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© National Council for the Training of Journalists (NCTJ).

# Press Photographer/Photojournalist's schedule of training & experience

Trainee's name:.....

Date of joining company:.....

Newspaper:.....

Address:.....

.....

Editor:.....

Telephone:.....

Email:.....

Trainer:.....

Telephone:.....

Email:.....

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**This Logbook must be completed throughout your training period.**

**It should be taken to any training/refresher courses you attend.**

**This document, together with the supporting cuttings, must be enclosed with your enrolment form for the National Certificate Examination.**

**A duplicate can be purchased from the NCTJ.**

## Section 4

### Personal details

Name:..... Date of birth:...../...../.....

Home address:.....

.....

.....Postcode:.....

Home Telephone: ..... Mobile :.....

Work Telephone: ..... Fax:.....

Email:.....

Educational qualifications (including NCTJ course):

Qualification & grade	Where achieved	Dates

Details of other courses attended (including NCE refresher):

.....

.....

.....

Current employer:.....

Date of issue of Logbook:...../...../..... NCE date:...../...../.....

NCTJ exams – dates passed and grades:

	Date passed	Grade
General Photographic Knowledge		
Caption Writing		
Photographic Law		
Newspaper Practice		
News Writing		

N.B If you change your address, please let the NCTJ know.

## Section 5

### Assessment form 1 Month 3

Name of trainee:.....

Newspaper:.....

Date of assessment:.....

---

This document should be completed after the three-month assessment interview. Its purpose is to provide a continuing record of development, highlight areas of potential and weakness, and provide an indicator for future progress within the company.

**Knowledge:**

Current and local affairs  
Photographic  
Legal pitfalls  
Technology - digital/conventional  
Local knowledge: places/people/contacts  
Press Complaints Commission

**Skills:**

News sense/inquisitiveness  
Photography  
Initiative  
Telephone manner  
Interviewing technique  
Caption writing  
Writing ability, including use of  
English and house style  
IT skills + digital awareness

**Qualities:**

Accuracy  
Picture quality  
Output/speed of work/deadlines  
Flexibility  
Team-working  
Reliability/sense of responsibility  
Dealing with the public

**Comments:**

continued/.....

**Assessment form 1**

**Month 3** *continued*

**Attitude:**

Manner and appearance  
Enthusiasm

**Key Tasks:**

Reviewed during this assessment period

---

**Overall assessment:**

**Training needs identified and target dates:**

**Assessor's signature:**.....

**Assessor's name/title:**.....

**Trainee's signature:**.....

## Section 5

### Assessment form 2 Month 6

Name of trainee:.....

Newspaper:.....

Date of assessment:.....

---

This document should be completed after the six-month assessment interview. Its purpose is to provide a continuing record of development, highlight areas of potential and weakness, and provide an indicator for future progress within the company.

**Knowledge:**

Current and local affairs  
Photographic  
Legal pitfalls  
Technology - digital/conventional  
Local knowledge: places/people/contacts  
Press Complaints Commission

**Skills:**

News sense/inquisitiveness  
Photography  
Initiative  
Telephone manner  
Interviewing technique  
Caption writing  
Writing ability, including use of  
English and house style  
IT skills + digital awareness

**Qualities:**

Accuracy  
Picture quality  
Output/speed of work/deadlines  
Flexibility  
Team-working  
Reliability/sense of responsibility  
Dealing with the public

**Comments:**

continued/.....

**Assessment form 2**

**Month 6** *continued*

**Attitude:**

Manner and appearance  
Enthusiasm

**Key Tasks:**

Reviewed during this assessment period

---

**Overall assessment:**

**Training needs identified and target dates:**

**Assessor's signature:**.....

**Assessor's name/title:**.....

**Trainee's signature:**.....

## Section 5

### Assessment form 3 Month 9

Name of trainee:.....

Newspaper:.....

Date of assessment:.....

---

This document should be completed after the nine-month assessment interview. Its purpose is to provide a continuing record of development, highlight areas of potential and weakness, and provide an indicator for future progress within the company.

**Knowledge:**

Current and local affairs  
Photographic  
Legal pitfalls  
Technology - digital/conventional  
Local knowledge: places/people/contacts  
Press Complaints Commission

**Skills:**

News sense/inquisitiveness  
Photography  
Initiative  
Telephone manner  
Interviewing technique  
Caption writing  
Writing ability, including use of  
English and house style  
IT skills + digital awareness

**Qualities:**

Accuracy  
Picture quality  
Output/speed of work/deadlines  
Flexibility  
Team-working  
Reliability/sense of responsibility  
Dealing with the public

**Comments:**

continued/.....

