



# Introduction to NCTJ accreditation

Working in partnership with you to train the journalists of the future

## About the NCTJ

The NCTJ runs the premier training scheme for journalists in the UK.

NCTJ accreditation is the hallmark of excellence in journalism training, providing a world-class industry standard that is recognised throughout the media.

The NCTJ accredits more than 50 journalism courses at universities, colleges and independent training centres in the UK. The courses are delivered both part-time and full-time over periods ranging from four months to four years.

## Diploma in Journalism

All students on accredited courses study for the NCTJ Level 5 Diploma in Journalism, which is recognised as the industry standard qualification for entry-level journalists.

The qualification prepares students for the demands of working as a trainee journalist, gaining the skills they need to work across all sectors of the media.

**74**  
per cent

of NCTJ graduates who are working within 15 months are working in journalism

compared to just

**28**  
per cent

of journalism graduates overall who are working within 15 months\*

TO ACHIEVE THE DIPLOMA, STUDENTS MUST ACHIEVE  
**A-E GRADES**  
**IN ALL MODULES TAKEN**  
(achieving a minimum of 82 credits)  
and a minimum 60wpm shorthand (if studied).  
Shorthand is not mandatory.

TO ACHIEVE THE INDUSTRY 'GOLD STANDARD' DIPLOMA, STUDENTS MUST ACHIEVE  
**A-C GRADES**  
**IN ALL MODULES TAKEN**  
(achieving a minimum of 82 credits)  
and 100wpm shorthand (if studied).

# Mandatory skills modules

**47 CREDITS**

## ESSENTIAL JOURNALISM

ESSENTIAL JOURNALISM E-PORTFOLIO

ESSENTIAL JOURNALISM ETHICS AND REGULATION

ESSENTIAL MEDIA LAW AND REGULATION

Plus a selection of *elective skills modules* to reach a minimum of 35 credits

PHOTOGRAPHY FOR JOURNALISTS

TV JOURNALISM

VIDEO JOURNALISM FOR DIGITAL PLATFORMS

BUSINESS AND FINANCE JOURNALISM

BROADCAST JOURNALISM **DATA JOURNALISM**

EDITING SKILLS FOR JOURNALISTS

JOURNALISM FOR A DIGITAL AUDIENCE

INTRODUCTION TO PR FOR JOURNALISTS

MEDIA LAW COURT REPORTING

PRACTICAL MAGAZINE JOURNALISM

PUBLIC AFFAIRS FOR JOURNALISTS

SHORTHAND FOR JOURNALISTS

**SPORTS JOURNALISM**

RADIO JOURNALISM

View our handy [diploma qualification chart](#) >>>

All diploma subjects are set and assessed by the NCTJ, with five graded levels of achievement.

**A**

(70%+)

**B**

(60-69%)

**C**

(50-59%)

**D**

(40-49%)

**E**

(30-39%)

**F**

(0-29%)

Students who receive a grade of F (0–29 per cent) in any diploma subject will not be awarded credits for that module but can be offered the opportunity to re-sit the assessment.





## Next steps – National Qualification in Journalism

Once students are employed as trainee journalists, usually with a 'gold standard' diploma, they will also be eligible to progress to the NCTJ's professional qualification, the Level 6 National Qualification in Journalism (NQJ).

This is usually taken after 18 months' employment to qualify as a senior journalist.

## Benefits of accreditation

### For centres:

- Courses are more appealing to students
- Centres are assigned an industry advisor
- CPD and networking opportunities
- Exclusive access to NCTJ learning materials
- NCTJ marketing and careers service
- *Annual Awards for Excellence* and accreditation seminar
- The NCTJ's bursary scheme, the *Journalism Diversity Fund*

### For students:

- Greater employability
- Work experience opportunities
- Chance to progress to the *National Qualification in Journalism*
- Exclusive access to online learning resources
- Access to NCTJ Student Council
- *Annual Awards for Excellence*
- The NCTJ's bursary scheme, the *Journalism Diversity Fund*





## How to get your course accredited

As an awarding body recognised by the Office of Qualifications and Examinations Regulation (Ofqual) in England, Qualifications Wales in Wales and CCEA in Northern Ireland, we set high standards. But that doesn't mean we're asking course providers to jump through unnecessary hoops to win our endorsement.

We believe working towards accreditation should be a worthwhile, meaningful exercise based on collaboration and practical support.

## Our standards and support

Accreditation is based on exacting performance standards that guarantee high-quality journalism education and training.

All courses accredited by the NCTJ must meet our seven performance standards:

- 1 Quality journalism education, training and results
- 2 Close industry links and practical up-to-date journalism experience
- 3 Professional delivery of the Diploma in Journalism
- 4 Equality, diversity and inclusion
- 5 Innovation, ambition and continuous improvement
- 6 Employability
- 7 Communication, collaboration and contact

There are five main stages to the accreditation process:

1. Application
2. Advisory visit
3. Panel visit
4. Approval decision
5. Monitoring

WE PROVIDE DETAILED ADVICE AND GUIDANCE TO ALL OUR CENTRES ON THE EVIDENCE NEEDED TO ACHIEVE ACCREDITATION.

To express your interest and take part in advisory discussions, please email: [info@nctj.com](mailto:info@nctj.com)