

This document is to allow you to look through all the questions of the form before you fill it in. Do not attempt to fill in this document. The actual application form can be filled in via the link you were sent

Bectu IC Registry Application Form

Application Notes:

This form has **7** sections, made up of **15** questions which must be completed:

Section 1: General Information and Bectu Membership

Section 2: Registry Level

Section 3: On Set Evidence

Section 4: Evidence Folder

Section 5: Declaration

Section 6: GDPR Permissions

Section 7: Any other information and Submit

- Items marked with a red star must be filled out in order to be considered for the Registry. Other information is optional.
- Additional notes and links to documents can be [found here](#) and FAQs can be found [here](#)
- If you require access assistance with this application form, please email icregister@bectu.org.uk giving details of the assistance you need. Assistance will be offered on a case-by-case basis

The application process is free to Bectu members. Non-members should call 0300 600 1878 in order to make a non-refundable payment of £200, stating 'IC Registry' as the reason. Alternatively join Bectu online at www.bectu.org.uk/join.

Please read the [Registry Explainer Document](#) and the entire application through **before starting your application**. A PDF of the full application can be [found here](#), and in the application pack you were sent.

* Indicates required question

1. Email *

Section 1: General Information

This section will ask for your name, contact details and union membership status.

We will use these details to contact you about your Registry application. These do not need to be the details that you wish to have included on the Registry website. There will be an opportunity to add these later on the form.

2. 1. Full name*

If you are a Bectu member, please give your name as it appears on your membership card. If you work under a different name that you would like included on the Registry, there will be an opportunity to provide this information later in the form.

3. 2. What are your pronouns? (optional)

4. 3. Email*

We will use this email address to contact you about your Registry application. It does not need to be the email address that you wish to have included on the Registry. There will be an opportunity to add this later on the form.

5. 4. Phone number*

We will use this phone number to contact you about your registry application. It does not need to be the phone number that you wish to have included on the Registry. There will be an opportunity to add this later on the form.

6. 5. Are you a member of Bectu?*

Application to the Registry is free for Bectu members. If you are not yet a member and would like to join in advance of sending in your application, either call 0300 600 1878 or go to [Join / Bectu](#).

Mark only one oval.

☐ Yes Skip to question 7

☐ No

Bectu Membership

This section is for Bectu members. If you are not a member please go back and answer 'No' to question 5.

7. 6. If you answered 'Yes' to question 5, please provide your Bectu membership number *

You will find your membership number on the card you were issued when you joined, in the email you were sent when you joined, or on the member portal on the bectu website

Section 2: Registry Level

This section asks you to confirm that you have already successfully applied for Level 1 of the Bectu IC Registry and that this is a top-up application only, to add the additional needed days.

For **Level 2**, ICs must have:

- Completed **at least 75 days** of professional work as an IC on a shoot day; and
- Worked as an Intimacy Coordinator for **at least 2 years**; and
- Worked as the leading Intimacy Coordinator on at least **3 productions** that are at least **Band 2 Television (£1.25 Million+ per broadcast hour) and/or Feature Films (budget £1million and up)**

8. 7a. I confirm that I am currently listed as a Level 1 IC on the Bectu Intimacy Coordinators Registry and am filling out this application to move up to Level 2 *
- If you are not currently a Level 1 on the Bectu IC Registry, you will need to fill out the full application form: [Bectu IC Registry Application Form](#)

Tick all that apply.

☐ Yes, I am currently Level 1 and applying for Level 2

9. 7b. How many days did you submit for your Level 1 application?
- We will double check this against our records from your Level 1 application

Section 3 - On Set Evidence

Section 3 will ask you to list details about your evidence.

Section 4 will be where you add your evidence folder. This should be contained in one link to a google drive, Dropbox or similar file-sharing system. **Do not include the folder link in section 3.**

Make sure all documents are saved with descriptive titles. Follow the suggested formats given in each question using our example IC, Irma Cooper.

Student Films: If you are including student films on your application, there is a restriction on the number of days you can include. This is to reflect that student films will often not offer the same level of experience as professional productions. Student films included on your application must have been paid. Please note the following restrictions:

For Level 2: No more than 10 days of your 75 can be from student films

NB: For Section 3, only shoot days can be counted, not prep or rehearsal days.

10. 8a. Provide the title of the document(s) in your evidence folder that prove your number of shoot days on set. *

This could include:

- An official letter from Production or your agent detailing the number of shoot days worked on a project and when. Templates are available here: [Agent Template](#) and [Production Template](#)
- A contract detailing the shoot days worked
- Proof of payment from Production or your agent detailing shoot days worked, e.g. an invoice.

For Level 2, productions must span at least 2 years.

Level 2 applicants should include proof that they fulfilled the responsibilities of a leading IC on at least 3 productions that are at least Band 2 Television (£1.25million+ broadcast hour) and/or Feature Films (budget £1m+). This could be part of the official letter from

Production, an agent, or in your contract.

Suggested Format:

APPLICANT NAME - PROJECT NAME (SHOOT YEAR) - TYPE OF EVIDENCE - DAYS ON SET - [IC/LEADING IC]

Example:

1) IRMA COOPER - THE LAST BATTLE (2023) - LETTER FROM PRODUCTION MANAGER - 8 DAYS - [IC]

2) IRMA COOPER - SEASIDE, SEASON 2 (2022) - CONTRACT - 10 DAYS - [LEADING IC]
etc.