**Assessment form 3**

**Month 9** *continued*

**Attitude:**

Manner and appearance  
Enthusiasm

**Key Tasks:**

Reviewed during this assessment period

---

**Overall assessment:**

**Training needs identified and target dates:**

**Assessor's signature:**.....

**Assessor's name/title:**.....

**Trainee's signature:**.....

## Section 5

### Assessment form 4 Month 12

Name of trainee:.....

Newspaper:.....

Date of assessment:.....

---

This document should be completed after the twelve-month assessment interview. Its purpose is to provide a continuing record of development, highlight areas of potential and weakness, and provide an indicator for future progress within the company.

**Knowledge:**

Current and local affairs  
Photographic  
Legal pitfalls  
Technology - digital/conventional  
Local knowledge: places/people/contacts  
Press Complaints Commission

**Skills:**

News sense/inquisitiveness  
Photography  
Initiative  
Telephone manner  
Interviewing technique  
Caption writing  
Writing ability, including use of  
English and house style  
IT skills + digital awareness

**Qualities:**

Accuracy  
Picture quality  
Output/speed of work/deadlines  
Flexibility  
Team-working  
Reliability/sense of responsibility  
Dealing with the public

**Comments:**

continued/.....

**Assessment form 4**

**Month 12** *continued*

**Attitude:**

Manner and appearance  
Enthusiasm

**Key Tasks:**

Reviewed during this assessment period

---

**Overall assessment:**

**Training needs identified and target dates:**

**Assessor's signature:**.....

**Assessor's name/title:**.....

**Trainee's signature:**.....

## Section 5

### Assessment form 5 Month 15

Name of trainee:.....

Newspaper:.....

Date of assessment:.....

---

This document should be completed after the fifteen-month assessment interview. Its purpose is to provide a continuing record of development, highlight areas of potential and weakness, and provide an indicator for future progress within the company.

**Knowledge:**

Current and local affairs  
Photographic  
Legal pitfalls  
Technology - digital/conventional  
Local knowledge: places/people/contacts  
Press Complaints Commission

**Skills:**

News sense/inquisitiveness  
Photography  
Initiative  
Telephone manner  
Interviewing technique  
Caption writing  
Writing ability, including use of  
English and house style  
IT skills + digital awareness

**Qualities:**

Accuracy  
Picture quality  
Output/speed of work/deadlines  
Flexibility  
Team-working  
Reliability/sense of responsibility  
Dealing with the public

**Comments:**

continued/.....

**Assessment form 5**

**Month 15** *continued*

**Attitude:**

Manner and appearance  
Enthusiasm

**Key Tasks:**

Reviewed during this assessment period

---

**Overall assessment:**

**Training needs identified and target dates:**

**Assessor's signature:**.....

**Assessor's name/title:**.....

**Trainee's signature:**.....

## Section 5

### Assessment form 6 Month 18

Name of trainee:.....

Newspaper:.....

Date of assessment:.....

---

This document should be completed after the eighteen-month assessment interview. Its purpose is to provide a continuing record of development, highlight areas of potential and weakness, and provide an indicator for future progress within the company.

**Knowledge:**

Current and local affairs  
Photographic  
Legal pitfalls  
Technology - digital/conventional  
Local knowledge: places/people/contacts  
Press Complaints Commission

**Skills:**

News sense/inquisitiveness  
Photography  
Initiative  
Telephone manner  
Interviewing technique  
Caption writing  
Writing ability, including use of  
English and house style  
IT skills + digital awareness

**Qualities:**

Accuracy  
Picture quality  
Output/speed of work/deadlines  
Flexibility  
Team-working  
Reliability/sense of responsibility  
Dealing with the public

**Comments:**

continued/.....

**Assessment form6**

**Month 16** *continued*

**Attitude:**

Manner and appearance  
Enthusiasm

**Key Tasks:**

Reviewed during this assessment period

---

**Overall assessment:**

**Training needs identified and target dates:**

**Assessor's signature:**.....

**Assessor's name/title:**.....

**Trainee's signature:**.....

## Section 5

### Assessment form 7 Month 21

Name of trainee:.....

Newspaper:.....

Date of assessment:.....

---

This document should be completed after the twenty-one-month assessment interview. Its purpose is to provide a continuing record of development, highlight areas of potential and weakness, and provide an indicator for future progress within the company.

