



FAQs

Access  
Coordinator  
development  
programme

## An Easy Read guide

Questions and answers about:

- the Access Coordinator role
- the training course
- the application

# What is an Access Coordinator?



Access Coordinators work with production companies to help make sure no one faces barriers while they are at work.



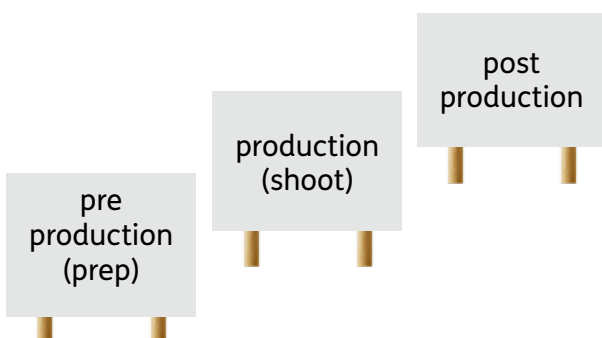
They are available to talk 1-1 with anyone working on a production in order to understand their access requirements



then work with individuals and production to put reasonable adjustments in place.



They also support the production to work as inclusively and as accessibly as they can



through all stages of production.

# What is an Access Requirement?



An access requirement is a need for something to be put in place for someone



so that they do not face a barrier.



For example, a wheelchair user might need to use a ramp



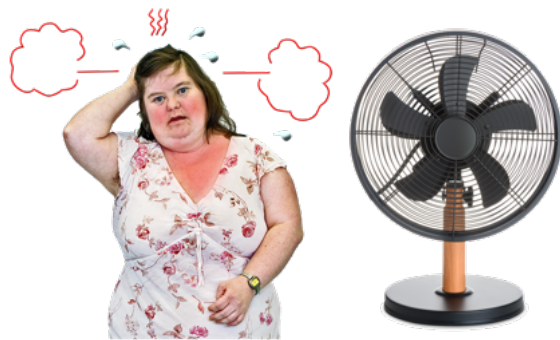
or someone who is sensitive to loud noises might need ear defenders.



It is not just disabled and neurodivergent people who have access requirements.



For example, a deaf person might need BSL interpretation



a person having hot flushes might need a fan



a person with caring responsibilities might need time to speak to the person they provide care for



or someone else might need gender neutral toilets.



Many people have more than 1 access requirement.



Barriers can be in our surroundings and with the items we use.



They can also be created by attitudes, in the way we think and the way we work.



For example, a person who has a learning disability might need extra time to understand and answer a question

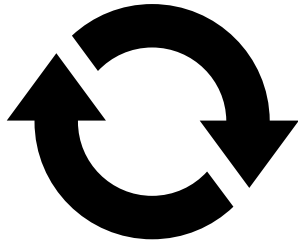


or a person with a limb difference might need people to change their opinion that they can not perform a fight scene, brilliantly.



When a change is made to meet an access requirement, we call it a **reasonable adjustment**.

# What does an Access Coordinator do in their day?



Every Access Coordinator job is different.



It changes depending on what the production company and the people working on the production need.



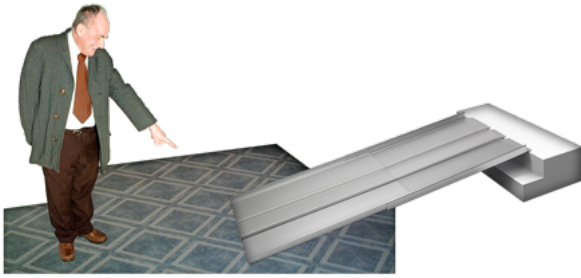
Sometimes Access Coordinators will need to be on set a lot.



Sometimes they can do their work from home.



The job could include:



working with the locations department to make sure there is ramp access or suitable walkways



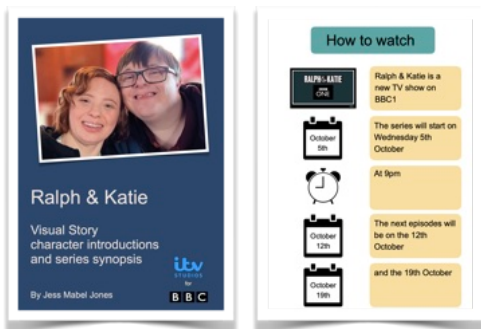
working with the transport department to make sure there is wheelchair accessible transport



making sure call sheets are in Easy Read



encouraging job share positions



and advising on accessible promotional material.



