

All rights reserved. No part of this publication may be reproduced, stored in a retrievable system or transmitted, in any form or by any means, electronic, mechanical, photocopying, recording or otherwise, without the prior permission of the
© National Council for the Training of Journalists (NCTJ).

THIS PAGE SHOULD BE COMPLETED UPON RECEIPT OF THE LOGBOOK

TRAINEE DETAILS

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

Home address:.....
.....

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

Home telephone: Mobile:.....

Work telephone: Fax:.....

Email:.....

Newspaper:.....

Address:.....

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

Editor: Telephone:.....

Trainer: Telephone:.....

Employment in the industry:

Date	Employer	Role (reporter, sports desk, etc)
...../...../.....
...../...../.....
...../...../.....
...../...../.....

NCTJ prelim course (college/centre and dates):.....
.....

Preliminary exams passed (subbing, journalism, law, etc):

.....
.....
.....
.....

Date shorthand speeds achieved (if applicable):

80wpm/...../..... 90/...../..... 100/...../..... 110/...../.....

Date logbook received:/...../..... NCE date: (as on registration letter)/...../.....

Workshops/refreshers attended (where and when):.....
.....

You should notify the NCTJ if you change your home address or your employer.

ASSESSMENT FORM 1 – MONTH 3

Date of Assessment:/...../.....

This document should be completed by the trainer and signed by the trainee at the three-month assessment interview with the trainee. Its comments and conclusions should be used at the next (six-month) assessment to identify progress and areas for special attention. *The subject areas below are suggestions. Use them as a guide and feel free to focus only on those areas that require comment or improvement. There may also be areas to work on that are not listed.*

KNOWLEDGE - Current affairs, Local knowledge, Contacts, Law/ethics

.....

.....

.....

.....

.....

NEWSGATHERING SKILLS - News sense, Inquisitiveness, Shorthand, Telephone manner, Interviewing, Use of IT

.....

.....

.....

.....

.....

WRITING SKILLS - Writing style, English, House style, Speed, Deadlines

.....

.....

.....

.....

.....

Continued >>>

QUALITIES - Accuracy, Output, Flexibility, Team-working, Working with the public

.....

.....

.....

.....

ATTITUDE - Manner, Appearance, Enthusiasm, Reliability, Responsibility

.....

.....

.....

.....

KEY TASKS reviewed at this assessment.....

.....

KEY TASKS to be addressed before next assessment.....

.....

OVERALL ASSESSMENT

.....

.....

TRAINING NEEDS identified and target dates

...../...../.....

...../...../.....

DATE OF NEXT ASSESSMENT:

TRAINER'S NAME:.....

TRAINER'S TITLE:.....

TRAINER'S SIGNATURE:

TRAINEE'S SIGNATURE:.....

ASSESSMENT FORM 2 – MONTH 6

Date of Assessment:/...../.....

This document should be completed by the trainer and signed by the trainee at the three-month assessment interview with the trainee. Its comments and conclusions should be used at the next (nine-month) assessment to identify progress and areas for special attention. *The subject areas below are suggestions. Use them as a guide and feel free to focus only on those areas that require comment or improvement. There may also be areas to work on that are not listed.*

KNOWLEDGE - Current affairs, Local knowledge, Contacts, Law/ethics

.....

.....

.....

.....

.....

NEWSGATHERING SKILLS - News sense, Inquisitiveness, Shorthand, Telephone manner, Interviewing, Use of IT

.....

.....

.....

.....

.....

WRITING SKILLS - Writing style, English, House style, Speed, Deadlines

.....

.....

.....

.....

.....

Continued >>>

QUALITIES - Accuracy, Output, Flexibility, Team-working, Working with the public

.....

.....

.....

.....

ATTITUDE - Manner, Appearance, Enthusiasm, Reliability, Responsibility

.....

.....

.....

.....

KEY TASKS reviewed at this assessment.....

.....

KEY TASKS to be addressed before next assessment.....

.....

OVERALL ASSESSMENT

.....

.....

TRAINING NEEDS identified and target dates

...../...../.....

...../...../.....

DATE OF NEXT ASSESSMENT:

TRAINER'S NAME:.....

