



Training Policy

Version Control	Date Amended
1.0	30/06/2016

BACKGROUND

3WBC aspires to provide a high quality program schedule for our audience. A significant contributing factor to the quality of the programming is the level of skills and knowledge demonstrated by the presenters and producers of each program.

With this in mind, 3WBC has developed this policy to address the training and education requirements of the station.

THE STATION MANAGER

The Committee of Management has delegated its authority for all operational and administrative activity by volunteers and staff (including producers and presenters) to the Station Manager.

In this context, the Station Manager has the delegated authority to coordinate the training and education program including the attendance record keeping.

THE COMMITTEE OF MANAGEMENT

The Committee of Management has the ultimate authority for all matters pertaining to training and education. It is the Committee's responsibility to set the scope of the training program(s) and to provide resources to design and facilitate the training program.

POLICY DETAILS

- a) All designated presenters and producers are required to undertake the 3WBC Training Program before their program will be included in the station's program schedule.
- b) In the event that one or more new modules is included in the recognised training program, presenters and producers of existing programs will be given a period of grace to complete the new module(s).

- c) Regardless of their experience at 3WBC or elsewhere and/or their perceived skills and knowledge, all presenters and producers will be required to adhere to this policy.
- d) In the event that the trained producer(s) and presenter(s) are unavailable for one or more episodes of a particular program, a trained replacement must be identified and engaged by the presenter(s) or producer(s) of the program. If they are unable to find a replacement, that episode will not be permitted to go to air.

EXPECTATIONS OF CURRENT AND FUTURE PRESENTERS

The committee of management expects all presenters to complete the official 3WBC training program.

This includes:

- Completion of the hands on training program endorsed by the committee of management.
- Reading through and acknowledge the contents of the 3WBC presenters handbook.
- Completion of the 3WBC presenters agreement.

EXPECTATIONS OF THE COMMITTEE OF MANAGEMENT


3WBC presenters can expect the committee of management to:

- Provide regular training sessions for new and experienced presenters
- Provide training and update documentation as new equipment is installed on the premises.
- Communicate to presenters any changes in expectations with adequate notice.
- Develop a comprehensive presenter manual that contains all relevant information for presenters on the operation of the station.

DOCUMENTATION

The Station Manager will maintain a register of presenters and producers and their current training status. This register will be made available to the Broadcasting Working Group, as required, when determining the approval or renewal of a program.

APPROVAL


Approver name and position: David Panther - President
Date of Approval 21/6/2016