Access Coordinators are not personal assistants (PAs) or support workers.



People working on the production might hire their own PAs



or Access Coordinators might support the production in hiring PAs for individuals.



Access Coordinators are not script consultants



but they can connect productions to Disability Editorial Advisors.



# How do Access Coordinators find jobs?



Lots of Access Coordinators find work by word of mouth



by keeping in touch with other Access Coordinators



and through deaf, disabled and neurodivergent networks.



The companies providing the Access Coordinator training also get asked for recommendations



and there are agents who can help find work for a fee.



During the training Access Coordinators will go onto a production on a paid job placement.



This will be a useful way to build relationships.



There will be also be opportunities on the training to network with other Access Coordinators and people working in the industry.



You can also join production lists who advertise for Access Coordinators.



[You could also click here to join Talent Manager as an Access Coordinator.](#)

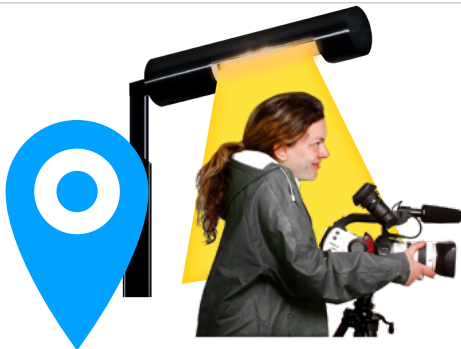
## Are Access Coordinator jobs only available in London?



Access Coordinator jobs happen all over the UK.



Sometimes they are abroad.



The location of the job will depend on where the production is being filmed.

# What is the pay for being an Access Coordinator?



Pay will vary from job to job.



It depends on the production's budget.



It is up to the Access Coordinator to set their rate of pay



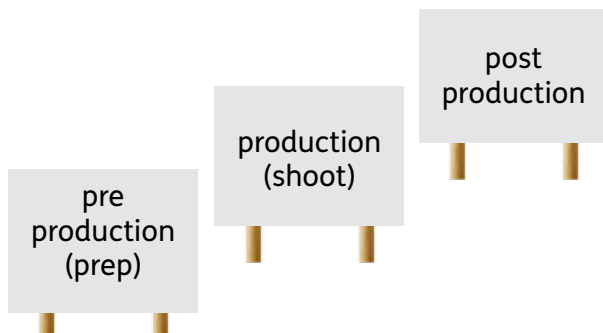
and to decide if they can meet the production's budget.



Many Access Coordinators work part-time and have other jobs.



We recommend an ‘embedded’ model



where the Access Coordinator works on the project at pre-production, production and post-production stages.



This might be on a full-time or a part-time basis depending on the needs of the production and the people working on it.

Access Coordinator



Production Coordinator



We recommend lining up with the rates of pay for Assistant Production Coordinator:





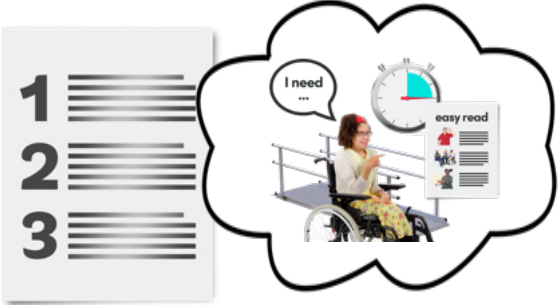


Here are the Bectu rates for that role.

Rates are for a 10 hour day.

<p><b>Band 1</b> (productions below £850k per hour):</p>	<p>Minimum: £210</p>	<p>Suggested: £240</p>
<p><b>Band 2</b> (£850,000 to £3m per hour):</p>	<p>Minimum: £225</p>	<p>Suggested: £255</p>
<p><b>Band 3</b> (£3m to £7m per hour):</p>	<p>Minimum: £240</p>	<p>Suggested: £270</p>
<p><b>Band 4</b> (over £7m per hour):</p>	<p>Minimum: £255</p>	<p>Suggested: £285</p>

## Who hires the Access Coordinator?

	<p>Access Coordinators are usually hired on a freelance basis by a production.</p>
	<p>Production companies have a legal responsibility to make reasonable adjustments.</p>
	<p>This is to ensure no one faces barriers at work.</p>
	<p>Sometimes people with access requirements suggest hiring an Access Coordinator in their access passport.</p>
	<p>An <b>access passport</b> is a document created by individuals that explains their access requirements and reasonable adjustments.</p>

# Are Access Coordinators mandatory on set?



No. At the moment productions do not have to have an Access Coordinator.



