

**NEWS ASSOCIATES**  
THE UK'S TOP JOURNALISM SCHOOL

# NCTJ Diploma in Multimedia Journalism

Officially the UK's number one  
NCTJ journalism school

Full-time | Part-time  
News journalism | Sports journalism

London | Manchester





**TOP TEAM:** Left to right, Andrew Greaves, head of journalism and public affairs; Holly Manj, training manager; James Toney, managing editor; Rachel Bull, course director and Graham Dudman, deputy managing editor, after receiving the top journalism course award at the NCTJ Journalism Skills Conference.

## FOREWORD

It's easy to listen to those who list all the things that are wrong with journalism but it's so much better – and more positive – to list all the things that are still right.

There has never been a more exciting time to be a journalist. The internet presents unique opportunities to showcase your work and advances in technology allow content to be presented in increasingly creative and engaging ways.

Journalists cover the inspirational to the corrupt and good journalism still has the power to change the world, to bring down governments, right wrongs, make you laugh and make you cry.

Yes, it's competitive, no job worth having isn't, but a career in journalism remains utterly addictive.

News Associates graduates work in every aspect of the media from national to local newspapers, broadcasters, press and PR agencies. They work around the world and have won scores of awards for their work.

But journalism is changing and the reporter of tomorrow, who adapts to an industry that has been through seismic shifts in recent years – and possesses the core skills craved by editors – will still find themselves in demand.

You need to embrace the digital age and accept that the 'traditional media' no longer enjoys a monopoly on information. You've got to be prepared to work hard, stand out from the crowd in a job marketplace where editors can afford to be selective, and deliver when you get your chance.

And while this industry is fast moving, the requirement for essential skills, that far pre-date the internet, remains. Editors want journalists who can find them a story, who know their media law, can turn around quick and accurate copy and have passed their shorthand.

And that's why the NCTJ – the oldest and most established journalism qualification in the UK – remains the industry standard for those looking to break into the industry.

News Associates is officially the number one NCTJ journalism school and home to the top-performing fast-track, part-time and sports journalism courses in the UK.

Indeed the top four NCTJ courses in the UK are all taught here at News Associates. And we are looking for the stars of tomorrow.

### James Toney, managing editor

*James Toney is the managing editor at News Associates. Regularly shortlisted for his reporting in industry awards, he is responsible for the agency's extensive print, online and video coverage and award-winning journalism training in London and Manchester. He started his career in national newspapers and is a regular commentator on sports and news issues on television and radio. His first book was published by Bloomsbury in 2013.*

*'In an industry where everyone knows everyone, the reputation of News Associates goes a long way.'*

*Amy Lofthouse, BBC*

*'I find myself constantly telling people that my NCTJ training with News Associates was the best thing I have ever done. The tutors care so much that everyone does well.'*

*Hannah Scott, The Sunday Times*



## WHAT IS THE NCTJ?

As part of your qualification you will sit all the examinations required to gain your Diploma in Journalism from the National Council for the Training of Journalists.

Exam costs are covered by your course fee and will be taken at regular points in your study programme.

The NCTJ administers the industry gold-standard qualification for all aspiring reporters in the United Kingdom.

The NCTJ was founded in 1951 and is a long-established and respected benchmark of excellence for journalists – graduates of NCTJ training dominate all sections of the media and, according to recent research, 80% of qualified journalists are NCTJ trained.

The NCTJ's main board includes current and recent national and regional newspaper editors and representatives from the major broadcasters – so it remains focussed on what the industry demands of its new entrants.

If you want a job as a journalist, be aware of an editor's first question: Have you got your NCTJ?

The second question you're likely to be asked is: Have you got your 100 words a minute shorthand? At News Associates this remains one of our top priorities, alongside sharpening your multimedia reporting skills and developing your journalism portfolio.

## WHY NEWS ASSOCIATES?

News Associates is officially the UK's number one NCTJ journalism school. Indeed, according to the most recent results tables, the top four NCTJ journalism courses in the country are all taught at our centres in London and Manchester.

You will find our trainees making their mark on the front pages of our biggest newspapers, presenting and reporting on our national broadcasters, working internationally as foreign correspondents for some of the most respected names in journalism from Reuters to the Wall Street Journal and producing cutting-edge multimedia features for Vice, BuzzFeed and the Huffington Post.