TRAINER'S TITLE:.....

TRAINER'S SIGNATURE:

TRAINEE'S SIGNATURE:.....

ASSESSMENT FORM 3 – MONTH 9

Date of Assessment:/...../.....

This document should be completed by the trainer and signed by the trainee at the three-month assessment interview with the trainee. Its comments and conclusions should be used at the next (12-month) assessment to identify progress and areas for special attention. *The subject areas below are suggestions. Use them as a guide and feel free to focus only on those areas that require comment or improvement. There may also be areas to work on that are not listed.*

KNOWLEDGE - Current affairs, Local knowledge, Contacts, Law/ethics

.....

.....

.....

.....

.....

NEWSGATHERING SKILLS - News sense, Inquisitiveness, Shorthand, Telephone manner, Interviewing, Use of IT

.....

.....

.....

.....

.....

WRITING SKILLS - Writing style, English, House style, Speed, Deadlines

.....

.....

.....

.....

.....

Continued >>>

QUALITIES - Accuracy, Output, Flexibility, Team-working, Working with the public

.....

.....

.....

.....

ATTITUDE - Manner, Appearance, Enthusiasm, Reliability, Responsibility

.....

.....

.....

.....

KEY TASKS reviewed at this assessment.....

.....

KEY TASKS to be addressed before next assessment.....

.....

OVERALL ASSESSMENT

.....

.....

TRAINING NEEDS identified and target dates

...../...../.....

...../...../.....

DATE OF NEXT ASSESSMENT:

TRAINER'S NAME:.....

TRAINER'S TITLE:.....

TRAINER'S SIGNATURE:

TRAINEE'S SIGNATURE:.....

ASSESSMENT FORM 4 – MONTH 12

Date of Assessment:/...../.....

This document should be completed by the trainer and signed by the trainee at the three-month assessment interview with the trainee. Its comments and conclusions should be used at the next (15-month) assessment to identify progress and areas for special attention. *The subject areas below are suggestions. Use them as a guide and feel free to focus only on those areas that require comment or improvement. There may also be areas to work on that are not listed.*

KNOWLEDGE - Current affairs, Local knowledge, Contacts, Law/ethics

.....

.....

.....

.....

.....

NEWSGATHERING SKILLS - News sense, Inquisitiveness, Shorthand, Telephone manner, Interviewing, Use of IT

.....

.....

.....

.....

.....

WRITING SKILLS - Writing style, English, House style, Speed, Deadlines

.....

.....

.....

.....

.....

Continued >>>

QUALITIES - Accuracy, Output, Flexibility, Team-working, Working with the public

.....

.....

.....

.....

ATTITUDE - Manner, Appearance, Enthusiasm, Reliability, Responsibility

.....

.....

.....

.....

KEY TASKS reviewed at this assessment.....

.....

KEY TASKS to be addressed before next assessment.....

.....

OVERALL ASSESSMENT

.....

.....

TRAINING NEEDS identified and target dates

...../...../.....

...../...../.....

DATE OF NEXT ASSESSMENT:

TRAINER'S NAME:.....

TRAINER'S TITLE:.....

TRAINER'S SIGNATURE:

TRAINEE'S SIGNATURE:.....

ASSESSMENT FORM 5 – MONTH 15

Date of Assessment:/...../.....

This document should be completed by the trainer and signed by the trainee at the three-month assessment interview with the trainee. Its comments and conclusions should be used at the next (18-month) assessment to identify progress and areas for special attention. *The subject areas below are suggestions. Use them as a guide and feel free to focus only on those areas that require comment or improvement. There may also be areas to work on that are not listed.*

KNOWLEDGE - Current affairs, Local knowledge, Contacts, Law/ethics

.....

.....

.....

.....

.....

NEWSGATHERING SKILLS - News sense, Inquisitiveness, Shorthand, Telephone manner, Interviewing, Use of IT

.....

.....

.....

.....

.....

WRITING SKILLS - Writing style, English, House style, Speed, Deadlines

.....

.....

.....

.....

.....

Continued >>>

QUALITIES - Accuracy, Output, Flexibility, Team-working, Working with the public

.....

.....

.....

.....

