

# Specialist Placements - Acquittal Form 2024-25

## Form Preview

### Placement Details

\* indicates a required field

**Who is completing this acquittal report? \***

- ☐ Host Company ☐ Practitioner

**Which type of placement did you undertake? Select one: \***

- ☐ Company (practitioner working across multiple projects)  
☐ Production (practitioner working on a single project)

Hint: Production placements take place on a single project, Company placements take place across multiple projects

**Which sector of the industry was the placement in? \***

- ☐ Production (Film, Television, Online, VR, or Virtual Production)  
☐ Games  
☐ VFX, Post-Production, Animation

**Placement Role \***

**Supervisor name \***

Title First Name Last Name

<input type="text"/>	<input type="text"/>	<input type="text"/>
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**Practitioner name \***

Title First Name Last Name

<input type="text"/>	<input type="text"/>	<input type="text"/>
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**Practitioner email \***

Must be an email address

**Production title \***

**Company name \***

Organisation Name

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## Form Preview

### Contact person for this acquittal \*

Title First Name Last Name

### Position at host company \*

### Email \*

Must be an email address

### Did you engage a supervisor or mentor for this role separate to the contact person or person completing this acquittal form? \*

☐ Yes ☐ No

Please upload a maximum 2 page word document from supervisor/mentor addressing the following:

1. Readiness of the Placement to commence working in the designated role in an ongoing and unsupervised capacity
2. Ability of this program to suitably address the ongoing shortage of appropriately skilled/experienced practitioners in the designated role
3. Any additional feedback on ways to improve this program

### New Question \*

Attach a file:

## Placement Dates

### Did the practitioner complete fewer days on the placement than anticipated? \*

☐ Yes ☐ No

### Actual Start Date of Placement

Must be a date.

### Actual End Date of Placement

Must be a date.

### How many days were completed? \*

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## Form Preview

### Practitioner Report

\* indicates a required field

**What were the tasks/activities you performed during the placement? \***

**What were the main areas of organisational or technical skills development and knowledge gained during the placement? \***

**If the placement role was actively supervised, was there a training plan or similar created at the beginning of the placement? \***

- ☐ Yes  
☐ No

**Was the plan adapted during the placement, and if so, why? \***

**Were there unanticipated positive or negative outcomes during your placement? \***

**What was the most effective aspect of the placement? \***

**What was the least effective aspect of the placement? \***

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**What were the professional benefits you gained during the placement? \***

**Was the placement opportunity long enough to enable you to feel confident in performing the new role? \***

- ☐ Yes, it was just right
- ☐ No, it was too short
- ☐ No, it was too long

**Were you at an appropriate skill level for the placement? \***

- ☐ Yes
- ☐ No, I was too inexperienced
- ☐ No, I was too experienced

**Were you the correct fit for the placement? Why/Why not? \***

**Did the placement deliver on your objectives? \***

**Have your career objectives changed since performing this placement? \***

**What do you plan to do next in your professional skills development? \***

**Overall, did the placement experience meet your expectations? \***

**Have you discussed your placement outcomes with the company/supervisor? \***

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☐ Yes

☐ No

**What best describes your current employment situation post completion of your placement: \***

- ☐ I have secured paid employment in the placement role
- ☐ I am trying to secure work in the placement role
- ☐ I am currently not looking for work in the placement role

**Provide details \***

**Any other comments?**

## Host Company Report

\* indicates a required field

**What were the tasks/activities performed by the practitioner during the placement? \***

**What were the main areas of technical skills development and knowledge gained during the placement? \***

**If the placement role was actively supervised, was there a training plan or similar created at the beginning of the placement? \***

- ☐ Yes
- ☐ No

**Was the plan adapted during the placement, and if so why? \***

**Were there unanticipated positive or negative outcomes for the company and/or the practitioner during the placement? \***

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**What was the most effective aspect of the placement? \***

**What was the least effective aspect of the placement? \***

**Was the duration of the placement appropriate for the practitioner and/or your company?**

- ☐ Yes, it was just right
- ☐ No, it was too short
- ☐ No, it was too long

**Was the practitioner at an appropriate skill level for the placement? \***

- ☐ Yes
- ☐ No, they were too inexperienced
- ☐ No, they were too experienced

**Provide details \***

**Was the practitioner a correct fit for the placement? Why/Why not? \***

**Overall, did the placement experience meet your expectations? \***

**Have you provided feedback to the practitioner about their placement? \***

- ☐ Yes
- ☐ No

**Would you consider offering future employment to the practitioner? \***

- ☐ Yes
- ☐ No

**In what capacity? \***

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**Have you already offered the practitioner further employment? \***

☐ Yes

☐ No

**Provide details**

**Any other comments?**

## Feedback

\* indicates a required field

**Thinking about your interactions with VicScreen, are there any improvements you can suggest for this type of initiative? \***