11. 8b. Number of Productions*

All ICs on the Registry must have worked on at least 5 Productions.

If this has already been evidenced above, then please state that here.

If not, please provide details of the extra evidence you have included in your folder. This can include:

- *An official letter from Production*
- *A contract (with confidential information redacted)*
- *Proof of payment from Production. Proof of payment from an agent is also acceptable.*
- *An IMDb page*

12. 8c. Optional accompanying statement

If you would like to explain anything about the evidence provided, please do so below.

Section 4 - Evidence Folder

This is the section where you will add the link to your evidence folder.

All evidence must be provided in one link to a Dropbox, Google Drive or equivalent with the correct permissions for the Registry Sub-Committee to view.

For Level 2, your evidence folder only needs to include information about your number of days on set, number of productions, and number of years working as an IC.

Please ensure that the following email addresses have access to your folder:

1. icregister@bectu.org.uk
2. jglaisherbectu@gmail.com
3. icregistryrep.bectu@gmail.com
4. chair.icbectu@gmail.com

For step-by-step instructions for creating a shareable folder, please see [this document](#).





13. 9. Link to Evidence Folder

Please make sure the folder's title includes your name.

Example Google Drive Folder Title:

IRMA COOPER, IC REGISTRY EVIDENCE FOLDER.

For suggested sub-folder organisation structure, please see the image below. For Level 2, you will only need to include your proof of number of days, years, and productions.

Name 	Date modified	
 No. of Days/Years/Productions - additional to last application	15:34	

Section 5 - Declaration

This section refers to the Code of Conduct contained in the [Registry Explainer Document](#) on Page 10.

Please make sure you have read and understood the Code of Conduct, including the [BFI Set of Principles](#).

14. 10. In submitting this application, I agree to uphold the Code of Conduct as outlined in **Section 7 of The Bectu Registry for Intimacy Coordinators - Explainer Document** to the best of my ability.

Mark only one oval.

☐ Agree

Section 6 - GDPR Permissions

Under GDPR Legislation you must give your express permission for your details to be published on the Bectu website, which is openly accessible to the general public.

The objective behind becoming graded through the registry is generally to prove your experience, competence and qualifications. Then potential employers (production companies, producers, etc) can assess your standing and capabilities when considering you for current and/or future employment.

In order to produce an accessible list of Approved and Graded Individuals, Bectu and the IC Branch need to produce a list that can be published openly through the Internet and any other suitable medium. If you wish to be included on this list you must give your express permission for Bectu to publish these details.

Please complete all of the questions shown below and put a cross in the appropriate 'Permission to Publish' boxes next to the information you are happy to have published. Sign and date in the boxes provided to signify you are giving your express permission for the marked details to be published in the public domain.

The list below will be the information that appears on the registry list. No other information provided on this form will appear on the list on the Bectu website, including details given in the first section of this form. Please write your information exactly as you want it to appear on the registry list.

Please read our [Privacy Notice](#).

Any information provided here which is NOT marked as having your express Permission to Publish will be kept on file for use by Bectu/the IC Registry sub-committee, but will NOT be published in the public domain. 'Published in the public domain' in this instance means that your information will be available on the Bectu website as part of a downloadable document, without a login required.

15. 11a. Name

Please enter the name you would like to appear on the registry. This does not need to be the name that you entered at the top of this application form (for example, if the name you joined Bectu with is different than your professional name)

16. 11b. Please tick 'Yes' to give your permission to publish your name publicly on the Bectu website

If you do not want this information published, please tick 'no'.
If you give permission, your name will appear on the registry, which is held on the Bectu website and updated at the end of each new submission period.

Mark only one oval.

☐ Yes

☐ No

17. 12a. Pronouns

Please enter your pronouns as you would like them to appear on the registry.

18. 12b. Please tick 'Yes' to give your permission to publish your pronouns publicly on the Bectu website

If you do not want this information published, please tick 'no'.
If you give permission, your pronouns will appear on the registry, which is held on the Bectu website and updated at the end of each new submission period.

Mark only one oval.

☐ Yes

☐ No

19. 13a. Email address

Please enter the email address you would like to appear on the registry. This does not need to be the same email address you provided at the top of this application.

20. 13b. Please tick 'Yes' to give your permission to publish your email address publicly on the Bectu website

If you do not want this information published, please tick 'no'.

If you give permission, your email address will appear on the registry, which is held on the Bectu website and updated at the end of each new submission period.

Mark only one oval.

☐ Yes

☐ No

Section 7 - Any other information & Submit

If there is anything else you would like to include in your application that you have not had the opportunity to include in the other sections, please use Question ____.

Once you have filled this section in, your application will be sent to us.

If you want to review any part of your application, please do so before pressing 'submit'.

21. 14. Additional Information. e.g. Title of any additional document(s) in your evidence folder, or additional comments.

22. 15. Please tick this to say that you have checked your application. You will not be*
able to submit without ticking this box.

This question is a reminder that your application will be submitted to us when you press 'Submit'. Please be certain that you have filled in everything that you need to before pressing submit as you will not be able to return to the form once it has been submitted. Tick all that apply.

- ☐ I have completed all sections of this form.
- ☐ I have uploaded all appropriate documents to my evidence folder and included the link.
- ☐ I have completed Section 9: GDPR Permissions.
- ☐ I understand that once I have pressed Submit I cannot change my answers.

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