You can study with us full or part-time in London or Manchester.

Our fast-track courses last 22 weeks, which includes one day a week on placement, putting theory into practice.

Our part-time courses run over 40 weeks and you attend lessons on Saturdays and one week night. It's the perfect way to become a qualified journalist while maintaining an income.

In a competitive industry, we think it's important to make you as employable as possible, which means giving yourself the best possible chance to pass the qualification.

We were once again named the UK's top fast-track and top overall journalism course by the National Council for the Training of Journalists in November 2018. News Associates was also recognised for our top-ranked course in 2012, 2013, 2014, 2015, 2016 and 2017.

The national pass rate for the hugely-demanding gold standard NCTJ Diploma in Journalism is 20% – which means achieving A-C grades in all your exams, and 100 words per minute shorthand. In 2017-2018, News Associates courses achieved gold standard pass rates of 100%, 91%, 83% and 81%.

In London – where we have been the top-performing journalism school for 11 straight years – our 2017 gold standard pass mark was 44% higher than the next London-based course.

And according to the most recent NCTJ annual report (published February 2018), News Associates trainees make up a whopping 33% of all gold standard graduates in the UK. In 2017, 1,133 candidates sat their NCTJ exams at 63 accredited institutions in the UK. Only 227 achieved the top-level 'gold standard qualification' – the highest possible entry-level to the industry. Of these, 74 were trained by News Associates. But we don't like to boast.



After graduating from News Associates Fran Le Noury earned a place on the prestigious ITV News training scheme – where she now works full-time.

"Studying with News Associates was intense. I'd never worked so hard in my life, but it prepared me for a fast-paced and competitive industry," she said.



Laura Onita got her NCTJ Diploma while studying with us part-time. She worked at The Sunday Times before her current job at the Evening Standard.

"The part-time course was hands-on and a lot of work, but it was worth it 100%. I joined hoping to improve my writing skills and I left News Associates confident that I've got what it takes to be a good reporter," she said.



Former News Associates graduate Tom Macleod completed his NCTJ qualification and joined Sky News radio based in Leeds. Within a year he was a regular presenter on Sky News in London.

"Be prepared to work hard but I know first hand that enrolling on a News Associates course could be the best choice you've ever made," he said.



Anatoly Kurmanaev graduated from News Associates and joined international news agency Bloomberg. He now works as a foreign correspondent for the Wall Street Journal and is currently assigned to covering stories across Russia.

"Studying at News Associates gave me the confidence to dive into journalism and try making a living out of it," he said.



News Associates graduate Tom Barclay has been a member of the editorial team at The Sun since 2011.

"News Associates gave me the skills and belief I needed to flourish in an extremely demanding industry," he said. "You will find their alumni at every national newspaper."



Elise Chamberlain started her career in local newspapers after graduating from News Associates and is now a broadcast journalist with the BBC in Birmingham.

"I loved my time at News Associates. You sometimes don't realise how confident you can be when placed in a situation and they taught me that," she said.



After completing our fast-track course in Manchester Francesca Marshall got a job at the Daily Telegraph where she is now night news editor.

"News Associates gave me the skills and confidence I needed to pursue a career at a national newspaper. The fast-track course takes hard work and dedication but if you want to launch your career in journalism, News Associates gives you all the tools you need," she said.



While on our sports journalism course in London Chris Reidy landed the only spot on the Sky Sports News graduate scheme – where he now works full-time.

"From day one you are thrown into the deep end as a journalist and not a student at News Associates. The course was intense but it was the best decision I could have made to get into sports journalism," he said.

‘The staff there are all brilliant and they pushed us hard. If I had done my NCTJ course somewhere else, I really don’t think I would have won this award.’

*George Gigney, NCTJ Student Journalist of the Year 2015*

‘The tutors push you to achieve your potential from the very first day. They genuinely care. The success of graduates from News Associates is remarkable.’

*Sara Oldfield, NCTJ Student Journalist of the Year 2016*

‘I’m grateful to News Associates for training me and encouraging me to do my very best.’

