

PVFM INTRODUCTION TO BROADCASTING COURSE JANUARY 2022

Course Title: Introduction to broadcasting

Information night – Thur 27 January 7.00pm – 8.30pm To be held at Mill Park Library

Course commencement:

Sessions Every Wednesday Evening 6.30 pm to 9.00 pm – starting 2nd February

Venue: Plenty Valley FM Studios AND Mill Park Library (please check your timetable) The station's number is 9404-2111. **Mill Park Library is located at 394 Plenty Rd Mill Park.**

Course cost: \$275 Full and \$220 concession.

Course duration: 10 weeks

Further Information Contact: training@pvfm.org.au

Training resources: These will be provided. However, you will need to bring a notebook, pen and folder to store your notes in an orderly manner.

PVFM expects you to finish your course in a fair and reasonable amount of time so that you may be able to submit a program application upon your successful completion of the course.

Component 1 – Theory

Information session - PVFM Enrolment and Orientation night

Week 1 – Reviewing radio programs Commercial vs Community, Program design, Research, Studio equipment, Allocate buddy time

Week 2 – Research sheet, Running Sheets, Program Application, Program Pitch

Week 3 – Writing for radio and presentation, Broadcast Law

Week 4 – Interviewing and Podcasting

Week 5 – Recording and Editing Part 1

Week 6 – Recording and Editing Part 2

Week 7 – Recording and Editing Part 3 – Advanced Mixing Project

Week 8 – Emergency Response and Outside Broadcasting

Week 9 – Buddy time

Week 10 – Buddy time

Final Broadcast Presentation – by appointment

Component 2 – Buddy time

Each week you will need to complete an hour of studio time. This will be at a different time to the evening training sessions. **You will be required to complete a minimum of 10 hours of studio time.** Most of all – consistency in attendance is important especially buddy time. If you cannot attend a session you **MUST** contact the Training Coordinator as soon as possible on **0407 259 006** or email training@pvfm.org.au

Please note that in some cases your buddy time may end up being 2 hours due to the generous nature of our presenters that may let you have extra time on their show. However only a one hour commitment is expected each week. It is important when starting out that you remain consistent in your training, particularly in the practical application of presenting a program.

TIMETABLE – PVFM INTRODUCTION TO BROADCASTING COURSE 2021

Date	Venue	Time	Content
Information night	Mill Park Library	7.00-8.30pm	PVFM Orientation, course information and enrolment
Week 1	Mill Park Library	6.30-8.45pm	Research Program design/Program Clock Running sheet Studio Equipment Types of broadcasting Studio buddy time allocated
Week 2	Mill Park Library	6.30-8.45pm	Research continued Content and audience engagement Running sheets Program application and pitch Buddy time
Week 3	Mill Park Library	6.30-8.45pm	Writing for Radio <ul style="list-style-type: none"> • Interviewing • Community Service Announcements • Intros, Outros • Segway • Weather and traffic report Presentation Broadcast Law Buddy time
Week 4	Mill Park Library	6.30-8.45pm	Interviews Podcasting Buddy time
Week 5	PVFM studios	6.30-8.45pm	Recording and Editing Part 1 -Theory Buddy time
Week 6	PVFM studios	6.30-8.45pm	Recording and Editing Part 2 - Practice Buddy time
Week 7	PVFM studios	6.30-8.45pm	Recording and Editing Part 3 – Advanced Mixing Project Buddy time
Week 8	Mill Park Library	6.30-8.45pm	Emergency Services Outside Broadcasting Buddy time
Week 9	PVFM studios		At your allocated buddy time
Week 10	PVFM studios		At your allocated buddy time
Assessment week	PVFM studios	By appointment	FINAL ASSESSMENT – YOU’RE ON AIR