Level 6 NQJ – e-logbook categories for news journalists

1. News story 1 – must include interviews with at least two different people

Key task info:
This will be an important news story for your readers. The submission must include interviews with at least two different people

2. News story 2 – must include interviews with at least two different people

Key task info:
This will be an important news story for your readers. The submission must include interviews with at least two different people. The subject matter for News story 2 should be totally different from that in the first submission. For example, if News story 1 is an emergency services story; News story 2 must NOT have a '999' element. This could include a news 'backgrounder', feature or piece of analysis.

3. Handling data

Key task info:
This submission must be more than just reporting the numbers. A major data set(s) should be investigated and examined to find a previously untold story. The final submission should take complicated data and turn it into an engaging story, told in an easy-to-understand way. Analysis and infographics produced by the candidate will also be expected as part of this submission.

4. Use of social media demonstrating news gathering and audience relationships – two submissions required

Key task info:
Candidates will be expected to put forward two separate and unrelated examples of their use of social media. Both examples will demonstrate how a wide range of social media has been used to gather news and establish a working relationship with your audience. This is more than a series of social media posts. The final submission should include a) the published stories, (b) coherent examples of social media posts used to find, research and promote the chosen stories and (c) an 'explainer', detailing the stories, why certain forms of social media were used, the actual responses from the audience, along with an analysis of the readership data from each of the social media posts.

5. Visual journalism

Key task info:
Video, still photographs, galleries, maps, interactive 'explainers'; in fact, any way you wish to visually tell a story. Words should be no more than captions and headers or subtitles. The story must be told visually and not rely on words to get the message across. You may use words as part of the video to open up the topic. The material used must be the candidate's own work. This submission should be supported by an analysis of the relevant data which drove the decision-making process, both in terms of subject matter and platform used to tell the story.

6. Court and/or inquests – two submissions required

Key task info:
Straightforward reports of courts and/or inquests are suitable. However, these legal proceedings will often lend themselves to follow-up stories and features which are hinged on the actual hearing. A re-write of submitted agency copy is not acceptable. These two submissions should be substantial pieces of work, maybe covering a trial or hearing in detail or which has lasted several days. Reports from any tribunal exercising a quasi-judicial function are acceptable.
Note: Individual employers may insist on attendance at a court/inquest for these submissions.

7. Politics/government – can include council meetings – two submissions required

Key task info:
From Westminster to the wrangling of a parish council, show how you report and tell engaging stories that bring politics alive for readers. These two submissions should be more than a meeting report i.e. a rounded piece of work on a particular topic or related topics.

8. Marketplace/community involvement

Key task info:
This submission should demonstrate how you have worked (alone, or as part of a team) to help establish, shape, or reinforce your employer's brand in the marketplace by way, for example, of a campaign, working with a community to achieve a 'goal', an investigation or establishing a new way of story-telling. Where you have worked as part of a team, your own work must be clearly marked.

9. Trainee's choice

Key task info:
An opportunity to showcase a piece of work of which you are particularly proud. An exclusive, an investigation or a multimedia feature of many strands would fit the bill.

10. Reflective statement on training period – minimum 1000 words, maximum 1,500 words

Key task info:
This will be a record of your training and progress and should address the key issues of your learning:

What have I learned?
What went well or not so well?
What could have been better?
What is my analysis of these events?
What changes have I made as a result of these events?

Marks available

There will be 200 marks available for the e-logbook.

The pass mark is 120 marks – 60 per cent.

20 marks are available per category. Categories with two submissions will be awarded up to 10 marks per submission.

Assessment categories

Marks will be awarded for the following:

- Use of English – a high standard must be maintained throughout the whole exam; not just any specific writing exercise. Candidates will be marked down for poor use of English

- Accuracy – a high standard of accuracy is expected in what will be a complex and changing story

- Structure – markers will look for a high level of detail, told in a way that will grab and keep people's attention. Decisions about content will also be judged

- Content – Sound choices should be made on content in terms of both what is included and what is not
- Headline writing – headlines (if called for) will be for online and judged against usual industry standards

- Use of social media – posts should be accurate with a good standard of English. Sometimes the platform will be specified; on other occasions the candidate will be asked to make choices, appropriate to the scenario and their media sector

- Platform strengths and weaknesses – candidates will be expected to capitalise on the strengths of platforms they use (or, in some circumstances choose to use)

- Technical considerations – this may deal with the choice/deployment of equipment

- Legal/ethical issues – it may be necessary to ensure the legality of material provided and whether it should be published/broadcast. Similarly, there may be ethical/regulatory issues to work through