



National Council for the Training of Journalists Annual Report

2021-22

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NCTJ mission

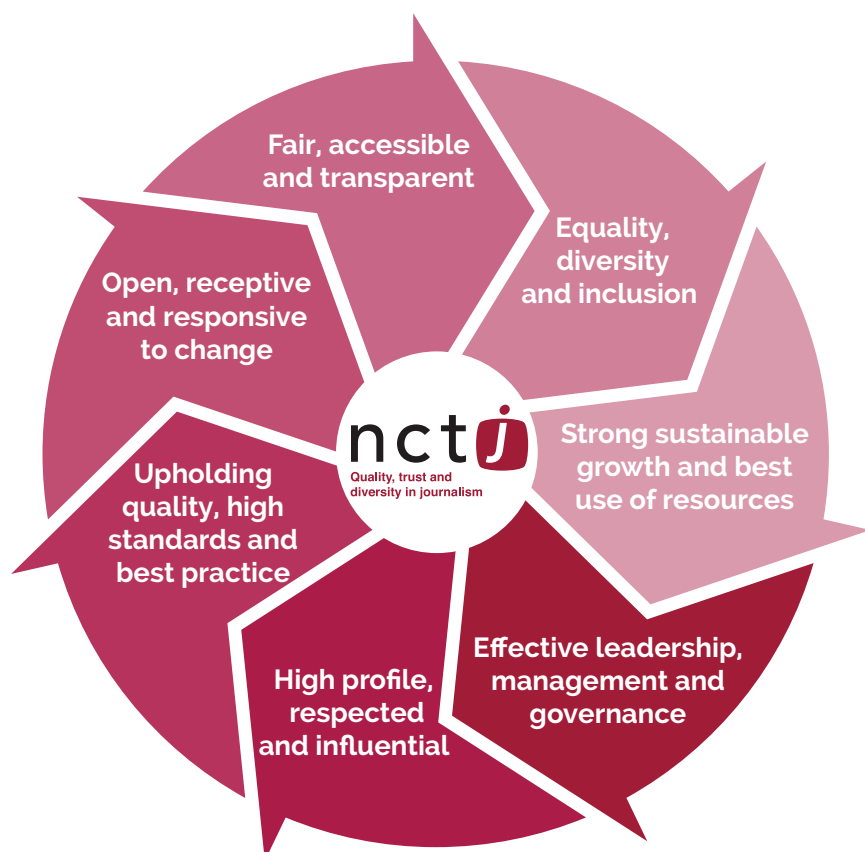
To be recognised as the industry charity for attracting, qualifying and developing outstanding journalists who work to the highest professional standards. We provide a world-class education and training system that develops current and future journalists from all walks of life for the demands of a fast-changing media industry.

NCTJ objectives

- Increase resources to build the capacity and capability of the NCTJ to strengthen its role and influence across all media sectors and related sectors where journalism skills are required.
- Ensure there are effective products and services for journalists and journalism trainers at all stages of their careers and foster a culture of continuing professional development.
- Maintain a progressive, flexible and inclusive framework of respected industry 'gold standard' journalism qualifications and apprenticeships that embrace digital and other changes in practice.
- Accredit journalism courses of excellence at colleges, universities and independent providers and reward and support them to achieve the media industry's challenging performance standards.
- Provide an effective careers information service that promotes journalism careers, accredited courses and the industry's training scheme for professional journalists.
- Take more action on equality, diversity and inclusion to build a journalism workforce that widens participation so that it better reflects its audiences.
- Mobilise employers to ensure the media industry's professional training scheme produces journalists with high ethical standards to win public confidence and trust in quality journalism.
- Communicate and collaborate effectively with all target audiences to increase take-up of NCTJ products and services and to increase awareness of the NCTJ's brand values, its role, value for money, agenda-setting activities and status as a charity.
- Make a positive and demonstrable contribution to the future sustainability of quality public interest journalism in the UK.
- Provide the industry with substantive research and up-to-date skills information to help us develop our understanding and response to the rapidly changing market place for journalism.

NCTJ values

To grow and develop the NCTJ our values are:



Vital statistics 2021-22



A total of **12,114** NCTJ examinations/assessments were taken throughout 2021-22

These comprised:

7,675 **580** **1,050** **2,701** **449**

diploma exams

national
exam sittings

portfolio/coursework
assessments

shorthand exam sittings

Certificate in Foundation
Journalism assessments

1,163

students have been
studying on one of



62 accredited
courses at

34
approved
centres

77

distance learners enrolled
on the Certificate in
Foundation Journalism

166

distance learners enrolled on
the Diploma in Journalism

124

apprentices were
registered



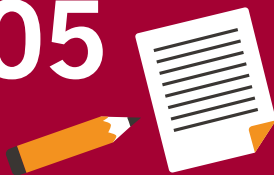
139

students were enrolled on
non-accredited courses but
may have sat NCTJ exams



THE TOTAL NUMBER OF
NQJ EXAMS SAT WAS

205



91

trainees sat the NQJ and

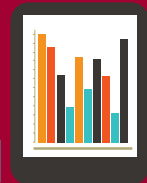
47

trainees passed
the qualification

THERE WERE

97

REGISTRATIONS
FOR THE NQJ



119

Community News Project
reporters in post



68 SCHEDULED AND IN-HOUSE SHORT
TRAINING COURSES WERE RUN

£513,225

in JDF donations from

58 bursaries awarded by the
Journalism Diversity Fund

26 supporters and **2** donors



Chairman's review

Elon Musk has made many comments since spending £37 billion to buy Twitter. Perhaps the boldest was this one: "Twitter needs to become by far the most accurate source of information about the world. That's our mission."

Not if we have anything to do with it, Mr Musk.

The richest man in the world should take care, for he is pitting himself against the might of the NCTJ, whose sole purpose is the promotion of the highest standards in journalism. Our enthusiastic team works with teachers, journalists and employers who believe in those standards. We work with trainees who are keen to achieve them. Together, we help equip reporters with the skills they need to work in print, broadcast and – of course – online. We have been at it for more than 70 years and remember when journalists with NCTJ qualifications took The Daily Telegraph online 28 years ago. So we're not ready to cede moral high ground to newcomers like Mr Musk.

He may believe he is on top because, over the last 30 of our 71 years, newspaper groups and broadcasters have yielded much to new media, even as they have become part of it. The commercial direction of travel is clear when we compare that £37bn price tag – this for a company founded only 16 years ago – with the £665m that the Barclay brothers paid for The Daily Telegraph (founded 1855) in 2004, the £844m Nikkei spent on the Financial Times (1888) in 2015 and the £127m Trinity Mirror found for the Daily Express (1900) in 2018.

But in the face of declining sales and advertising revenues, older established media have had one important advantage online, which is that their coverage is the product of trained journalists, has been seen by more than one pair of eyes and is published according to certain principles. In short, amid the huge amount of stuff that is flying around the internet, stuff that is mischievous, stuff that is malicious, stuff that is rumour, there are pieces that carry greater authority because they appear under the brand of a trusted name. "Citizen journalists" are great, but not when they merely pass on something they heard from that bloke in the pub last night.

There's a temptation online to use clickbait to compete for attention, to believe being first up is more important than being right and to stir up controversy because it gets page views. Better to stick by principles that attract readers not just for a hit, but to come back again and again because they believe what they are reading, watching and listening to.

We never doubt the public good that is done by journalism and the crucial role it plays in a democracy. We believe too in the difference that is made by reporters who bring to their work a knowledge of basic principles and an understanding of responsibilities. The kind of journalists – but then we would say this – who have an NCTJ qualification.

Mr Musk, inevitably, had further thoughts to offer us: "As Twitter pursues the goal of elevating citizen journalism, media elite will try everything to stop that from happening." No, we don't want to stop anything. We are all for a free flow of information and we welcome competition. We just think trained journalists are already ahead on this.

"Mainstream media will still thrive, but increased competition from citizens will cause them to be more accurate, as their oligopoly on information is disrupted." It's kind of him to give us a future, not least when the future of Twitter is now in doubt. But the oligopoly is pretty much dismantled already, which means the older companies must win on merit. With the help of trained journalists who care about what they do, we believe they can.

Kim Fletcher, chairman



Chief executive's report

Coming out of a global pandemic, after an exhilarating period of change and innovation, and when many things will never be the same as they were before, we have a lot to celebrate together.

It was wonderful to meet in Manchester to recognise the achievements of new journalists in our Awards for Excellence and to highlight the outstanding work of our accredited course providers and those who make a real and lasting difference to journalism.

Our 70th anniversary year culminated at a reception at the UK Parliament for our loyal supporters, many gathering together for the first time since the restrictions of lockdowns. That memorable event was held against a backdrop of political turmoil – our Prime Minister resigned the following day. How fitting it was that one of the most significant and influential journalism-related organisations in the UK, the standard bearer for quality, trusted journalism and diversity, should celebrate its own ethical base of professional journalism and role in supporting democracy and promoting equality, diversity and inclusion.

We need trained and qualified journalists like never before and we are proud to oversee the 'gold standard' for contemporary journalism.

We are operating in a challenging media landscape and at a testing time for journalism. Changing business models and revenue streams, media convergence and a digital revolution, all mean none of us can stand still and we all need to innovate. It makes our responsibility for skills, training and qualifications even more critical.

The groundbreaking Community News Project, which trains and qualifies journalists from diverse backgrounds, was given a huge boost during the year with a further £6m of funds from Meta to expand the scheme to 23 publishers and 100 journalists.

The number of journalists working in the UK is breaking records and recruitment has been booming. It's hardly surprising that demand is outstripping supply for our highly qualified and dedicated alumni. Expect to see a major effort to boost recruitment for accredited courses and to provide a bigger pool of talent from which employers can hire apprentices and trainees.

We are strengthening our resolve and developing our expertise to equip journalists with the skills and resilience to do their vital work safely and without prejudice.

The Journalism Skills Academy is our offer of expert, quality, professional training for journalists throughout their careers. It supports employers to create highly skilled and motivated teams and leaders who can sustain journalism and win the trust and respect of the public. This is a long-term campaign, of course, and we are thrilled to have the ongoing support of Google News Initiative to provide firm foundations and greater scale.

Once again, fundraising for the Journalism Diversity Fund reached £500,000 during the year thanks to the support of so many forward-looking organisations who want to join forces to take action.

We know from our research how difficult it is for those from poorer backgrounds to get into journalism. While ethnic and gender diversity is gradually improving (although more needs to be done), the number of journalists from wealthier backgrounds is increasing. The lack of working class representation at all levels of journalism and the woeful record of promoting people of colour into senior roles is shameful.

So looking ahead, we are planning to bring as many groups as we can together to take more action to make journalism reflect today's diverse society. Expect to see an ambitious outreach scheme that casts the net wider to seek out new journalism talent from disadvantaged communities across all nations of the UK.

Addressing the issue of social mobility and helping to break down the barriers was a pledge we made at the end of our anniversary year.

We can only do this and all our other charitable action by working together and sharing our resources and expertise.

Joanne Butcher, chief executive



Patron's address

What a year. Military wars. Political wars. Economic wars. And how journalists and journalism have risen to the challenges constantly being thrown their way.

Surely there can be no better time to enter journalism or work in it.

This year we've seen explosive journalism pile pressure on the Prime Minister – with the first sitting PM to be found guilty of breaking the law. We've seen journalists investigate war crimes in Europe and be shot, maimed and killed whilst covering the fighting. And we've seen journalists navigate the country's economic chaos, translating complex data into information audiences can easily understand.

They have been a force of nature and it's been stunning to watch, witness and be part of. I was in either Ukraine or Afghanistan as the 'Partygate' scandal played out over weeks and months. But it was gripping watching superb journalists set the political agenda with expose after expose.

Pippa Crerar (Daily Mirror now Guardian) and Paul Brand (ITN) led the way in exposing the mountain of denials over the gatherings in Downing Street during lockdown. Every denial was nailed to the post of truth as they were overturned, picked apart and blown wide open with the journalists' incontrovertible evidence – every journalists' dream.

As Pippa Crerar herself said: 'Right until the end, the PM thought of Partygate as trivial. But it was never about cake or bubbly. It was about there being one set of rules for him, one for everybody else. The Sue Gray report vindicated every single line of our journalism.'

And even when she was picking up the first of no doubt several awards for her sterling work at the inaugural Society of Editors Media Freedom awards in November, Pippa paid tribute on Twitter to her competitors and friends in the lobby. 'I'm sharing my Investigation of the Year award with Paul Brand of ITV for Partygate.

We may have been first,' she tweeted, 'But he also had many scoops on the story. (And we both got so much s*** for it). I'm going to cut it in half and give his to him when I next see him.' This was a combined assault on obfuscation, denial and deceit at the very heart of Government by journalists whose joint force and determination to speak truth to power, did just that. It's what we all entered journalism to do, isn't it?

Like so many other foreign correspondents, I've spent much of the year covering the war in Ukraine and watched with admiration and respect at how journalists not only come together in the most dire of times but also how powerful our voices are. And journalists have paid a high price for being on the ground seeing for themselves what is happening. Within weeks of the war starting, far too many journalists were dying, being blown up, shot at and maimed whilst trying to get at the truth.

And as well as dodging bombs and bullets, reporters need to go armed with a sturdy 'bulls**t shield'....to try to work out what's true and what is not. And often the only way of doing this is by seeing and getting the evidence yourself. That is easier said than done, even if you have your journalistic boots on the ground.

All sides in this war are pretty coherent media manipulators, none more so than the Ukrainians. The Ukrainian authorities are incredibly media savvy and led by President Zelenskyy himself, they have controlled much of the public agenda by expert use of the media. They are obviously aided by countries such as the UK and USA and those nations' officials are also drip-feeding information to reporters and outlets which then go onto shape the agenda – but the Ukrainians are top of their field.

They've done much of this by controlling access to the battlefield. It's becoming more and more challenging to get close to Ukrainian troops on the frontline. Journalists are managing it and that is important to get a sense of how the war is going. But I would argue, it is most definitely not the only way of finding out information and in fact can be downright abused with reporters getting a very skewed view of the war if they rely simply on military movements.

There have been some notable bear traps, for sure. There are in every war. It's been fantastically difficult to get access in Russia, for a start, with journalists like my Sky News colleague Diana Magnay in Moscow having to dance on a very dangerous tightrope telling the truth whilst working under the country's strict media laws.

All the journalist teams operating inside Russia are extremely courageous in my opinion and know any single word or consonant out of place could have dire personal consequences. But the Ukrainians too are not above using and misleading journalists. Reporters were effectively kept away from Kherson for instance by the Ukrainian authorities and denied access to the much-heralded southern front counter-offensive.

It very effectively duped the Russians into relocating their troops to the south whilst in fact the Ukrainians were moving on the north-eastern front instead. The Russians were comprehensively duped but so were the journalists. The Ukrainians were then able to launch a lightning blitz on Kharkiv, thereby setting off a chain of events which has so adroitly given them the upper hand right now. So far journalists and editors have passed off the multiple misleading statements by the Ukrainians as part of the 'fog of war' or maybe even convinced themselves it was necessary – but misleading, it certainly was.

While every journalist who's covering Ukraine knows only too well that battlefield access is phenomenally controlled by a series of Ukrainian military press officers, it's still possible. However, many have been pouring more resources into finding alternative ways of covering the war.

A lot of focus has been put on investigating war crimes and atrocities carried out by the invading forces – as well as spending time with the volunteers, the medics, and the civilians right at the centre of this invasion and who can often provide the most telling – and most accurate – testimony about exactly what is going on.

And against this backdrop of war, the economic turmoil in Britain has been playing out with some outstanding coverage and analysis from a stream of incredibly well-informed economic journalists such as Sky's Ed Conway and the BBC's Faisal Islam. What a time to be a journalist in so many diverse fields and to be at the heart of such seismic events, explaining them, interpreting them and putting them in context for an audience growing ever more eager for informed and dependant reportage.

It's been a stunning year for journalism with so many different outlets and journalists rising to the challenges with aplomb and creativity. What a year. What a maelstrom of events so no better time to launch the NCTJ's safety and resilience workshops. It's a cracking idea and I was desperately disappointed to have missed the inaugural workshop due to some real-life resilience I had to put into action because of an emergency on the home front. Forgive me for missing it – but I fully intend to be part of future discussions on this essential subject. There is so much for us to be inspired about in this industry – and so much for us all to learn.

What a great time to be a journalist. Bring it on 2023. We're ready for you!

Alex Crawford,
special correspondent,
Sky News and patron of the NCTJ



Sportswriter Ian Herbert speaks to News Associates London students

Continuing professional development for journalists and trainers

The Journalism Skills Academy (JSA) has grown in scale and ambition during the last year so that it is well placed to offer expert, quality, professional training and development for journalists throughout their careers.

The JSA is committed to ensuring training and development is at the heart of the industry so that quality standards are maintained which will, in turn, ensure the media is trusted and respected in the eyes of the public.

Furthermore, our vision is to ensure that working journalists are empowered to develop their skills and expertise so that they feel valued and motivated in their jobs.

