

## **POLICY – TRAINING**

### **Purpose of Policy**

The purpose of this policy for Eastern Community Broadcaster Inc hereafter referred to as Radio Eastern fm, is to provide guidance to

1. Trainees in relation to the requirements for on air presentations at Radio Eastern fm
2. Provide information to trainees regarding the expectation to adhere to all policies and procedures as detailed in the Radio Eastern FM 98.1 Station Handbook in line with CBA 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, will also need to be familiar with the Radio Eastern fm equipment and the station 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 Committee of Management 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 procedures.

Trainees prior to entering the training course must complete the online training programme to become familiar with Radio Eastern fm and its commitment to community.

Any Trainee must pay a tuition fee prior to commencement of The Training Course. Fees are determined by the Committee of Management and reviewed periodically.

All accredited Presenters must be financial members and hold a current Presenter's Agreement that has been renewed at the start of each grid.

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

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

Policy reviewed and updated: 06-03-2025