ATTITUDE - Manner, Appearance, Enthusiasm, Reliability, Responsibility

.....

.....

.....

.....

KEY TASKS reviewed at this assessment.....

.....

KEY TASKS to be addressed before next assessment.....

.....

OVERALL ASSESSMENT

.....

.....

TRAINING NEEDS identified and target dates

...../...../.....

...../...../.....

DATE OF NEXT ASSESSMENT:

TRAINER'S NAME:.....

TRAINER'S TITLE:.....

TRAINER'S SIGNATURE:

TRAINEE'S SIGNATURE:.....

ASSESSMENT FORM 6 – MONTH 18

Date of Assessment:/...../.....

This document should be completed by the trainer and signed by the trainee at the three-month assessment interview with the trainee. Its comments and conclusions should be used at the next (21-month) assessment to identify progress and areas for special attention. *The subject areas below are suggestions. Use them as a guide and feel free to focus only on those areas that require comment or improvement. There may also be areas to work on that are not listed.*

KNOWLEDGE - Current affairs, Local knowledge, Contacts, Law/ethics

.....

.....

.....

.....

.....

.....

NEWSGATHERING SKILLS - News sense, Inquisitiveness, Shorthand, Telephone manner, Interviewing, Use of IT

.....

.....

.....

.....

.....

.....

WRITING SKILLS - Writing style, English, House style, Speed, Deadlines

.....

.....

.....

.....

.....

.....

Continued >>>

QUALITIES - Accuracy, Output, Flexibility, Team-working, Working with the public

.....

.....

.....

.....

ATTITUDE - Manner, Appearance, Enthusiasm, Reliability, Responsibility

.....

.....

.....

.....

KEY TASKS reviewed at this assessment.....

.....

KEY TASKS to be addressed before next assessment.....

.....

OVERALL ASSESSMENT

.....

.....

TRAINING NEEDS identified and target dates

...../...../.....

...../...../.....

DATE OF NEXT ASSESSMENT:/...../.....

TRAINER'S NAME:.....

TRAINER'S TITLE:.....

TRAINER'S SIGNATURE:

TRAINEE'S SIGNATURE:.....

REPLACEMENT PAGES

ASSESSMENT FORM 7 – MONTH 21

Date of Assessment:/...../.....

This document should be completed by the trainer and signed by the trainee at the three-month assessment interview with the trainee. Its comments and conclusions should be used at the next (pre-NCE) assessment to identify progress and areas for special attention. *The subject areas below are suggestions. Use them as a guide and feel free to focus only on those areas that require comment or improvement. There may also be areas to work on that are not listed.*

KNOWLEDGE - Current affairs, Local knowledge, Contacts, Law/ethics

.....

.....

.....

.....

.....

NEWSGATHERING SKILLS - News sense, Inquisitiveness, Shorthand, Telephone manner, Interviewing, Use of IT

.....

.....

.....

.....

.....

WRITING SKILLS - Writing style, English, House style, Speed, Deadlines

.....

.....

.....

.....

.....

Continued >>>

QUALITIES - Accuracy, Output, Flexibility, Team-working, Working with the public

.....

.....

.....

.....

ATTITUDE - Manner, Appearance, Enthusiasm, Reliability, Responsibility

.....

.....

.....

.....

KEY TASKS reviewed at this assessment.....

.....

KEY TASKS to be addressed before next assessment.....

.....

OVERALL ASSESSMENT

.....

.....

TRAINING NEEDS identified and target dates

...../...../.....

...../...../.....

DATE OF NEXT ASSESSMENT:

TRAINER'S NAME:.....

TRAINER'S TITLE:.....

TRAINER'S SIGNATURE:

TRAINEE'S SIGNATURE:.....

ASSESSMENT FORM 8 - PRE-NCE

Date of Assessment:/...../.....

This document should be completed by the trainer and signed by the trainee at the final assessment interview with the trainee before he/she sits the NCE.

Is the trainee fully aware of what the NCE involves and where/when it takes place?

.....

.....

Is the trainee capable of accurately reporting the spoken word, carrying out a competent interview, and producing copy to professional standards?

.....

.....

Is the trainee legally and ethically sound and fully prepared for the law section of the Newspaper Practice paper?