We continue to develop relevant and engaging training courses for journalists covering a range of skills and disciplines, reflecting the increasing diversity of roles in the industry. From core skills to specialist subjects, the

JSA seeks to meet the needs of as many different people as possible including trainers and tutors at educational centres across the country. We aim to provide different learning experiences including e-learning, virtual training and discussion panels.

The e-learning platform is an important part of the JSA offering, and we invested in a relaunch last year to include improved functionality which provides a better user experience for learners. The Continuous Professional Development (CPD) section has developed significantly with the launch of a range of new courses including investigative journalism, data visualisation, reporting on climate change, business and economics, data and analytics and social media.

Meanwhile, all three of the NCTJ's main qualifications – the Certificate in Foundation Journalism, the Diploma in Journalism and the National Qualification in Journalism – continue to be available to study through the JSA and the platform development means this is now a more engaging and interactive experience.



PA Training students honing their interview skills

The JSA also seeks to support and advise journalists by developing campaigns about key industry-wide topics. We were proud to launch the course, safety and resilience for journalists, responding to increasing concern about the issue across the industry. Modules within the course include online safety, staying safe while on the job and mental health and wellbeing. We also hosted a lunchtime discussion panel to coincide with the launch, which was attended by dozens of journalists across the country.

The JSA will continue with its successful run of virtual training sessions on different subjects throughout the next year. These quality sessions include core subjects such as writing skills and media law to specialist subjects including podcasting and investigations. Interactive sessions on safety and resilience will also form part of the programme in 2023. Further campaigns will include supporting freelance journalists and diversity and inclusion.

We continue to be supported by the industry and by the Google News Initiative, whose funding has allowed us to be innovative and bold in our thinking so that training and development continues to be considered central to the overall sustainability of journalism.



**Journalism Skills
Academy**



PA Training students and apprentices, sharpen their interviewing skills at the London Assembly

Highly-respected industry qualifications for journalists

Diploma in Journalism

The Diploma in Journalism is the industry's entry-level qualification, recognised by employers and studied through NCTJ-accredited courses, via the level 5 journalist apprenticeship or by distance learning with the NCTJ's Journalism Skills Academy. Aspiring journalists strive to achieve the 'gold standard' which means earning A to C grades for all assessments (and 100 words per minute shorthand, if applicable).

Sports journalism is a popular elective option in the diploma, delivered by 14 NCTJ-accredited course providers and via distance learning. To ensure the content remains up-to-date and continues to reflect industry practice, an extensive review of the programme of study and the exam took place

with sports editors, tutors, trainers and candidates informing changes introduced from September 2022. Contemporary issues in sport, such as diversity and mental health and the rise in prominence of women's sport were added to the syllabus and a live blog of a sporting event has been added for assessment in the e-portfolio.

The sports journalism exam has been updated and closely mirrors the sports news cycle, strengthening the assessment of a candidate's digital and interviewing skills. Its core focus continues to be a football match (male or female), from preview to post-match review and follow-ups, but the knowledge and skills that are tested apply to reporting across all sports.

Podcasting is increasingly an essential tool for trainee journalists and is included in the essential journalism syllabus with all candidates being taught preparation and planning, formats, recording, mixing and editing audio, production and publishing skills, guests and building audiences. Candidates can also submit a podcast for their radio journalism coursework as long as it includes the following elements within the first 15 minutes for assessment: opening music; at least one interview; and at least one minute of content recorded on location.

During the pandemic, temporary arrangements and adaptations for the e-portfolio and video journalism coursework were introduced to support candidates completing their training under lockdown conditions and these arrangements continued during 2021-22 due to lockdowns and government guidance on Covid-19 restrictions. Since September 2022, these arrangements were all removed unless individual reasonable adjustment requests are made.

National Qualification in Journalism (NQJ)

We continue to diversify the NQJ, the industry's senior journalist qualification, and have introduced a professional pathway for journalists working on specialist brands and online magazines. The specialist brand publishing assessment asks candidates to produce, publish and promote an online feature. Candidates prepare a brief, pitch the idea to their employer and plan and prepare their feature meeting specified requirements before sitting the three-hour assessment where a minimum 1500-word feature is produced and published. This is followed up with online promotion of the article. They also sit a tailored media law and ethics in practice exam and produce an e-logbook, again tailored to their job role.

NQJ pathways for journalists working as local democracy reporters or sports journalists have also been developed to meet the needs of employers and reporters working in these fields.

The NQJ is a key element of the level 7 senior journalist apprenticeship. Apprentices must gain the qualification to complete the scheme. The qualification is also available for study via distance learning with the NCTJ's Journalism Skills Academy providing a flexible study plan for working journalists who have completed the Diploma in Journalism and want to professionally develop their career to senior level.

Journalism apprenticeships

This year has seen a gradual increase in the recruitment of journalist and senior journalist apprentices across a wide range of organisations including regional publishers and national broadcasters. An apprenticeship offers a direct route into the industry encouraging applicants from diverse backgrounds. The schemes offer a combination of both on and off-the-job training and numbers are growing on the level 5 journalist and level 7 senior journalist apprenticeship standards.

End-point assessments (EPAs)

The NCTJ delivers the end-point assessments (EPAs) for the journalist and senior journalist apprenticeship standards. This is a final assessment of an apprentice's knowledge, skills and competence in the job role. We deliver the EPAs as qualifications and they are both on the Ofqual Register of Regulated Qualifications. The EPAs are assessed by a number of different methods including: a journalism project, project presentation or a report; and taking part in a professional discussion with an independent assessor. The assessment decisions are quality assured by the NCTJ and both EPAs are externally reviewed by our regulator, Ofqual.

In the coming year we intend to widen our scope of recognition for delivering EPAs and apply for approval to offer the assessments for media-related level 3 apprenticeships that could provide progression on to the journalism standards.

Certificate in Foundation Journalism

The Certificate in Foundation Journalism has been reviewed and updated for learners studying via distance learning on the NCTJ's Journalism Skills Academy. This flexible qualification is delivered in 'bite-sized' units and the materials have been designed to create an interactive learning environment. Providing basic journalism skills training, it does not prepare learners for employment, but it will provide a solid stepping stone to the Diploma in Journalism qualification.



Cutting-edge journalism training on accredited courses



Graduates from News Associates' School of Journalism celebrate their achievements

As the world comes to terms with the 'new normal' post-covid, so have training providers offering NCTJ-accredited courses.

Many adaptations to courses to suit online and hybrid training are continuing. On the other side of the coin, course leaders have returned to in-person teaching for diploma modules that are best taught in centre.

No matter what mode of delivery, students continue to receive cutting-edge and high-quality journalism training and exposure to the industry through work experience placements and guest speakers. This is testament to the hard work of the teams running accredited courses and their industry links, which remain crucial to the student experience.

As always, the NCTJ prioritises its support to centres to ensure that the exacting standards of accreditation are being met. The NCTJ updated its accreditation standards to consider remote learning and teaching when required. The standards include student access to appropriate hardware and software, training on equipment and systems, monitoring of student engagement and support of cohort cohesion.

The 2021-22 academic year also saw a first for the NCTJ: accreditation of the first fully remote courses. The University of Portsmouth began its remote MA programme in September 2022, and News Associates have launched a fully remote part-time course spanning 18 months.

The NCTJ has also shown commitment to arranging better access to courts for journalism students on accredited courses. The NCTJ gathered feedback from course leaders and law tutors who said that they were unable to access court cases in person during the pandemic while Government restrictions were in place.

Only one in five respondents said their students had been able to access cases being heard remotely.

Despite restrictions easing, the NCTJ found that some students were still unable to access local hearings.

By putting course leaders in contact with the relevant court officials, centres have now been able to give students first-hand experience in allowing students to develop their understanding of court cases, media law and court reporting. Some have been able to access hearings via video link.

Resilience training

The NCTJ has also updated its performance standards for accredited courses to ensure students are adequately supported to deal with challenging scenarios in training and assessments, and to prepare them for what they may encounter in the newsroom.

These updates came after the NCTJ held a webinar with course leaders and tutors to discuss how to support students that may be impacted by these topics.

The updated performance standards were subsequently reviewed and approved by the NCTJ's accreditation board.

Accreditation seminar

The NCTJ reunited with course leaders again in Manchester in March 2022 before the Awards for Excellence ceremony took place. Course leaders heard

updates from the NCTJ and plans for 2022, including about the awarding organisation, marketing and communications and equality, diversity and inclusion. They also took part in round table discussions reflecting on the challenges, opportunities and issues of teaching in the pandemic and the lessons learnt.

Accreditation visits and meetings

The NCTJ is continuing to concentrate its efforts on centres and courses that need it the most, offering targeted support in a rigorous, transparent and risk-based system. In 2021-22, the NCTJ carried out 13 visits as either accreditation panel meetings or monitoring meetings, offering additional support by bringing together panellists and industry advisers to ensure centres are training students to industry expectations. Carried out in-person in the latter half of the academic year as restrictions eased, these meetings ensure the NCTJ is continuing its support to centres by meeting with course staff, students and involving senior working journalists from all parts of the industry who offer their opinions and guidance to course leaders.

The NCTJ continues to appreciate the support of editors and senior journalists who volunteer their time to take part in accreditation panel visits. Our thanks go to:

Kimberley Barber, regional editor for Hampshire, Newsquest

Alex Boyd, content editor, SussexLive

Maria Breslin, editor, *Liverpool Echo*

Jeremy Clifford, editor-in-chief, Archant

Tim Durrans, sports editor, BBC Radio Sussex and BBC Radio Surrey

James Gregory, content editor, Essex Live

Emily Hewett, head of audience, Archant

Kim Hewitt, programme and digital editor, ITV Meridian

Michelle Johnson, Vantage Media Group

Andrea Macmillan, news reader and planner, BBC Tees

Ian McNeal, editor, Teesside Live

Andrew Mosley, editor, *Rotherham Advertiser*

Gillian Parkinson, former editor, Lancashire Post

Mike Shallcross, deputy editor, Men's Health

Phil Spencer, sports writer, TalkSPORT

Darren Thwaites, editor-in-chief, *Manchester Evening News*

Mark Waldron, editor, the News, Portsmouth

Joanna Webster, deputy global editor, visuals, Reuters

Charlotte Wilkins, reporter, ITV Meridian

Industry advisers continue to offer invaluable support to the centres they are linked with by meeting with heads of journalism, course leaders and students.

New modules and courses

Centres approved to deliver new diploma modules in 2021-22:

City of Liverpool College – sports journalism

Liverpool John Moores University – editing skills for journalists

PA Training – editing skills for journalists and practical magazine journalism

Teesside University – data journalism

University of Brighton – practical magazine journalism

University of Sheffield – journalism for a digital audience, data journalism, introduction to PR and videojournalism for digital platforms

University of Sunderland – journalism for a digital audience

Centres approved to deliver new courses in 2021-22:

Liverpool John Moores University – BA Journalism, BA Journalism with foundation year and BA Sports Journalism

News Associates – part-time diploma (remote)

University of Portsmouth – MA Journalism (remote)

Centres approved to deliver new NCTJ qualifications in 2021-22:

Oxford Brookes University – Practical International Journalism

An effective careers information service

To help students make a well-informed decision on which journalism course to choose, we have ramped up our careers service this year.

We want to inform and inspire the next generation of journalists, particularly to ensure that students pick the right courses that equip them with the quality skills needed for employment in the industry.

Too often do journalism students make big investments in courses and come to realise that they don't have the NCTJ qualification and should have done an NCTJ-accredited course.

Our aim is to explain the different pathways into journalism careers, the value of studying for an NCTJ qualification and the opportunities available to students.

We regularly engage with national careers weeks, such as National Careers Week and Journalism Matters Week, to encourage young people from a range of backgrounds to consider a career into journalism.

The Journalism Skills Academy also hosts a number of free careers resources, such as e-learning courses and video masterclasses on a wide range of subjects, presentations on digital tools, tips and advice from editors and employers, and interactive quizzes.

Jobs board

We have also listened to the needs of our current students and distance learners, who ask for support in finding their first journalism job.

We aim to position our website, which was re-launched this year, as the 'go-to' careers information service for journalism. Therefore, we launched our very own journalism jobs board to signpost opportunities including entry-level and early careers roles, apprenticeships, Community News Project vacancies and internships.

Coinciding with the jobs board, we promote listings via monthly newsletters to those currently studying on NCTJ-accredited courses, plus those studying via distance learning. Opportunities are also promoted via weekly social media round-ups.



Careers guide

Now in its fourth year, our journalism careers guide 'Do you want to be a journalist?' is sent to schools and colleges across the UK.

The bumper edition, sponsored by the *Financial Times*, promotes the different training routes available and features the different paths they took into successful careers.

The guide also features easy-to-navigate listings of all NCTJ-accredited courses, which are a cut above the rest.

BBC Radio London presenter and producer Jacqueline Shepherd, who studied at News Associates in London, is this year's cover star and talks about how achieving the NCTJ Diploma in Journalism has helped her "level-up" her career.

A digital version of the guide is available on the NCTJ website.
[CLICK HERE](#)

Mobilising industry support for journalism training

The NCTJ was set up to work with and for the journalism sector, to set industry standards through our qualifications and to ensure the quality delivery of training towards those qualifications. Securing strong and ongoing industry support for our training schemes is key.

To this end, we have been delighted in the last year to see numerous industry partners taking advantage of both our standard distance learning programmes, as well as bespoke courses, which we are able to develop to meet a partner's specific needs.

The ongoing growth and development of the Journalism Skills Academy's e-learning offer has provided an opportunity for several employers – notably DC Thomson and Newsquest – to train previously unqualified new recruits on the job, working towards the Diploma in Journalism alongside learning skills in the newsroom. The Certificate in Foundation Journalism (CFJ) and, for those working towards senior reporter positions, the National Qualification in Journalism (NQJ) are available as distance learning options too. They sit alongside a wide range of short courses devised for working journalists to develop their skills in key areas.

Following the success of a pilot project in 2020-21, in the last year News UK successfully put two further groups of interns through a CFJ programme devised by the NCTJ in partnership with News Associates. There are plans to repeat the exercise in the coming year, and we are encouraging other employers to consider the CFJ as a useful gateway to apprenticeships and to the Diploma in Journalism.

We were very pleased once again in the last year to provide training to a cohort of journalists from the Mark Allen Group towards the Diploma in Magazine Journalism, a qualification specifically designed to develop the skills of those working in the magazine sector. The commitment of Mark Allen Group to the continued professional development of its employers has paid dividends over many years and we are proud to support those efforts.

In partnership with Media Trust, the NCTJ delivered a series of fourteen practical training sessions on the subject of inclusive reporting in the first half of 2021. The webinars set out to equip journalists at a wide range of news media companies – as well as freelancers – with the skills to better engage with subjects and audiences from diverse backgrounds and communities. Feedback from the sessions was very positive.

Following a break during the coronavirus pandemic, we have been delighted to secure an agreement with Sky Sports News to recommence its annual training programme for staff keen to develop their skills and progress their careers. We are also very pleased to be working with Sky Sports News on a new, bespoke Diploma in Journalism programme for new starters.

The NCTJ remains absolutely committed to working with industry partners to find solutions to their particular training and development needs – at whatever level.



NCTJ alumni Fadumo Olow reporting at Silverstone for Sky Sports



NCTJ Diversity in Journalism report launch event

Equality, diversity and inclusion

The NCTJ is committed to leading radical change in the industry to improve the diversity of newsrooms. Looking forward, we aim to do more to facilitate equality of opportunity in journalism by taking action to encourage a diverse and inclusive culture.

This was highlighted in the NCTJ's **Diversity in Journalism report**, published in May, which found ongoing issues with social class which need to be addressed as a priority.



A digital version of the report is available on the NCTJ website.
[CLICK HERE](#)

Joanne Butcher, chief executive of the NCTJ, said: "We know we need to do more and that is what we are currently debating at the NCTJ and with our partners. Expect to see greater investment and the introduction of more interventions designed to make a difference."

The report was discussed at the NCTJ's **EDI forum for employers**, which brings the media sector together to discuss and advise on the further action needed that will make a difference.

Chaired by NCTJ trustee Abu Bundu-Kamara, the forum also provides an opportunity for businesses to share and promote good practice.

In July, the NCTJ launched a best **practice guide to work experience and internships** for employers.

We have regularly argued that the existence of lengthy, unpaid – and often ad hoc – work experience placements in the media sector is both morally wrong, and can act as a barrier to entry.

Joanne Butcher said:

"Short placements are fine to see if the job is for you or to hone your skills and training. But we have to work together to stop unpaid internships: they are morally wrong, illegal and unfair. Networks and wealth should not open doors that are shut to hard work and poverty."

"We need to encourage those from all walks of life into journalism roles, take down the barriers and support people in their careers. We must place equal value on alternative, non-graduate entry points and boost recruitment and promotion from this talent pool."

We know that, for many, the costs of studying on an NCTJ-accredited course can be prohibitive. This is why the **Journalism Diversity Fund** (JDF) was set up, awarding bursaries to help with the costs of NCTJ course fees and/or living expenses while studying.