However, because there is more awareness of access and inclusion



life/work balance



and mental health awareness



productions are seeing the benefit of employing Access Coordinators.





More deaf, disabled and neurodivergent people are joining the industry



and those already working in the industry have more confidence to talk about their requirements.



We hope that Access Coordinators will become part of all production teams in the future.



At the moment Access Coordination is still a new role.

# Do Access Coordinators need to drive?



No. But as locations can be far away

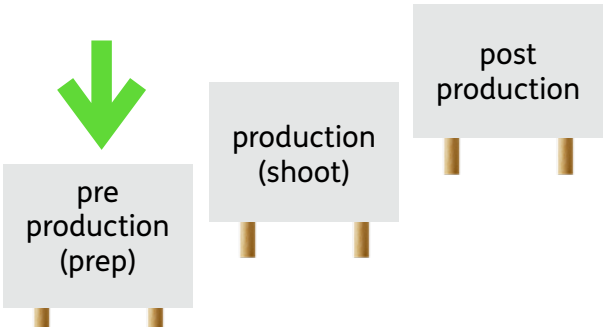






and Access Coordinators may need to travel between locations to do their job








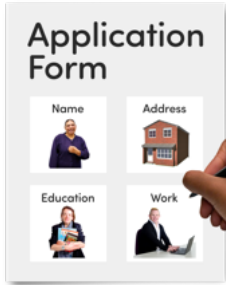
access to a car can be very useful.

# When do Access Coordinators get involved in a production?

 <p>pre production (prep)</p> <p>production (shoot)</p> <p>post production</p>	<p>We advise that Access Coordinators are involved in pre-production</p>
	<p>so that they can make a production inclusive and accessible from the start.</p>
	<p>However, productions might only hire an Access Coordinator</p>
	<p>once they have hired a person who is deaf, disabled or neurodivergent.</p>
	<p>Therefore, it depends on the production when an Access Coordinator starts work.</p>

# Does the government fund access on productions?

	<p>Deaf, disabled or neurodivergent people can apply to Access To Work.</p>
	<p><b>Access To Work</b> is a government grant to fund access requirements in the workplace.</p>
	<p>The grant funds specific things such as a BSL interpreter</p>
	<p>a PA</p>
	<p>or equipment or software.</p>



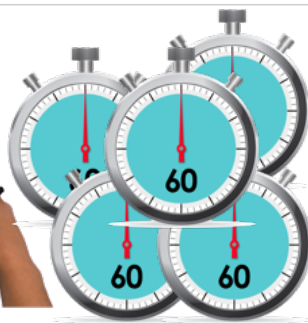
The application must be made by the person who the grant is for.



However, the production company employing them can support them with the application.



Access Coordinators might be asked to support people making applications.



Access To Work applications take a long time



and there is no guarantee that a grant will be given.



If an application is rejected



it is still the production's legal responsibility to make reasonable adjustments



It is an Access Coordinator's job to come up with solutions



and support the production to put reasonable adjustments in place.



It is not the Access Coordinator's job to manage the access budget.

# What if an Access Coordinator has access requirements?



After an Access Coordinator is hired they can let a production know about their own access requirements.



It is important that Access Coordinators make sure that their requirements are met



because this is a new role and it helps to set the standard for how the role works.



They might want to use an access passport to share this information



and talk with other Access Coordinators for advice.

# What is HETV?



HETV stands for High End Television.

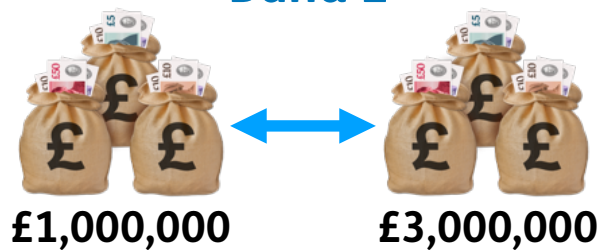


**£1,000,000**



HETV has a budget of over £1million per hour of television made.