.....

.....

Is the trainee able to work under pressure, to deadlines and to length?

.....

.....

Are all sections of the Logbook complete and signed off?

.....

.....

If the answer to any of the above questions is No, what needs to be done to ensure the trainee is ready to take the NCE and is likely to pass?

.....

.....

TRAINER'S NAME:.....

TRAINER'S TITLE:.....

TRAINER'S SIGNATURE:

TRAINEE'S SIGNATURE:.....

This page has been left intentionally blank

TRAINEE'S NAME:

KEY TASK 1 - HANDOUTS

Two cuttings are required, with the original copy and the handouts on which stories were based. Photocopies of these will normally be accepted, as will emails from press offices, website announcements, etc. Good submissions will demonstrate the candidate's ability to develop handout material rather than merely re-write it.

Submissions for this key task are marked for intro, story structure, balance, writing style, tone, quotes (taken from the handout or acquired from follow-up interviews), use of English, punctuation and house style.

STORY 1	PUBLICATION DATE:/...../.....
HEADLINE:	
TRAINEE'S DESCRIPTION AND COMMENT:	
.....	
TRAINER'S COMMENT:	
.....	
.....	
TRAINER'S NAME (please print):	
TRAINER'S SIGNATURE:	

STORY 2	PUBLICATION DATE:/...../.....
HEADLINE:	
TRAINEE'S DESCRIPTION AND COMMENT:	
.....	
TRAINER'S COMMENT:	
.....	
.....	
TRAINER'S NAME (please print):	
TRAINER'S SIGNATURE:	

This page has been left intentionally blank

TRAINEE'S NAME:

KEY TASK 2 - CALLS

Two cuttings are required, with the original copy. Good submissions will demonstrate the candidate's ability to follow up information received when doing the calls. It should be made clear in the description section which calls were involved and how they were pursued.

Submissions for this Key Task are marked for intro, structure, balance, writing style, tone, quotes, use of English, punctuation and house style.

STORY 1

PUBLICATION DATE:/...../.....

HEADLINE:.....

TRAINEE'S DESCRIPTION AND COMMENT:.....

.....

TRAINER'S COMMENT:.....

.....

.....

.....

TRAINER'S NAME (please print):.....

TRAINER'S SIGNATURE:

STORY 2

PUBLICATION DATE:/...../.....

HEADLINE:.....

TRAINEE'S DESCRIPTION AND COMMENT:.....

.....

TRAINER'S COMMENT:.....

.....

.....

.....

TRAINER'S NAME (please print):.....

TRAINER'S SIGNATURE:

This page has been left intentionally blank

TRAINEE'S NAME:

KEY TASK 3 - FAMILY EVENTS

Two cuttings are required, with the original copy. Good submissions will demonstrate the candidate's ability to gather comprehensive information about people from such family events as births, marriages, anniversaries, retirements and deaths. Hard news stories (car crashes, for example) in which the impact upon families is only incidental are not appropriate.

Submissions for this Key Task are marked for intro, structure, balance, writing style, tone, quotes, use of English, punctuation and house style.

STORY 1	PUBLICATION DATE:/...../.....
HEADLINE:	
TRAINEE'S DESCRIPTION AND COMMENT:	
.....	
TRAINER'S COMMENT:	
.....	
.....	
TRAINER'S NAME (please print):	
TRAINER'S SIGNATURE:	

STORY 2	PUBLICATION DATE:/...../.....
HEADLINE:	
TRAINEE'S DESCRIPTION AND COMMENT:	
.....	
TRAINER'S COMMENT:	
.....	
.....	
TRAINER'S NAME (please print):	
TRAINER'S SIGNATURE:	

This page has been left intentionally blank

TRAINEE'S NAME:

KEY TASK 4 - HUMAN INTEREST

Two cuttings are required, with the original copy. Submissions should be original off-diary stories about people. An explanation should be given in the description section of how the candidate came across the story and followed it up.

Submissions for this Key Task are marked for intro, structure, balance, writing style, tone, use of English, punctuation and house style.

