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# Guidelines and FAQs

This document outlines tips for applying to the programme, the application questions for you to read through before beginning your online application, expected frequently asked questions, and our privacy policy.



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## Tips for Applying

### Before you apply

- We recommend **reading through the questions below** and **drafting your answers offline** first, before beginning the online application, as you cannot save to return and finish at a later date.
- Ensure your **CV is up to date** and is relevant to this training programme. Your CV is

important for us to see information that may not be captured on the application form.

- **Save the document as a PDF file**, ready to upload. Include your full name when naming it, so we can easily match it to your application.
- Keep the CV to no more than two pages.
- If you need to refresh, or help to update to prepare your CV there are many [online resources](#) offering advice and guidance on how to write a strong CV.
- **Identify two professional references** and have their up-to-date contact details (email addresses and telephone numbers), whom we can contact if you are selected for the programme.
- **Read all** the information we provide applicants, making sure you meet the criteria and are eligible.

## When you apply

- **Read each question carefully.** We often receive applications where only part of the question has been answered. The character count is there to guide you on the detail we are looking for.
- Note that it is a **character count** and not a word count in the application. As a guide, **2,500 characters can vary** from approximately **350 words to 625** with spaces included.
- Remember that you **cannot save the application and return** to finish at a later date.

## Submitting your application

- To apply to the Grierson DocLab: Development programme, you will need to fill out [the application form online](#). There are **five main questions** that form the application (which you can see below) and further **personal information** (such as name, email address) and **monitoring** questions (for example, what kind of school you went to, access needs, etc.). The bullet points accompanying each of the main questions are prompts and not definitive pointers. They are provided to help you answer the question if you have not been asked to articulate your work processes before.
- Once you have completed the online application, please ensure you have received your **confirmation email** (this may go to your junk folder).
- Email [training@griersontrust.org](mailto:training@griersontrust.org) if you have any queries.

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## Application Questions

- 1. Tell us what draws you to this specialism. What excites you about working in development? (2,500-character count)**
  - Why do you work, or want to work in development, over and above other roles?
  - Was there a lightbulb moment that made you think this is what you want to do?

We are looking for a considered, thought-through answer that clearly articulates **why** you want to further develop your career in this part of the industry.

**2. Please outline your role in development on two documentaries and explain how these examples illustrate your nose for a story, creative approach and resourcefulness. (3,000-character count)**

In this question, we are looking for you to provide examples of your specific input which could have been at different stages of the development process. For instance:

- How did you find a story or contribute to the initial phases that became a winning pitch?
- Were you involved in identifying the significant characters and if so, how did you seek and secure access to them?
- How has your creative take, through writing, creating sizzles or pitching, helped the project to stand out?

**3. Working in development requires a melding of resilience, incalculable curiosity, topped with a thick skin to take rejection time and time again.**

**How have you developed and honed these skills over the course of your professional career to date? (2,500-character count)**

- Is there a standout case study that showcases your soft skills when in the development process?
- How do you approach projects which contain challenging content?
- Is there an example of how you have embraced feedback on a project, which has moved it on in a positive way?
- Has there been a project which demonstrates your resilience and persistence in pursuing a story?



- 4. Please identify two standout, premium documentaries that have been released, or broadcasted over the last 18 months, and provide an analysis of why you consider them noteworthy examples of the genre.**

**This could be a commissioned documentary on a channel, platform or a theatrical release. (2,500-character count)**

- Perhaps you have watched a documentary that was not widely seen, but you believe it is worth championing.
- What made it stand out from what is a crowded market? Was it the access, the story, the structure, the music, the way the story was told?

- Is there specific talent in the industry you would like to work with? Which directors, producers, editors and composers would be on your wish list? Why?

**5. Tell us the reasons you are applying for the programme now. The Grierson Trust supports groups that are under-represented in the world of documentary and factual programme-making, how do you fit into this criterion? (2,500-character count)**

- What obstacles have you faced in terms of career progression?
- What would being selected for the training mean to you?
- How would being chosen for the programme improve wider representation in the industry?

- What challenges and barriers can you identify that prevent you from reaching your potential?
  - How will being selected for the scheme benefit you?
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## **Accessibility**

If you have any access needs, or require any adjustments to the application process, or would like to submit your application in an alternative way (for instance with voice notes, a video answer, or if you need support or guidance), please contact us on [training@griersontrust.org](mailto:training@griersontrust.org) or call **+44 (0)1462 618 479** and we can assist you.

There is an opportunity to make requests for adjustments on the application form, and should you make it through to the interview stage, all

candidates will be asked about access needs and adjustments again.

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## **Anticipated Frequently Asked Questions**

- **I've got credits working in development for factual entertainment, can I apply?**
  - If you only have credits in factual entertainment, no.
- **When will I do the placement? I have some holidays and other commitments in the diary.**
  - We anticipate placements to commence from September onwards, but this timeline is indicative only. We will work closely with trainees and production companies to try and make the timing optimal for all parties.