Apprentices complete a journalism bootcamp at PA Training

We are now supported financially by 26 industry partners, who have made it possible to award more than 500 bursaries since the JDF launched in 2005.

In July, five JDF alumni participated in a reporting tour of the United States, thanks to a partnership between the U.S. Embassy in London and the Journalism Diversity Fund.

Anita Langary from BBC News, Rebecca Banovic from Sky News, Thomas Grant, a reporter with the *Clydebank Post* and other Newsquest titles in Scotland, Joshua Salisbury from the *Evening Standard*, and Sophia Alexandra Hall from Classic FM spent 10 days in America, visiting sites in Washington DC, Minneapolis in Minnesota and Phoenix, Arizona.

Anita Langary said: "I want to give a massive thank you to JDF for giving me the once in a lifetime opportunity to report in the U.S. There is no denying the barriers to entry for working class ethnic minorities, but this scheme and their support removed those obstacles for me. The trip has given me invaluable tools to progress in my career and without the JDF I would not be where I am today, and for that, I will always be grateful to them."

The NCTJ has partnered with social enterprise Ability Today since 2020 to offer accessible journalism courses to aspiring journalists with disabilities and longstanding health conditions.

Students enrolled on the courses study remotely towards either the Certificate in Foundation Journalism or the Diploma in Journalism via the NCTJ's Journalism Skills Academy platform and through interactive online video classes.

Jamie Green, who is completing his diploma training with Ability Today, credits the course for helping him secure a prestigious traineeship with ITV Meridian.

He said: "I wouldn't have got to this point and got this job without Ability Today or the NCTJ. "One of the biggest attractions of the course was that you don't have to go to a certain place at a certain time. That's hard for people with disabilities."



NCTJ Awards for Excellence 2021

Clear and effective communication is a key focus for the NCTJ, and we continue to engage with stakeholders across social media, e-newsletters and in-person and online events.

We are also establishing new ways of collaborating with our audiences, including an educator panel to formalise links with NCTJ training providers, and an ambassador group to participate in a range of outreach activities.

New website

In May, the NCTJ launched a new website, which aims to improve accessibility and engagement, and offer an improved user experience.

Among the new features is a jobs board, which enables students and alumni to search for opportunities and vacancies.

The student and tutor login area has moved to the Journalism Skills Academy site, which hosts resources and will publish student exam results from 2022-23.

Student Council

Student representatives had their questions answered in a virtual Student Council event on Instagram Stories in March.

The NCTJ Student Council enables students and apprentices from across the UK to communicate their views on their journalism training, and to have their questions answered by the NCTJ team and senior editors.

Representatives from accredited courses, apprenticeships and the NCTJ's distance learning programme were asked to provide their feedback and ask questions relating to their training, the NCTJ, or journalism careers in an online survey.

Awards for Excellence

Student, trainee and apprentice journalists were honoured at the Awards for Excellence ceremony, which took place at Hallé St Peter's in Manchester on Thursday, 17 March.

The ceremony was hosted by Nick Powell, Sky Sports News presenter, who said: "The importance of journalism has been thrust into the spotlight once more through the unbelievable courage and bravery of reporters in Ukraine, risking their lives to tell the stories the world needs to know."

Journalists, employers and trainers who have gone the extra mile were also celebrated with awards to recognise achievements in innovation and diversity.

Also honoured at the ceremony was Karen Ballam, shorthand tutor at Bournemouth University, who won the Chairman's Award for her outstanding contribution to journalism training and education.

70th anniversary celebrations

To mark its platinum anniversary, the charity hosted a celebratory reception at UK Parliament in July, joined by supporters from across the media and journalism education and training.

The reception was postponed from November 2021, due to the coronavirus pandemic.

Speaking at the reception, Joanne Butcher, chief executive of the NCTJ, said: "It's heartening that our charity, in reaching this milestone anniversary, has become such an important journalism organisation that is unique in getting all sectors of the media to work together with all sectors of journalism education and training."

The future sustainability of quality public interest journalism training

Following its highly successful pilot period from 2019 to 2020, the Community News Project was expanded at the start of 2021. Meta's ongoing – and indeed increased – financial commitment to the scheme, meant that the number of community reporter roles could grow from 82 to 100, and could benefit a wider range of publishers.

The NCTJ oversaw a competitive tender process, and ultimately brought a further 14 regional publishers into the project. The quality of tender bids was very high and we were pleased to be able to extend support to several smaller, independent publishers – including the Brighton & Hove News and Congleton Chronicle – as well as bigger players in the market, such as Tindle, Iliffe and DC Thomson.

Recruitment for the new cohort of community reporters progressed very smoothly for the most part, with the project once again offering opportunities to individuals from a wide variety of backgrounds.

The impact of the reporters' work has continued to be very evident.

Naomi de Souza was one of the original community reporters, taken on by Reach Plc in 2019. She successfully completed the Diploma in Journalism and was retained in her role to work towards the National Qualification in Journalism, which she completed in March. She also won the Community News Project award at the NCTJ's Awards for Excellence, for a raft of brilliant stories.

She said: "Getting to represent unheard stories from large swathes of the city was a privilege, you have a special power to bring important stories to the forefront.

"People talk a lot about diversity in the newsroom, but you see its benefits in action on the scheme. Reporting on stories that strike at the heart of diverse communities and resonate with real people not only builds audience, but trust, which has sometimes been lost in newsrooms.

"There is nothing quite like local news, and being a part of the prestigious scheme was truly the best start to my career. I would encourage anyone thinking about it to apply."



Naomi de Souza wins the Community News Project award 2021

The NCTJ has continued in the last year to work with government and other stakeholders as part of the National Action Plan for the Safety of Journalists. In partnership with tutors on three NCTJ-accredited courses (from the universities of Portsmouth and Ulster, and Leeds Trinity University), we have developed an e-learning resource aimed at working journalists and journalism students alike. The course, to be made available for free on the Journalism Skills Academy (JSA), will offer advice on staying safe, building resilience and covering sensitive stories.

Beyond journalism safety, the JSA offers a range of other courses and resources to develop the skills needed to deliver public interest journalism – from fact-checking and media law, to shorthand and investigative techniques. The ongoing expansion of the JSA will further aid the NCTJ's work in this key area.

Professional research and skills information

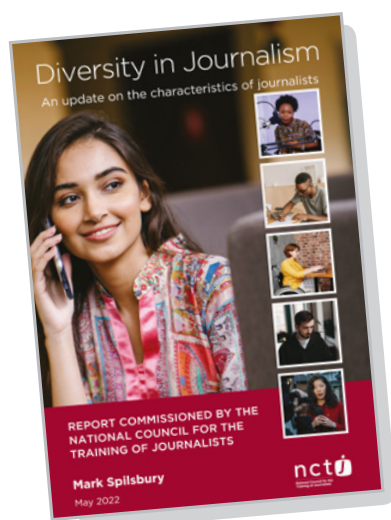
Apprentices complete a journalism bootcamp at PA Training

The NCTJ is committed to an ongoing programme of research to provide the industry with up-to-date labour market information about journalism.

Research conducted is also used to inform our current and future strategy and to help us develop our projects and services so that they benefit everyone the charity helps.

Diversity in Journalism

Now published annually, the Diversity in Journalism report 2021 was launched at an industry event in May.



The report provides a fascinating insight into the characteristics of UK journalists, and is designed to help us monitor progress and change.

It is heartening that there is good progress with gender balance, including at senior editorial levels where there had been concerns that there may be gender disparity. Progress has also been made with the employment of journalists with disabilities and health issues.

To some extent, there has been an improvement in ethnicity representation, although there is still work to be done. What is worrying is that there are clearly issues associated with promoting those from non-white ethnic groups into more senior editorial roles.

The report also identified ongoing issues with social class which need to be addressed as a priority. This is linked to journalism being a 'graduate-level' occupation with most new entrants being selected from a highly educated graduate pool.

Joanne Butcher, chief executive of the NCTJ, said: "Our research programme, including reports like this, are vital to present the facts, highlight the real issues and measure progress. It is all important that we all take action."

The continuing increase in the number of journalists working in the UK is particularly interesting. It suggests that journalism remains a positive choice for a career in terms of the availability of opportunities and competition for talent.

At the industry event, hosted by the *Financial Times*, a panel of senior editors and journalism educators discussed the key findings of the report and what action should be taken.

Mike Hill, director of the MA News Journalism course at Cardiff University, said the key to tackling socio-economic diversity was to reach out to students early.

He said: "We do a lot to attract students who could be put off by the course fees by offering bursaries.

"We also do a lot of work in the community. It's about doing more earlier, it's offering more money and it's about working with employers to get paid work experience opportunities."

Business and finance review



Although the NCTJ experienced disruption and made adaptations to its operations and activities as a result of the pandemic in 2021-22, it has continued to innovate and benefit from new ways of working and to deliver a growing range of products and services. The organisation remains financially stable and continues to invest in updating and developing new products and services to support journalists and media organisations.

Operating in a challenging media landscape and at a testing time for journalism, the charity has become one of the most significant and influential journalism-related organisations in the UK. It is a well-established and robust organisation with a well-known brand in the industry that enjoys high penetration, employer support and recognition. It works actively across digital, social, broadcast and print media and all sectors of journalism education and training.

Resources and funding

Total income to the charity was £7,690,765 and total expenditure was £8,159,532, including an accrual of £4,569,798 for publishers participating in the Community News Project. There was a net expense to the group of £468,767. After the addition of a net reduction in the value of investments of £178,597, there was a total decrease of funds amounting to £647,364. Exclusive of the Journalism Diversity Fund and the Community News Project, there was a trading surplus of £454,264.

The charity continues to work in partnership with Meta (formerly Facebook) and a further donation of £6.01m in December 2021 has extended the project to December 2023 and increased the number of publishers involved from nine to 23.

The Journalism Diversity Fund, an industry charitable fund, is managed and administered by the NCTJ as a

restricted fund. The fund fosters greater diversity in newsrooms by promoting careers in journalism and awarding bursaries to those from diverse backgrounds without the means to attend NCTJ-accredited courses. For the second year, the ambitious fundraising target of £500k has been exceeded. Donations totalling £512,709 were received from the media industry along with private donations of funds raised by the Thomas Read and Claire Prosser families. Expenditure from the fund amounted to £339,426.

The charity has a diversified approach to income generation. The principal funding sources are: donations from strategic partners; income from registrations; apprenticeships and examination fees; sales of publications and training materials; events and training courses; accreditation fees; sponsorship and donations; and investment income. With the support of sponsorship from the Google News Initiative, NCTJ has developed a Journalism Skills Academy with an e-learning platform to deliver courses and training online. With funding to develop new products and services the plan is to expand this further to provide career-long support and training to journalists, working in collaboration with the industry and other relevant organisations.

Reserves and going concern

It is the aim of the directors to maintain a level of resources which, in the opinion of the board, is commensurate with the identified needs of NCTJ. The policy is to maintain a minimum level of funds that would allow time for re-organisation and restructuring in the event of a downturn in income, protect ongoing strategic work and allow the charity to fulfil its objectives and commitments. This currently equates to £590,000.

At 30 June 2022, the group had funds totalling £3,909,617 of which unrestricted funds amounted to £2,769,981 and restricted funds of £1,139,636. Excluding restricted and designated funds, the charity currently holds free reserves of £1,300,450, including £914,974 in

a capital fund. Under the instruction of its trustees, this fund can be accessed, should the need arise, to meet the charity's obligations under the relevant conditions of recognition set by the regulators in relation to protecting the interests of learners. This ensures sufficient funds and resources are available to enable the charity to develop, deliver and award qualifications so that every learner has the opportunity to complete any qualification commenced. The directors are satisfied that the charity has adequate resources to continue in operational existence for the foreseeable future.

Risk management

The directors have assessed the major risks to which the group is exposed, in particular those related to the operations and finances of the charity and its trading subsidiary, and compliance with the regulators' conditions of recognition for awarding organisations. The importance of effective risk management operates at all levels of the organisation.

Safeguarding and whistleblowing

The charity has safeguarding and whistleblowing policies in place which reflect the services it provides and the people it supports and employs. The charity takes its responsibilities in these areas extremely seriously and requires journalism education and training centres to

have their own effective policies and procedures in place. Policies are reviewed in line with changes in policy or guidance from our regulators and other relevant bodies including the Charities Commission.

Structure, governance and decision making

The National Council for the Training of Journalists is a registered charity (No: 1026685). The training activities of the group are carried out by NCTJ Training Limited, a wholly-owned subsidiary. During the year, NCTJ Training Ltd made a charitable donation under deed of covenant of £25,021 to its holding company, The National Council for the Training of Journalists.

In common with all charities, the NCTJ exists to help create a better society. The principal objective of the charity is the provision, supervision and accreditation of journalism-related training.

The directors have the ultimate responsibility for running the charity and exercising all the powers of the council, and for its property, finances, strategy and accountability. Operations are delegated to the chief executive, who is appointed by, and reports to, the board, and her management team. Stakeholders are involved through focus groups of editors and trainers, accreditation forums and seminars, the Journalism Skills Conference and the Student Council.

Charitable contribution

Statement of accounts	2021-22	2020-21	2019-20
Incoming resources	£7,690,765	£3,855,553	£1,335,196
Expenditure	£8,159,532	£3,140,111	£3,380,043
Operating Surplus / (deficit) for the year	(£647,364)	£942,856	(£2,020,973)
Consisting of:			
Restricted fund (deficit) / surplus	(1,101,628)	£550,000	(£1,822,327)
Trading (deficit) / surplus after taxation	£454,264	£392,856	(£198,646)
Balance Sheet as at 30 June 2022			
Tangible fixed assets	£429,048	£422,159	£401,451
Investments	£914,969	£1,093,566	£866,638
Current assets	£7,577,243	£3,441,303	£2,569,912
Current liabilities	£3,733,159	£400,047	£223,876
Net current assets	£3,844,084	£3,041,256	£2,346,036
Net assets	£3,909,617	£4,556,981	£3,614,125

Notes

1. This financial information does not constitute statutory accounts within the meaning of Section 394 of the Companies Act 2006
2. Copies of the full statutory accounts are available on request

Strategic partners

The NCTJ works with partners from across the media landscape, ensuring that everything we do is informed and supported by industry.

Some partnerships are focussed on specific initiatives, such as the Community News Project. Others are built on regular training towards qualifications or bespoke skills development programmes. We always set out to create relationships that have a clear and practical purpose, befitting the particular needs of the applicable partner, and the charitable objectives of the NCTJ.

Representatives from our industry strategic partners are involved with the ongoing evolution of the NCTJ by acting as trustees of the charity or as members of boards and committees. Thanks to their expertise, media

organisations can continue to have complete confidence that the NCTJ's training programmes – for students, apprentices and working journalists – are preparing and developing journalists to meet the requirements of the modern news environment.

Some of our strategic partners make regular, financial contributions to the NCTJ, while others support the development and delivery of specific courses, deploying bespoke NCTJ training schemes to the benefit of their employees. Such partners can, where their contribution reaches an agreed threshold, benefit from discounted training courses for their staff, as well as unlimited listings on the NCTJ's online jobs board.

If you would like to find out more about becoming a strategic partner of the NCTJ, or working with us on any particular projects, we'll be glad to hear from you.