*Anna Schaverien, NCTJ Student Journalist of the Year 2017*

## OUR TRAINEES’ SUCCESS

At News Associates it’s not just about being good in the classroom but being great in the newsroom, and our list of graduate awards underlines this approach.

Sharpening your multimedia reporting skills and developing a diverse portfolio is at the heart of our training. From the British Journalism Awards to NCTJ Scoop of the Year, our alumni also share our love of being the best.

At the Awards for Excellence 2018 Jessica Cripps (Kennedy News and Media) was crowned NCTJ Student News Journalist of the Year. In the 2017 NCTJ Awards for Excellence the annual award for Student Journalist of the Year – received by the NCTJ candidate who achieves the best marks nationally – was won by alumnus Anna Schaverien, who now works at The New York Times. It was the third straight year a News Associates graduate won the prize, following Sara Oldfield (Fabulous magazine) in 2016 and George Gigney (Boxing News) in 2015. There were also wins for recent graduates Katie Falkingham (BBC Sport) and Neil Athey (Lancashire Telegraph).

At the 2017 Press Gazette British Journalism Awards, News Associates graduate Peter Apps won specialist correspondent of the year and Inside Housing, where he’s the news editor, was named news provider of the year.

We’ve also trained more journalists who have qualified as senior reporters, via their NQJ qualification (formerly NCE), than any other training provider. And the top marks in the national NQJ qualification are invariably secured by those we trained.

We love staying in touch with our graduates and hearing about their successes – because there’s something rather special about being part of #TeamNA.



## AN UNRIVALLED JOB RECORD

Yes, we’re very proud of our exam results – but we’re even more proud of our unrivalled job record.

Whether you aspire to work at the BBC, The Times, Sky Sports or Vogue, we’re confident there’s a News Associates alumni there to guide you as you take your first steps into the industry.

Our trainee network stretches around the world – with alumni working across the UK, in Australia, New Zealand, Canada, the United States, Hong Kong and across Europe.

Our tutors don’t consider their job done until you’re in one and run a number of intense sessions on employability throughout the course.

We want you to leave not only with your gold standard NCTJ qualification, but a diverse multimedia portfolio that will impress any editor. We firmly believe you can’t learn journalism from a textbook, so work placements are integrated into all of our courses.

A vast number of journalism jobs are sent directly to us from employers, and we send these straight to our talented trainees.

We boast an unrivalled network of successful alumni, but don’t just take our word for it – see their testimonials throughout this brochure.

We are also immensely proud of our work with national news organisations. The Times, Sunday Times, The Sun, the Daily Mail and Yahoo are just some of the big names who choose us to train their journalists. From apprentice to graduate level, we are working with some of the most respected names in journalism to help increase diversity in newsrooms and train the journalists of the future.



‘If you are passionate about journalism and are willing to throw yourself into every opportunity that comes your way, then there is no better place to train to be a journalist than News Associates.’

*Ed Higgs, Sky Sports News*

‘Joining News Associates was the best decision I have ever made. Not only did I make friends for life but without the incredibly knowledgeable and dedicated tutors I do not believe I would now be having the time of my life as a showbiz reporter.’

*Lucy Jones, The Sun*



## OUR COURSES

Journalism is changing. And News Associates must stay ahead of constantly-shifting trends to make our trainees adaptable to the newsrooms of today, where writing a story is combined with curating social media, using a mobile phone to shoot a video, sourcing picture galleries and much more.

We want our trainees to create stories that can be produced across multimedia platforms and aren't just agenda-setting but also sharable.

You will study the core subjects of the NCTJ curriculum and being adaptable to the multimedia environment is embedded through every subject. You will produce content for every platform, in text and video, for online and print. And, while most sessions will involve your whole class, there is time each week for individual tutorials.

### **NCTJ Diploma in Multimedia Journalism (full-time, fast-track/22 weeks)**

Our fast-track courses run twice a year in February and September, with the hours of study Monday to Thursday, 9.30am-5.30pm. In addition, one day a week, usually Fridays, is spent at a work placement, putting into practice the theory you have learned on the previous four days. You will study seven modules with an option to specialise in sports or production journalism.

