

Certificate in Foundation Journalism (CFJ)

Procedures for Transition Arrangements September 2018

The NCTJ Level 3 Certificate in Foundation Journalism has been updated. From 1 October 2018, new learners will follow a new qualification structure.

Under the new structure, candidates must achieve a minimum of 25 credits to achieve the CFJ – 14 credits from the mandatory units and a further 11 credits from the optional units. There are five mandatory units on the new CFJ qualification and 13 optional units.

Registrations

New registrations from 1 October 2018 will be registered on the new CFJ qualification. Candidates currently registered for the CFJ will be contacted and informed of the updates.

Candidates registered on the current CFJ qualification will have until 30 September 2019 to complete the qualification under the current structure. If they do not achieve the CFJ by 30 September 2019, they will have to transfer to the new CFJ to complete the qualification.

Transition arrangements for individual units

The following units have **not** changed under the new CFJ structure:

- Unit 1 - Gathering information
- Unit 2 - Recording information
- Unit 3 - How to tell a news story
- Unit 6 - How to use the English language for journalism
- Unit 7 - Using the English language for maximum effect in journalism
- Unit 8 - Writing for a specific purpose
- Unit 11 - Using video to tell a story
- Unit 13 - Taking images suitable for publication
- Unit 16 - Reviews and comment articles
- Unit 17 - The history of news
- Unit 18 - Community radio newsgathering

Credits for any of the above units achieved under the current qualification structure may be transferred to the new CFJ qualification.

The following units **have** changed under the new CFJ structure:

- Unit 4 - Legal and ethical considerations for journalists
- Unit 5 - Writing for digital media
- Unit 9 - Feature writing
- Unit 10 - How society works

- Unit 12 - Using audio to tell a story
- Unit 14 - Finding and using data
- Unit 15 - Sports reporting

Credits from any of the above seven units achieved under the current qualification structure **cannot** be transferred to the new CFJ qualification.

If a candidate transferring to the new qualification has achieved any or all of the seven units that have been updated, they will be required to resubmit the unit assessment under the new qualification, using the revised unit guidelines, to gain the required credits.

If one or more of these seven units was achieved on the results date for the last submission deadline before the candidate's transfer date to the new qualification, the candidate will be permitted to resubmit the updated unit assessment free of charge. Candidates who qualify for a free of charge resubmission under these arrangements must contact hannah.walter@nctj.com to request that the resubmission fee be waived, as this will not be done automatically.

Learning materials for distance learners

Learning materials for the following units **have not** changed under the new qualification structure and do not need to be purchased again:

- Unit 1 - Gathering information
- Unit 2 - Recording information
- Unit 3 - How to tell a news story
- Unit 6 - How to use the English language for journalism
- Unit 7 - Using the English language for maximum effect in journalism
- Unit 8 - Writing for a specific purpose
- Unit 11 - Using video to tell a story
- Unit 13 - Taking images suitable for publication
- Unit 16 - Reviews and comment articles
- Unit 17 - The history of news
- Unit 18 - Community radio newsgathering

Learning materials for the following units **have** changed under the new qualification structure:

- Unit 4 - Legal and ethical considerations for journalists
- Unit 5 - Writing for digital media
- Unit 9 - Feature writing
- Unit 10 - How society works
- Unit 12 - Using audio to tell a story
- Unit 14 - Finding and using data
- Unit 15 - Sports reporting

Candidates transferring to the new CFJ qualification must ensure they have purchased a copy of the updated learning materials for the seven units listed above if:

- they would like to choose units 9 (feature writing), 10 (how society works), 12 (using audio to tell a story), 14 (finding and using data) or 15 (sports reporting) as their optional subject(s) and have not completed the unit assessments before transferring to the new CFJ qualification
- they have not completed the unit assessment for units 4 (legal and ethical considerations) or 5 (writing for digital media) before transferring to the new CFJ qualification – these units are mandatory in the new structure
- they have completed the unit assessments for any or all of these units before transferring to the new CFJ and need to resubmit the updated unit assessment to gain the required credits under the new qualification

Purchasing new materials (distance learners)

If a candidate transferring to the new CFJ qualification needs to purchase updated distance learning materials for Units 4, 5, 9, 10, 12, 14 or 15, they must contact the NCTJ directly to arrange this.

If the distance learning materials for these units were originally purchased within **six months** of the candidate's transfer date to the new CFJ qualification, the candidate will be permitted to request a copy of the updated materials free of charge.

Withdrawal of CFJ units that have been updated

Units 4, 5, 9, 10, 12 and 14 will operationally end under the current qualification structure on 30 September 2019.

Please note: under the revised CFJ structure the unit numbers have changed. The unit numbers detailed in the above transition arrangements are based on the new CFJ qualification.

Unit reference numbers for the seven updated units have also changed and will be added to the NCTJ database for the new qualification structure to ensure the correct units and credit values are awarded.