

## Broadcast Training

### Radio Training Courses

The *competency-based* courses conducted at *Radio 4EB FM* are for members wishing to become licensed panel operators. Your accredited work-place trainer is **Jeffrey Milne**. As the 4EB FM's Trainer Coordinator he will instruct on techniques used by professional broadcasters. You will be shown a methodical process that eliminates common operational errors such as putting wrong sound sources to air, poor levels, unwanted studio noises, **feedback** and long gaps.

Essential aspects of *4EBFM* by-laws are covered as well as ACMA (**Australian Communications and Media Authority**) regulations, law, standards, copyright and sponsorship. **CBF** is the **Community Broadcasting Foundation**, it has certain requirements that must be complied with during broadcasts in regards to 4EB receiving funding. You will be told about these as well as receive comprehensive training notes for research purposes to study at home.

In accordance with modern training practices, your ability to use a studio correctly and your competency as a

broadcaster/panel operator must be demonstrated.

To undertake one of the two courses being offered you have to register in advance at the *4EB FM* office and be authorized by your Convenor. You must be a financial member to qualify for these subsidised courses.

Broadcasters only attend Module-1. The full panel course is run over **8 weeks** and it's necessary to practice after each training session. You will need to book **Studio-3** for this purpose and are entitled to book for a maximum of one hour per day.

**Panel Operators must undertake at least 6-hours of practice, complete the training course before sitting for your practical and written panel test.**

Previous experience does not exempt you from training. Panel licences are renewed every **2-years**. Unless serious operational errors are detected a written test is all that is required.

**NB: MOBILE PHONES must be turned off.**

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| <b>Week 1</b>         | Introduction to radio: Training notes should be retained and studied. You'll learn about 4EB, the community radio code of conduct and 4EB by-laws, <b>ACMA</b> requirements, copyright, broadcast laws and sponsorship rules. Discover the <b>FIVE P's</b> and other <b>RULES</b> of radio.  |
| <b>Week 2</b>         | Learn about the 3 Studio priorities, Setting microphone levels, Learn to Cue Cd's a record and mini-disc: Retain training notes for study. A guided tour of the panel reveals what the buttons and faders do. You'll learn the radio terms like <b>Auditioning Audio, Pre –Setting Levels, Hot-Mixing, Cold-Mixing, Production Fades and De-selecting.</b> |
| <b>Week 3</b>         | <b>Learn about Running Sheets and computer programs, Audacity, CDex and the Studio Playout program, Mairlist.</b> Retain training notes for study. The trainer repeats instructions of <b>Module 2</b> . Practice time using the equipment and the panel.  |
| <b>Week 4</b>         | Learn about the Take-Over Procedure and the 4EB 3 minute – 1 minute rule. Retain notes for study. By now you will be familiar with the panel and basics of cueing items to go to air. The trainer repeats instructions of <b>Module-3</b> .  |
| <b>Week 5</b>         | Practice session 1. Organizing a running sheet. Putting it all together using Audacity and Mairlist programs in Studio 3.  |
| <b>Week 6</b>         | Practice session 2. Guest management, Recording and editing interviews. Retain all training notes for study.   |
| <b>Week 7 &amp; 8</b> | Practice session and Panel Tests.  |