STORY 1	PUBLICATION DATE:/...../.....
HEADLINE:	
TRAINEE'S DESCRIPTION AND COMMENT:	
.....	
TRAINER'S COMMENT:	
.....	
.....	
TRAINER'S NAME (please print):	
TRAINER'S SIGNATURE:	

STORY 2	PUBLICATION DATE:/...../.....
HEADLINE:	
TRAINEE'S DESCRIPTION AND COMMENT:	
.....	
TRAINER'S COMMENT:	
.....	
.....	
TRAINER'S NAME (please print):	
TRAINER'S SIGNATURE:	

This page has been left intentionally blank

TRAINEE'S NAME:

KEY TASK 5 - NUMERACY

Two cuttings are required, with the original copy. Submissions should demonstrate basic numeracy - the ability to handle figures, understand tables or interpret statistics, for example. Typical submissions are stories about council tax rises, house prices, election results or school league tables. Candidates should append the original source material showing the figures, graphs, tables or statistics they used for their stories.

Submissions for this Key Task are marked for intro, story structure, balance, writing style, tone, evidence of numeracy, use of English, punctuation and house style.

<u>STORY 1</u>	PUBLICATION DATE:/...../.....
HEADLINE:	
TRAINEE'S DESCRIPTION AND COMMENT:	
.....	
TRAINER'S COMMENT:	
.....	
.....	
TRAINER'S NAME (please print):	
TRAINER'S SIGNATURE:	

<u>STORY 2</u>	PUBLICATION DATE:/...../.....
HEADLINE:	
TRAINEE'S DESCRIPTION AND COMMENT:	
.....	
TRAINER'S COMMENT:	
.....	
.....	
TRAINER'S NAME (please print):	
TRAINER'S SIGNATURE:	

This page has been left intentionally blank

TRAINEE'S NAME:

KEY TASK 6 - PUBLIC EVENTS

Two cuttings are required, with the original copy. Good submissions will demonstrate the candidate's ability to produce comprehensive coverage of events from a range of angles. Carnivals, fetes, village shows, and royal visits have been typical submissions. Previews of forthcoming events will not be accepted.

Submissions for this Key Task are marked for intro, story structure, balance, writing style, tone, quotes, use of English, punctuation and house style.

STORY 1	PUBLICATION DATE:/...../.....
HEADLINE:	
TRAINEE'S DESCRIPTION AND COMMENT:	
.....	
TRAINER'S COMMENT:	
.....	
.....	
TRAINER'S NAME (please print):	
TRAINER'S SIGNATURE:	

STORY 2	PUBLICATION DATE:/...../.....
HEADLINE:	
TRAINEE'S DESCRIPTION AND COMMENT:	
.....	
TRAINER'S COMMENT:	
.....	
.....	
TRAINER'S NAME (please print):	
TRAINER'S SIGNATURE:	

This page has been left intentionally blank

TRAINEE'S NAME:

KEY TASK 7 - INQUESTS / FATAL ACCIDENT INQUIRIES

Two cuttings are required, with the original copy. Submissions for this Key Task are marked for intro, story structure, balance, writing style, tone, quotes, legal and ethical awareness, use of English, punctuation and house style.

Scottish candidates who cannot offer copy from Fatal Accident Inquiries should substitute stories relating to the activities of the Scottish Parliament and its members. Such submissions are marked for intro, story structure, balance, writing style, tone, quotes, political awareness, use of English, punctuation and house style.

<u>STORY 1</u>	PUBLICATION DATE:/...../.....
HEADLINE:	
TRAINEE'S DESCRIPTION AND COMMENT:	
.....	
TRAINER'S COMMENT:	
.....	
.....	
TRAINER'S NAME (please print):	
TRAINER'S SIGNATURE:	

<u>STORY 2</u>	PUBLICATION DATE:/...../.....
HEADLINE:	
TRAINEE'S DESCRIPTION AND COMMENT:	
.....	
TRAINER'S COMMENT:	
.....	
.....	
TRAINER'S NAME (please print):	
TRAINER'S SIGNATURE:	

This page has been left intentionally blank

TRAINEE'S NAME:

KEY TASK 8 - PRESS BRIEFINGS / PUBLIC MEETINGS

Two cuttings are required, with the original copy. Submissions may include copy from press conferences, briefings, photo-calls, face-to-face police calls, or public meetings.