Current strategic partners:

- BBC
- DC Thomson
- Financial Times
- KM Group
- National World
- Mark Allen Group
- Midland News Association
- Newsquest Media Group
- News UK
- Reach PLC
- Sky UK



News Associates student Eve Bennett presents on Black Country Radio

Our people

Trustees

CHAIRMAN: **Kim Fletcher**, partner, Brunswick Group
Lynne Anderson, deputy CEO, News Media Association
Abu Bundu-Kamara, senior director of inclusion and diversity, Expedia
Andy Cairns, former executive editor, Sky Sports News
Alan Edmunds, group chief operating officer, Reach plc
Toby Granville, editorial director, Newsquest
Colm Murphy, head of media, film and journalism school, Ulster University
Jas Nijjar, finance and operations director, The Pace Centre
Neil O'Brien, commercial director, NLA media access
John Ryley, head of Sky News
Abbie Scott, deputy managing editor, *Financial Times*
Jo Webster, deputy global editor for visuals, Reuters
Martin Wright, editor, *Shropshire Star*

Joanne Butcher, chief executive
Chris Dunham, company secretary

Staff

Laura Adams, head of the Journalism Skills Academy
Nikki Akinola, senior diversity and inclusion co-ordinator
Joanne Butcher, chief executive
Natalie Coleman, quality and standards manager
Chris Dunham, head of finance and IT
Will Gore, head of partnerships and projects
Lyn Jones, head of qualifications
Rachel Manby, head of awarding
Laura Pilling, project manager
Alison Puttock, assessment manager
Emma Richens, assessment co-ordinator
Sarah Rix, head of marketing and communications
Emma Robinson, marketing and communications manager
Ellen Sanderson, assessment controller
Molly Shand, assessment administrator
Rachel Slater, events and training co-ordinator
Andy Summers, senior co-ordinator/developer
Sophie Talbot, finance officer and administrator

Lead consultants

Faith Lee, external quality assurance
Mark Spilsbury, research

Accreditation board

CHAIRMAN: **Abbie Scott**, deputy managing editor, *Financial Times*
Karen Ballam, shorthand chief examiner and shorthand tutor, Bournemouth University

Maria Breslin, executive digital editor, Reach plc
Tim Dawson, president, National Union of Journalists
Graham Dudman, deputy managing editor, News Associates London
Louise Hastings, managing editor, Sky News
Michelle Johnson, director of editorial, Vantage Media Group
Stephanie Marshall, head of BBC West
Ian Reeves, director of learning and teaching, University of Kent

Joanne Butcher, chief executive
Natalie Coleman, quality and standards manager
Rachel Manby, head of awarding

Journalism qualifications board

CHAIRMAN: **Laura Adams**, client editorial director, Archant
Gavin Allen, chief examiner, journalism for a digital audience
Amanda Ball, NCTJ principal examiner and chief examiner, public affairs
Karen Ballam, chief examiner, shorthand and further education representative
John Dilley, chief examiner, production journalism and practical magazine journalism
Vanessa Edwards, chief examiner, videojournalism for digital platforms
Mark Hanna, chief examiner, media law
Catherine Houlihan, chief examiner, broadcast journalism
Andy Martin, chief examiner, National Qualification in Journalism
Simon McEnnis, chief examiner, sports journalism
Rosalind McKenzie, education representative
Nick Nunn, chief examiner, essential journalism
Steve Phillips, chief examiner, press photography and photojournalism
James Porter, journalism training manager, news group partner, BBC Academy
Chris Rushton, chief examiner, PR & communications
Dan Townend, chief examiner, media law
Laurie Tucker, industry and apprenticeship representative

Quality assurance and standards committee

Michael Adkins, group editor London and Kent, Archant
Amanda Ball, NCTJ principal examiner
Sarah Cassidy, programme administrator journalism, University of Salford

Joanne Butcher, chief executive
Lyn Jones, head of qualifications
Rachel Manby, head of awarding

NATIONAL COUNCIL FOR THE TRAINING OF JOURNALISTS
(A company limited by guarantee)

DIRECTORS' REPORT AND FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 JUNE 2022

NATIONAL COUNCIL FOR THE TRAINING OF JOURNALISTS
(A company limited by guarantee)

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NATIONAL COUNCIL FOR THE TRAINING OF JOURNALISTS
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**REFERENCE AND ADMINISTRATIVE DETAILS OF THE CHARITY, ITS DIRECTORS AND ADVISERS
FOR THE YEAR ENDED 30 JUNE 2022**

Directors

Laura Adams (resigned 14 June 2022)
Gavin Allen (resigned 26 August 2021)
Lynne Anderson
Abu Bundu-Kamara
Andy Cairns
Alan Edmunds
Kim Fletcher, Chairman
Toby Granville
Colm Murphy
Jasvinder Nijjar
Neil O'Brien
John Ryley
Abbie Scott
Joanna Webster
Martin Wright

**Company registered
number** 02720630

**Charity registered
number** 1026685

Registered office

The New Granary
Station Road
Newport
Saffron Walden
CB11 3PL

Patron Alex Crawford

Company secretary Chris Dunham

Chief executive officer Joanne Butcher

Independent auditors

Peters Elworthy & Moore
Chartered Accountants
Salisbury House
Station Road
Cambridge
CB1 2LA

Investment manager

Investec Wealth and Investment
2 Gresham Street
London
EC2V 7QN

NATIONAL COUNCIL FOR THE TRAINING OF JOURNALISTS
(A company limited by guarantee)

DIRECTORS' REPORT
FOR THE YEAR ENDED 30 JUNE 2022

The directors (who are also trustees of the charity for the purposes of the Charities Act 2011) submit their annual report and audited financial statements of National Council for the Training of Journalists (the charity) for the year ended 30 June 2022.

The directors confirm that the annual report and financial statements of the charity and the group comply with current statutory requirements, the requirements of the charity's governing document and the provisions of the Statement of Recommended Practice (SORP) "Accounting and Reporting by Charities" applicable to charities preparing their accounts in accordance with Financial Reporting Standards applicable in the UK and Republic of Ireland (FRS102) (second edition October 2019).

Since the company and the group qualifies as small under section 383, the strategic report required of medium and large companies under The Companies Act 2006 (Strategic Report and Directors' Report) Regulations 2013 is not required.

OBJECTIVES AND ACTIVITIES

Principal activity

The principal activities of the group are the provision, supervision and accreditation of journalism-related training, and the directors intend to continue to develop these activities.

Business direction

The National Council for the Training of Journalists (NCTJ) has become one of the most significant and influential journalism-related organisations in the UK.

It is the standard bearer for quality trusted journalism and equality, diversity and inclusion.

A democratic society needs qualified journalists to function effectively and NCTJ provides the go-to 'gold standard' qualifications and apprenticeships for contemporary journalism.

NCTJ is operating in a challenging media landscape and at a testing time for journalism. Business models and revenue streams continue to change, media has converged and journalists are expected to have a wider range of skills and to use technological advances to enhance their journalism.

As the media and journalism have transformed, so has NCTJ. It works actively across digital, social, broadcasting and print media. It is unique in bringing together all sectors of the media and all sectors of journalism education and training.

NCTJ remains financially stable with diversified revenue streams, high impact products and services, robust, ground-breaking research and labour market information, and strong and effective leadership.

The charity is working to become more closely tied into newsrooms and to give its strategic partners and recognised education and training partners and alumni a greater stake in the organisation.

The number of journalists working in the UK has risen markedly from 78,000 in 2018 to 108,000 in 2021. The percentage of qualified journalists who have NCTJ qualifications has also increased; 81 per cent in 2018 and up from 63 per cent in 2012 and 58 per cent in 2002.

The recruitment boom, the need for greater diversity and changes in the ways the public source their news have meant that NCTJ has extended its work to promote journalism careers and to stimulate a wider range of entry routes into journalism.

The charity is committed to providing funding for training and to making a positive and demonstrable contribution

NATIONAL COUNCIL FOR THE TRAINING OF JOURNALISTS
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DIRECTORS' REPORT (CONTINUED)
FOR THE YEAR ENDED 30 JUNE 2022

to the future sustainability of public interest journalism in the UK.

NCTJ is harnessing its expertise, its supporter base and its connections to champion the need for journalism to reflect today's diverse society and the ethical base of professional journalism and its role in supporting democracy. It is securing and implementing more high-profile partnerships and projects.

The long-term commitment to instil a culture of continuing professional development for journalists is being done under the banner of the Journalism Skills Academy.

Mission

To be recognised as the industry charity for attracting, qualifying and developing outstanding journalists from all backgrounds who work to the highest professional standards.

Purpose

To provide a world-class education and training system that develops current and future journalists from all walks of life for the demands of a fast-changing media industry.

Strategies for achieving objectives

In setting objectives, the directors confirm that they have paid due attention to the charity commission guidance on public benefit and section 17 of the Charities Act 2011.

To achieve its purpose, the objectives are to:

- Offer outstanding professional qualifications which guarantee the high standards of journalism needed in the workplace and trust in journalists by the public
- Facilitate equality of opportunity in the journalism profession by taking action to encourage a diverse and inclusive culture
- Accredite high quality courses delivered by education and training providers and recognise courses of excellence
- Foster continuing professional development for journalists and journalism trainers throughout their careers
- Provide services and products that are demonstrably helpful and relevant to stakeholders

Values

The charity's strategy is based on the distinctive characteristics – the values – of the organisation. The values are:

- Fair, accessible and transparent
- Strong, sustainable growth and best use of resources
- Effective leadership, management and governance
- Equality, diversity and inclusion
- High profile, respected and influential

NATIONAL COUNCIL FOR THE TRAINING OF JOURNALISTS
(A company limited by guarantee)

DIRECTORS' REPORT (CONTINUED)
FOR THE YEAR ENDED 30 JUNE 2022

- Upholding quality, high standards and best practice
- Open, receptive and responsive to change

Priorities

- Diversify and increase resources to build the capacity and capability of NCTJ to strengthen its role and influence across all media sectors and related sectors where journalism skills are required.
- Establish the Journalism Skills Academy as the one-stop shop for journalists and journalism trainers at all stages of their careers to develop their skills and advance their knowledge.
- Maintain a progressive, flexible and inclusive framework of respected industry 'gold standard' journalism qualifications and apprenticeships that embrace digital and other developments.
- Accredite journalism courses of excellence at colleges, universities and independent providers and reward and support them to achieve the media industry's challenging performance standards.
- Provide an effective careers information service that promotes journalism careers, accredited courses and the industry's training scheme for professional journalists.
- Take more action on equality, diversity and inclusion to build a journalism workforce that widens participation so that it better reflects its audiences.
- Mobilise employers to ensure the media industry's professional training scheme produces journalists with high ethical standards to win public confidence and trust in quality journalism.
- Communicate and collaborate effectively with all target audiences to increase take-up of NCTJ products and services and to increase awareness of the NCTJ's brand values, its role, value for money, agenda-setting activities and status as a charity.
- Make a positive and demonstrable contribution to the future sustainability of quality public interest journalism in the UK.
- Provide the industry with substantive research and up-to-date skills information to develop our understanding and response to the rapidly changing market place for journalism.

IMPLICATIONS OF COVID-19

NCTJ continued to experience some disruption to its operations and activities during the year. The charity, however, was able to continue to innovate and benefit from new ways of working and to deliver key products and services. Although challenging, overall, the pandemic has been a particularly positive, productive and ground-breaking period for the charity.

The charity has adopted the following priorities and approach throughout the pandemic:

1. NCTJ's first concern is the **health, safety and well-being** of its people.
2. The needs of **learners, centres and strategic partners** must also be prioritised.
3. Although it cannot be '**business as usual**', as far as possible, NCTJ should continue with as many of its business objectives and priorities as possible.

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4. The charity's response to challenges will be **creative, proactive, positive and innovative**. The aim is to find solutions to problems and new ways of working in the interests of stakeholders and everyone the charity helps.
5. A commitment to **good communications and flexibility** is vitally important for both internal and external stakeholders.
6. The NCTJ's **financial position** must be closely monitored.

Contingency arrangements

NCTJ published its contingency policy and plans which were updated regularly to account for changes in government and regulatory guidance and decisions taken by NCTJ. Accompanying FAQs for centres and learners explained how policies applied directly to them.

Assessments were adapted or delayed rather than estimating grades or asking educators and trainers to make judgments about their candidates' professional skills and competence.

A priority for NCTJ has been to support accredited course providers to ensure there is effective remote delivery of training and assessments. Regular webinars continued to be organised for heads of journalism and course leaders, and centres and NCTJ have worked together to offer contingencies to mitigate the adverse effects of the pandemic on learners.

NCTJ continued to offer the option of remote exams to allow learners to complete their NCTJ qualifications and to progress in their careers. The costs of proctoring licences were met by the charity and not charged to centres or candidates in order to support them whilst restrictions were in place.

NCTJ's office remained open for essential activities, team meetings and training.

Regulatory considerations

As a regulated awarding organisation, NCTJ works closely with its regulators, particularly Ofqual, to inform its contingency policy for regulated qualifications and apprenticeships. During the year, NCTJ worked within the Vocational and Technical Qualifications Contingency Regulatory Framework (VCRF). This allowed the Diploma in Journalism and National Qualification in Journalism to be adapted for candidates wishing to progress to employment or senior status. The offer of remote exams fell within this definition of adaptation and supports Ofqual's policy to deliver as many results as possible to learners. NCTJ responded regularly to the regulators' consultations about policy and delivery.

Finance

The financial position of the charity remained in a strong position and allowed it to continue its investment in new projects, products and digital developments including a database management system and a new website.

The charity didn't receive any financial support from government during the pandemic. No staff were furloughed. During the year the number of assessments returned to pre-pandemic levels and there has been a return to some in-person events. All income streams have been satisfactory and costs have been managed appropriately.

Hybrid operations

The charity's adaptations to new ways of working and other changes made to its operations has resulted in many benefits and advantages that will continue. NCTJ is offering a combination of face-to-face and online meetings, courses and events, a choice of remote and in-centre exams where appropriate, new accreditation standards for hybrid and remote courses, and greater in-office and home-working flexibility. The pandemic has reduced

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paperwork, travel time and some of the charity's costs.

Summary

The trustees are satisfied with the leadership of the charity and the way it has been managed during the pandemic. They have assessed the impact on the charity's investments, operations, activities, services, fundraising, staff and volunteers. There are no pressures on the charity's finances and reserves. The short, medium and longer-term position of the charity remain under regular review.

The trustees use the charity's risk management approach to assess any uncertainties and concerns that may impact on the charity. They are satisfied that current internal controls remain robust, that there is no significant disruption to maintaining proper and effective accounting records and that increased working from home has not adversely affected the charity and is being managed appropriately.

ACHIEVEMENTS AND PERFORMANCE

Review of key activities

Diversifying and developing resources

Alongside media convergence and the broadening of entry points and career paths in journalism, NCTJ is continuing its long term commitment to diversification. This strategy includes expanding funding streams and stakeholder support, and providing a wider range of products and services. NCTJ is collaborating with other like-minded and relevant organisations to achieve more impact. The charity's closest links have been with long-standing news publishers and broadcasters. It is now facilitating partnerships with a wider range of journalism and media companies and employers of digital content creators, producers and communicators. It recognises that there are a growing number of freelance journalists that need the charity's support and NCTJ is catering for all types of journalists as well as news journalists.

Continuing professional development and the Journalism Skills Academy

Career-long support for journalists so that they can update their skills and develop their careers is a vital service NCTJ is working to provide on a much bigger scale. Given the rapid changes in journalism, particularly related to digital developments and the structural difficulties of funding journalism, and the growth in the number and types of journalists in employment, it is even more important for the charity to focus on the development of the Journalism Skills Academy (the JSA) to alleviate these pressures.

A key feature of the academy is an e-learning platform and 14 new courses have been developed during the year for a growing user-base of more than 5,500 learners with registered accounts.

Another feature of the JSA is to work with partner organisations to benefit from their expertise and to secure funding for new product development. The JSA is supported by Google News Initiative as headline sponsor. JSA partners during the year included: Ability Today; British Polling Council; Full Fact; Grantham Institute; IPSO; Leeds Trinity University; Market Research Society; Media Trust; The Migration Observatory; Ulster University; and University of Portsmouth.

Many employers invest in their training for journalists to gain a competitive advantage in the marketplace and NCTJ plays a role in supporting, delivering and supplementing in-house provision to facilitate quality journalism.

Qualifications and apprenticeships

NCTJ qualifications continue to develop in line with changes to journalism practice and the charity's diversification strategy whilst retaining the focus on core skills and professional standards. The charity's awarding organisation must also fully comply with the requirements of its regulators and maintain a positive working relationship with the Institute of Apprenticeships and Technical Education.

Work during the year included major changes to the sports journalism syllabus and assessments, updates to the

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TV news assessment day/radio coursework podcasts, changes to the journalism for a digital audience coursework, and updates to public affairs essential media law and court reporting programmes of study.

The charity continues to play a lead role in the development and assessment of journalism apprenticeships by co-ordinating the work of the media industry's 'trailblazer' and as the recognised End Point Assessment Organisation. The level 5 journalist and level 7 senior journalist apprenticeships were delivered during the year in which the diploma and/or National Qualification in Journalism (NQJ) are mandated. New broadcast and sports journalism pathways have been added to the NQJ.

Accreditation

NCTJ's risk-based approach to accreditation provides a rigorous, transparent and cost-effective system that also fosters closer collaboration between course providers, employers and NCTJ. It is based on courses meeting 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 NCTJ qualifications
4. Commitment to equality, diversity and inclusion
5. Innovation, ambition and continuous improvement
6. Employability
7. Communication, collaboration and contact

During the year, NCTJ introduced a new assessment management system and database which includes a centre log for monitoring risk.

Major updates were made to the accreditation standards. These included new standards for fully remote and hybrid training, with remote courses at the University of Portsmouth and News Associates the first to be awarded accreditation. All centres must now deliver effective resilience training so that students can be adequately supported to deal with challenging scenarios in training and assessments, and to prepare them for what they may encounter in the newsroom.

Journalism schools running accredited courses are assigned industry advisers to provide support and add value. High performing centres considered low risk have less direct intervention from NCTJ. A focus of accreditation is to help attract students to the best courses to supply the industry with a pipeline of trained and qualified talent from all walks of life and backgrounds.

The top performing courses by education and training sector based on students' results in the diploma were: Cardiff University; University of Central Lancashire; Glasgow Clyde College; and News Associates London.

NCTJ's Student Council enables students and apprentices from across the UK to communicate their views on their journalism training, and to have their questions answered by NCTJ. Reps were asked to provide their feedback and ask questions relating to their training, NCTJ or journalism careers in an online survey. Questions were answered by the NCTJ team and senior editors in a series of videos posted on Instagram Stories.