### **NCTJ Diploma in Multimedia Sports Journalism (full-time/35 weeks)**

Run in association with national press agency Sportsbeat, our sports journalism course was named the number one journalism course of any kind by the NCTJ in 2015, 2016, 2017 and 2018. You study nine modules, including the newly-introduced PR and Communications syllabus, and there is a strong focus on practical experience. You study four days a week (Monday-Thursday) with a day a week on placement. There is one intake a year in September.

### **NCTJ Diploma in Multimedia Journalism (part-time/40 weeks)**

Our part-time courses have intakes in February (London) and October (London and Manchester). In London, you attend one weeknight session, lessons are repeated on Monday and Wednesday to give you flexibility, and all day on Saturday. In Manchester, sessions are held on Monday evenings and Saturdays.



News Associates trainees dominate the annual NCTJ Awards for Excellence in Journalism. Pictured are Adam Knight (Hereford Times), Jennifer Morris (Surrey Advertiser), David Churchill (Evening Standard) and Hardeep Matharu (The Independent)



Former News Associates trainees Thomas Allnut (Press Association), Lauren Potts (BBC News) and James Coldwell (Hull Daily Mail) after their wins at the NCTJ Awards for Excellence in Journalism

## SUBJECT GUIDES

### MULTIMEDIA JOURNALISM

There's a difference between being a good writer and being a good reporter – but our aim at News Associates is to make you both. Whether it's learning how to gather news, develop sources or write or produce against the most demanding deadline, we're there to help.

You will learn how to be an effective interviewer and to develop feature ideas that will grab a reader's attention and maintain it. You will be taught how to take a complex story and make it engaging for a range of audiences.

The journalist of today must be comfortable working not just in words but with pictures. You'll be taught how to use the most powerful tool in your pocket, your mobile phone, to produce video content and learn the importance of producing sharable journalism.

Photography and video journalism are both elements of the study programme, you will be taught how to amplify your words with audio slide shows and develop rich and responsive long-form feature stories, without the need for a knowledge of coding.

And we'll explore the importance of making your copy optimised and the dos and don'ts of using social media to add depth to your reporting.

Print journalists, radio journalists, TV journalists – the old demarcation lines that separated them have gone forever and we're all multimedia journalists now.

Trainees will be prepared for their news reporting examination, a demanding exam that will test a range of journalism skills. It's a tough test but News Associates boasts the best results in the country and our staff are involved with the NCTJ in exam setting, marking and moderating – as well as helping to shape the changes required to keep it contemporary.

Our training isn't all theory based. We want to prepare you for the newsroom not the classroom and our trainees should expect the unexpected. As a journalist you never know where a day or story will take you and life at News Associates can be the same.

Every trainee will produce a portfolio and we'll work with you individually to collate a range of stories – in print and video – that will appeal to the most demanding editors.

Our trainees consistently dominate the NCTJ's Awards for Excellence, underlining that our unrivalled exam results are combined with a highly-practical approach. Our journalism tutors believe in learning by doing.

We are proud of our employment record and we'll coach you for job interviews and assessment centres, with a series of mock exercises that will take you out of your comfort zone. Our aim is simple. We want to prepare you for the challenges of the job, so when you face a situation for real, you'll know what to do.

Your journalism studies remain the most important part of your 22- or 40-week studies with us – and so they should be.

Journalism isn't easy but news should be simple. It's just telling people something they didn't know.

'Do well with News Associates and you'll be ideally prepared for the cut and thrust of journalism. The teaching staff will help you every step of the way and taking this course could be the best move you make for your career.'

*Joe Jackson,  
Time Magazine*

'Doing my training at News Associates massively helped me in a newsroom. No matter how good you think you are as a young journalist, you will get much better and more refined with training.'

*Shingi Mararike,  
The Sunday Times*

Trainees working on a live news production exercise, run by a visiting national newspaper editor. Each team play the role of a news desk backbench and produce mock pages of a tabloid newspaper, for publication the following day



## MEDIA LAW

As a journalist, there will be occasions when your legal knowledge is as important as your ability to craft an intro. You don't need to be a solicitor, but you do need to know how to keep your employer out of trouble – and your editor out of jail.

Press freedom is enshrined in our law, so it is vital to know how doggedly you can pursue a story without fear or favour and understand the full implications of what you are writing.

