

POLICY – TRAINING V1.2

Purpose of Policy

The purpose of this policy is to provide guidance to

1. trainees in relation to the requirements for on air presentations
2. provide information to trainees regarding the expectation to adhere to all policies and procedures as detailed in the Radio Eastern Station Handbook in line with CBAA and ACMA regulations
3. provide periodic re-training to accredited presenters so as to maintain an appropriate standard of presentation.

Background

Most applicants expressing interest in presenting on-air programs have no prior radio experience. Those who do, also need to be familiar with the station's policies and procedures.

On-going quality improvement is viewed as desirable and achievable, and fundamental to the long-term future of Radio Eastern. It is expected that identified presenters will undertake re-training to improve performance and embrace new technology.

The Committee of Management issues this policy to ensure that there is a thorough training programme in place to meet and maintain suitable broadcasting standards.

Policy

The Committee of Management appoints a Training Manager to manage the training programme. The Convenor is responsible to the Committee of Management and is required to report on a monthly basis.

The Program Sub-Committee Convenor has oversight of on-air quality and management of presenter performance, and has the full authority of the Committee of Management to take whatever action is necessary to uphold station policies and standards.

Any Trainee must be a financial member and pay a tuition fee prior to commencement of Training Course. Fees are determined by the Committee of Management from time to time.

All accredited Presenters must be financial members and hold a current Presenter's Agreement.

The Training Group shall comply with relevant Procedures detailed in current Programme - Sub-Committee Procedures.

This Policy is supported by the following Procedure(s);

Procedure Name	Folder	Tag	Rev. Number	Rev. Date	Revision by
Training Group			V1.1	17/08/2018	Keith Jessup
Programme Sub-Committee			V1.1	17/08/2018	Keith Jessup