Submissions for this Key Task are marked for intro, story structure, balance, writing style, tone, quotes, use of English, punctuation and house style.

<u>STORY 1</u>	PUBLICATION DATE:/...../.....
HEADLINE:	
TRAINEE'S DESCRIPTION AND COMMENT:	
.....	
TRAINER'S COMMENT:	
.....	
.....	
TRAINER'S NAME (please print):	
TRAINER'S SIGNATURE:	

<u>STORY 2</u>	PUBLICATION DATE:/...../.....
HEADLINE:	
TRAINEE'S DESCRIPTION AND COMMENT:	
.....	
TRAINER'S COMMENT:	
.....	
.....	
TRAINER'S NAME (please print):	
TRAINER'S SIGNATURE:	

This page has been left intentionally blank

TRAINEE'S NAME:

KEY TASK 9 - BUSINESS / INDUSTRY

Two cuttings are required, with the original copy. Acceptable submissions have included stories about redundancies at local factories, the launch of new products, company appointments, Chamber of Trade meetings, industrial action, and the closure of village post offices. Advertising features are not appropriate.

Submissions for this Key Task are marked for intro, story structure, balance, writing style, tone, quotes, use of English, punctuation and house style.

<p><u>STORY 1</u></p> <p>HEADLINE:.....</p> <p>TRAINEE'S DESCRIPTION AND COMMENT:.....</p> <p>.....</p> <p>TRAINER'S COMMENT:.....</p> <p>.....</p> <p>.....</p> <p>TRAINER'S NAME (please print):.....</p> <p>TRAINER'S SIGNATURE:</p>	<p>PUBLICATION DATE:/...../.....</p>
---	---

<p><u>STORY 2</u></p> <p>HEADLINE:.....</p> <p>TRAINEE'S DESCRIPTION AND COMMENT:.....</p> <p>.....</p> <p>TRAINER'S COMMENT:.....</p> <p>.....</p> <p>.....</p> <p>TRAINER'S NAME (please print):.....</p> <p>TRAINER'S SIGNATURE:</p>	<p>PUBLICATION DATE:/...../.....</p>
---	---

This page has been left intentionally blank

TRAINEE'S NAME:

KEY TASK 10 - INQUIRIES / TRIBUNALS / STATUTORY BODIES

Two cuttings are required, with the original copy. Stories need not be reports of actual inquiries or meetings. Copy based, for example, on a planning inquiry inspector's report or public reaction to a statutory body's decisions will be acceptable. Typical statutory bodies featured in submissions include police and fire authorities, Ofsted, the Highways Agency and the Audit Commission.

Submissions for this Key Task are marked for intro, story structure, balance, writing style, tone, quotes, use of English, punctuation and house style.

STORY 1	PUBLICATION DATE:/...../.....
HEADLINE:	
TRAINEE'S DESCRIPTION AND COMMENT:	
.....	
TRAINER'S COMMENT:	
.....	
.....	
TRAINER'S NAME (please print):	
TRAINER'S SIGNATURE:	

STORY 2	PUBLICATION DATE:/...../.....
HEADLINE:	
TRAINEE'S DESCRIPTION AND COMMENT:	
.....	
TRAINER'S COMMENT:	
.....	
.....	
TRAINER'S NAME (please print):	
TRAINER'S SIGNATURE:	

This page has been left intentionally blank

TRAINEE'S NAME:

KEY TASK 11 - POLITICS

Two cuttings are required, with the original copy. Submissions should not be reports of routine council debates. Typical stories have been about MPs' or AMs' political activities, ministerial visits, and local elections.

Candidates will be credited for evidence of political awareness. Submissions for this Key Task are marked for intro, story structure, balance, writing style, tone, quotes, use of English, punctuation and house style.