The module covers a number of important topics from contempt and defamation to libel and slander. There are a number of restrictions on reporters in certain scenarios, so it is key to know what you can and can't write or say at specific times.

If this all sounds totally foreign to you, don't panic. We will be building from the absolute basics and you will soon have a grasp of when the press can attend court, how reporting restrictions can be appealed and the limitations in place when covering cases involving sexual offences or children.

By the end of the module you'll understand the impact of the Leveson Enquiry and the future of press regulation. You'll get to grips with an individual's rights to privacy and discuss when it's trumped by a public right to know.

And then there is understanding the difference between what is in the public interest and what interests the public – not always the same thing.

You will also tackle copyright, breach of confidence, disclosure of sources and more, with plenty of opportunities for discussion.

With a proven blend of focussed lectures and light-hearted exercises, we consistently navigate all our trainees through this crucial subject, ensuring you'll leave us with a thorough grounding in media law.

'My time at News Associates gave me the hands-on experience and skill set to enter the world of journalism with confidence and invaluable knowledge. Without the dedicated support of the tutors, endless reporting practice and shorthand, I would not have survived one day in a real-life newsroom. News Associates put me where I am today and I highly recommend the course as an entrance to journalism.'

*Rachel Addison,  
Financial Times Group*

‘The News Associates courses offer invaluable opportunities to get practical experience. After the course I had the confidence and skills to hit the ground running.’

*Pete Thompson,  
Twitter*

‘The thing that has really impressed me is the tutors’ willingness to go to extraordinary lengths to help you through the course and into a job. They challenged me to not just pass a course but to learn how to do the job and for that I am grateful.’

*Ben Endley,  
Daily Express*

## **SHORTHAND**

Shorthand is arguably the toughest element of the NCTJ Diploma – but the hard work is all worth it in the end.

Speed is everything in today’s internet age. According to the British Institute of Verbatim Reporters, it’s three times quicker to type out shorthand notes than to listen back to audio recordings.

It’s also illegal to make audio or video recordings of most proceedings in UK courts.

Piers Morgan, when asked for advice on being a good reporter, said ‘work hard and do your shorthand’ while Andrew Marr, when talking about the skills needed for journalism, wrote ‘you need some intelligence, even more stamina and excellent shorthand’.

When it comes to applying for jobs, editors frequently rate prospective candidates on their shorthand, as taking notes accurately is a vital skill in the newsroom.

It is often compared to learning a new language and requires perseverance, discipline and lots of enthusiasm.

We don’t expect our trainees to know any shorthand before they start the course, and it is probably a good thing if they don’t. We like a blank canvas to work with.

You’d be learning Teeline at News Associates – the most accessible and popular form of shorthand practised by journalists.

The NCTJ’s gold standard is to achieve 100 words per minute and accurately identify a newsworthy quote.

By and large it takes six long, hard but rewarding weeks to learn the theory, as you master the Teeline alphabet, along with its special outlines and short cuts. After that we’ll really crank up the speed building.

We won’t ruin the surprise, but we have plenty of tricks up our sleeve to ensure our trainees enjoy learning what can at first seem like a daunting subject. Shorthand can be great fun and it’s rewarding to see quick progress come with your hard work.

Our tutors have decades of experience to make sure you achieve the best possible results and will support you every step of the way.

And their formula has had some groundbreaking results. Over the last year across our London and Manchester centres, more than 85% of candidates passed with the magic 100 words per minute – head and shoulders above the national average.





‘Joining News Associates was one of the best decisions I’ve ever made. I can confidently say I wouldn’t be where I am in my career without them.’

*Izzy Lyons,  
Daily Telegraph*

‘What sets the course apart from all the others is the practical opportunities you get – my portfolio was the reason I got my break.’

*Will Kelleher,  
Daily Mail*

## **PUBLIC AFFAIRS**

Politics plays a major role in every area of society. Whether you want to cover news, sport, fashion, travel or music, knowing how politics impacts on each and every one of us is crucial.

In showbiz you need to be up to date with how the Arts Council is funded to cover a story about cutbacks to grants to the British film industry.

As a sports reporter you can’t write a story about the £9.3 billion that was spent on the Olympics without understanding how the budget was raised from public funds.

