



Assessment

Training guide—News rounds

Supervisor to sign off.

Briefly describe each of the five stories you have identified for each assessment.

Story 1

Story 2

Story 3

Trainee name _____

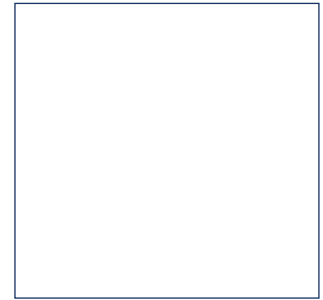
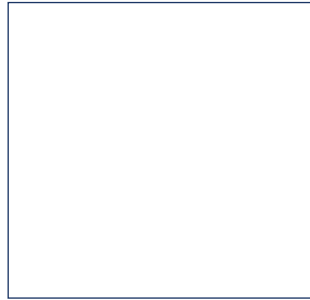
Story 4

Story 5

Signed (supervisor) _____

Date _____

This sheet needs to be completed, signed off and sent to the JTO, with the five stories and a copy of the contacts book (electronic or hardcopy). You need to keep a copy for your own records.



Training guide—News rounds—Contact book

Trainee name _____

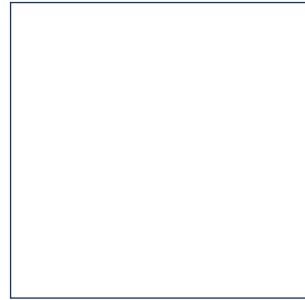
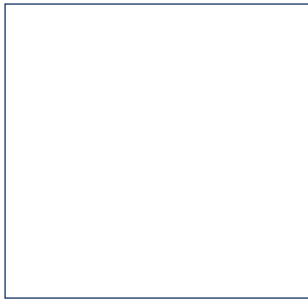
Liaison Officer/Supervisor to tick box when complete.

	Contacts book
All data entered is accurate.	<input type="checkbox"/>
It is electronic or hardcopy.	<input type="checkbox"/>
Information has been regularly updated.	<input type="checkbox"/>
Contains more than 50 names.	<input type="checkbox"/>
Each entry contains:	
• Full name.	<input type="checkbox"/>
• Title and position.	<input type="checkbox"/>
• At least two methods of contact.	<input type="checkbox"/>
• After hours contact.	<input type="checkbox"/>
• Information about person's role.	<input type="checkbox"/>
• Other relevant information.	<input type="checkbox"/>
• Information that enables the quickest practical response to the event.	<input type="checkbox"/>
• Actual contacts are recorded.	<input type="checkbox"/>

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Signed (supervisor) _____

Date _____



Training guide—News rounds

Trainee name _____

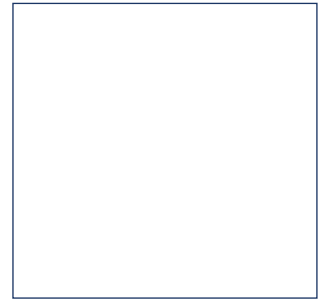
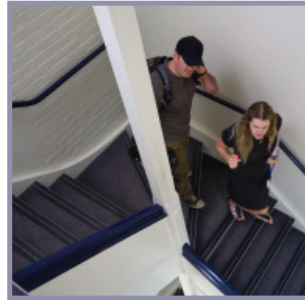
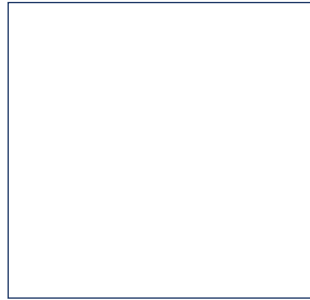
Liaison Officer/Supervisor to tick box when complete.

	Story 1	Story 2	Story 3	Story 4	Story 5
Information analysed.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Information assessed.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Information organised.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Interaction with contacts maintained.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Past roles and current roles maintained.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Plans developed for writing.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Feedback sought.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Feedback is incorporated.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Five stories are identified.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Information for each story is gathered.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The published story is supplied.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Signed (supervisor) _____

Date _____

This sheet needs to be completed, signed off and sent to the JTO, with the five stories and a copy of the contacts book (electronic or hardcopy). You need to keep a copy for your own records.



Supervisor judgements for training guide

Evidence	Judgement
Information analysed.	Valid information for each round is complete and sufficient.
Information assessed.	Information accurate. All spelling current. Rating of weighting of contacts.
Information organised.	Order of contact logical (eg alphabetical).
Interaction with contacts maintained.	Succession of dates in a diary/contacts book.
Past roles and current roles maintained.	Contact book up to date.
Plans developed for writing.	Story ideas submitted with valid evidence.
Feedback sought.	Verbal or written.
Feedback is incorporated.	Story ideas altered and improved appropriately.
Two stories are identified.	A minimum of two stories seen.
Information for each story is gathered.	Sufficient information for each.
The published story is supplied.	Electronic or hardcopy.