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

**TRAINEE DETAILS**

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

Home address:.....

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

Home telephone: ..... Mobile:.....

Work telephone: ..... Fax:.....

Email:.....

Newspaper:.....

Address:.....

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Editor: ..... Telephone:.....

Trainer: ..... Telephone: .....

***Employment in the industry:***

Date	Employer	Role (reporter, sports desk, etc)
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**NCTJ prelim course (college/centre and dates):**.....

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

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**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):**

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*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**

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**SUB-EDITING SKILLS - House style, Speed, English, Deadlines, News sense, Inquisitiveness**

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**DESIGN AND HEADLINE SKILLS - Use of IT, Application of house design style, Headline writing flair, Headline writing accuracy, Speed, Deadlines**

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**QUALITIES - Accuracy, Output, Flexibility, Team-working**

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**ATTITUDE - Manner, Appearance, Enthusiasm, Reliability, Responsibility**

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**KEY TASKS reviewed at this assessment**.....

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

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**OVERALL ASSESSMENT**

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**TRAINING NEEDS identified and target dates**

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**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 six-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**

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**SUB-EDITING SKILLS - House style, Speed, English, Deadlines, News sense, Inquisitiveness**

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**DESIGN AND HEADLINE SKILLS - Use of IT, Application of house design style, Headline writing flair, Headline writing accuracy, Speed, Deadlines**

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**Continued >>>**

**QUALITIES - Accuracy, Output, Flexibility, Team-working**

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**ATTITUDE - Manner, Appearance, Enthusiasm, Reliability, Responsibility**

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**KEY TASKS reviewed at this assessment.....**

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

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**OVERALL ASSESSMENT**

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**TRAINING NEEDS identified and target dates**

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**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 nine-month assessment interview with the trainee. Its comments and conclusions should be used at the next (twelve-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**

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**SUB-EDITING SKILLS - House style, Speed, English, Deadlines, News sense, Inquisitiveness**

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**DESIGN AND HEADLINE SKILLS - Use of IT, Application of house design style, Headline writing flair, Headline writing accuracy, Speed, Deadlines**

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**QUALITIES - Accuracy, Output, Flexibility, Team-working**

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**ATTITUDE - Manner, Appearance, Enthusiasm, Reliability, Responsibility**

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**KEY TASKS reviewed at this assessment**.....

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

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**OVERALL ASSESSMENT**

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**TRAINING NEEDS identified and target dates**

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**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 12-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**

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**SUB-EDITING SKILLS - House style, Speed, English, Deadlines, News sense, Inquisitiveness**

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**DESIGN AND HEADLINE SKILLS - Use of IT, Application of house design style, Headline writing flair, Headline writing accuracy, Speed, Deadlines**

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**QUALITIES - Accuracy, Output, Flexibility, Team-working**

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**ATTITUDE - Manner, Appearance, Enthusiasm, Reliability, Responsibility**

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**KEY TASKS reviewed at this assessment**.....

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

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**OVERALL ASSESSMENT**

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**TRAINING NEEDS identified and target dates**

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**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 15-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**

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**SUB-EDITING SKILLS - House style, Speed, English, Deadlines, News sense, Inquisitiveness**

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**DESIGN AND HEADLINE SKILLS - Use of IT, Application of house design style, Headline writing flair, Headline writing accuracy, Speed, Deadlines**

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**QUALITIES - Accuracy, Output, Flexibility, Team-working**

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**ATTITUDE - Manner, Appearance, Enthusiasm, Reliability, Responsibility**

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**KEY TASKS reviewed at this assessment**.....

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

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**OVERALL ASSESSMENT**

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**TRAINING NEEDS identified and target dates**

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**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 19-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**

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**SUB-EDITING SKILLS - House style, Speed, English, Deadlines, News sense, Inquisitiveness**

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**DESIGN AND HEADLINE SKILLS - Use of IT, Application of house design style, Headline writing flair, Headline writing accuracy, Speed, Deadlines**

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**QUALITIES - Accuracy, Output, Flexibility, Team-working**

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**ATTITUDE - Manner, Appearance, Enthusiasm, Reliability, Responsibility**

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**KEY TASKS reviewed at this assessment**.....