Must be no more than 500 words.  
Must be no more than 500 words

## Host Company Film, Television, Online and VR Feedback

\* indicates a required field

Thinking about your most recent production:

**Did you have trouble sourcing Victorian based crew for your production? \***

☐ Yes

☐ No

**Was this due to: \***

☐ Overall lack of available crew ☐ Lack of suitably experienced crew  
Other

**What departments and roles did you find it most difficult to recruit for within Victoria? \***

☐ Action Vehicles

☐ Make-up & Hair

☐ Art Department

☐ OH&S

☐ Assistant Directors & Script Supervision

☐ Post Production

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- ☐ Camera
- ☐ Construction
- ☐ Costume
- ☐ Grips
- ☐ Lighting
- ☐ Livestock
- ☐ Locations

Please first select the relevant departments.

- ☐ Production Accountancy
- ☐ Production Management
- ☐ Script Department
- ☐ Sound
- ☐ Special Effects & Armoury
- ☐ Tuition & Technical Advisors
- ☐ Visual Effects & Animation

## Action Vehicles

**Now please select the relevant roles: \***

- ☐ Action Vehicle Co-ordinator
- ☐ Aerial Specialist
- ☐ Marine Co-ordinator
- ☐ Marine Specialist
- ☐ Mechanic

## Art Department

**Now please select the relevant roles: \***

- |  |  |
|--|--|
| <input type="checkbox"/> Art Department Accountant   | <input type="checkbox"/> Production Designer     |
| <input type="checkbox"/> Art Department Co-ordinator | <input type="checkbox"/> Props Buyer             |
| <input type="checkbox"/> Art Department Runner       | <input type="checkbox"/> Set Decorator           |
| <input type="checkbox"/> Art Director                | <input type="checkbox"/> Set/Model Maker         |
| <input type="checkbox"/> Assistant Art Director      | <input type="checkbox"/> Set/Props Maker         |
| <input type="checkbox"/> Draughtsperson              | <input type="checkbox"/> Special Artist          |
| <input type="checkbox"/> Graphic Artist              | <input type="checkbox"/> Standby Props           |
| <input type="checkbox"/> Greensperson                | <input type="checkbox"/> Video Playback Operator |

## Assistant Directors & Script Supervision

**Now please select the relevant roles: \***

- ☐ 1st Assistant Director
- ☐ 2nd Assistant Director
- ☐ 3rd Assistant Director
- ☐ Script Supervisor/Continuity

## Camera

**Now please select the relevant roles: \***

- |  |  |
|--|--|
| <input type="checkbox"/> Director of Photography | <input type="checkbox"/> Operator                          |
| <input type="checkbox"/> Camera - Casual         | <input type="checkbox"/> Steadicam Operator                |
| <input type="checkbox"/> Clapper Loader          | <input type="checkbox"/> Underwater/Aerial Camera Operator |
| <input type="checkbox"/> Focus Puller            | <input type="checkbox"/> Video Split Operator              |

## Construction

**Now please select the relevant roles: \***

- |                                     |                                       |
|-------------------------------------|---------------------------------------|
| <input type="checkbox"/> Brush-hand | <input type="checkbox"/> Labourer     |
| <input type="checkbox"/> Carpenter  | <input type="checkbox"/> Leading Hand |

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- ☐ Construction Accountant
- ☐ Construction Electrician
- ☐ Construction Foreman
- ☐ Construction Manager
- ☐ Construction Runner
- ☐ Head Painter

- ☐ Painter
- ☐ Scenic Artist
- ☐ Set Finisher
- ☐ Signwriter
- ☐ Standby Carpenter
- ☐ Standby Painter

### Costume

**Now please select the relevant roles: \***

- ☐ Costume Buyer
- ☐ Costume Co-ordinator
- ☐ Costume Designer
- ☐ Costume Supervisor
- ☐ Specialist Costume Manufacture
- ☐ Standby Costume

### Grips

**Now please select the relevant roles: \***

- ☐ Grip
- ☐ Key Grip

### Lighting

**Now please select the relevant roles: \***

- ☐ Best Boy
- ☐ Electrician
- ☐ Gaffer
- ☐ Generator Operator
- ☐ Pre-light/Rigging Crew
- ☐ Rigging Gaffer

### Livestock

**Now please select the relevant roles: \***

- ☐ Animal Trainer
- ☐ Horse Wrangler
- ☐ Stable Hand
- ☐ Wrangler

### Locations

**Now please select the relevant roles: \***

- ☐ Location Manager
- ☐ Location Scouting
- ☐ Location Coordinator

### Make-up & Hair

**Now please select the relevant roles: \***

- ☐ Hairdresser
- ☐ Make-up Artist
- ☐ Special Effects & Wigs
- ☐ Special Effects Make-up Artist

### OH&S

**Now please select the relevant roles: \***

- ☐ Nurse
- ☐ OHS Co-ordinator or Consultant
- ☐ Safety Officer
- ☐ Safety Supervisor