NCTJ worked with Her Majesty's Courts and Tribunals Service to support students on accredited courses gain better access to hearings. This initiative followed a survey among journalism tutors who highlighted how important it was for their students to access court hearings for their training, even if they could not attend in person. Only one in five respondents said their students had been able to access cases being heard remotely.

A seminar for heads of journalism and course leaders in March provided a welcome in-person opportunity for tutors to get together, to talk about the challenges they faced during the pandemic, to look to the future and to receive information and discuss updates from NCTJ.

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Careers information

Competition from other sectors for talent and a competitive education market have made it a priority to promote journalism careers and the importance of training to industry standards. NCTJ has been more proactive in its efforts to encourage people to consider journalism training, qualifications and careers. The charity aims for its digital platforms to be the 'go-to' careers information service for journalism. Support for relevant careers initiatives is also provided to selected external organisations.

A major development for the charity during the year was the launch of a new website and jobs board. This has comprehensive careers information and provides an opportunity for the charity's strategic partners to promote opportunities, including jobs, internships and apprenticeships to NCTJ qualified trainees and alumni.

A new edition of the careers guide, sponsored by the FT, was published during the year and showcases different routes into journalism jobs. The on-going social media campaign, #chooseNCTJ, continues to be successful in promoting accredited courses and NCTJ qualifications.

Equality, diversity and inclusion

Given the vital importance of achieving greater equality, diversity and inclusion, NCTJ is fully committed to helping address these issues for journalism and the media industry. The charity has a track record of success with the establishment, growth and achievements of the Journalism Diversity Fund (the JDF) and other projects and partnerships. It is playing a bigger role in trying to ensure journalists represent their audiences and in supporting media businesses with their efforts to recruit diverse talent and attract a greater range of voices into journalism. NCTJ facilitates a bi-annual forum for employers to come together to share practice and to advise the charity on what can be done to support them.

The JDF fosters greater diversity in the newsroom by promoting careers in journalism and awarding bursaries to those from diverse backgrounds without the financial means to attend NCTJ-accredited courses. It is managed and administered as a restricted fund. NCTJ succeeded in its ambitious fundraising target of £500k for the second year running. Repeat donations to the fund were received from NLA media access, Google News Initiative, Aziz Foundation, BBC, Bloomberg, CNN, Daily Mail and General Trust, Dow Jones, Financial Times, ITV, Insider Inc, Newsquest, News UK, PA Media, The Printing Charity, Reach, Reuters, Sky UK and Yahoo. New contributions were received from Forbes, Telegraph Group and Twitter. Donations were received for the Thomas Read bursary for journalism students with disabilities, including fundraising of more than £7,000 by the NCTJ's team, and for the Claire Prosser bursary for students studying broadcast journalism.

Five JDF alumni participated in a reporting tour of the United States, thanks to a partnership with the US Embassy in London. Anita Langary, from BBC News, Rebecca Banovic from Sky News, Thomas Grant, a reporter with the Clydebank Post and other Newsquest titles in Scotland, Joshua Salisbury from the Evening Standard, and Sophia Alexandra Hall from Classic FM spent ten days in America, visiting sites in Washington DC, Minneapolis in Minnesota and Phoenix, Arizona.

During the year, the charity extended its mentoring programmes and provided more support for the increasing number of learners with particular needs.

The charity enhanced its successful partnership with Ability Today to deliver introductory and professional level journalism courses for aspiring journalists with disabilities.

News UK works in partnership with NCTJ and News Associates to run a training scheme for unemployed young people to help them break into the media. Trainees complete six months of paid work placements and training for the Certificate in Foundation Journalism.

More than 100 students, journalists, educators and employers registered for the equality, diversity and inclusion conference hosted online in September in partnership with Bloomberg. The challenges and opportunities of covering race, how to attract early talent and develop long-lasting careers were on the agenda.

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In a bid to tackle inequality, NCTJ published a best practice guide on work experience and internships. The guide aims to end the practice of lengthy unpaid work experience and to ensure short placements are appropriate, relevant, accessible and fair.

Communication and collaboration

The charity is investing more resources in marketing and communications to promote the NCTJ brand, activities, values, and why it matters. CT Group was commissioned to help NCTJ develop a new communications strategy and action plan which is being implemented over the next two years. The appointment of a new marketing and communications manager, Emma Robinson, has enhanced the resources and capacity of NCTJ in this area of its work.

The charity staged an in-person Awards for Excellence event at Hallé St Peter's in Manchester on 17 March. A record number of entries were received across 17 categories. The headline sponsor was News UK and the host was Sky Sports News presenter Nick Powell. Attendees watched a moving report from Sky News special correspondent and NCTJ patron, Alex Crawford, reporting from Ukraine.

Karen Ballam, chief examiner for shorthand and tutor at Bournemouth University, received the chairman's award for her outstanding contribution to journalism training and education. Jem Collins won the equality, diversity and inclusion award and the University of Sheffield won the innovation award for the launch of a news project module which enabled students to run their own news organisations.

During the year, the charity continued its 70th anniversary celebrations, including the return of Oxdown to the November NQJ and culminating in a celebratory reception at the House of Lords.

Public interest journalism

During the year, the charity continued to manage and quality assure the Community News Project (CNP), a successful partnership between Meta, regional news publishers and NCTJ. Meta made a further charitable donation to extend and expand the project for an additional two years. The significant boost in funding enabled 14 new publishers to join the nine original partners and the creation of up to 100 new roles. The project aims to increase the quantity and quality of news stories in under reported communities in England, Scotland and Wales. It also aims to improve the diversity of new entrants into journalism. Community news reporters all received comprehensive training and worked towards the diploma and/or NQJ.

NCTJ supports relevant external campaigns and industry initiatives, and during the year these included Journalism Matters Week, Behind Local News, National Apprenticeship Week, International Women's Day and National Careers Week.

Research and publications

The charity's on-going investment in professional research continued with the publication of a new edition of its annual report on diversity in journalism, examining the characteristics of journalists in the UK. The research, authored by NCTJ research consultant Mark Spilsbury, was based on 2021 Labour Force Survey data and was launched at an industry event hosted for NCTJ by the FT at its London office in May.

During the year, NCTJ conducted several consultations with industry to provide guidance on changing skills needs and to inform accreditation policy and the structure and content of industry qualifications. This work included a survey of 60 employers of journalists in the media about the importance of shorthand. Although only 18 per cent regarded shorthand as not being important, there was a clear divergence of views between sectors, organisations and individuals.

In partnership with Oxford University Press, NCTJ published the 26th edition of McNae's Essential Law for Journalists, co-edited by Mark Hanna and Sian Harrison. Doughty Street Chambers hosted the book launch at its office in London and Heather Rogers QC, a leading specialist in media law and information, gave the keynote address and spoke about the changing nature of open justice.

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Performance

The results are summarised as follows:

Total income to the charity was £7,690,765 (2021: £3,855,553) and total expenditure was £8,159,532 (2021: £3,140,111), including an accrual of £4,569,798 relating to the commitment made under individual publisher agreements for the Community News Project.

The net expense to the group, before investment gains, amounted to £468,767 (2021: £715,442 net income). Together with net realised and unrealised reductions on investments amounting to £178,597 (2021: gain £226,928) this produced a total decrease in funds of £647,364 (2021: increase of £942,856).

Income generated from the Diploma in Journalism was lower than in 2021, but above pre-pandemic levels, at £479,117 (2021: £523,899). Income in 2021 included revenue from exams cancelled, postponed and deferred in 2020 due to the pandemic.

Income from the National Qualification in Journalism was £32,137 (2021: £30,266) and 104 (2021: 87) trainees sat the exams.

114 Certificate in Foundation Journalism candidates submitted 487 unit assessments during the year (2021: 132 candidates submitted 495 unit assessments).

1,163 (2021: 1,305) journalism students enrolled on NCTJ-accredited courses during the year; this is a return to pre-pandemic levels.

At the end of June 2022 there were 35 (2021: 36) centres approved to run accredited journalism courses across the UK. Income from accreditation was £35,545 (2021: £34,433).

42 (2020: 42) training courses were run during the year. These courses and revenue from training partnerships and newly created online courses generated income of £139,369 (2021: £113,836).

Revenue from events was £6,240 (2021: £8,250).

There were 481 entries in the Awards for Excellence (2020: 417).

Sales of distance learning courses and the sale of books and digital materials were £190,214 (2021: £201,947).

68 (2021: 63) trainee journalists were registered for the NQJ during the year. Income from registrations was £5,985 (2021: £4,949).

102 (2021: 61) apprentices were registered during the year. Income from apprenticeships was £64,539 (2021: £59,235).

Income from strategic partners was £59,500 (2021: £58,000).

Sponsorship income was £77,254 (2021: £66,787). This included part of funds committed by Google UK to be utilised between April 2021 and December 2022 to further develop and promote the Journalism Skills Academy.

Total donations to the Journalism Diversity Fund were £512,709 (2021: £500,331) with expenditure of £339,426 (2021: £442,722) giving a net increase to the fund of £173,799 after the allocation of investment income of £516.

During the year, 48 bursaries from the Journalism Diversity Fund were awarded to students studying NCTJ-accredited courses (2021: 60).

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In January 2019, a donation of £4.6m (US \$6m) was made by Meta to finance the Community News Project for two years, with a further donation of £2.18m (US \$3m) received in December 2020 to extend the project for a year. In December 2021, Meta made two further donations each of US \$4m, a total of £6.01m, to fund the project to the end of 2023.

In 2022, £1,834,058 (2021: £1,404,480) was paid to 23 publishers (2021: 9 publishers), of which £544,137 related to the latest tranche of funding. A further accrual of £4,569,798 was made at the year-end to reflect the total commitment of £5,113,935 made between NCTJ and the 23 publishers for funding due in the remainder 2022 and 2023. This leaves the restricted fund with a balance of £688,281 after the allocation of total investment income of £26,901. There is a designated fund held by the charity to deliver the project up to the end of 2023. Expenditure from this fund in the year amounted to £278,240 (2021 £232,308) leaving a balance, after investment income, of £1,097,962.

At the end of June 2022, 90 community news reporters were working in their roles; a total number of 205 reporters have been recruited since the project began. Of the 90 reporters, 56 per cent fall within one or more of the categories designated as diverse.

FINANCIAL REVIEW

Going concern

The directors are satisfied that the charity has adequate resources to continue in operational existence for the foreseeable future. For this reason, they continue to adopt the going concern basis in preparing the financial statements. Further details regarding the adoption of the going concern basis can be found in the accounting policies.

Investment policy and performance

Under the memorandum and articles of association, NCTJ has the power to make investments in such securities, property and other investments as the directors see fit.

The portfolio is invested with the advice of Investec Wealth & Investment Ltd and the directors are satisfied with its overall performance in the current market conditions.

Funding

NCTJ has adopted a diversified approach to income generation. The principal funding sources are: donations from strategic partners; income from registrations; apprenticeship and examination fees; sales of publications and training materials; events and training courses; accreditation fees; donations to the Journalism Diversity Fund; sponsorship and donations; and investment income.

The charity's strategic partners help the charity to innovate, build capacity and ensure it has the resources and support to make a difference in the areas where help is needed most. NCTJ's team is working to increase the number and value of the stakeholders involved.

The directors have given due consideration to the fundraising regulations and their duties and responsibilities as trustees. During the year, NCTJ did not fundraise from the public and did not engage the services of professional fundraisers or third-party agencies

Reserves policy

It is the aim of the directors to generate surpluses sufficient to maintain a level of resources which, in the opinion of the board, is commensurate with the identified needs of NCTJ. Directors will continue to monitor the future allocation of investments in line with the charity's reserves policy and development strategy.

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The policy is to maintain a minimum level of funds equal to four months of overhead expenditure and six months' salary costs. This currently equates to c£590,000 and would allow time for a re-organisation/restructure in the event of a downturn in income, protect ongoing strategic work and allow the charity to fulfil its objectives and commitments.

At 30 June 2022, the group had funds totalling £3,909,617 (2021: £4,556,981) of which unrestricted funds amounted to £2,769,981 (2021: £2,315,717) and restricted funds of £1,139,636 (2021: £2,241,264).

An analysis and purposes of the funds are shown in note 19 to the accounts.

Excluding restricted and designated funds, the charity currently holds free reserves of £1,300,450. After allowing for funds of £50,401 held in its subsidiary, NCTJ Training Ltd, it leaves a balance of £1,250,048, well in excess of the minimum requirement set in its policy. A proportion of this fund, £334,470, was accumulated in 2010 through the extraordinary repayment following the closure of a final salary pension scheme. The fund was further boosted by the exceptional growth in its investment portfolio during previous financial years. The charity has undertaken increased levels of research and development and has invested in enhancing its products and services to meet changing skills needs. It is well placed to continue to meet the changing requirements of both future journalists and industry skills.

PLANS FOR FUTURE PERIODS

NCTJ has a strategy and an action plan of priorities with performance indicators and risk assessments. There are supplementary strategies for qualifications, accreditation, the JSA, research, communications and equality, diversity and inclusion.

The overall strategy for the next year will focus on the priorities agreed by the trustees and will continue the work to ensure NCTJ has the expertise, support, products and resources to operate effectively as an industry charity for all media sectors and journalists. The current strategy and plan aim for NCTJ to be:

- A fully converged professional organisation supported and funded by all the leading media organisations
- The first choice 'gold standard' for professional, high quality journalism careers, courses, continuing professional development, apprenticeships and qualifications
- Focused on its charitable activities and generating income streams to pay for these activities
- Known for the action taken and the partnerships developed to promote equality, diversity and inclusion
- Recognised for acting in the best interests of trusted quality journalism, continually evolving and adapting products and services in response to change
- High profile with wider public recognition
- Responsible for accrediting and promoting quality, innovative journalism training and careers
- Successful in developing partnerships and projects to sustain quality public interest journalism

The charity continues to review and update its five-year development strategy to reflect its latest research findings, changes to journalism and the impact of the pandemic and economic uncertainty.

The directors remain focussed on the need to manage expenditure appropriately and in line with its charitable objectives.

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For the year ahead, the directors have identified the following areas for further investment to take the charity to the next stage of its development:

1. Implementation of a new two-year marketing and communications strategy and plan, including a focus on public affairs.
2. Growth and development of the Journalism Skills Academy, including the appointment of a senior editorial manager to lead the academy for the next two years.
3. A greater emphasis on equality, diversity and inclusion with a priority to provide thought leadership and take action on the issue of social mobility that was highlighted in the charity's research report.
4. Action to increase the supply, recruitment and retention of trained and qualified journalists.
5. A business and marketplace review of NCTJ's awarding organisation.
6. Further research projects to provide detailed labour market information for NCTJ and its stakeholders.

STRUCTURE, GOVERNANCE AND MANAGEMENT

Constitution

NCTJ is registered as a charitable company limited by guarantee and was incorporated by trust deed on 5 June 1992.

The charity is constituted under a trust deed dated 5 June 1992 and is a registered charity number 1026685.

The principal object of the charity is the provision, supervision and accreditation of journalism-related training, and the directors intend to continue to develop these activities.

Method of appointment or election of directors

New directors are recommended and appointed by the directors. Nominations are vetted carefully and considerations include skills and experience, representation of stakeholders, eligibility and conflicts of interest.

The chairman and chief executive are responsible for the induction and training of new directors and formal training is available covering the role of a trustee, governance, finance, chairing committees and board leadership.

The number of directors is not subject to any maximum but is not less than three. A director's term of office is normally for at least three years and a period of up to nine years. Thereafter the term of office of individual directors will be reviewed and may be extended further by the directors if it is in the interests of the charity.

Key management personnel and remuneration policy

Members of the senior management team during the year were: the chief executive; the head of finance and IT; the head of quality and assessment; the head of partnerships and projects; and the head of qualifications. Total costs for the year amounted to £479,646 (2020: £402,182).

NCTJ recognises that motivated staff are vital to the success of the organisation. NCTJ is committed to a policy that rewards and recognises staff both formally and informally, and in financial and non-financial ways.

Arrangements are in place to recognise company, team and individual achievements and to celebrate success.

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NCTJ wants its staff to feel that, in return for high performance and meeting objectives, it is a great place to work and that their contributions make a difference and are appreciated.

NCTJ approach to reward and recognition is based on the general principles of:

- Fairness, integrity, value and equality of opportunity
- Support for job and career development
- Training, mentoring and coaching
- A team culture of openness, trust and support combined with individual responsibility and measurable performance
- Leadership and management effectiveness
- Effective communication

All staff have agreed job descriptions, 'smart' objectives and regular reviews. There are shared and understood company values, objectives and priorities.

The reward and governance committee (RGC) is a sub-committee of the board (previously the reward and recognition committee), appointed by the directors, which meets twice a year to approve remuneration and reward arrangements and to consider nominations for trustees and other governance matters. Meetings are chaired by the chairman or vice-chairman, with at least two other directors present. During the year, the committee awarded some ex-gratia payments to staff for their outstanding performance, their on-going commitment during the pandemic and to help with the increase in the cost of living.