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

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**OVERALL ASSESSMENT**

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**TRAINING NEEDS identified and target dates**

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

**TRAINER'S NAME:**.....

**TRAINER'S TITLE:**.....

**TRAINER'S SIGNATURE:** .....

**TRAINEE'S SIGNATURE:**.....

**ASSESSMENT FORM 7 – MONTH 21**

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

This document should be completed by the trainer and signed by the trainee at the 21-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**

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**SUB-EDITING SKILLS - House style, Speed, English, Deadlines, News sense, Inquisitiveness**

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**DESIGN AND HEADLINE SKILLS - Use of IT, Application of house design style, Headline writing flair, Headline writing accuracy, Speed, Deadlines**

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**QUALITIES - Accuracy, Output, Flexibility, Team-working**

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**ATTITUDE - Manner, Appearance, Enthusiasm, Reliability, Responsibility**

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**KEY TASKS reviewed at this assessment**.....

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

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**OVERALL ASSESSMENT**

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**TRAINING NEEDS identified and target dates**

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**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 Sub-editor’s NCE.

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

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**Is the trainee capable of subbing copy, writing an appropriate headline, and designing a page to professional standards?**

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**Is the trainee legally and ethically sound and fully prepared for the Newspaper Practice paper?**

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

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**Are all sections of the Logbook complete and signed off?**

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**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?**

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**TRAINER’S NAME:**.....

**TRAINER’S TITLE:**.....

**TRAINER’S SIGNATURE:** .....

**TRAINEE’S SIGNATURE:**.....



TRAINEE'S NAME: .....

**KEY TASK 1  
FLIGHT OF NIBS**

Two cuttings are required with original copy. Submissions should have an appropriate mix of subject matter, will be tightly subbed and headlines will be appropriate and engaging. The nibs – there should be at least four in each submission – may have been drastically cut or merely trimmed for tone and fit. As there is more than one story for each submission each piece of copy must be clearly identified. Submissions for this Key Task are marked for intro; structure and quotes; balance and tone; use of English, punctuation and house style; headline flair, appropriateness, accuracy and fit.

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

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

TRAINEE'S NAME: .....

**KEY TASK 2  
FAMILY EVENTS**

Two cuttings are required with original copy. The candidate's ability to sub stories about people is being tested. Typical submissions are stories about 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. The story may have been drastically cut or merely trimmed for tone and fit. The headline will be appropriate and engaging. Submissions for this Key Task are marked for intro; structure and quotes; balance and tone; use of English, punctuation and house style; headline flair, appropriateness, accuracy and fit.

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

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

TRAINEE'S NAME: .....

**KEY TASK 3  
PICTURE STORY**

Two cuttings are required, with the original copy. Good submissions should demonstrate the candidate's ability to sub a story with the picture in mind. A good test is whether the stories would be severely diminished without the illustration. The story may have been drastically cut or merely trimmed for tone and fit. The headline will be appropriate and engaging.

Submissions for this Key Task are marked for intro; structure and quotes; balance and tone; use of English, punctuation and house style; headline flair, appropriateness, accuracy and fit.

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

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

TRAINEE'S NAME: .....

**KEY TASK 4  
LISTINGS**

Two cuttings are required, with the original copy. The listings may be for an entertainment guide, cinemas, sports matches, exam results, flower show results etc. Good submissions will pay particular attention to detail, ensuring that house style has been adhered to on all words, abbreviations and punctuation. Submissions for this Key Task are marked for tone; use of English; punctuation; house style; accuracy and fit.

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

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

TRAINEE'S NAME: .....

