

Policy 20

TRAINING

PREAMBLE

The training of new presenters is multi featured and is meant to make sure that all presenters are competent and skilled at all the many facets of presenting a programme “on air” at 2 Air FM.

All trainers are skilled presenters and do this work on a voluntary basis.

MANUALS

Manuals have been produced as a personal information guide – they are given to each trainee at the start of their training.

They include all the legal information and requirements to comply with all the regulations set out by the various controlling bodies and also the many and varied facets of our operations to ensure all presenters have the same basic knowledge and comply with 2 Air FM directives.

COSTS

- Membership –** a person must be a member of 2 Air FM before they can start a Training School
- Training Fee -** a training fee is charged of \$ 50 and this covers manual supply and whatever training is necessary to ensure the person is a competent presenter. The length of time is dependent on the trainee’s competency with computers, their self assurance, learning the various panel operations etc – it could be a long time or short but is all included in this fee.
- Studio Fee -** Once competent and allotted a timeslot in the roster of programmes, a fee of \$ 55 will be due and payable – this is a once off fee to assist with costs of repairs and maintenance of the equipment in the 2 studios.

All the amounts mentioned include GST and receipts will be issued at time of payment

TRAINING COMMITTEE

The COM appoints a Training Committee with one member being the co-ordinator. This person is essentially in charge of the Training Committee and its various operations.

Monthly meetings should be held and a report given to the Programming Committee after each meeting to inform them of the status of trainees as well as to COM for their information .

Other members of the Training Committee act as Trainers for the “hands-on” part of the training, act as “Buddies” when trainees get towards the end of training and also attend all formal lessons once school starts

TRAINING SCHEDULE

Training schools are to be run at regular intervals each year to ensure we have a continuing supply of qualified presenters.

However it could be necessary to train one person individually as they enquire about training. This is mainly done when we require a specialist person but could be for many other reasons (eg special needs). The Co-ordinator will assess/discuss as required before proceeding this way

PROCEDURE FOR TRAINING

- Following an enquiry to be a presenter, name and contact details are passed on to the Co-ordinator who will make contact and discuss matter with the person (eg music style, special needs etc)
- Once agreed to want to continue and/or be suitable for training their name is placed in the Training book and person assured that they will be contacted closer to the next school starting
- If individual training is necessary/required, the Co-ordinator will organise this at the time of initial contact.
- The following is a schedule of how the training will progress :
 - 1 **Orientation Meeting** – this is essential as some trainees make a decision not to continue with training and it is best to weed them out at this stage than spend hours training them and then they leave
 - 2 **First lesson** – this is the ‘legals’ where trainees are given all the information about ACMA regulations, copyright for music, Codes of Conduct etc – these

are the rules 2 Air FM is governed by and most important that all presenters are aware of any implications that could occur if not followed properly

- 3 **Second lesson** – this lesson is the theory side of 2 Air FM operations and includes all facets of our operations and allows all presenters to provide a sense of continuity for our listeners.
- 4 **Third Lesson** – This deals with the finer points not dealt with in previous lessons including :
- How to construct a programme and analysis of same with feedback
 - What is acceptable music
 - How to handle glitches when they occur during the presentation of a programme
 - Timing out for the News and other obligatory matters (eg Passing Parade)
 - Providing an opportunity for trainees to ask questions, seek advice etc
- 5 **Practical** - after all the theory is dealt with, it is now time for the practical side when the trainees are given instruction on panel operation by Trainers and is a hands-on time
This may take several lessons but Trainers will assess at time
- 6 **Buddy system** - at this stage trainee is paired up with a “Buddy” who will arrange further tuition at a time suitable to both parties when the spare studio is available. These bookings should be noted in the book (located at Office Desk)
Concentration on all aspects of the panel operation is the main task of Buddies at this time whilst proficiency is being achieved
Also music selection and style will be discussed to ensure that music played on radio station 2 Air FM is consistent with the policy of the station for an easy listening and country mix.
- 7 **Progress** – Buddy system will continue until person and their trainer feel the trainee is competent enough to compose and record a programme for the Training Committee to review together with a questionnaire to assess their knowledge of the rules, regulations etc. and general 2 Air FM practices
- 8 **Review** – completed by Training Committee and relayed back to the trainee to allow them to improve presentation and knowledge
- 9 **Allocation of Programme** – Once items 1 to 8 have been completed successfully, this information to be passed on to the Programming Committee to allow this person to be allotted a programme with due liaison between Trainer and Programming Committee

At this stage, the Studio fee of \$ 55 mentioned above is due and payable.

ROLE OF THE CO-ORDINATOR

The person who is appointed to be the Training Co-ordinator will organise all aspects of the Training in conjunction with the other Training Committee

These include :

- Setting dates for schools throughout the year
- Convening Training Committee meetings at regular intervals with minutes/report being sent to Programming Committee for their discussion and COM for their information
- Contacting prospective trainees when they make contact and keeping the books required in good order.
- Discussing with other trainers the buddy allocation and discussing progress at various times
- Organising for other skilled presenters to assist with training as necessary
- Organising the questionnaire of competency for trainees when ready
- Generally act as a PR person with prospective presenters and have discussion with fellow trainers when necessary so all are aware of what is happening