STORY 1	PUBLICATION DATE:/...../.....
HEADLINE:	
TRAINEE'S DESCRIPTION AND COMMENT:	
.....	
TRAINER'S COMMENT:	
.....	
.....	
TRAINER'S NAME (please print):	
TRAINER'S SIGNATURE:	

STORY 2	PUBLICATION DATE:/...../.....
HEADLINE:	
TRAINEE'S DESCRIPTION AND COMMENT:	
.....	
TRAINER'S COMMENT:	
.....	
.....	
TRAINER'S NAME (please print):	
TRAINER'S SIGNATURE:	

This page has been left intentionally blank

TRAINEE'S NAME:

KEY TASK 12 - COMMUNITY

Two cuttings are required, with the original copy. Good submissions should demonstrate community involvement and may include stories about local campaigns. Candidates should not submit more than one story from a long-running campaign, but should explain its context, the paper's involvement, and the outcome (if any) in the description section below.

Submissions for this Key Task are marked for intro, story structure, balance, writing style, tone, quotes, use of English, punctuation and house style.

STORY 1	PUBLICATION DATE:/...../.....
HEADLINE:	
TRAINEE'S DESCRIPTION AND COMMENT:	
.....	
TRAINER'S COMMENT:	
.....	
.....	
.....	
TRAINER'S NAME (please print):	
TRAINER'S SIGNATURE:	

STORY 2	PUBLICATION DATE:/...../.....
HEADLINE:	
TRAINEE'S DESCRIPTION AND COMMENT:	
.....	
TRAINER'S COMMENT:	
.....	
.....	
.....	
TRAINER'S NAME (please print):	
TRAINER'S SIGNATURE:	

This page has been left intentionally blank

TRAINEE'S NAME:

KEY TASK 13 - WRITING TO PICTURES

Two cuttings are required with the original copy. Submissions should demonstrate the candidate's ability to think in visual terms, by writing copy to accompany pictures or graphics. They should be stories – not mere captions – clearly written with the picture(s) in mind. A good test is whether the stories would be severely diminished without the illustration. Simple photo-fit stories along the lines of "This is the face of the man police want to interview..." will satisfy the requirements; stories to which library headshots have merely been added will not.

Submissions for this Key Task are marked for picture relevance, intro and structure, balance, writing style, tone, quotes, use of English, punctuation and house style.

STORY 1	PUBLICATION DATE:/...../.....
HEADLINE:	
TRAINEE'S DESCRIPTION AND COMMENT:	
.....	
TRAINER'S COMMENT:	
.....	
.....	
TRAINER'S NAME (please print):	
TRAINER'S SIGNATURE:	

STORY 2	PUBLICATION DATE:/...../.....
HEADLINE:	
TRAINEE'S DESCRIPTION AND COMMENT:	
.....	
TRAINER'S COMMENT:	
.....	
.....	
TRAINER'S NAME (please print):	
TRAINER'S SIGNATURE:	

This page has been left intentionally blank

TRAINEE'S NAME:

KEY TASK 14 - COURTS

Two cuttings are required with the original copy. Candidates must show they have attended court and produce two stories from two separate cases. Candidates whose publications do not carry court stories may submit shadow copy which has been endorsed by their editor. Stories re-written from copy supplied by a court agency or other third party will not be accepted.

Good submissions will include stories from more than one kind of court and evidence that candidates can follow up what has happened. Submissions are marked for intro, story structure, balance, writing style, tone, quotes, legal and ethical awareness, use of English, punctuation and house style.

STORY 1 **PUBLICATION DATE:**/...../.....

HEADLINE:.....

TRAINEE'S DESCRIPTION AND COMMENT:.....

.....

TRAINER'S COMMENT:.....

.....

.....

TRAINER'S NAME (please print):.....

TRAINER'S SIGNATURE:

STORY 2 **PUBLICATION DATE:**/...../.....

HEADLINE:.....

TRAINEE'S DESCRIPTION AND COMMENT:.....

.....

TRAINER'S COMMENT:.....

.....

.....

TRAINER'S NAME (please print):.....

TRAINER'S SIGNATURE:

This page has been left intentionally blank

TRAINEE'S NAME:

KEY TASK 15 - COUNCILS / COMMITTEES

Two cuttings are required, with the original copy. Good submissions will be more than bare reports of committee debates, and will demonstrate the ability to interpret what is going on, identify the implications of council activities and decisions, and carry out appropriate follow-ups.

Submissions for this Key Task are marked for intro, story structure, balance, writing style, tone, quotes, use of English, punctuation and house style.

