

MELBOURNE COMMUNITY TELEVISION CONSORTIUM LTD

(ACN 104 562 076)

TRAINING POLICY

(Last amended new date)

Participants

MCTC Ltd aims to supply appropriate training to its constituents, that is those individuals and community groups who would otherwise be denied access to television production and transmission. This includes Community Television Groupmembers, program providers, station staff, the MCTC Ltd Board, volunteers and communities under-represented in station programming.

Training

MCTC Ltd recognises the importance of training across all aspects of station and member activity. Appropriate training is critical for community access, quality programs, effective governance, and efficient station operation. MCTC Ltd commits to training its constituents.

Training plan

MCTC Ltd will develop an organisational Annual Training Plan, which will be based on an annual Training Needs Analysis, that details our priorities, strategies, intended development and delivery. The Training Plan should also include long term goals.

Training provision

MCTC Ltd aims to provide the following for its constituents, with regard to available resources and the priorities of MCTC Ltd..

MCTC Ltd will:

- (a) provide appropriate training in television production and transmission to groups and individuals.
- (b) promote and assist the development of Member Groups.
- (c) support the access of its constituents through the provision of training in specific skill areas.
- (d) assist with the training of program providers in the operations and goals of the Programming Department.
- (e) assist program providers to become familiar with and have access to relevant information regarding the production, administrative, classification and technical requirements of the station.
- (f) make available to its constituents information on the necessary elements for program production

and broadcast, including knowledge, competencies, resources, costs and support.

- (g) provide training to enable program providers to submit programs to at least the minimum standard as within the guidelines of the station, the current Community Television Code of Practice, and relevant legislation applying to community television.
- (h) where possible, provide training to facilitate those communities under-represented in station programming in their capability to produce.
- (i) ensure workplace safety in MCTC Ltd studios and on location, considering access requirements and making reasonable adjustments for constituents undertaking training

Providers

Training can be delivered by a range of training providers. These may include MCTC Ltd, Member Community Television Groups, Registered Training Organisations and other providers, as appropriate.

Content

MCTC Ltd aims to provide training in all aspects of television production. Including the television broadcast, development of existing and potential Community Television Groups, the operations and goals of the station and especially the Programming Department, the production, administrative, classification and technical requirements of MCTC Ltd, governance, promotion, marketing and sponsorship.

We will also provide relevant information regarding the production, administrative, classification and technical requirements of MCTC Ltd.

Delivery methods

We will adopt a range of delivery methods appropriate to the training to be delivered. These will include formal and non-formal, on-the-job, and providing access to relevant information.

Resources

Training resources can include station resources, member resources, constituent resources, those of training providers and those supplied by individuals. MCTC Ltd will also seek funding for training from organisations, including all levels of government, philanthropic trusts, and private business.

Training fees may be charged where appropriate. MCTC Ltd. will endeavour to keep fees at a minimum level for its constituents.

Accreditation

Training will include both accredited and non-accredited courses.

Associated documents

MCTC Ltd Code of Behaviour

MCTC Ltd Volunteer Policy

AUTHORISATION

<Signature of CEO>

<Name of CEO>

<Date>

<Signature of Board Secretary>

<Date of approval by the Board>

Melbourne Community Television Consortium Ltd.

ACCOUNTABILITY

Accountable / Responsible Officer	General Manager
Date	28 February 2022
Scheduled Review Date	28 February 2024