

gimme!

They learn

$\frac{1}{2}$

of what you have taught them!

MEDIAZONE STUDENT TRAINER MANUAL

12-Week Structured Programme

Training Student Trainers: Mediazone Content

- Purpose: Train students to become confident Mediazone trainers themselves
- Focus: Mediacheck and procedures / Equipment
- Format: One-to-one technical training
- Progression: Foundations → Teaching → Doing

Practical Exercise

Trainer asks trainee to:

- 1.State technical skills they want to master.
- 2.Record goals on a trainee log sheet.

Learning Outcome

Trainee understands expectations and commits to learning and improving



WEEK 1 – MEDIAZONE IDENTITY & PROFESSIONAL CULTURE

CONTENT

Mediazone mission
Trainer responsibilities
Professional conduct
Leadership principles
Ethical behavior

PRACTICAL EXERCISE

Guided tour of Mediazone spaces and responsibilities.
Goal-setting exercise (1 teaching goal, 1 technical goal)

LEARNING OUTCOME

Trainee adopts professional standards and understands trainer role

✓ WEEK 1 CHECKLIST

- What is Mediazone / Understand Mediazone's role
- Identify trainer responsibilities / Your role as Trainer
- Demonstrate professional conduct / Professional standards
- Why student leadership matters – why do this
- Culture and spirit

WEEK 2 – COMMUNICATION & TRAINING BEHAVIOUR

CONTENT

Write forms
Customer service
Conflict management
Professional language

PRACTICAL EXERCISE

Role-play unsafe behaviour
and correction scenarios
Write forms

LEARNING OUTCOME

Clear communication and
authority

✓ WEEK 2 CHECKLIST

- Form writing
- Give professional correction
- Demonstrate respectful authority
- Managed trainee behavior
- Follow through
- Authority with respect
- Handling questions
- Correcting mistakes
- Email writing / responding
- The log

WEEK 3 – EQUIPMENT DESK OPERATIONS

CONTENT	PRACTICAL EXERCISE	LEARNING OUTCOME
Equipment location. Reservation system Check-in/out process Tech deck Damages / Penalties	Full equipment checkout simulation Name each item write it out & explain what it does. Check in & out Demonstrate safe handling. Show correct storage position.	Accurate equipment management Inspection process Accountability

✓ WEEK 3 CHECKLIST

- Reservation system
- Check-in/out process
- Understands equipment overview / location
- Logged damages and penalties correctly
- Inspected returns

WEEK 4 – CAMERA OPERATIONS

CONTENT

2 main cameras (GH/FS)

overview

Exposure triangle

White balance

Focus & framing

Battery and SD

management

PRACTICAL EXERCISE

Assemble camera and
record test shots

LEARNING OUTCOME

Confident camera operation

✓ WEEK 4 CHECKLIST

- Familiar with cameras
- Correct settings / exposure
- Proper framing
- SD installed
- White balance correct

WEEK 5 – AUDIO RECORDING

CONTENT

Microphone types
Gain levels
Monitoring

PRACTICAL EXERCISE

Record audio
Diagnose planted audio fault

LEARNING OUTCOME

Clean audio capture

✓ WEEK 5 CHECKLIST

- Selected correct mic
- Camera levels
- Set proper gain
- Diagnosed issues
- Record monitored audio

WEEK 6 – LIGHTING DESIGN

CONTENT

Panel and flood lights for check out
3 point lighting theory
Key/fill/back light
Diffusers
Power safety
Basic intro to grip stand and Diva

PRACTICAL EXERCISE

Just setup and control Panel and flood lights for check out
Build interview lighting
Define parts of the kits

LEARNING OUTCOME

Identify and hands on lights / lighting control

✓ WEEK 6 CHECKLIST

- Identify parts - Panel and flood lights
- Diva overview
- Correct light placement
- Understand Safely managed power

WEEK 7 – SAFETY & DAMAGE HANDLING

CONTENT	PRACTICAL EXERCISE	LEARNING OUTCOME
System checklists Cable control – in setup Equipment stacking Incident / damage reporting	Imitate damaged items check in Go around and note issues Safety sweep with hidden hazards Do a damage report	Safety enforcement

✓ WEEK 7 CHECKLIST

- Spotted hazards
- Reported damage
- Secured equipment
- Followed protocol

WEEK 8 – EVENT PRODUCTION

CONTENT

Understanding the brief
Crew roles
Shot lists
Event types
Workflow
Call sheet

PRACTICAL EXERCISE

Create an event preproduction plan for a hypothetical event
Read briefs and present what it means – translation into ‘real world readiness

LEARNING OUTCOME

Event readiness

✓ WEEK 8 CHECKLIST

- Event types
- The brief
- Planned crew roles
- Prepared equipment list
- Structured coverage

WEEK 9 – EDITING & MEDIA HANDLING

CONTENT

Deadlines – professional follow through and conduct
Premiere & Editing basics
Workflows and project folders
Importing / exporting
Review process

PRACTICAL EXERCISE

Create deadline timelines
Watch tutorials on Premiere intros
Edit mini project start to finish

LEARNING OUTCOME

Understand deadlines
Some Premiere basics
Organized media workflow

✓ WEEK 9 CHECKLIST

- Deadlines
- Basic editing
- Workflows and Project folders
- Exported correctly
- Archived footage

WEEK 10 – COPYRIGHT GDPR & ETHICS

CONTENT	PRACTICAL EXERCISE	LEARNING OUTCOME
Approved Music site		
Footage approved sites	Read up on gdpr	
Consent forms	Use music site	Legal compliance
Crowd notice	Use footage sites	
Privacy	Fill out forms	

✓ **WEEK 10 CHECKLIST**

- Explained copyright – see sources
- Explained consent
- Used notice
- Music and sites
- Followed privacy rules

WEEK 11 & 12 – PROJECTS AND KNOWLEDGE REVIEW / ASSESMENT

CONTENT	PRACTICAL EXERCISE	LEARNING OUTCOME
Look at sat projects and review Assessment criteria Review methods	Look at projects Discuss initial learning goals Discuss strengths and weakness Look at assessment and do a mock SAT REVIEW FORM	Feedback on learning journey

✓ WEEK 12 CHECKLIST

- Mediazone overview comprehension
- Address projects
- Passed mock assessment
- 2 way feedback
- Review your trainer - Demonstrated leadership?