**KEY TASK 5  
PAGE LEAD**

Two cuttings are required, with the original copy. Submissions should have a good headline on an engaging story. The story may have been heavily re-written to bring out the best angle but this is not necessary to attract a good mark. A lighter subbing hand may have enhanced the story in a more subtle way. The story may have been drastically cut or merely trimmed for tone and fit. Submissions for this Key Task are marked for intro; structure and quotes; balance and tone; use of English, punctuation and house style; headline tone, accuracy and fit.

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

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

TRAINEE'S NAME: .....

**KEY TASK 6  
COURT/INQUEST/COUNCIL**

Two cuttings are required, with the original copy. Markers recognise that not all newspapers cover Court, Inquests and Council but good submissions will have a mix of stories. Scottish candidates who cannot offer copy from Fatal Accident Inquiries instead of Inquests can substitute stories relating to the activities of the Scottish Parliament. The story may have been drastically cut or merely trimmed for tone and fit. The headline will be appropriate and engaging. Submissions for this Key Task are marked for intro; structure, quotes, balance and tone; use of English, punctuation and house style; legal, ethical and/or political awareness; headline tone, accuracy and fit.

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

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

TRAINEE'S NAME: .....

**KEY TASK 7  
LIGHT-HEARTED STORIES**

Two cuttings are required, with the original copy. Any story that has a light-hearted element may be submitted for this category. It may have a picture or pictures, it may be short or long but submissions should be more than 100 words. The story may have been drastically cut or merely trimmed for tone and fit. The headline will be appropriate and engaging. Submissions for this Key Task are marked for intro; structure and quotes; balance and tone; use of English, punctuation and house style; headline tone, accuracy and fit.

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

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

TRAINEE'S NAME: .....

**KEY TASK 8  
SENSITIVE/CONTROVERSIAL STORIES**

Two cuttings are required, with the original copy. Any story that has a sensitive or controversial element – like ‘death knocks’ – may be submitted for this category. It may have a picture or pictures, it may be short or long but submissions should be more than 100 words. The story may have been drastically cut or merely trimmed for tone and fit. The headline will be appropriate and engaging. Submissions for this Key Task are marked for intro; structure and quotes; balance and tone; use of English, punctuation and house style; headline tone, accuracy and fit.

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

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

TRAINEE'S NAME: .....

**KEY TASK 9  
SINGLE NEWS PAGE**

Two cuttings are required, with the original copy. At least three stories and one picture should be included for each submission. The candidate should have subbed all the stories, written all the headlines and also designed the page. As there is more than one story for each submission each piece of copy must be clearly identified. The stories may have been drastically cut or merely trimmed for tone and fit. The headlines will be appropriate and engaging. Submissions for this Key Task are marked for intros, structure and quotes; balance and tone; use of English, punctuation and house style; headline tone, accuracy and fit; design and use of pictures.

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

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

TRAINEE'S NAME: .....

**KEY TASK 10  
LEISURE SPREAD**

Two cuttings are required, with the original copy. At least five stories and two pictures should be included for each submission. The candidate should have subbed all the stories, written all the headlines and also designed each of the two-page spreads. As there is more than one story for each submission each piece of copy must be clearly identified. The stories may have been drastically cut or merely trimmed for tone and fit. The headlines will be appropriate and engaging. Submissions for this Key Task are marked for intros, structure and quotes; balance and tone; use of English, punctuation and house style; headline tone, accuracy and fit; design and use of pictures.

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

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

TRAINEE'S NAME: .....

**KEY TASK 11  
DOUBLE-PAGE NEWS SPREAD**

Two cuttings are required, with the original copy. At least five stories and two pictures should be included for each submission. The candidate should have subbed all the stories, written all the headlines and also designed each of the two-page spreads. As there is more than one story for each submission each piece of copy must be clearly identified. The stories may have been drastically cut or merely trimmed for tone and fit. The headlines will be appropriate and engaging. Submissions for this Key Task are marked for intros, structure and quotes; balance and tone; use of English, punctuation and house style; headline tone, accuracy and fit; design and use of pictures.

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

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

TRAINEE'S NAME: .....

