calendar are two analog clocks. The first clock shows 1:00 and the second shows 2:00, with a blue arrow pointing from the first to the second.	<p>There is a webinar 1pm-2pm on 3rd October 2024</p>
 A woman with long brown hair is sitting and looking towards the camera. A speech bubble with a question mark is above her head. Her right hand is raised, pointing upwards.	<p>where you can ask any questions you have about the course or the application process.</p>
 A woman is shown from the chest up, performing British Sign Language (BSL). To her right is a laptop screen displaying the text: 'TripleC: Welcome, Access Coordinators!'.	<p>It will be BSL interpreted and captioned.</p>
 A laptop screen shows the word 'click' in blue with a mouse cursor icon pointing at it. To the right is a calendar showing 'October 3' with a green checkmark next to it.	<p>To book a place on this free webinar click this link.</p>
 A woman is shown from the chest up, performing BSL. A speech bubble with a question mark is above her head. To her right is a tablet displaying an email composition screen with fields for 'To', 'From', 'Subject', and 'Dear Sir', and a keyboard below.	<p>Or you can email questions to triplemanchester@gmail.com We will try to reply within 3 days.</p>

How to apply



To apply for this course please tell us:



1. Your name



2. Your address



3. Your email address



4. Your phone number



5. Do you identify as deaf?



6. Do you identify as disabled?



7. Do you identify as neurodivergent?



8. What experience do you have in TV or film production?
(in around 300 words)



9. When you have worked on a production, what barriers to access have you witnessed and/or experienced?
(in around 250 words)



10. Why would you like to take part in the programme?
(in around 200 words)



11. If you can come to all the training from January 2025 to March 2026?



Remember, the training is:
-2 in-person sessions
-12 online training courses



12. If you are you open to being on a paid job placement between April 2025 and March 2026?

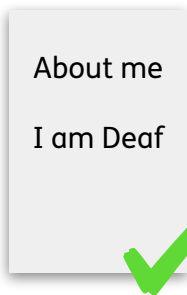


We welcome applications from everybody.

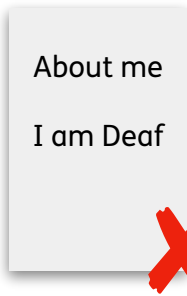
To make sure we have a diverse group of Access Coordinators we especially welcome applications from people from underrepresented communities.



13. You can tell us about your lived-experience of being part of an underrepresented community, if you would like to.



The information about your lived-experience will only be used at the shortlisting stage.



It will not be seen by the interview panel or be used in the final selection stage.

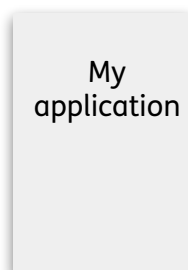


Please also send your CV.

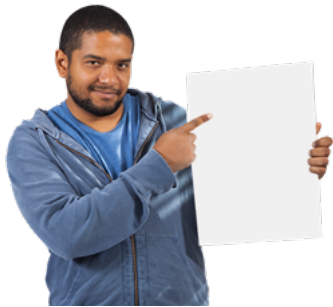
[Click here for a free online guide on how to create a CV.](#)



Or



You can send your application in English or BSL.



You can make your application by:

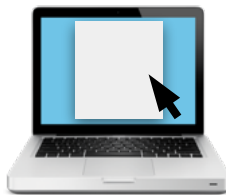


Writing your answers in an email.

Or



Or



Clicking here to fill out this document with your answers.

Or

Clicking here to fill out this online form with your answers.



Or



Or

Making an audio or video file with your answers.



+



Then emailing to applications.triplec@gmail.com along with your CV.



Subject:
ACCESS
COORDINATOR

Please put ACCESS
COORDINATOR in the email
subject line.



You need to send your
application by 11:59pm



on 31st October 2024.



We will let you know if you have
been shortlisted or not by the
end of November 2024.



If you are shortlisted you will be
asked to interview between 18th
November and 6th December
2024.

There is an Easy Read Frequently Asked Questions (FAQs) document about the training and the application process.

[Click here to visit the application page where u can find the Easy Read FAQs.](#)

