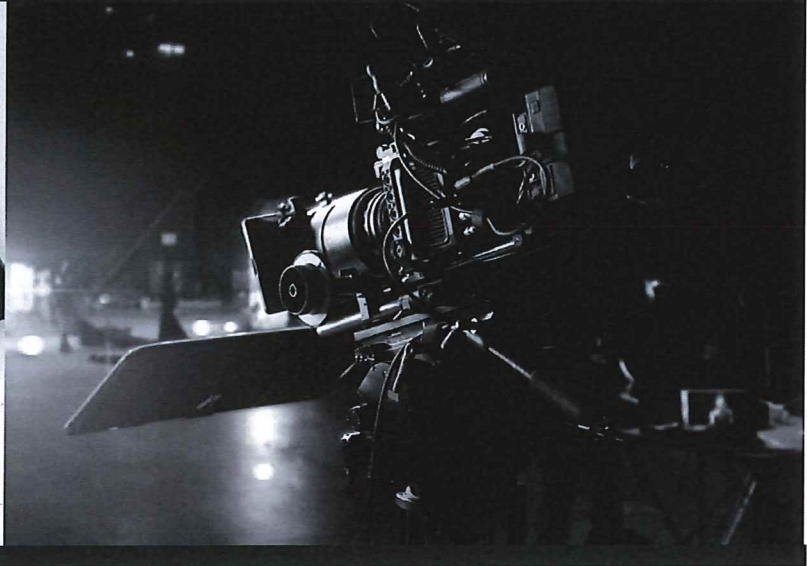


NORTH ISLAND COLLEGE | MICRO-CREDENTIAL | ONLINE TRAINING

# Motion Picture Production Accounting Clerk



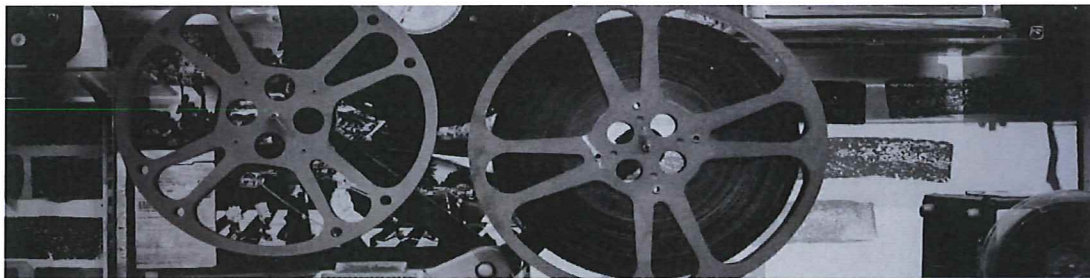
Learn production accounting fundamentals essential to working in a rewarding and fast-paced industry. Students will be introduced to the roles and responsibilities of the production accounting office, critical functions and timelines associated with pre-production, production, and post-production. Instruction includes insight to the accounting office and structure in relation to the scope and scale of any given production. Through theory and applied lessons learn of the production accounting process and accounting clerk fundamentals with an emphasis on payroll, accounts payable, and purchase cards including an introduction to the specific documentation and processes involved. You will also be made familiar with production hiring requirements, call sheets, production reports, and tax credits.

**November 15 – December 23, 2021**

**100% Online Training**

**FUNDED TRAINING - no cost for tuition or fees!**

**Limited seats available- apply today**



For more information:

**1-800-715-0914**

**[www.nic.bc.ca/trades](http://www.nic.bc.ca/trades)**

NORTH ISLAND COLLEGE



Canada

Funding provided by the Government of Canada through the Canada-British Columbia Workforce Development Agreement.