**Knowledge:**

Current and local affairs  
Photographic  
Legal pitfalls  
Technology - digital/conventional  
Local knowledge: places/people/contacts  
Press Complaints Commission

**Skills:**

News sense/inquisitiveness  
Photography  
Initiative  
Telephone manner  
Interviewing technique  
Caption writing  
Writing ability, including use of  
English and house style  
IT skills + digital awareness

**Qualities:**

Accuracy  
Picture quality  
Output/speed of work/deadlines  
Flexibility  
Team-working  
Reliability/sense of responsibility  
Dealing with the public

**Comments:**

continued/.....

**Assessment form 7**

**Month 21** *continued*

**Attitude:**

Manner and appearance  
Enthusiasm

**Key Tasks:**

Reviewed during this assessment period

---

**Overall assessment:**

**Training needs identified and target dates:**

**Assessor's signature:**.....

**Assessor's name/title:**.....

**Trainee's signature:**.....

## Section 6

### Key Tasks Task 1

Name:.....

#### Captions/Writing Skills

Copy and image from photographic assignments. Extended or story caption.  
Copy required from photojournalists.

<b>Assignment 1:</b> Description of submitted copy and picture:	
Date of publication:	
Trainer's endorsement and comments:	
Trainer's name and signature:	

<b>Assignment 2:</b> Description of submitted copy and picture:	
Date of publication:	
Trainer's endorsement and comments:	
Trainer's name and signature:	

## Section 6

### Key Tasks Task 2

Name:.....

#### Collect/Pick Up Pictures

Collect/pick up pictures – copy images. Fire, police, ambulance etc.

<b>Assignment 1:</b> Description of submitted image and caption:	
Date of publication:	
Trainer's endorsement and comments:	
Trainer's name and signature:	

<b>Assignment 2:</b> Description of submitted image and caption:	
Date of publication:	
Trainer's endorsement and comments:	
Trainer's name and signature:	

## Section 6

### Key Tasks Task 3

Name:.....

#### Family Events

Photographs from such events as births, deaths, marriages, anniversaries, retirements.

<b>Assignment 1:</b> Description of submitted image and caption:	
Date of publication:	
Trainer's endorsement and comments:	
Trainer's name and signature:	

<b>Assignment 2:</b> Description of submitted image and caption:	
Date of publication:	
Trainer's endorsement and comments:	
Trainer's name and signature:	

## Section 6

### Key Tasks Task 4

Name:.....

#### Exterior Night Photography – Flash and Non-flash

Images from news/feature stories.

<b>Assignment 1:</b> Description of submitted image and caption:	
Date of publication:	
Trainer's endorsement and comments:	
Trainer's name and signature:	

<b>Assignment 2:</b> Description of submitted image and caption:	
Date of publication:	
Trainer's endorsement and comments:	
Trainer's name and signature:	

## Section 6

### Key Tasks Task 5

Name:.....

#### Use of Flash – Creative and Innovative Approach

Coverage from any assignments.

<b>Assignment 1:</b> Description of submitted image and caption:	
Date of publication:	
Trainer's endorsement and comments:	
Trainer's name and signature:	

<b>Assignment 2:</b> Description of submitted image and caption:	
Date of publication:	
Trainer's endorsement and comments:	
Trainer's name and signature:	

## Section 6

### Key Tasks Task 6

Name:.....

#### Public Events

Coverage of such events as fetes, shows, annual meetings, speech days, carnivals, dinners, social functions etc.

<b>Assignment 1:</b> Description of submitted image and caption:	
Date of publication:	
Trainer's endorsement and comments:	
Trainer's name and signature:	

<b>Assignment 2:</b> Description of submitted image and caption:	
Date of publication:	
Trainer's endorsement and comments:	
Trainer's name and signature:	

## Section 6

### Key Tasks Task 7

Name:.....

#### Fashion

Images from fashion assignments.

<b>Assignment 1:</b> Description of submitted image and caption:	
Date of publication:	
Trainer's endorsement and comments:	
Trainer's name and signature:	

<b>Assignment 2:</b> Description of submitted image and caption:	
Date of publication:	
Trainer's endorsement and comments:	
Trainer's name and signature:	

## Section 6

### Key Tasks Task 8

Name:.....

#### Press Conference/Photo Calls

Images from press conferences/photo calls.

<b>Assignment 1:</b> Description of submitted image and caption:	
Date of publication:	
Trainer's endorsement and comments:	
Trainer's name and signature:	

<b>Assignment 2:</b> Description of submitted image and caption:	
Date of publication:	
Trainer's endorsement and comments:	
Trainer's name and signature:	

## Section 6

### Key Tasks Task 9

Name:.....