Safeguarding and whistleblowing

The charity has safeguarding and whistleblowing policies in place which reflect the services it provides and the people it supports and employs. The charity takes its responsibilities in these areas extremely seriously and requires journalism education and training centres to have their own effective policies and procedures in place. Policies are reviewed in line with changes in policy or guidance from our regulators and other relevant bodies including the Charities Commission.

Organisational structure and decision making

The directors have the ultimate responsibility for running the charity and exercising all the powers of the council, and, in particular, for its property, finances, strategy and accountability. Operations are delegated to the chief executive, who is appointed by, and reports to, the board, and her management team. Stakeholders are involved through focus groups of editors and trainers, accreditation forums and seminars/webinars, events, the EDI employers' forum and the Student Council.

The charity's professional awarding organisation function, including apprenticeship end-point assessments, is recognised in England by Ofqual, the Office of the Qualifications and Examinations Regulator. In Northern Ireland the regulator is the Council for the Curriculum, Examinations and Assessment, and in Wales it is Qualifications Wales.

The directors provide external guidance, advice and oversight for NCTJ staff and examiners in relation to the charity's activities as an awarding organisation. Their purpose is to ensure the maintenance of the credibility and relevance of NCTJ qualifications and awards. The directors oversee the annual self-evaluation process for monitoring compliance with the regulators' conditions of recognition and submit annual statements of

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compliance. The journalism qualifications board reports to the board of directors to provide external guidance, advice and oversight of NCTJ syllabuses, examinations and awards. The chairman of the quality assurance and standards committee is the independent arbiter of NCTJ awards and the committee oversees the work of the principal examiner and chief examiners. The committee publishes its annual report in December. There is an independent ombudsman, Sir Clive Jones, to rule on final stage appeals.

The accreditation board develops and implements the industry standard for accrediting pre-entry journalism training courses. It plays an important role in monitoring centres and managing risk.

The Journalism Diversity Fund is managed by an advisory committee appointed by the directors. Members of the committee include representatives from companies that make financial contributions for the awarding of bursaries.

To manage potential conflicts of interest, the Community News Project is overseen by a sub-committee of the board.

The finance and audit committee is a sub-committee of the NCTJ board. This ensures sufficient time and expertise is dedicated to scrutiny and oversight of the accounts, the annual audit, the charity's investments and financial policies and controls, the financial management of larger-scale projects, plans for further growth, effective risk management and compliance.

NCTJ has agreed terms of reference for directors and all its subsidiary boards and committees. These are reviewed annually to ensure good governance and best practice. The directors' terms of reference cover the organisation's purpose and structure, responsibilities, membership of the board, meetings and decision-making protocol.

NCTJ's patron, Alex Crawford, assists the charity in the achievement of its mission and objectives. The patron is the person who most embodies the values of journalism that journalists respect and adhere to. In her role as patron, Alex is giving talks, running workshops, writing articles, helping with fundraising events and doing all she can to highlight the importance of professional journalism and to promote the NCTJ's values.

NCTJ uses the Charity Governance Code to support its commitment to continuous improvement. The directors recognise that as a charity that is growing and changing, NCTJ needs to regularly review its performance and practice. This ensures the organisation has a clear purpose, strategic leadership, integrity, sound decision-making, risk and control, board effectiveness, diversity, and openness and accountability.

Related party relationships

The trading activities of the group are carried out by NCTJ Training Limited, a wholly-owned subsidiary. NCTJ Training Limited, providing it has sufficient reserves, has undertaken to pass all its taxable profits to the holding company under deed of covenant.

The trustees have noted and applied the Charity Commission's guidance for charities with close links with non-charitable organisations, including ownership of trading subsidiaries. The NCTJ's relationship with NCTJ Training Ltd is considered to be crucial in helping the charity deliver its charitable purpose for the public benefit. The charity controls how NCTJ Training Ltd spends funds and uses resources. The trustees understand the purpose of its trading company and they ensure the connection is always in the charity's best interests. The trading company must uphold the reputation of the charity and there must be no private benefit from the company for those connected with the charity.

The charity is precluded by its memorandum and articles of association from the payment of dividends.

NATIONAL COUNCIL FOR THE TRAINING OF JOURNALISTS
(A company limited by guarantee)

DIRECTORS' REPORT (CONTINUED)
FOR THE YEAR ENDED 30 JUNE 2022

People with significant control

The directors have considered the rules concerning people with significant control (PSC). They have concluded there is no PSC; all the trustees are responsible collectively and no single individual has a controlling interest.

Risk management

The directors have assessed the major risks to which the group is exposed, in particular, those related to the operations and finances of the charity and its trading subsidiary, and compliance with the regulators' conditions of recognition for awarding organisations.

The importance of effective risk management operates at all levels of the organisation. The directors are responsible for managing risk at a strategic level and monitor risk on a quarterly basis. The chief executive and management team have primary responsibility for managing risk at an operational level and building a risk awareness culture within the organisation. Individuals and teams are responsible for identifying and managing risk on a day-to-day basis.

The risk analysis is undertaken in core areas under the following categories:

- **Strategic** – these concern the long-term strategic objectives of NCTJ.
- **Operational** – these concern the day-to-day issues that may occur while delivering services and products.
- **Financial** – these concern the effective management and control of NCTJ's finances.
- **Knowledge** – these concern the effective management and control of knowledge resources, communication and intellectual property.
- **Compliance** – these concern issues such as health and safety, data protection, regulatory issues or environmental issues.

The key risks identified and monitored by the organisation during the year relate to:

Impact of the pandemic and economic uncertainty: adaptations to the activities and operations of the charity; the economic and structural challenges to the media industry; the uncertainties in the education and training marketplace; reputational damage caused by the actions of the charity's regulator(s); and rising inflation and increasing costs. Actions taken to mitigate the impact of the pandemic are described above and the finance and audit committee is monitoring any notable increases in costs and expenditure.

Sufficient skilled staff and management to deliver objectives: this has a potential impact on productivity and the ability to deliver services. Actions taken to mitigate this have been the continued employment of staff to manage the Community News Project, the appointment of staff and the allocation of extra resources to cover the increase in the charity's work on marketing and communications, equality, diversity and inclusion, and the Journalism Skills Academy. Extra resources have been allocated for the exams administration team during the pandemic and the introduction of new exams systems. The charity is succession planning to alleviate the pressures of staff churn and planning ahead for retirements, provision of maternity cover, training, development and multi-skilling of staff.

Adherence to operational procedures and meeting quality assurance levels and standards.

Actions taken to mitigate these involve staff training and communication of policies and procedures through meetings and communications with key stakeholders and the use of external consultants.

IT, potentially impacting on productivity and delivery of services. Strong contingency measures are in place

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DIRECTORS' REPORT (CONTINUED)
FOR THE YEAR ENDED 30 JUNE 2022

to minimise any impact, with full data back-up in multiple offsite locations.

The directors are satisfied that systems and procedures are in place to mitigate these risks.

CHARITABLE CONTRIBUTIONS

NCTJ Training Limited made a profit of £57,965 before tax (2021: £170,274); during the year NCTJ Training Limited made a charitable donation of £25,021 (2021: £163,252) under deed of covenant to its holding company, National Council for the Training of Journalists.

DIRECTORS' RESPONSIBILITIES STATEMENT

The directors (who are also directors of National Council for the Training of Journalists for the purposes of company law) are responsible for preparing the directors' report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company law requires the directors to prepare financial statements for each financial year. Under company law the directors must not approve the financial statements unless they are satisfied that they give a true and fair view of the state of affairs of the charitable company and the group and of the income and expenditure of the charitable group for that period. In preparing these financial statements, the directors are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgments and accounting estimates that are reasonable and prudent;
- state whether applicable UK Accounting Standards have been followed, subject to any material departures disclosed and explained in the financial statements;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable group will continue in operation.

The directors are responsible for keeping adequate accounting records that are sufficient to show and explain the charitable company and the group's transactions and disclose with reasonable accuracy at any time the financial position of the charitable group and enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the charitable company and the group and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities. The directors are responsible for the maintenance and integrity of the corporate and financial information included on the charitable group's website. Legislation in the United Kingdom governing the preparation and dissemination of financial statements may differ from legislation in other jurisdictions.

DISCLOSURE OF INFORMATION TO AUDITOR

So far as each of the directors is aware at the time the report is approved:

- there is no relevant audit information of which the company and the group's auditors are unaware, and
- the directors have taken all steps that they ought to have taken to make themselves aware of any relevant audit information and to establish that the auditors are aware of that information.

Approved by order of the members of the board of Directors and signed on their behalf by:

.....
Kim Fletcher, Chairman

NATIONAL COUNCIL FOR THE TRAINING OF JOURNALISTS
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**INDEPENDENT AUDITORS' REPORT TO THE MEMBERS OF NATIONAL COUNCIL FOR THE TRAINING
OF JOURNALISTS**

OPINION

We have audited the financial statements of National Council for the Training of Journalists (the 'parent charitable company') and its subsidiaries (the 'group') for the year ended 30 June 2022 which comprise the consolidated statement of financial activities, the consolidated balance sheet, the charity balance sheet, the consolidated statement of cash flows and the related notes, including a summary of significant accounting policies. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards, including Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' (United Kingdom Generally Accepted Accounting Practice).

In our opinion the financial statements:

- give a true and fair view of the state of the Group's and of the parent charitable company's affairs as at 30 June 2022 and of the Group's incoming resources and application of resources, including its income and expenditure for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and
- have been prepared in accordance with the requirements of the Companies Act 2006 and the Charities Act 2011.

BASIS FOR OPINION

We conducted our audit in accordance with International Standards on Auditing (UK) (ISAs (UK)) and applicable law. Our responsibilities under those standards are further described in the Auditors' responsibilities for the audit of the financial statements section of our report. We are independent of the Group in accordance with the ethical requirements that are relevant to our audit of the financial statements in the United Kingdom, including the Financial Reporting Council's Ethical Standard, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

CONCLUSIONS RELATING TO GOING CONCERN

In auditing the financial statements, we have concluded that the Directors' use of the going concern basis of accounting in the preparation of the financial statements is appropriate.

Based on the work we have performed, we have not identified any material uncertainties relating to events or conditions that, individually or collectively, may cast significant doubt on the Group's or the parent charitable company's ability to continue as a going concern for a period of at least twelve months from when the financial statements are authorised for issue.

Our responsibilities and the responsibilities of the Directors with respect to going concern are described in the relevant sections of this report.

NATIONAL COUNCIL FOR THE TRAINING OF JOURNALISTS
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**INDEPENDENT AUDITORS' REPORT TO THE MEMBERS OF NATIONAL COUNCIL FOR THE TRAINING
OF JOURNALISTS (CONTINUED)**

OTHER INFORMATION

The other information comprises the information included in the annual report other than the financial statements and our auditors' report thereon. The Directors are responsible for the other information contained within the annual report. Our opinion on the financial statements does not cover the other information and, except to the extent otherwise explicitly stated in our report, we do not express any form of assurance conclusion thereon. Our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the course of the audit, or otherwise appears to be materially misstated. If we identify such material inconsistencies or apparent material misstatements, we are required to determine whether this gives rise to a material misstatement in the financial statements themselves. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact.

We have nothing to report in this regard.

OPINION ON OTHER MATTERS PRESCRIBED BY THE COMPANIES ACT 2006

In our opinion, based on the work undertaken in the course of the audit:

- the information given in the Directors' report for the financial year for which the financial statements are prepared is consistent with the financial statements.
- the Directors' report has been prepared in accordance with applicable legal requirements.

MATTERS ON WHICH WE ARE REQUIRED TO REPORT BY EXCEPTION

In the light of our knowledge and understanding of the charitable company and its environment obtained in the course of the audit, we have not identified material misstatements in the Directors' report.

We have nothing to report in respect of the following matters in relation to which Companies Act 2006 requires us to report to you if, in our opinion:

- the parent charitable company has not kept adequate and sufficient accounting records, or returns adequate for our audit have not been received from branches not visited by us; or
- the parent charitable company financial statements are not in agreement with the accounting records and returns; or
- certain disclosures of Directors' remuneration specified by law are not made; or
- we have not received all the information and explanations we require for our audit; or
- the Directors were not entitled to prepare the financial statements in accordance with the small companies regime and take advantage of the small companies' exemptions in preparing the Directors' report and from the requirement to prepare a Strategic report.

NATIONAL COUNCIL FOR THE TRAINING OF JOURNALISTS
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**INDEPENDENT AUDITORS' REPORT TO THE MEMBERS OF NATIONAL COUNCIL FOR THE TRAINING
OF JOURNALISTS (CONTINUED)**

RESPONSIBILITIES OF TRUSTEES

As explained more fully in the directors' responsibilities statement, the Directors (who are also the directors of the charitable company for the purposes of company law) are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view, and for such internal control as the Directors determine is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, the Directors are responsible for assessing the Group's and the parent charitable company's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the Directors either intend to liquidate the Group or the parent charitable company or to cease operations, or have no realistic alternative but to do so.

AUDITORS' RESPONSIBILITIES FOR THE AUDIT OF THE FINANCIAL STATEMENTS

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditors' report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with ISAs (UK) will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

Irregularities, including fraud, are instances of non-compliance with laws and regulations. We design procedures in line with our responsibilities, outlined above, to detect material misstatements in respect of irregularities, including fraud. The extent to which our procedures are capable of detecting irregularities, including fraud is detailed below:

Our approach to identifying and assessing the risks of material misstatement in respect of irregularities, including fraud and non-compliance with laws and regulations, was as follows:

- the engagement partner ensured that the engagement team collectively had the appropriate competence, capabilities and skills to identify or recognise non-compliance with applicable laws and regulations;
- we identified the laws and regulations applicable to the group through discussions with Directors and other management, and from our knowledge of charity and company law and experience;
- we focused on specific laws and regulations which we considered may have a direct material effect on the financial statements or the operations of the charitable company, including the Companies Act 2006, Charities Act 2011, taxation legislation and data protection, anti-bribery and employment legislation;
- we assessed the extent of compliance with the laws and regulations identified above through making enquiries of management and inspecting legal correspondence;
- identified laws and regulations were communicated within the audit team regularly and the team remained alert to instances of non-compliance throughout the audit; and
- we reviewed the minutes of Director's meetings to identify any references to non-compliances with laws and regulations.

We assessed the susceptibility of the group's financial statements to material misstatement, including obtaining an understanding of how fraud might occur, by:

NATIONAL COUNCIL FOR THE TRAINING OF JOURNALISTS
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**INDEPENDENT AUDITORS' REPORT TO THE MEMBERS OF NATIONAL COUNCIL FOR THE TRAINING
OF JOURNALISTS (CONTINUED)**

- making enquiries of management as to where they considered there was susceptibility to fraud, their knowledge of actual, suspected and alleged fraud; and
- considering the internal controls in place to mitigate risks of fraud and non-compliance with laws and regulations.

To address the risk of fraud through management bias and override of controls, we;

- performed analytical procedures to identify any unusual or unexpected relationships;
- tested journal entries to identify unusual transactions;
- we evaluated the assumptions and judgements used by management within significant accounting estimates and assessed whether these indicated evidence of management bias; and
- performed audit work over the risk of management override of controls, including testing of journal entries and other adjustments for appropriateness, evaluating the business rationale of significant transactions outside the normal course of business and reviewing accounting estimates for bias.

In response to the risk of irregularities and non-compliance with laws and regulations, we designed procedures which included, but were not limited to:

- agreeing financial statement disclosures to underlying supporting documentation;
- reading the minutes of meetings of those charged with governance;
- enquiring of management as to actual and potential litigation and claims; and
- reviewing correspondence with relevant regulators such as the Charity Commission and the Office of Qualifications and Examinations Regulation (OFQUAL).

There are inherent limitations in our audit procedures described above. The more removed that laws and regulations are from financial transactions, the less likely it is that we would become aware of non-compliance. Auditing standards also limit the audit procedures required to identify non-compliance with laws and regulations to enquiry of the Directors and other management and the inspection of regulatory and legal correspondence, if any.

Material misstatements that arise due to fraud can be harder to detect than those that arise from error as they may involve deliberate concealment or collusion.

A further description of our responsibilities for the audit of the financial statements is located on the Financial Reporting Council's website at: www.frc.org.uk/auditorsresponsibilities. This description forms part of our auditors' report.

NATIONAL COUNCIL FOR THE TRAINING OF JOURNALISTS
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**INDEPENDENT AUDITORS' REPORT TO THE MEMBERS OF NATIONAL COUNCIL FOR THE TRAINING
OF JOURNALISTS (CONTINUED)**

USE OF OUR REPORT

This report is made solely to the charitable company's members, as a body, in accordance with Chapter 3 of Part 16 of the Companies Act 2006, and to the charitable company's trustees, as a body, Part 4 of the Charities (Accounts and Reports) Regulations 2008. Our audit work has been undertaken so that we might state to the charitable company's members those matters we are required to state to them in an auditors' report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the charitable company and its members, as a body, for our audit work, for this report, or for the opinions we have formed.