- **What will I be paid during the eight-week placement?**
  - Successful applicants will be contracted to a production company and paid on a PAYE basis. To reflect the level of experience of applicants we expect who will apply, the weekly salary will be £930 (inclusive of employers NI and holidays).
  
- **In my application, do I have to use up all the word count?**
  - You do not necessarily need to use the full allocation, but we recommend a fully formed response. We want to feel your passion on the page.
  
- **Why do I have to complete the monitoring form?**
  - The monitoring section of the application form helps us capture information about applicants that feeds into our reporting to funders. The reporting is a condition of securing our funding that enables us to

do the work supporting trainees. You can read about why monitoring matters [on the ScreenSkills website](#) and [on the ACAS website](#).

- **I am currently at university, can I apply?**
  - This programme is not for new entrants. Neither is this a graduate training scheme. We are focussing on applications from candidates who can demonstrate they have three-to-five years' experience in the documentary sector.
  
- **I can't commit to some of the dates. Can I still apply?**
  - You need to be available for all parts of the programme, as listed in the schedule. There will be no exceptions.
  
- **Do you expect successful candidates to do any preparation ahead of the training?**

- There will be a comprehensive watch list that we expect all the successful candidates to watch, once their place has been confirmed, in advance of the training.
- **Why are only UK residents eligible for the scheme?**
  - This programme is designed to help trainees secure development work in the UK, so it is essential that we prioritise applicants who can work in the UK.
- **Where will I be based during my placement?**
  - It is likely that placements will be based in London, but there may be some opportunities in the nations and regions. For those successful applicants who may need additional support for relocating, there is the [ScreenSkills bursary fund](#) where you outline that you are on a Netflix training programme. More guidance available if you are selected.

- **What happens after the training ends?**
  - If you keep in touch with us, as we hope you will, we will continue to support you through the mentoring programme, one-to-one contact with the Director of Training Programmes, invitations to partner events and networking opportunities. Our experience is that alumni from our training schemes stay in touch with the Trust. They help grow the network, building support for peers and providing feedback to the Trust to improve future iterations of the training. Netflix will also keep you on their database of trainees and include you in any further opportunities and networking
- **Who are your mentors?**
  - Established working professionals in the industry.
- **Can I get feedback if my application is unsuccessful?**



- Due to the high volume of applications, we are unable to provide any feedback.
  - **If I am selected for the scheme, as someone with accessibility needs, what support can I expect?**
    - We are aware that some trainees may need additional support. We have a specific member of the team who has responsibility for establishing the access needs of all participants.
  - **How do you make sure the assessment of applications is inclusive and fair?**
    - The Grierson Trust is committed to encouraging diversity and inclusion in all its work. We assess all applications with personal information removed. This is to tackle any unconscious biases. You can read our diversity and inclusion statement [on our website](#).
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## **Privacy Policy**

By submitting this application for Grierson DocLab: Development 2025 programme (“Application”) you (“Applicant”) hereby acknowledge and agree that the Grierson Trust (“Company”) shall collect, use and otherwise process certain personal data submitted by and relating to Applicant for purposes connected with the Application, including Company assessing and reviewing the Application and complying with legal and regulatory obligations.

### **Updating information**

Company wishes to ensure that the information it holds remains as accurate as possible and may therefore request Applicant to update Applicant’s personal data at any time solely to the extent required for the Application.

### **Third parties**

Company may, from time to time, need to make some of Applicant’s data available to third parties

for assessment of the Application as well as to legal and regulatory authorities solely as required under any relevant law or statute. If such recipient third party is located, or has relevant operations located, in a jurisdiction where data protection and privacy regulations do not offer the same level of protection as within the European Union (such as the United States of America), Company shall take reasonable steps to ensure the security and confidentiality of Applicant's data and to comply with any relevant data protection laws.

### **Personal data**

Applicant also acknowledges that sensitive personal data (also known as special categories of personal data and personal data relating to criminal convictions and offences) is processed by Company for the purposes connected with the Application, including where permitted under employment legislation or to determine occupational suitability. Company hereby informs Applicant that Applicant has certain rights in respect of his/her personal data (such as access,

rectification and portability) and that further information about these rights and Company's processing of personal data generally can be obtained upon request from Company.

### **UK data protection laws**

Company confirms it is compliant with current UK Data Protection laws. If you are successful, the Grierson Trust will share your contact details with Netflix and they will only use this information to stay in touch with you in view of possible opportunities in line with their privacy statement. Only aggregated and anonymised diversity data will be shared with Netflix.

### **More information**

Read the Grierson Trust's privacy policy:

<https://griersontrust.org/about-us/privacy-policy>.