## Band 2

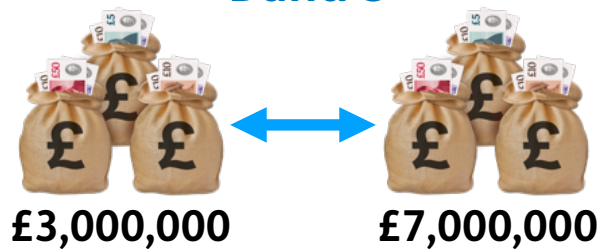


**£1,000,000**

**£3,000,000**

TV with a budget between £1million and £3million is called Band 2.

## Band 3

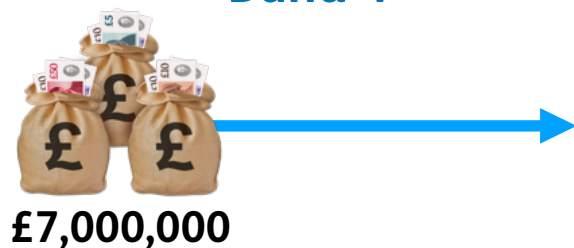


**£3,000,000**

**£7,000,000**

HETV with a budget between £3million and £7million is called Band 3.

## Band 4

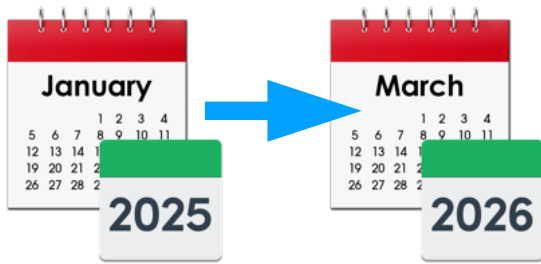


**£7,000,000**

HETV with a budget between over £7million is called Band 4.



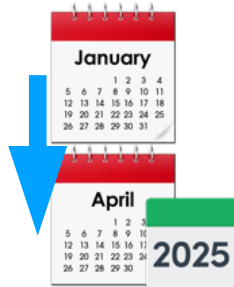
## How long is the training?



The training will run from January 2025 to March 2026.



The first session will be in person in Manchester in January 2025.



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



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 do paid work placements.

# What is the cost to take part in the training?



There is no cost to take part in the training.



Travel and accommodation will be covered to attend the in-person days.



You will be paid whilst you are on your job placement.

## How many people are you looking for?



10

We are looking for 10 people to take the training.

## Is there a certificate?



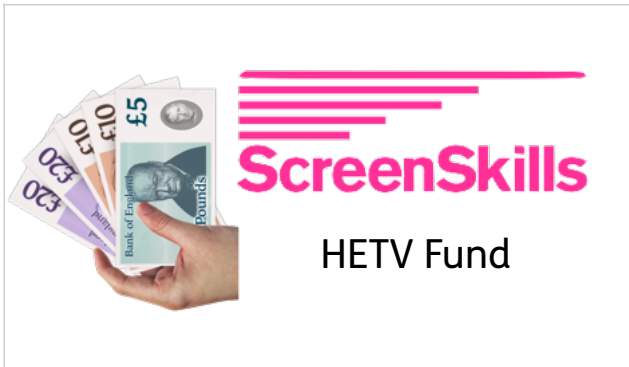




Yes. ScreenSkills will give a certificate at the end.

## Do I need to TV and Film experience?



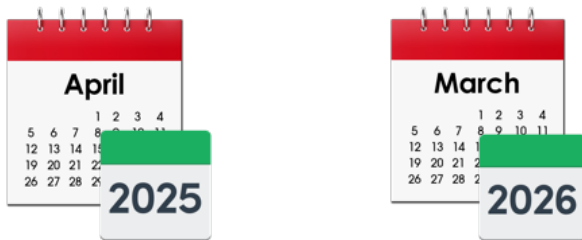
This training is only for people who have experience working on TV and film productions.

# Where will my placement be?

 <p>ScreenSkills HETV Fund</p>	<p>The training is funded by the ScreenSkills HETV Skills Fund.</p>
 <p>ScreenSkills HETV Fund</p>	<p>HETV productions in the UK pay into the Skills Fund in return for training and other benefits.</p>
 <p>ScreenSkills HETV Fund</p>	<p>Placements will happen on productions that pay into this fund.</p>
 <p>ScreenSkills</p>	<p>The team at ScreenSkills will find the placements</p>
 <p>ScreenSkills</p> <p>Monday Tuesday ✓ Wednesday ✓ Thursday Friday Saturday Sunday</p> <p>Wages</p>	<p>and have the early chats to agree on a fee and other details about the job.</p>



Access Coordinators on the course can also use their own HETV contacts to find a placement.