Understanding how government operates at a local, national and international level is essential when reporting on issues of immigration or dealing with the education or healthcare system.

During the course, topics covered include how elections work, how councils are financed, the way the NHS operates as well as duties of the Queen and Prime Minister.

What is all the fuss about free schools, where does your council tax go, and how does the European Union impact our lives?

We look to spice things up with a range of guest speakers, and our tuition method has proved successful, with more than 95% of students typically passing their Public Affairs exam first time.

While some arrive with a real interest in politics, others have rarely made it past the back pages of the papers prior to the course. This does not matter.

Ultimately, they may not be politicians in the making but all trainees leave with another important string to their bow.



Tom Macleod graduated from News Associates in July 2013, with a gold-standard NCTJ Diploma in Multimedia Journalism. One year later Tom was a regular presenter on Sky News. During his time with us he worked on placement at BBC London and TalkSport

## PRODUCTION JOURNALISM

Headlines help chronicle our era and shape our memory. A reporter may tell the story, but a sub-editor has to encapsulate it in just a few words with linguistic dexterity, impact and often a little humour.

You may have written the best story since the printing press was invented, but without an attention-grabbing headline the reader will be on to the next page without even registering your intro.

But subbing is about more than just coining snappy headlines – it's about checking for errors, ensuring consistency and impartiality, and about asking, is it libellous?

It's also about choosing the best pictures to bring the words alive.

As the role of the journalist changes, a reporter who can write accurately on to a page with the keen eye of a sub is a godsend.

Technology continues to influence the way people consume their news, so mastering the specific needs of online editing, such as search engine optimisation, key words and tagging, is vital.

On the optional production journalism module you'll also learn how to design eye-catching pages that showcase your pitch perfect headlines and complement your stories.

Versatility is everything and you're more likely to land that dream first job if you've got a range of skills – and a certificate to prove it.

'News Associates is the best place to study journalism - from nailing an intro, to shorthand and shooting video on your mobile phone.'

*Rosie Hopegood,  
Sunday Mirror*

'You get first class support all the way through your studies. When it comes to looking for jobs, News Associates give you every assistance.'

*Conor Gaffey,  
Newsweek*

**SPORT**

'I always turn to the sport section first. The sport section records people's accomplishments; the front page nothing but man's failures.' *Earl Warren*

Nice sentiment but I don't think Senator Warren has been following our national football or rugby union teams at recent World Cups. Sports journalism is changing – the proliferation of dedicated TV channels, websites, radio stations, niche publications and, of course, newspapers offers a world of opportunity and has changed the nature of the job.

Gone are the days when you'd turn up, perhaps write one quick story for the first edition then revise it with a more considered take before heading off in the general direction of last orders. Now you might be providing a live blog, snaps for a website and updating a Twitter feed before you get around to writing your story.

You might be juggling the demands of a website that craves immediate SEO-friendly content with the requirements of a newspaper – who still want the latest and freshest take on the story with a witty, punchy and original intro. But despite these changes, the key skills remain.

When the NCTJ wanted to develop a specialist module to reflect this growth area, they turned to the reporters and editors at our own sports news agency, Sportsbeat, to shape the syllabus and design the examination.

Every year Sportsbeat supplies more than 75,000 stories to more than 500 clients around the UK and Europe. Covering more than 50 sports at local, regional, national and international level, the NCTJ recognised we were ideally placed to help shape this qualification – because, as employers, we know the skills needed from graduate reporters.

This module will introduce you to the concepts at the heart of sports reporting. You learn how to develop a 'runner' and file 'on the whistle'. We'll introduce you to dressing in quotes, quotes-led rewrites and round-ups. Although you might still read the newspapers from back to front, you will soon learn that sports news increasingly dominates the news editor's agenda as well.

'I wouldn't have even considered applying for my job if it wasn't for the skills and confidence I gained at News Associates. The expert tutors go above and beyond to prepare you for all aspects of being a journalist.'