Kelly Bretherick (senior statutory auditor)

for and on behalf of

Peters Elworthy & Moore

Chartered Accountants

Statutory Auditors

Salisbury House

Station Road

Cambridge

CB1 2LA

Date:

NATIONAL COUNCIL FOR THE TRAINING OF JOURNALISTS
(A company limited by guarantee)

**CONSOLIDATED STATEMENT OF FINANCIAL ACTIVITIES (INCORPORATING INCOME AND EXPENDITURE ACCOUNT)
FOR THE YEAR ENDED 30 JUNE 2022**

	Note	Unrestricted funds 2022 £	Restricted funds 2022 £	Total funds 2022 £	Total funds 2021 £
INCOME FROM:					
Donations and legacies	3	917,020	5,640,545	6,557,565	2,725,811
Charitable activities	4	1,012,966	-	1,012,966	1,041,141
Investments	5	21,609	15,508	37,117	19,387
Other income	6	83,117	-	83,117	69,214
TOTAL INCOME		2,034,712	5,656,053	7,690,765	3,855,553
EXPENDITURE ON:					
Raising funds	7	26,302	-	26,302	20,817
Charitable activities	8	1,414,002	6,719,228	8,133,230	3,119,294
TOTAL EXPENDITURE		1,440,304	6,719,228	8,159,532	3,140,111
NET INCOME BEFORE NET (LOSSES) GAINS ON INVESTMENTS					
		594,408	(1,063,175)	(468,767)	715,442
Net (losses)/gains on investments	14	(178,597)	-	(178,597)	226,928
NET INCOME/(EXPENDITURE) BEFORE TAXATION		415,811	(1,063,175)	(647,364)	942,370
Taxation		-	-	-	486
NET INCOME/(EXPENDITURE) AFTER TAXATION		415,811	(1,063,175)	(647,364)	942,856
Transfers between funds	19	38,453	(38,453)	-	-
NET MOVEMENT IN FUNDS		454,264	(1,101,628)	(647,364)	942,856
RECONCILIATION OF FUNDS:					
Total funds brought forward	19	2,315,717	2,241,264	4,556,981	3,614,125
Net movement in funds		454,264	(1,101,628)	(647,364)	942,856
TOTAL FUNDS CARRIED FORWARD	19	2,769,981	1,139,636	3,909,617	4,556,981

The Consolidated statement of financial activities includes all gains and losses recognised in the year.

The notes on pages 29 to 59 form part of these financial statements.

NATIONAL COUNCIL FOR THE TRAINING OF JOURNALISTS
(A company limited by guarantee)
REGISTERED NUMBER: 02720630

CONSOLIDATED BALANCE SHEET
AS AT 30 JUNE 2022

	Note	2022 £	2021 £
FIXED ASSETS			
Tangible assets	13	429,048	422,159
Investments	14	914,969	1,093,566
		<u>1,344,017</u>	<u>1,515,725</u>
CURRENT ASSETS			
Stocks	15	7,383	7,592
Debtors	16	270,015	314,829
Cash at bank and in hand		7,299,845	3,118,882
		<u>7,577,243</u>	<u>3,441,303</u>
Creditors: amounts falling due within one year	17	(3,733,159)	(400,047)
NET CURRENT ASSETS		<u>3,844,084</u>	<u>3,041,256</u>
Creditors: amounts falling due after more than one year	18	(1,278,484)	-
NET ASSETS EXCLUDING PENSION ASSET		<u>3,909,617</u>	<u>4,556,981</u>
TOTAL NET ASSETS		<u><u>3,909,617</u></u>	<u><u>4,556,981</u></u>
CHARITY FUNDS			
Restricted funds	19	1,139,636	2,241,264
Unrestricted funds	19	2,769,981	2,315,717
TOTAL FUNDS		<u><u>3,909,617</u></u>	<u><u>4,556,981</u></u>

The Directors acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and preparation of financial statements.

The financial statements have been prepared in accordance with the provisions applicable to entities subject to the small companies regime.

NATIONAL COUNCIL FOR THE TRAINING OF JOURNALISTS
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REGISTERED NUMBER: 02720630

CONSOLIDATED BALANCE SHEET (CONTINUED)
AS AT 30 JUNE 2022

The financial statements were approved and authorised for issue by the Directors and signed on their behalf by:

.....
Kim Fletcher, Chairman

Date:

The notes on pages 29 to 59 form part of these financial statements.

NATIONAL COUNCIL FOR THE TRAINING OF JOURNALISTS
(A company limited by guarantee)
REGISTERED NUMBER: 02720630

CHARITY BALANCE SHEET
AS AT 30 JUNE 2022

	Note	2022 £	2021 £
FIXED ASSETS			
Tangible assets	13	381,066	380,145
Investments	14	914,970	1,093,567
		1,296,036	1,473,712
CURRENT ASSETS			
Debtors	16	140,758	358,008
Cash at bank and in hand		7,161,262	2,798,376
		7,302,020	3,156,384
Creditors: amounts falling due within one year	17	(3,460,356)	(90,572)
NET CURRENT ASSETS		3,841,664	3,065,812
Creditors: amounts falling due after more than one year	18	(1,278,484)	-
NET ASSETS EXCLUDING PENSION ASSET		3,859,216	4,539,524
TOTAL NET ASSETS		3,859,216	4,539,524
CHARITY FUNDS			
Restricted funds	19	1,139,636	2,241,264
Unrestricted funds	19	2,719,580	2,298,260
TOTAL FUNDS		3,859,216	4,539,524

The Charity's net movement in funds for the year was £(680,308) (2021 - £935,348).

The Directors acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and preparation of financial statements.

The financial statements have been prepared in accordance with the provisions applicable to entities subject to the small companies regime.

NATIONAL COUNCIL FOR THE TRAINING OF JOURNALISTS
(A company limited by guarantee)
REGISTERED NUMBER: 02720630

CHARITY BALANCE SHEET (CONTINUED)
AS AT 30 JUNE 2022

The financial statements were approved and authorised for issue by the Directors and signed on their behalf by:

.....
Kim Fletcher, Chairman

Date:

The notes on pages 29 to 59 form part of these financial statements.

NATIONAL COUNCIL FOR THE TRAINING OF JOURNALISTS
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CONSOLIDATED STATEMENT OF CASH FLOWS
FOR THE YEAR ENDED 30 JUNE 2022

	Note	2022 £	2021 £
CASH FLOWS FROM OPERATING ACTIVITIES			
Net cash used in operating activities	21	4,203,209	787,544
CASH FLOWS FROM INVESTING ACTIVITIES			
Dividends, interests and rents from investments		20,441	20,055
Purchase of tangible fixed assets		(42,687)	(38,396)
NET CASH USED IN INVESTING ACTIVITIES		(22,246)	(18,341)
CHANGE IN CASH AND CASH EQUIVALENTS IN THE YEAR		4,180,963	769,203
Cash and cash equivalents at the beginning of the year		3,118,882	2,349,679
CASH AND CASH EQUIVALENTS AT THE END OF THE YEAR	22	7,299,845	3,118,882

The notes on pages 29 to 59 form part of these financial statements

NATIONAL COUNCIL FOR THE TRAINING OF JOURNALISTS
(A company limited by guarantee)

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 JUNE 2022

1. ACCOUNTING POLICIES

1.1 Basis of preparation of financial statements

The financial statements have been prepared in accordance with the Charities SORP (FRS 102) - Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (second edition 2019), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Companies Act 2006.

National Council for the Training of Journalists meets the definition of a public benefit entity under FRS 102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy.

The consolidated statement of financial activities (SOFA) and consolidated balance sheet consolidate the financial statements of the Charity and its subsidiary undertaking. The results of the subsidiary are consolidated on a line by line basis.

The Charity has taken advantage of the exemption allowed under section 408 of the Companies Act 2006 and has not presented its own statement of financial activities in these financial statements.

No significant estimates were made by management in preparing these financial statements.

1.2 Going concern

The Directors have prepared forecasts to June 2024. Based on these forecasts, the Directors believe that the Group will have sufficient resources to meet its liabilities as they fall due for the foreseeable future and therefore continue to adopt a going concern basis in preparing the financial statements.

1.3 COMPANY STATUS

The charitable company is a company limited by guarantee. The members are the Directors named on page 1. In the event of the charity being wound up, the liability of the guarantee is limited to £1 per member.

NATIONAL COUNCIL FOR THE TRAINING OF JOURNALISTS
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NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 JUNE 2022

1. ACCOUNTING POLICIES (CONTINUED)

1.4 Income

All income is recognised once the Charity has entitlement to the income, it is probable that the income will be received and the amount of income receivable can be measured reliably.

The turnover in the trading subsidiary comprises revenue recognised in respect of training courses and examination fees. Income is recognised when the exam or course takes place.

Interest on funds held on deposit is included when receivable and the amount can be measured reliably by the charity; this is normally upon notification of the interest paid or payable by the Bank.

The recognition of income from legacies is dependent on establishing entitlement, the probability of receipt and the ability to estimate with sufficient accuracy the amount receivable. Evidence of entitlement to a legacy exists when the Charity has sufficient evidence that a gift has been left to them (through knowledge of the existence of a valid will and the death of the benefactor) and the executor is satisfied that the property in question will not be required to satisfy claims in the estate. Receipt of a legacy must be recognised when it is probable that it will be received and the fair value of the amount receivable, which will generally be the expected cash amount to be distributed to the Charity, can be reliably measured.

Income tax recoverable in relation to investment income is recognised at the time the investment income is receivable.

Other income is recognised in the period in which it is receivable and to the extent the goods have been provided or on completion of the service.

NATIONAL COUNCIL FOR THE TRAINING OF JOURNALISTS
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NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 JUNE 2022

1. ACCOUNTING POLICIES (CONTINUED)

1.5 Expenditure

Expenditure is recognised once there is a legal or constructive obligation to transfer economic benefit to a third party, it is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably.

Expenditure on raising funds includes all expenditure incurred by the Group to raise funds for its charitable purposes and includes costs of all fundraising activities events and non-charitable trading.

Expenditure on charitable activities includes expenditure associated with running the various qualifications and include both the direct and support costs relating to these activities.

Grants payable are charged in the year when the offer is made except in those cases where the offer is conditional, such grants being recognised as expenditure when the conditions attaching are fulfilled. Grants offered subject to conditions which have not been met at the year end are noted as a commitment, but not accrued as expenditure.

Management and administration costs include central functions and support costs and have been allocated to expenditure categories of the SOFA on a basis designed to reflect the use of the resource, which is in proportion to direct costs incurred.

1.6 Taxation

The Charity is considered to pass the tests set out in Paragraph 1 Schedule 6 of the Finance Act 2010 and therefore it meets the definition of a charitable company for UK corporation tax purposes. Accordingly, the Charity is potentially exempt from taxation in respect of income or capital gains received within categories covered by Chapter 3 Part 11 of the Corporation Tax Act 2010 or Section 256 of the Taxation of Chargeable Gains Act 1992, to the extent that such income or gains are applied exclusively to charitable purposes.

1.7 Tangible fixed assets and depreciation

Tangible fixed assets are initially recognised at cost. After recognition, under the cost model, tangible fixed assets are measured at cost less accumulated depreciation and any accumulated impairment losses. All costs incurred to bring a tangible fixed asset into its intended working condition should be included in the measurement of cost.

Depreciation is charged so as to allocate the cost of tangible fixed assets less their residual value over their estimated useful lives.

Depreciation is provided on the following basis:

Freehold property	-	2% straight line. Freehold land is not depreciated.
Fixtures and fittings	-	25% reducing balance and 3-4 years straight line.

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1. ACCOUNTING POLICIES (CONTINUED)

1.8 Investments

Fixed asset investments are a form of financial instrument and are initially recognised at their transaction cost and subsequently measured at fair value at the balance sheet date, unless the value cannot be measured reliably in which case it is measured at cost less impairment. Investment gains and losses, whether realised or unrealised, are combined and presented as 'Gains/(Losses) on investments' in the consolidated statement of financial activities.

Investments in subsidiaries are valued at cost less provision for impairment.

1.9 Stocks

Stocks are valued at the lower of cost and net realisable value after making due allowance for obsolete and slow-moving stocks. Cost includes all direct costs and an appropriate proportion of fixed and variable overheads.

1.10 Debtors

Trade and other debtors are recognised at the settlement amount after any trade discount offered. Prepayments are valued at the amount prepaid net of any trade discounts due.

1.11 Cash at bank and in hand

Cash at bank and in hand includes cash and short-term highly liquid investments with a short maturity of three months or less from the date of acquisition or opening of the deposit or similar account.

1.12 Liabilities and provisions

Liabilities are recognised when there is an obligation at the balance sheet date as a result of a past event, it is probable that a transfer of economic benefit will be required in settlement, and the amount of the settlement can be estimated reliably.

Liabilities are recognised at the amount that the Charity anticipates it will pay to settle the debt or the amount it has received as advanced payments for the goods or services it must provide.

Provisions are measured at the best estimate of the amounts required to settle the obligation. Where the effect of the time value of money is material, the provision is based on the present value of those amounts, discounted at the pre-tax discount rate that reflects the risks specific to the liability. The unwinding of the discount is recognised in the consolidated statement of financial activities as a finance cost.

1.13 Financial instruments

The Group only has financial assets and financial liabilities of a kind that qualify as basic financial instruments. Basic financial instruments are initially recognised at transaction value and subsequently measured at their settlement value with the exception of bank loans which are subsequently measured at amortised cost using the effective interest method.

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1. ACCOUNTING POLICIES (CONTINUED)

1.14 Pensions

The Group operates a defined contribution pension scheme and the pension charge represents the amounts payable by the Group to the fund in respect of the year.

1.15 Fund accounting

General funds are unrestricted funds which are available for use at the discretion of the Directors in furtherance of the general objectives of the Group and which have not been designated for other purposes.

Designated funds comprise unrestricted funds that have been set aside by the Directors for particular purposes. The aim and use of each designated fund is set out in the notes to the financial statements.

Restricted funds are funds which are to be used in accordance with specific restrictions imposed by donors or which have been raised by the Group for particular purposes. The costs of raising and administering such funds are charged against the specific fund. The aim and use of each restricted fund is set out in the notes to the financial statements.

2. Critical accounting estimates and areas of judgment

Estimates and judgments are continually evaluated and are based on historical experience and other factors, including expectations of future events that are believed to be reasonable under the circumstances.

Critical accounting estimates and assumptions:

The Charity makes estimates and assumptions concerning the future. The resulting accounting estimates and assumptions will, by definition, seldom equal the related actual results. The estimates and assumptions that have a significant risk of causing a material adjustment to the carrying amounts of assets and liabilities within the next financial year are discussed below.

Critical areas of judgment:

Grant Commitments – this is an area of significant judgement due to the value involved. Contracts with the publishers state the amounts NCTJ are committed to pay up to and as such the grant commitment should reflect the best estimate of the total amount payable to the publishers. Management acknowledge recruitment at the publishers is outside their control and as such it would be an arbitrary percentage based on a best guess scenario. Therefore the full liability and income from META for 2022 and 2023 has been included and recognised in the financial statements.

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3. INCOME FROM DONATIONS

	Unrestricted funds 2022 £	Restricted funds 2022 £	Total funds 2022 £	Total funds 2021 £
Sponsorship/Diversity fund	-	512,709	512,709	500,331
Other donations	-	250	250	-
Community News Project	902,459	5,113,936	6,016,395	2,187,380
In Kind income	14,561	13,650	28,211	38,100
	<u>917,020</u>	<u>5,640,545</u>	<u>6,557,565</u>	<u>2,725,811</u>
Total 2021	<u>358,307</u>	<u>2,367,504</u>	<u>2,725,811</u>	

Included within donations are gifts in kind amounting to £28,211 (2021: £38,100). Of this amount, £3,061 (2021: £27,500) relates to conferences and events, £5,000 (2021: £2,700) relates to accreditations, £5,000 relates to qualifications (2021: £nil) and £1,500 relates to board meetings (2021: £nil). The remaining £13,650 (2021: £7,900) relates to interviews and meetings.