Placements will be on HETV shows that are in production at the time of the training.

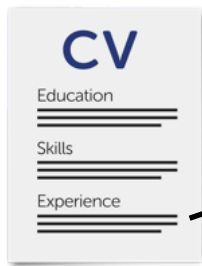


Productions teams will interview more than one Access Coordinator on the course for each placement.



Not everyone will get the placement they want.

# What do you mean by TV and film experience?



2

You should have 2 credits.




or you should have been working in TV or film for at least 3 years.

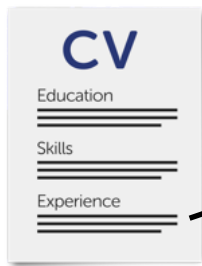


This can be as cast or crew.

I have experience of working in factual/  
constructed reality TV, can I still apply?

	<p>Yes. The training will focus on HETV</p>
	<p>but the skills you learned in other productions can be used.</p>

# What should I include on my CV?



Your CV should include your TV and film credits



with the months and years you worked on them



and the role you had.



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








[Click here for more tips on how to create a CV.](#)








# Who is running this course?

	<p>TripleC, DDPTV, Brazen Productions and Access All Areas will run the training together.</p>
	<p>They are all disabled-led organisations</p>
	<p>who want to improve access for deaf, disabled and neurodivergent people in the screen industries.</p>
	<p>This is the 2nd year they have run the training.</p>
	<p>They talk to people in the industry often to make sure their training is the best that it can be.</p>



# Do you have to be DDN to apply?

	<p>Yes. The training is only open to deaf, disabled and/or neurodivergent people.</p>
	<p>who have lived experience of putting access requirements in place.</p>
	<p>We believe that allies are very important.</p>
	<p>But at the moment we want to give jobs to deaf, disabled and/or neurodivergent people already working in the screen industry.</p>
	<p>You do not need to show medical evidence. You can self identify.</p>

# What support is available?

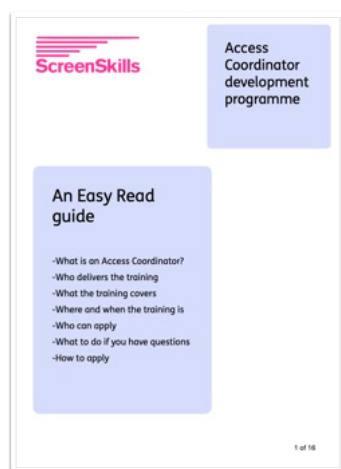
	<p>If you have access requirements for the application you can email <a href="mailto:triplecmanchester@gmail.com">triplecmanchester@gmail.com</a> to let us know what you need.</p>
	<p>Access Coordinators on the training will have their access requirements met.</p>
	<p>Access Coordinators on the course will be given a mentor</p>
	<p>and have the support of the TripleC team throughout the training.</p>
	<p>The ScreenSkills team will support the Access Coordinators to find a placement.</p>

# How do I apply?

	<p>The Easy Read guide has more information about the course</p>
	<p>and what an Access Coordinator does.</p>

There is an Easy Read document explaining how to apply.

[Click here to visit the application page where you can find the Easy Read document explaining how to apply.](#)



# What I should include in my application?



In your application we want to see your passion!



You could tell us about:



why it is important to you to make the screen industry accessible



what skills you have



what TV and film experience you have



and why you would like to do this training.







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.



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

# Should I tell you my access requirements in the application?

	<p>You do not need to let us know your access requirements in your application.</p>
	<p>If you have access requirements for the application you can email <a href="mailto:triplecmanchester@gmail.com">triplecmanchester@gmail.com</a> to let us know what you need.</p>
	<p>We will only ask you about your access requirements if you come to an interview</p>
	<p>and if you get a place on the course.</p>

# What is the deadline to apply?



Your application needs to be in by is 31st October 2024



at 11.59pm.



We will email within 3 days to tell you we have received your application.



# When will I find out if I got onto the training?



If you apply, 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.



We will let the shortlisted people know if they have got a place on the course by 20th December 2024.