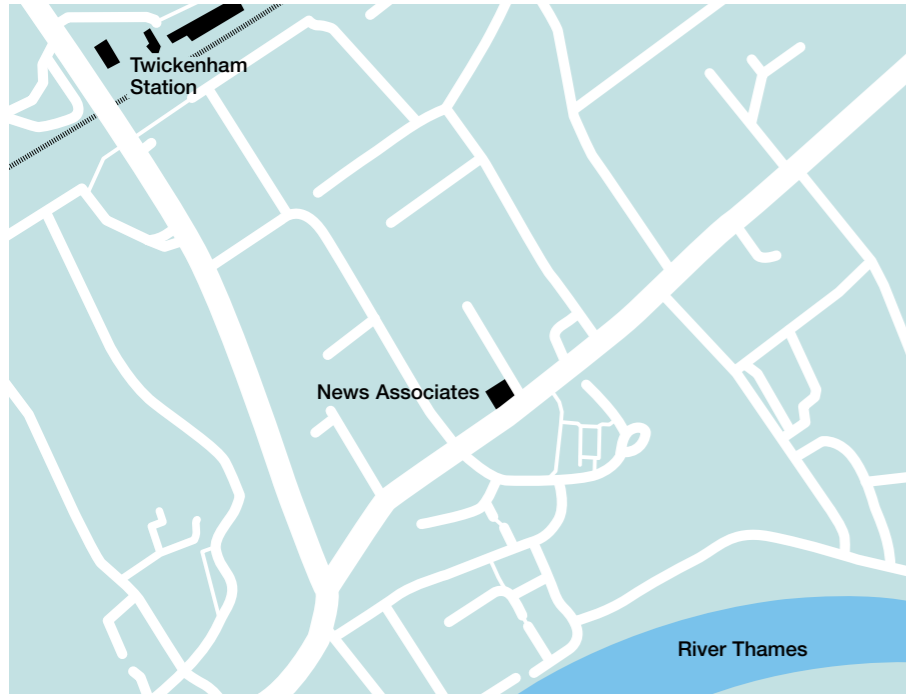
*Kyle O'Sullivan,  
Daily Mirror*

'Choosing News Associates was the best career move I've ever made. The tutors were all first-class and their contacts were invaluable.'

*Daniella Matar,  
Associated Press*

Sports journalism trainee Nicola Kenton interviewing Dina Asher-Smith at the British Sports Awards as part of our collaboration with the Sports Journalists' Association

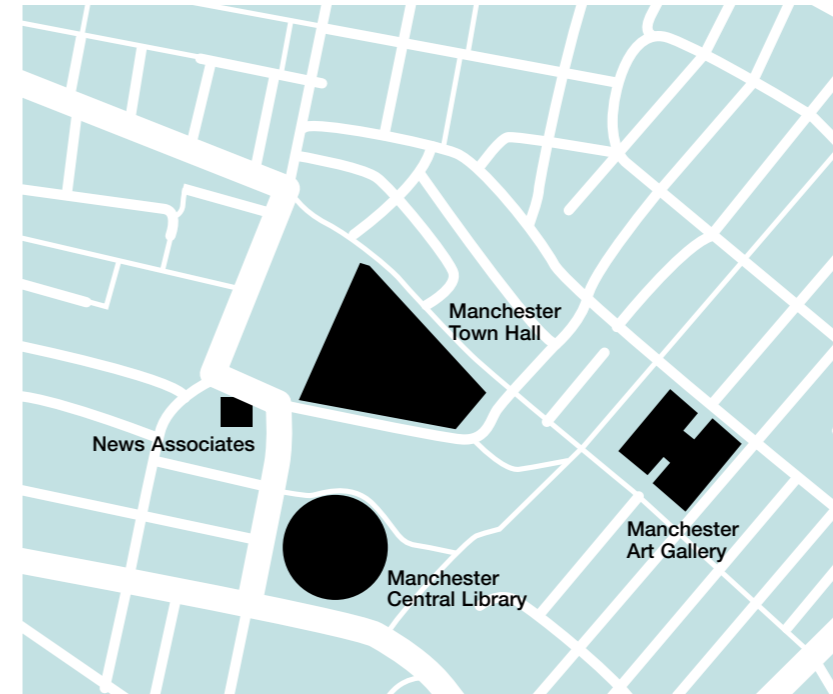
## HOW TO FIND US



### **LONDON** **NEWS ASSOCIATES,** **AMPERSAND HOUSE,** **49-53 YORK STREET,** **LONDON, TW1 3LP**

News Associates London is based in leafy-green Twickenham. Ampersand House is a five-minute walk from Twickenham train station. Come out of the station and walk left over the bridge down London Road then take a left turn down Arragon Road and follow the road round. Turn left onto Richmond Road and the office is on the left-hand side.

