

Training Policy

1. Purpose

- 1.1 BBBfm recognises the importance of training and development for on air presenters and non-presenter station volunteers.
- 1.2 We acknowledge that well trained volunteers are the key to the success of the station.
- 1.3 Induction and training need to be provided to new presenters and other station volunteers; on the job training needs to be provided to assist new presenters and volunteers to reach standards of performance that align with the requirements of the Community Radio Broadcasting Codes of Practice; refresher training needs to be provided to assist all our presenters to maintain the standards that align with the requirements of the Community Radio Broadcasting Codes of Practice.

2. Scope

- 2.1 This policy applies to all BBBfm volunteers.
- 2.2 Presenters/volunteers are not permitted to teach anyone how to use the station's equipment outside the requirements of this policy unless first cleared by the Chair of the Board.
- 2.3 The Technical Co-ordinator is responsible for instruction that is given on any of the technical presentation equipment.
- 2.4 The Training Co-ordinator is responsible for instruction on all non-technical aspects of presenter training.

3. Training Program

- 3.1 The aim of the training program is to provide basic training; new presenter training; early development on the air training (buddy system); refresher training and specific skills training to support continuous improvement to maintain the standards of the station and to meet the expressed needs of the members.
- 3.2 The presenter training program provides trainee presenters with the basic knowledge and practical skills to present a live to air radio program on our station. Training is non-accredited and covers topics such as:
 - i) Community Radio Codes of practice
 - ii) Legalities of broadcasting
 - iii) Community radio and station rules & regulations
 - iv) Practical use of studio equipment
 - v) Developing a radio program
 - vi) Interview skills
 - vii) Use of social media
- 3.3 Training for station volunteers who are non-presenters will be documented and developed further for inclusion in this policy.

Related Documents

BBBfm Disciplinary Action Procedure

BBBfm Internal Conflict Policy

BBBfm Constitution

| Amendments to this Procedure | | |
|-------------------------------------|--------------------|--|
| Date Approved | Item Number | Details of Amendment |
| 12 th October 2022 | Full Policy | Adoption of this Procedure in its entirety |