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### Post Production

**Now please select the relevant roles: \***

- |  |   |
|--|---|
| <input type="checkbox"/> Assistant Editor                                | <input type="checkbox"/> Mixer                      |
| <input type="checkbox"/> Automated Dialogue Replacement (ADR) Supervisor | <input type="checkbox"/> Music Editor               |
| <input type="checkbox"/> Assembly Editor                                 | <input type="checkbox"/> Post-production Supervisor |
| <input type="checkbox"/> Editor  | <input type="checkbox"/> Sound Designer/Supervisor  |
| <input type="checkbox"/> Foley Artist                                    | <input type="checkbox"/> Sound Editing Assistant    |
| <input type="checkbox"/> Foley Editor                                    | <input type="checkbox"/> Sound Supervisor           |
| <input type="checkbox"/> Foley Recordist                                 | <input type="checkbox"/> Supervising Editor         |

### Production Accountancy

**Now please select the relevant roles: \***

- |   |  |
|---|--|
| <input type="checkbox"/> Accounts Assistant   | <input type="checkbox"/> Production Accountant |
| <input type="checkbox"/> Financial Controller |  |

### Production Management

**Now please select the relevant roles: \***

- |  |   |
|--|---|
| <input type="checkbox"/> Line Producer           | <input type="checkbox"/> Production Secretary |
| <input type="checkbox"/> Production Co-ordinator | <input type="checkbox"/> Unit Assistant       |
| <input type="checkbox"/> Production Manager      | <input type="checkbox"/> Unit Manager         |

### Script Department

**Now please select the relevant roles: \***

- |  |                                       |
|--|---------------------------------------|
| <input type="checkbox"/> Script Co-ordinator | <input type="checkbox"/> Story Editor |
| <input type="checkbox"/> Script Editor       |                                       |

### Sound

**Now please select the relevant roles: \***

- |  |                                    |
|--|------------------------------------|
| <input type="checkbox"/> Boom Operator | <input type="checkbox"/> Recordist |
|--|------------------------------------|

### Special Effects and Armoury

**Now please select the relevant roles: \***

- |  |   |
|--|---|
| <input type="checkbox"/> Armourer                        | <input type="checkbox"/> Model Maker                  |
| <input type="checkbox"/> Mechanical Effects Co-ordinator | <input type="checkbox"/> Special Effects Co-ordinator |
| <input type="checkbox"/> Model Effects Co-ordinator      | <input type="checkbox"/> Special Effects Manager      |

### Tuition & Technical Advisors

**Now please select the relevant roles: \***

- |                                     |   |
|-------------------------------------|---|
| <input type="checkbox"/> Researcher | <input type="checkbox"/> Story-board Artist |
|-------------------------------------|---|

### Visual Effects & Animation

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**Now please select the relevant roles: \***

- ☐ Artist ☐ Visual Effects Supervisor  
☐ Visual Effects Co-ordinator

**Please explain why you selected the above choice(s)? \***

**Did you employ personnel from outside Victoria? \***

- ☐ Yes ☐ No

**Please select your reason(s) for employing personnel from outside Victoria: \***

- ☐ Availability of Victorian personnel ☐ Experience of available Victorian personnel ☐ Desire to work with established team  
Other

## Host Company Games Feedback

**\* indicates a required field**

Thinking about your most recent production:

**Did you have trouble sourcing Victorian based crew for your production? \***

- ☐ Yes ☐ No

**Was this due to: \***

- ☐ Overall lack of available crew ☐ Lack of suitably experienced crew  
Other

**What departments and roles did you find it most difficult to recruit for within Victoria? \***

- ☐ Art ☐ Production  
☐ Audio ☐ Programming  
☐ Design ☐ Testing  
☐ Marketing and PR

Please first select the relevant departments.

Art

Select Role

\*

Select Seniority

\*

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## Form Preview

Audio

Select Role

\*

Select Seniority

\*

Design

Select Role

\*

Select Seniority

\*

Marketing & PR

Select Role

\*

Select Seniority

\*

Production

Select Role

\*

Select Seniority

\*

Programming

Select Role

\*

Select Seniority

\*

Testing

Select Role

\*

Select Seniority

\*

**Please explain why you selected the above choice(s)? \***

**Did you employ personnel from outside Victoria? \***

☐ Yes

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## Form Preview

☐ No

**Please select your reason(s) for employing personnel from outside Victoria: \***

☐ Availability of Victorian personnel ☐ Experience of available Victorian personnel ☐

Desire to work with established team

Other

## Declaration

\* indicates a required field

All personal information submitted to VicScreen will be dealt with in accordance with our [Privacy Statement](#).

I warrant that the information contained in this form is true and correct.

**Name \***

Title

First Name

Last Name

**Declaration Date \***

Must be a date

## Specialist Placements