

RTRFM Policy 004

Programming and Presenting

Policy Statement 19 - Training

Before presenting on air, a potential broadcaster on RTRFM must complete a training course or orientation program delivered by RTRFM to ensure adequate technical and operational knowledge. The Training Manual and RTRFM's Constitution should be read thoroughly and understood before the member goes to air. Course and Orientation participants must agree to the cultural conduct of RTRFM. Ongoing training in basic radio skills can be conducted by the station, and some members may be required to undergo further training.

To become a member, applicants must pay for membership and be approved by the Board of Directors.

Potential on-air presenters must:

1. complete the six-week RTRFM training course
 - a. attend all six weeks of the course or equivalent catch-up sessions
 - b. pay the course fee upfront
 - c. submit and pass the desk test

OR

2. complete broadcasting qualification at a tertiary institution
 - a. complete the RTRFM orientation program
 - b. pass the desk test

OR

3. already have significant previous broadcasting experience
 - a. complete the RTRFM orientation program
 - b. pass the desk test

Training Course

The training course is a comprehensive, six-week introduction to broadcasting. This is a requirement for prospective RTRFM presenters, with some exceptions in specific cases.

Orientation Program

The orientation program is a minimum of a single-session introduction to the operation of RTRFM and its studio procedures. This may be offered to potential members of the station who have studied broadcasting at a tertiary level or have significant previous radio experience.

Podcasts/pre-records (not live to air)

Potential members who choose to create podcasts or undertake pre-records only must complete at least an orientation program and have adequate knowledge of RTRFM's studio before preparing material for air. This is to ensure all members understand the legal, ethical and editorial challenges of broadcasting, including requirements under the Community Radio Codes of Practice. To present live to air, these members must undergo further training.

This policy statement was approved by the General Manager and RTRFM Board in February 2026.