



Policy - Transitioning from Trainee to Presenter

The Training and Broadcast Standards Committee trains and assesses trainees and, where appropriate, approves them as provisionally ready for programming positions.

The Training and Broadcast Standards Committee refers successful trainees to the Program Committee, highlighting the trainees' strengths and areas requiring further development, as well as genres or programs of interest.

The Program Committee assesses which Program Coordinator/s might best use the trainees.

The Program Committee introduces the trainee to the selected Program Coordinator(s) to discuss options and, if appropriate, arrange 'on-air' opportunities. The Committee also informs the office of these arrangements so it can issue swipe cards to trainees on payment of the \$30 administration fee and completion of training in emergency and security procedures.

If the new trainee seems interested and suited to developing a new program, the Program Committee discusses that option with her/him.

All new trainees are on probation for three months and will receive ongoing mentoring from the training team, supported by Program Coordinators. Mentors should use the Presenter Evaluation form, or similar, to assess the trainees' suitability for their 'on-air' role. Trainees are required to continue with mandatory air checks over that period.

If the Training and Broadcast Standards Committee is satisfied with the trainees' performance the Program Committee should be advised. If not satisfied, the trainees should not be allowed to continue to broadcast.