KEY TASK 12  
SPLASH

Markers are sympathetic to candidates on newspapers in isolated areas where major incidents are rare, and stories will be judged in their context. The style of the newspaper will also be taken into account. The story may have been drastically cut or merely trimmed for tone and fit. The headline will be appropriate and engaging. Submissions for this Key Task are marked for intro; structure and quotes; balance and tone; use of English, punctuation and house style; headline tone, accuracy and fit.

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

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

TRAINEE'S NAME: .....

**KEY TASK 13  
TASTERS**

Two cuttings are required, with the original copy. Markers will take into account the different design styles of newspapers. Cut-outs or Photoshop may be used but it is not a requirement.

Submissions for this Key Task are marked for design; use of images; typography; colour; words

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

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

TRAINEE'S NAME: .....

KEY TASK 14  
USE OF PICTURES IN DESIGN

Two cuttings are required, with the original copy. Submissions will demonstrate the candidate's ability to import a picture and use it imaginatively on a page by cropping the subject matter, by creating an interesting shape or by its placing within the design. Cut-outs or Photoshop may be used but it is not a requirement. The page should be designed by the candidate. Submissions for this Key Task are marked for cropping; shape; placing; overall design.

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

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

TRAINEE'S NAME: .....

**KEY TASK 15  
FEATURES PAGE/SPREAD**

Two cuttings are required, with the original copy. At least two stories and two pictures should be included for each submission. The candidate should have subbed all the stories, written all the headlines and also designed each submission. As there is more than one story for each submission each piece of copy must be clearly identified. The stories may have been drastically cut or merely trimmed for tone and fit. The headlines will be appropriate and engaging. Submissions for this Key Task are marked for intros, structure and quotes; balance and tone; use of English, punctuation and house style; headline tone, accuracy and fit; design and use of pictures.

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

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

TRAINEE'S NAME: .....

**KEY TASK 16  
SUPPLEMENT**

Two cuttings are required, with the original copy. Good submissions will include an entire supplement. This may only have been four run-of-paper pages or it may be more substantial, even a separate format publication. If submissions include only part of a supplement there should be a clear indication of what is included. The stories may have been drastically cut or merely trimmed for tone and fit. The headlines will be appropriate and engaging. Submissions for this Key Task are marked for intros, structure and quotes; balance and tone; use of English, punctuation and house style; headline tone, accuracy and fit; design and use of pictures.

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

<b>STORY 2</b>	<b>PUBLICATION DATE:</b> ...../...../.....
<b>HEADLINE:</b> .....	
<b>TRAINEE'S DESCRIPTION AND COMMENT:</b> ..... ..... .....	
<b>TRAINER'S COMMENT:</b> ..... ..... .....	
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<b>TRAINER'S SIGNATURE:</b> .....	

TRAINEE'S NAME: .....

**KEY TASK 17  
BILLS**

Two cuttings are required, with the original copy. Submissions should include the published story cutting on the left hand page and an A4 copy of the bill on the right hand page. The A4 copy should be signed by the trainer. Submissions for this Key Task are marked for how well the story is encapsulated; words chosen; impact; appropriateness; and house style.

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

<b>STORY 2</b>	<b>PUBLICATION DATE:</b> ...../...../.....
<b>HEADLINE:</b> .....	
<b>TRAINEE'S DESCRIPTION AND COMMENT:</b> .....	
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<b>TRAINER'S COMMENT:</b> .....	
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<b>TRAINER'S SIGNATURE:</b> .....	

TRAINEE'S NAME: .....

**KEY TASK 18  
TRAINEE'S CHOICE**

Two cuttings are required, with the original copy. This is an opportunity to show off submissions that do not fit into any of the previous categories because of the Key Task heading or the candidate already having enough copy. Good submissions will be substantial pieces of work. Submissions for this Key Task are marked for intro; structure and quotes; balance and tone; use of English, punctuation and house style; headline(s) and design (if applicable).

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

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