Film BC's Regions

REGIONAL FILM COMMISSIONS ASSOCIATION OF BC

VANCOUVER ISLAND NORTH

**INFILM**  
FILM COMMISSION

# Motion Picture Production Accounting Clerk Program FAQ's

Question	Response
Who do I contact if I have questions?	First please review the full FAQ file as you question may be answered in this document.
What is the name of this training program?	Motion Picture Accounting Clerk Micro Credential program
Is there a tuition fee for this program?	This program is tuition-free.
Why is this training provided as tuition free programming?	This training is provided for free on a one-time basis and in support of film crew development to support British Columbian's who are committed and motivated to working in the film and television industry.
Who may apply to this program?	<p><b>This tuition free program is available to:</b></p> <ul style="list-style-type: none"> <li>• British Columbian's whose employment has been impacted by COVID-19.</li> <li>• Individuals who enjoy working with numbers and budgets, who hold strong organizational skills, passionate about pursuing employment in the motion picture industry, and are committed to actively engaging, attend virtual classes and to complete related program assignments.</li> </ul>
How to I apply for this training program?	<ul style="list-style-type: none"> <li>• <b>View the program webpage for Motion Picture Accounting Clerk Micro Credential program at <a href="http://www.nic.bc.ca/film">www.nic.bc.ca/film</a>.</b></li> <li>• Click on the online application form, which can be accessed via the: Apply Now Button (Yellow Button)</li> <li>• Complete your application online.</li> <li>• Within a week of submitting your online application, you will be contacted to participate in an eligibility interview.</li> <li>• Upon completion of the interview, applicants will be advised by mid-October of whether they have been accepted into the program.</li> </ul>
Are there program prerequisites?	Students need to have an interest in working with numbers and preparing reports. Applicants do not need to hold formal accounting credentials.

**What types of employment does this program prepare graduates for?**

**This training program prepares graduates for entry-level Production Accounting Clerk positions.** Motion Picture Production Accounting Clerks work within the Production Accounting office and support the forecasting, maintaining, and managing of production financials and records. The roles and responsibilities vary per production, ranging from basic small business bookkeeping functions to supporting multimillion-dollar multi-staged production affiliated with world-renowned productions.

**What training content does this program include?**

**This program encompasses the following training:**

- Motion Picture Accounting Clerk
- Motion Picture Industry Orientation
- Orientation to WHMIS Online
- Motion Picture Safety Awareness

**Is this an online program?**

**This program is delivered 100% online.**

- The program involves two virtual weekly classes in addition to home study. Students will have the option of joining a morning OR an evening class. Students will receive the program schedule and access code upon acceptance into the program.
- Students will need to dedicate an estimated 20 hours per week to their studies, yet total study time will vary for each individual.

**What equipment do I need to participate in this program**

**For this online program, students will require access to a computer, and it's recommended that the computer be hard-wired to the internet as Wi-Fi is not always reliable in some regions.** Please note that the use of a cell phone for your online learning will not be adequate.

**What is the program training schedule?**

**November 15 – December 23, 2021**

**What is the class schedule?**

**Virtual classes take place weekly:**

**Monday November 15<sup>th</sup>: Welcome Event**

**Virtual Classes Weekly:**

- Tuesdays: 9:30-11:00 OR 7:00pm-8:30pm
- Thursdays: 9:30-11:00 OR 7:00pm-8:30pm

The program schedules and classes are based on Pacific Time Zone.

***Please note there will be a class on December 20<sup>th</sup> and not December 21<sup>st</sup>.***

**Do I need to attend virtual lessons?**

Attendance in the virtual classes is mandatory. To support access classes are scheduled as morning or evening sessions.

**If I have questions prior to applying who can I call?**

Email Ashley Russo at [Ashley.Russo@nic.bc.ca](mailto:Ashley.Russo@nic.bc.ca) should you have specific questions in advance of applying to this program. Given the volume of inquiries, please ensure your questions are specific.

**Who is my instructor?**

**Your lead instructor Kath Drew.**

Kath has worked as a Production Accountant in the film and television industry for just over 30 years. She has lived and worked in several of the American states, as well as Puerto Rico and Italy. Her contracts have been with Walt Disney Pictures, MGM, Warner Bros., Universal, Sony Pictures and more recently with Netflix, Amazon, and Apple TV. She has also been involved in independent productions across Canada.

During her career, production accounting has evolved from the once common hand-written ledger sheets to the current digital process of 'paperless' recording and reporting. What has not changed is the need for up-to-the-minute, accurate, and timely cost reporting regardless of who is producing the project or which country you're located in.

Kath continues to prepare budgets, forecasts, and cost reports for productions as far away as Australia from her home on Vancouver Island.

**What additional paperwork do I need to complete?**

Students who are accepted into the program will be provided with specific details regarding registration documentation, schedules, and program access codes.

**Are there limited seats in this program?**

Yes, seating is limited. Only 25 individuals will be accepted into the program.

**Is this program limited to specific regions of British Columbia?**

This program is open to British Columbians. Preference will be given to residents of semi-rural and rural regions pursuing education to pursue employment in the motion picture industry.

**Will I receive a grade for this program?**

Yes, students will either pass or fail. Demonstrating your best effort and engaging with the program will lead to program completion.

The program grading matrix is as follows:

<b>Participation</b>	<b>Exercises</b>	<b>Quizzes</b>
35%	30%	35%

**Can I exit the program at any time?**

You have two days from the start of the program to withdraw. Otherwise, a 'did not complete' will be entered on your student file. Seating is limited, and it is imperative that only learners committed to this training pursue this program.