If you are coming from Richmond train or tube (District line) station then the 33 bus (Elton Street, stop L) takes just six minutes (eight stops), get off at York Street Twickenham (Stop G) and walk one minute back up Richmond Road (keep Pizza Express and Zizzi on your left) and the office will be on your left.



### **MANCHESTER** **NEWS ASSOCIATES,** **CARLTON HOUSE,** **16-18 ALBERT SQUARE,** **MANCHESTER, M2 5PE**

News Associates Manchester is based in the heart of Manchester City Centre. Carlton House is centrally located in Albert Square – home to the city's Town Hall – and is within short walking distance from Manchester Victoria, Oxford Road and Piccadilly Rail Stations, and Deansgate Tram Station. It is also easily accessible by car from the north or south of the City using the M56, M62 or M60 leading to either the A57 Mancunian Way, A56 Chester Road or the A34.

## FEES AND FUNDING

News Associates is accredited by the National Council for the Training of Journalists to deliver their Diploma in Journalism at our centres in London and Manchester.

Once a place has been offered on a respective course, trainees pay a £1000 non-refundable deposit to confirm their intention to study at News Associates. The balance is payable the day you commence your studies with us.

We also offer an early payment discount plan of £250 on all our courses and there is an option to pay for studies by instalments.

### LONDON

Full-time Fast-Track (22 weeks) £4,600 (£4,350 with early payment discount)

Part-time (40 weeks) £4,250 (£4,000 with early payment discount)

### MANCHESTER

Full-time Fast-Track (22 weeks) £4,600 (£4,350 with early payment discount)

Part-time (40 weeks) £4,250 (£4,000 with early payment discount)

### PROFESSIONAL AND CAREER DEVELOPMENT LOANS

These are bank loans that can be used to help pay for work related learning. You can borrow between £300 and £10,000 to help support the cost of up to two years of learning.

### JOURNALISM DIVERSITY FUND

The Journalism Diversity Fund is available to trainees from ethnically and socially diverse backgrounds, who are without means to support themselves through an NCTJ training course. For more information and an application visit - [www.journalismdiversityfund.com](http://www.journalismdiversityfund.com)

## HOW TO APPLY

News Associates is proud to be the UK's number one journalism course and it's important any applicant to our courses is able to demonstrate a commitment to journalism, for example via work placements or an active involvement in student media.

To be eligible you must hold a degree level qualification or equivalent or have a minimum three years' professional experience.

The first phase will be completing an application form, which is available by applying online via our website or emailing [training@newsassociates.co.uk](mailto:training@newsassociates.co.uk).

After submitting your application, it will be considered by a panel including our managing editor and heads of journalism, and successful candidates will be invited to attend an assessment day, which includes a two-hour examination and an interview. There is no cost to this.

Places are awarded depending on a good combined score from that process and you can attend an assessment day in either London or Manchester, whichever course you are applying for. We run regular assessment days and the dates are available on our website.

## FREE JOURNALISM WORKSHOPS

A popular way for prospective trainees to get a feel for the NCTJ qualification is through our FREE monthly journalism workshop sessions run in London and Manchester. These three-hour seminars provide a practical insight into journalism and NCTJ training.

We will get you tackling a breaking news exercise and feedback will be sent to every attendee at the conclusion of the workshop. There will be a chance to meet our tutors and editors and time will be set aside for career advice.

For the full list of dates available throughout the year, please refer to our website or email [training@newsassociates.co.uk](mailto:training@newsassociates.co.uk)



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News Associates London,  
Ampersand House,  
49-53 York Street,  
London, TW1 3LP

News Associates Manchester,  
Carlton House,  
16-18 Albert Square,  
Manchester, M2 5PE

[www.newsassociates.co.uk](http://www.newsassociates.co.uk)  
0203 026 3781

