

## **PROCEDURE – TRAINING V1.2**

### **Purpose of Procedure**

The purpose of this procedure for Eastern Community Broadcaster Inc hereafter referred to as Radio Eastern fm, is to provide guidance to ensure that the Training Policy is implemented in an approved manner.

### **Background**

This procedure is based on the ACMA Code of Practice 2025, specifically to encourage and assist in community participation by providing a training mechanism to develop programming knowledge and skills that meet licensing, operational and programming requirements as determined by CBAA and ACMA.

### **Procedure**

#### **Trainees**

- Following completion of the online training course, Trainee applicants shall undergo a comprehensive training programme under the direction of the Training Manager.
- Applicants are screened for suitability by the Training Manager with the Convenor and if successful and on payment of the tuition fees, are accepted for training. The suitability screening shall be cognisant with State and Federal Laws pertaining to disability and discrimination.
- The time frame for each training programme is determined by the number and needs of the participating individuals.
- Training consists of modules related to on-air presentation requirements and the overall policies and procedures of Radio Eastern fm.
- Modules cover, but are not limited to the following:

#### **Off air**

- Radio Eastern fm Station Handbook
- regulatory requirements and CBAA/ACMA Codes of Practice
- Occupational Health and Safety
- Copyright

#### **On Air**

- preparation
- mastering the panel
- music genre selection
- developing a style
- use of the voice, articulation
- reading CSAs, sponsorship and emergency messages
- planning a Programme
- conducting interviews
- self-evaluation and improvement
- Outside Broadcasts
- complying with technical procedures

- Trainees shall attend group workshops as arranged.
- The Training Manager shall assign an accredited presenter as a Mentor for one on one tuition.
- Trainees and Mentors shall schedule appropriate meeting times for tuition, practise, observation of and participation in, on-air Programmes.
- Training by individuals shall be carried out in Studio 4. When a Mentor accompanies a Trainee then the use of Studios 1 or 2 is permitted on a non-priority basis. The studio must be vacated 60 minutes prior to the next scheduled studio use.
- When a Trainee and Mentor consider he / she is competent in all aspects of presentation they shall submit a CD which demonstrates suitable content and skills. The CD is to contain the Trainee's "Off Air" presentation consisting of a minimum of 30 minutes of content including News and CSAs. The Trainee shall submit the CD to the Mentor and Training Manager. This CD is to be used to evaluate the Trainee's acceptability to enter the New Presenters On Air Programme.
- The Training Manager shall take whatever action is required to ensure that the trainee meets all the standards required for on air presentation.
- The Training Manager shall determine when a Trainee enters the New Presenters' On Air Programme.
- The Trainee is required to fulfil New Presenter's On Air Programme requirements this includes completion of the Presenters' Agreement
- A Trainee is required to broadcast a minimum of two (2) New Presenters Programmes.
- When the Training Manager is satisfied with a Trainee he/she shall make a written notification to the Programme Sub-Committee Manager stating that the Trainee is ready for the New Presenters On Air Programme.
- The Programme Sub-Committee shall make available suitable periods of two (2) hours on the programme grid for the New Presenters' On Air Programmes. The days of availability and any alternate times shall be determined in consultation between the Programme Sub-Committee Manager and the Training Manager.

The availability and use of available times shall be confirmed, in writing, by both parties and shall contain sufficient detail to ensure all Programme Sub-Committee members are aware of times, Presenters and Mentors that are scheduled.

The Training Manager shall co-ordinate all Trainees and Mentors once schedules have been confirmed.

- The Programme Sub-Committee Manager shall liaise with Sub-Committee members for agreement to make a recommendation to the Committee of Management for full approval and accreditation.

Should the accreditation recommendation be disallowed then the Training Manager

shall be notified, in writing, of the reason for their decision. Any disallowance shall not prevent a further notification from the Training Manager on the readiness of a Trainee.

- The Programme Sub-Committee Manager shall notify the Training Manager once a recommendation for accreditation is lodged with the Committee of Management.
- The Committee of Management shall upon receipt of the recommendation from the Programme Sub-Committee Manager either allow or disallow the accreditation. Should the accreditation be disallowed then the Programme Sub-Committee Manager shall be notified, in writing, of the reason for their decision. Any disallowance shall not prevent a further recommendation from the Programme Sub-Committee Manager.
- It is recommended that newly accredited presenters continue to observe and participate with their Mentors or other experienced presenters.

### **Experienced Presenters**

- Where re-training requirements for a current accredited Presenter are identified by the Programme Sub-Committee Manager in consultation with the Training Manager, then re-training / revision shall be provided as appropriate.
- Current Presenters shall be reviewed annually prior to annual Programme preference applications to determine programme allocations with the expectation that they meet the standards required for broadcasting.
- Re-training shall be necessary whenever new equipment used by presenters is installed. All current presenters will make themselves available when requested to learn new equipment.
- Annual review shall be undertaken by presenters to ensure standards are consistent with Radio Eastern Emergency Broadcast Policy and Procedure.

This Procedure is supported by the Training Policy

Procedure reviewed and updated: 06-03-2025



TP Guest Microphone Use			Vers.1.1		
Mini Disc Use			Vers.1.1		
TP News To Air			Vers.2.1	08/08/2018	Keith Jessup
TP Outside Broadcast Studio 1 or 2 Console Setup			Vers.1.3		
TP Studio Console Microphone Adjustment					
TP Tascam CD-500B Use			Vers.2.1		
TP Tascam SS-CDR200 Use			Vers.1.1		
TP Telephone Interface System			Vers.1.1		
TP Turntable Use			Vers.1.1		