#### Business, Industry, Politics – News or Feature

Coverage of new products, factory openings, disputes/closures, redundancies, union activities, local or national politics etc.

<b>Assignment 1:</b> Description of submitted image and caption:	
Date of publication:	
Trainer's endorsement and comments:	
Trainer's name and signature:	

<b>Assignment 2:</b> Description of submitted image and caption:	
Date of publication:	
Trainer's endorsement and comments:	
Trainer's name and signature:	

## Section 6

### Key Tasks Task 10

Name:.....

#### Transmission and Reception of Images

Cuttings, print outs to show knowledge and use of electronic movement of images.

<b>Assignment 1:</b> Description of submitted image and caption:	
Date of publication:	
Trainer's endorsement and comments:	
Trainer's name and signature:	

<b>Assignment 2:</b> Description of submitted image and caption:	
Date of publication:	
Trainer's endorsement and comments:	
Trainer's name and signature:	

## Section 6

### Key Tasks Task 11

Name:.....

#### Character Study

Images that will show the person in his/her own environment.

<b>Assignment 1:</b> Description of submitted image and caption:	
Date of publication:	
Trainer's endorsement and comments:	
Trainer's name and signature:	

<b>Assignment 2:</b> Description of submitted image and caption:	
Date of publication:	
Trainer's endorsement and comments:	
Trainer's name and signature:	

## Section 6

### Key Tasks Task 12

Name:.....

#### Sport

**Sports images – capturing the action of the sport.**

<b>Assignment 1:</b> Description of submitted image and caption:	
Date of publication:	
Trainer's endorsement and comments:	
Trainer's name and signature:	

<b>Assignment 2:</b> Description of submitted image and caption:	
Date of publication:	
Trainer's endorsement and comments:	
Trainer's name and signature:	

## Section 6

### Key Tasks Task 13

Name:.....

#### Group Photography

Group images with over twelve people in the frame.

<b>Assignment 1:</b> Description of submitted image and caption:	
Date of publication:	
Trainer's endorsement and comments:	
Trainer's name and signature:	

<b>Assignment 2:</b> Description of submitted image and caption:	
Date of publication:	
Trainer's endorsement and comments:	
Trainer's name and signature:	

## Section 6

### Key Tasks Task 14

Name:.....

#### Courts, Snatch/Action Images

<b>Assignment 1:</b> Description of submitted image and caption:	
Date of publication:	
Trainer's endorsement and comments:	
Trainer's name and signature:	

<b>Assignment 2:</b> Description of submitted image and caption:	
Date of publication:	
Trainer's endorsement and comments:	
Trainer's name and signature:	

## Section 6

### Key Tasks Task 15

Name:.....

#### Filler Pictures

Pictures that can be used as a stand alone image when a page needs an image.

<b>Assignment 1:</b> Description of submitted image and caption:	
Date of publication:	
Trainer's endorsement and comments:	
Trainer's name and signature:	

<b>Assignment 2:</b> Description of submitted image and caption:	
Date of publication:	
Trainer's endorsement and comments:	
Trainer's name and signature:	

## Section 6

### Key Tasks Task 16

Name:.....

#### Major Incidents

Photographs from major incidents such as fires, serious crimes, accidents, etc.

<b>Assignment 1:</b> Description of submitted image and caption:	
Date of publication:	
Trainer's endorsement and comments:	
Trainer's name and signature:	

<b>Assignment 2:</b> Description of submitted image and caption:	
Date of publication:	
Trainer's endorsement and comments:	
Trainer's name and signature:	

## Section 6

### Key Tasks Task 17

Name:.....

#### Features/News Backgrounders

Submit one of each.

<b>Assignment 1:</b> Description of submitted image and caption:	
Date of publication:	
Trainer's endorsement and comments:	
Trainer's name and signature:	

<b>Assignment 2:</b> Description of submitted image and caption:	
Date of publication:	
Trainer's endorsement and comments:	
Trainer's name and signature:	

## Section 6

### Key Tasks Task 18

Name:.....

#### Awards/Presentations

Images from presentations or award assignments.

<b>Assignment 1:</b> Description of submitted image and caption:	
Date of publication:	
Trainer's endorsement and comments:	
Trainer's name and signature:	

<b>Assignment 2:</b> Description of submitted image and caption:	
Date of publication:	
Trainer's endorsement and comments:	
Trainer's name and signature:	