STORY 1

PUBLICATION DATE:/...../.....

HEADLINE:.....

TRAINEE'S DESCRIPTION AND COMMENT:.....

.....

TRAINER'S COMMENT:.....

.....

.....

.....

TRAINER'S NAME (please print):.....

TRAINER'S SIGNATURE:

STORY 2

PUBLICATION DATE:/...../.....

HEADLINE:.....

TRAINEE'S DESCRIPTION AND COMMENT:.....

.....

TRAINER'S COMMENT:.....

.....

.....

TRAINER'S NAME (please print):.....

TRAINER'S SIGNATURE:

This page has been left intentionally blank

TRAINEE'S NAME:

KEY TASK 16 - MAJOR INCIDENTS

Two cuttings are required, with the original copy. Submissions may be stories about crimes, accidents or disasters but do not have to be bad news: a royal visit, for example, would be acceptable. Stories should be about incidents which have occurred and been covered in the candidate's own area, not reaction to events elsewhere in the world. Markers are sympathetic to candidates on newspapers in isolated areas and stories will be judged in their context.

Submissions for this Key Task are marked for intro, story structure, balance, writing style, tone, quotes, use of English, punctuation and house style.

STORY 1

PUBLICATION DATE:/...../.....

HEADLINE:.....

TRAINEE'S DESCRIPTION AND COMMENT:.....

TRAINER'S COMMENT:.....

TRAINER'S NAME (please print):.....

TRAINER'S SIGNATURE:

STORY 2

PUBLICATION DATE:/...../.....

HEADLINE:.....

TRAINEE'S DESCRIPTION AND COMMENT:.....

TRAINER'S COMMENT:.....

TRAINER'S NAME (please print):.....

TRAINER'S SIGNATURE:

This page has been left intentionally blank

TRAINEE'S NAME:

KEY TASK 17 - FEATURES / NEWS BACKGROUNDEERS

Two cuttings are required, with the original copy. Good submissions will offer varied pieces of work – one hard news backgrounder, for example, and one softer feature-page item. Backgrounders may be about hard news stories submitted elsewhere in the Logbook. The description section below should make any such link clear. Candidates should not submit multi-part feature series.

Submissions for this Key Task are marked for intro, story structure, balance, writing style, tone, quotes, use of English, punctuation and house style.

STORY 1	PUBLICATION DATE:/...../.....
HEADLINE:	
TRAINEE'S DESCRIPTION AND COMMENT:	
.....	
TRAINER'S COMMENT:	
.....	
.....	
TRAINER'S NAME (please print):	
TRAINER'S SIGNATURE:	

STORY 2	PUBLICATION DATE:/...../.....
HEADLINE:	
TRAINEE'S DESCRIPTION AND COMMENT:	
.....	
TRAINER'S COMMENT:	
.....	
.....	
TRAINER'S NAME (please print):	
TRAINER'S SIGNATURE:	

This page has been left intentionally blank

TRAINEE'S NAME:

KEY TASK 18 - TRAINEE'S CHOICE

Two cuttings are required, with the original copy. This is an opportunity for candidates to submit any two other stories, perhaps because they do not fit easily into any of the previous categories, such as sports stories and reviews. Good submissions will be original, off-diary and different. The description should include an explanation of why the candidate has included these stories. Candidates can also choose to submit videos in this category.

Submissions for this Key Task are marked for intro, story structure, balance, writing style, tone, quotes, use of English, punctuation and house style. Video submissions are marked for story structure and narrative flow, framing and focus, sound and use of English, punctuation and on-screen spelling.

STORY 1	PUBLICATION DATE:/...../.....
HEADLINE:	
TRAINEE'S DESCRIPTION AND COMMENT:	
TRAINER'S COMMENT:	
TRAINER'S NAME (please print):	
TRAINER'S SIGNATURE:	
STORY 2	PUBLICATION DATE:/...../.....
HEADLINE:	
TRAINEE'S DESCRIPTION AND COMMENT:	
TRAINER'S COMMENT:	
TRAINER'S NAME (please print):	
TRAINER'S SIGNATURE:	

This page has been left intentionally blank