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4. INCOME FROM CHARITABLE ACTIVITIES

	Unrestricted funds 2022 £	Total funds 2022 £	Total funds 2021 £
Strategic partners	59,500	59,500	58,000
Registrations	5,985	5,985	4,949
Short courses	139,369	139,369	113,836
NQJ	32,137	32,137	30,266
Diploma in Journalism (Prelims)	479,117	479,117	523,900
Distance learning and publications	184,122	184,122	199,682
Accreditations	35,545	35,545	34,433
Events	6,240	6,240	8,250
Apprenticeships	64,539	64,539	59,235
Conferences	3,005	3,005	-
Royalties	3,407	3,407	2,265
Qualifications development	-	-	6,325
	<u>1,012,966</u>	<u>1,012,966</u>	<u>1,041,141</u>
Total 2021	<u>1,041,141</u>	<u>1,041,141</u>	

5. INVESTMENT INCOME

	Unrestricted funds 2022 £	Restricted funds 2022 £	Total funds 2022 £	Total funds 2021 £
Investment income	19,643	-	19,643	18,342
Bank interest	1,966	15,508	17,474	1,045
	<u>21,609</u>	<u>15,508</u>	<u>37,117</u>	<u>19,387</u>
Total 2021	<u>18,564</u>	<u>823</u>	<u>19,387</u>	

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6. OTHER INCOMING RESOURCES

	Unrestricted funds 2022 £	Total funds 2022 £	Total funds 2021 £
Website advertising	150	150	-
Sponsorship income	77,830	77,830	67,480
Postage and packing income	2,452	2,452	1,734
Royalties	2,685	2,685	-
	<u>83,117</u>	<u>83,117</u>	<u>69,214</u>
Total 2021	<u>69,214</u>	<u>69,214</u>	

7. EXPENDITURE ON RAISING FUNDS

Costs of raising voluntary income

	Unrestricted funds 2022 £	Total funds 2022 £	Total funds 2021 £
Investment management fee	10,890	10,890	7,988
Publicity and advertising	15,412	15,412	12,829
	<u>26,302</u>	<u>26,302</u>	<u>20,817</u>
Total 2021	<u>20,817</u>	<u>20,817</u>	

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NOTES TO THE FINANCIAL STATEMENTS
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8. ANALYSIS OF EXPENDITURE BY ACTIVITIES

	Activities undertaken directly 2022 £	Grant funding of activities (note 9) 2022 £	Support costs 2022 £	Total funds 2022 £	Total funds 2021 £
Conferences and courses	107,399	-	283,035	390,434	352,553
Costs of exams	199,648	-	526,143	725,791	705,615
Publication costs	28,305	-	74,594	102,899	77,656
Sponsorship/diversity fund	14,329	284,227	16,067	314,623	413,097
Community News Project	148,321	6,403,855	47,307	6,599,483	1,570,373
	<u>498,002</u>	<u>6,688,082</u>	<u>947,146</u>	<u>8,133,230</u>	<u>3,119,294</u>
Total 2021	<u>512,101</u>	<u>1,794,353</u>	<u>812,840</u>	<u>3,119,294</u>	

Expenditure on charitable activities attributable to restricted funds amounted to £2,149,431 (2021: £1,818,327).

Direct costs include gifts in kind of £28,211 (2021: £38,100). Of this amount, £3,061 (2021: £27,500) relates to conferences and events, £5,000 (2021: £2,700) relates to accreditations, £5,000 relates to qualifications (2021: £nil) and £1,500 relates to board meetings (2021: £nil). The remaining £13,650 (2021: £7,900) relates to interviews and meetings.

Support costs include £16,626 (2021 - £12,880) which relates to governance costs. Directly attributable support costs have been allocated to the Community News Projects fund, the remaining support and governance costs have been allocated based on the proportion of direct costs to each activity.

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8. ANALYSIS OF EXPENDITURE BY ACTIVITIES (CONTINUED)

Analysis of direct costs

	Conferences and courses 2022 £	Cost of Exams 2022 £	Publication Costs 2022 £	Sponsorship / Diversity Fund 2022 £	Community News Project 2022 £	Total funds 2022 £	Total funds 2021 £
Staff costs	-	-	-	-	148,321	148,321	139,916
NQJ	-	25,651	-	-	-	25,651	17,399
Diploma in Journalism (Prelims)	-	165,405	-	-	-	165,405	187,140
Short courses and events	87,390	-	-	-	-	87,390	114,577
Meetings	2,128	-	-	-	-	2,128	36
Qualification development	17,881	8,592	-	-	-	26,473	20,910
Distance learning and publication costs	-	-	28,305	-	-	28,305	23,687
Sponsorship/Diversity - other direct costs	-	-	-	14,329	-	14,329	8,436
	107,399	199,648	28,305	14,329	148,321	498,002	512,101
TOTAL 2021	124,835	215,227	23,687	8,436	139,916	512,101	

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8. ANALYSIS OF EXPENDITURE BY ACTIVITIES (CONTINUED)

Analysis of support costs

	Conferences and courses 2022 £	Cost of Exams 2022 £	Publication Costs 2022 £	Sponsorship / Diversity Fund 2022 £	Community News Project 2022 £	Total funds 2022 £	Total funds 2021 £
Staff costs	202,163	375,807	53,280	16,067	-	647,317	573,862
Depreciation	9,944	18,486	2,621	-	4,748	35,799	17,688
Governance, audit, legal & consultancy	6,558	12,192	1,728	-	-	20,478	14,630
Research	5,022	9,335	1,323	-	-	15,680	7,100
Office expenses	8,511	15,822	2,244	-	-	26,577	20,753
IT costs	32,712	60,890	8,621	-	4,278	106,420	85,924
Bank charges	1,904	3,539	502	-	-	5,945	6,533
Premises expenses	8,936	16,610	2,355	-	-	27,901	24,222
Recruitment & training	2,283	4,245	602	-	10,407	17,537	13,079
Management & admin - Community News Project	-	-	-	-	27,564	27,564	9,749
Miscellaneous	5,002	9,298	1,318	-	310	15,928	26,471
Copyright expenses	-	-	-	-	-	-	12,829
	283,035	526,143	74,594	16,067	47,307	947,146	812,840
TOTAL 2021	227,718	490,388	53,969	14,788	25,977	812,840	

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9. ANALYSIS OF GRANTS

	Grants to Institutions 2022 £	Bursaries to individuals 2022 £	Total funds 2022 £	Total funds 2021 £
Bursaries to individuals	-	284,227	284,227	389,873
Grants to organisations	6,403,855	-	6,403,855	1,404,480
	<u>6,403,855</u>	<u>284,227</u>	<u>6,688,082</u>	<u>1,794,353</u>
Total 2021	<u>1,404,480</u>	<u>389,873</u>	<u>1,794,353</u>	

During the year 48 (2021: 69) bursaries were awarded to individuals.

The Group has made the following material grants to institutions during the year:

Name of institution	2022 £	2021 £
Archant	270,526	59,582
Barnsley Chronicle	70,966	15,060
Baylis Media Ltd	63,294	20,697
JPIMedia	1,169,962	300,940
KM Media Group Ltd	132,186	39,996
MNA	211,559	50,342
Newbury News & Media Ltd	56,819	20,697
Newsquest	1,637,183	376,176
Reach PLC	1,869,968	520,990
Tindle	203,716	-
DC Thomson	101,858	-
Wokingham Today	50,929	-
Higgs & Co (Holdings) Ltd	50,929	-
Annandale Observer Ltd	50,929	-
Social Spider	52,316	-
Argyll Media Ltd	50,929	-
Iliffe Media Publishing Ltd	50,929	-
OTHER GRANTS TO INSTITUTIONS (< £50,000)	308,857	-
	<u>6,403,855</u>	<u>1,404,480</u>

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GRANT COMMITMENTS

	2022 £	2021 £
Grant commitments at 1 July 2021	58,106	-
Grants committed	6,688,082	389,873
Grants paid	(2,078,972)	(331,767)
Grants withdrawn	-	-
Grant commitments carried forward	<u>4,667,216</u>	<u>58,106</u>

Grant commitments carried forward comprise of bursaries to individuals amounting to £97,418 and Community News project commitments of £4,569,797 as detailed in note 17 and 18.

10. AUDITORS' REMUNERATION

	2022 £	2021 £
Fees payable to the Charity's auditor for the audit of the Charity's annual accounts	13,900	12,955
Fees payable to the Charity's auditor in respect of: All non-audit services not included above	<u>1,260</u>	<u>1,200</u>

11. TAXATION

	Unrestricted funds 2022 £	Total funds 2022 £	Total funds 2021 £
Corporation tax payable by trading subsidiary	-	-	(486)
TOTAL 2021	<u>(486)</u>	<u>(486)</u>	

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12. STAFF COSTS

	Group 2022 £	Group 2021 £	Charity 2022 £	Charity 2021 £
Wages and salaries	703,863	610,841	347,493	299,397
Social security costs	60,366	67,094	22,351	35,738
Contribution to defined contribution pension schemes	31,409	35,843	15,722	21,432
	795,638	713,778	385,566	356,567

During the year, staff received ex-gratia payments totalling £10,080. The Trustees have made these payments to reward staff for exceptional performance.

The average number of persons employed by the Charity during the year was as follows:

	Group 2022 No.	Group 2021 No.	Charity 2022 No.	Charity 2021 No.
Management and administration	16	14	6	5

The number of employees whose employee benefits (excluding employer pension costs) exceeded £60,000 was:

	Group 2022 No.	Group 2021 No.
In the band £80,001 - £90,000	1	1
In the band £110,001 - £120,000	1	1

The key management personnel of the charity comprise the Directors, Chief Executive Officer, Head of Finance & IT, Head of Qualifications, Head of Partnerships & Projects, Head of Marketing & Communications, and Head of Awarding (2021: Directors, Chief Executive Officer, Head of Finance & IT, Head of Qualification Development, Head of Partnerships & Projects and Head of Quality & Assessment).

Total employment benefits including employer pension contributions of key management personnel were £479,646 (2021: £402,182).

During the year, no Directors of the Charity received remuneration or benefits (2021: £Nil).

During the year, the Charity paid directly or reimbursed two Trustees for expenses amounting to £114 (2021: £nil).

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13. TANGIBLE FIXED ASSETS

Group

	Freehold property £	Fixtures and fittings £	Assets under construction £	Total £
Cost				
At 1 July 2021	508,745	199,713	26,150	734,608
Additions	-	42,687	-	42,687
Disposals	-	(4,961)	-	(4,961)
Transfers between classes	-	26,150	(26,150)	-
At 30 June 2022	508,745	263,589	-	772,334
Depreciation				
At 1 July 2021	128,600	183,849	-	312,449
Charge for the year	8,575	27,223	-	35,798
On disposals	-	(4,961)	-	(4,961)
At 30 June 2022	137,175	206,111	-	343,286
Net book value				
At 30 June 2022	371,570	57,478	-	429,048
At 30 June 2021	380,145	15,864	26,150	422,159

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NOTES TO THE FINANCIAL STATEMENTS
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13. TANGIBLE FIXED ASSETS (CONTINUED)

Charity

	Freehold property £	Fixtures and fittings £	Total £
Cost			
At 1 July 2021	508,745	50,900	559,645
Additions	-	14,243	14,243
At 30 June 2022	508,745	65,143	573,888
Depreciation			
At 1 July 2021	128,600	50,900	179,500
Charge for the year	8,575	4,747	13,322
At 30 June 2022	137,175	55,647	192,822
Net book value			
At 30 June 2022	371,570	9,496	381,066
At 30 June 2021	380,145	-	380,145

Included within freehold property is freehold land at a cost of £80,000 (2021: £80,000) which is not depreciated.

14. FIXED ASSET INVESTMENTS

Group	Listed investments £
Valuation	
At 1 July 2021	1,093,566
Revaluations	(178,597)
AT 30 JUNE 2022	914,969

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14. FIXED ASSET INVESTMENTS (CONTINUED)

All investments are carried at their fair value. Investment in equities and fixed interest securities are all traded in quoted public markets, primarily in the London Stock Exchange. Holdings in common investment funds, unit trusts and open-ended investment companies are at the bid price. The basis of fair value for quoted investments is equivalent to the market value, using the bid price. Asset sales and purchases are recognised at the date of trade at cost (that is their transaction value).

The charity is operating an investment policy that provides for a degree of diversification of holdings with different common investment funds. The charity has a reasonably large fixed interest section (14%) to provide a level of income on a regular basis, although is not reliant upon this to undertake its normal activities. The remainder is invested in equities spread across the; UK (22%); Europe (4%); North America (9%); the Far East and Australasia (5%); and other international markets (46%). This helps to mitigate the impact of significant movements in exchange rates and localised economic issues affecting the value of the portfolio.

The charity does not make use of derivatives and similar complex financial instruments as it takes the view that investments are held for their longer term growth and annual income.

The charity has no material investment holdings in markets subject to exchange controls or trading restrictions.

Charity	Investments in subsidiary companies £	Listed investments £	Total £
Cost or valuation			
At 1 July 2021	1	1,093,566	1,093,567
Revaluations	-	(178,597)	(178,597)
AT 30 JUNE 2022	<u>1</u>	<u>914,969</u>	<u>914,970</u>

PRINCIPAL SUBSIDIARIES

The following was a subsidiary undertaking of the Charity:

Name	Company number	Registered office or principal place of business	Principal activity
NCTJ Training Limited	02962694	New Granary, Station Road, Newport, Saffron Walden, Essex, CB11 3PL	The provision and supervision of journalism-related training.

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14. FIXED ASSET INVESTMENTS (CONTINUED)

Class of shares	Holding	Included in consolidation
Ordinary	100%	Yes

The financial results of the subsidiary for the year were:

Name	Income £	Expenditure £	Profit/(Loss) for the year £	Net assets £
NCTJ Training Limited	1,079,513	(1,021,548)	57,965	50,402

15. STOCKS

	Group 2022 £	Group 2021 £
Finished goods and goods for resale	7,383	7,592

16. DEBTORS

	Group 2022 £	Group 2021 £	Charity 2022 £	Charity 2021 £
Due within one year				
Trade debtors	241,090	280,033	90,250	158,500
Amounts owed by group undertakings	-	-	25,021	165,502
Other debtors	3,895	4,856	3,895	4,856
Prepayments and accrued income	25,030	29,940	21,592	29,150
	270,015	314,829	140,758	358,008

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17. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	Group 2022 £	Group 2021 £	Charity 2022 £	Charity 2021 £
Trade creditors	54,121	39,802	16,205	-
Other taxation and social security	92,603	99,324	25,238	10,154
Other creditors	6,986	6,086	1,621	1,604
Accruals and deferred income	190,718	196,729	28,561	20,708
Grants accrued - individual	97,418	58,106	97,418	58,106
Accrued grants payable to organisations	3,291,313	-	3,291,313	-
	3,733,159	400,047	3,460,356	90,572

Income is received in advance of NQJ and Diploma in Journalism (Prelims) exams. These amounts are deferred to be recognised when the course or exam takes place.

	Group 2022 £	Group 2021 £
DEFERRED INCOME		
Deferred income at 1 July 2021	128,921	58,481
Resources deferred during the year	117,907	128,921
Amounts released from previous periods	(128,921)	(58,481)
Deferred income carried forward	117,907	128,921

18. CREDITORS: AMOUNTS FALLING DUE AFTER MORE THAN ONE YEAR

	Group 2022 £	Group 2021 £	Charity 2022 £	Charity 2021 £
Accrued grants payable to organisations	1,278,484	-	1,278,484	-

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**NOTES TO THE FINANCIAL STATEMENTS
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19. STATEMENT OF FUNDS

STATEMENT OF FUNDS - CURRENT YEAR

	Balance at 1 July 2021 £	Income £	Expenditure £	Transfers in/out £	Gains/ (Losses) £	Balance at 30 June 2022 £
Unrestricted funds						
Designated funds						
Property fund	380,144	-	(8,575)	-	-	371,569
Community News Project	471,827	904,374	(195,628)	(82,611)	-	1,097,962
	<u>851,971</u>	<u>904,374</u>	<u>(204,203)</u>	<u>(82,611)</u>	<u>-</u>	<u>1,469,531</u>
General funds						
Income fund	352,717	50,825	(214,553)	146,085	-	335,074
Capital fund	1,093,571	-	-	-	(178,597)	914,974
Subsidiary undertaking	17,458	1,079,513	(1,021,548)	(25,021)	-	50,402
	<u>1,463,746</u>	<u>1,130,338</u>	<u>(1,236,101)</u>	<u>121,064</u>	<u>(178,597)</u>	<u>1,300,450</u>
Total Unrestricted funds	<u>2,315,717</u>	<u>2,034,712</u>	<u>(1,440,304)</u>	<u>38,453</u>	<u>(178,597)</u>	<u>2,769,981</u>

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19. STATEMENT OF FUNDS (CONTINUED)

	Balance at 1 July 2021 £	Income £	Expenditure £	Transfers in/out £	Gains/ (Losses) £	Balance at 30 June 2022 £
Restricted funds						
Diversity fund	277,556	526,875	(314,623)	(38,453)	-	451,355
Gannett Foundation	500	250	(750)	-	-	-
Community News Project	1,963,208	5,128,928	(6,403,855)	-	-	688,281
	<u>2,241,264</u>	<u>5,656,053</u>	<u>(6,719,228)</u>	<u>(38,453)</u>	<u>-</u>	<u>1,139,636</u>
Total of funds	<u>4,556,981</u>	<u>7,690,765</u>	<u>(8,159,532)</u>	<u>-</u>	<u>(178,597)</u>	<u>3,909,617</u>

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NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 JUNE 2022

19. STATEMENT OF FUNDS (CONTINUED)

PURPOSE OF FUNDS

Designated Funds

Property fund - The fund represents the sums expended on the charity's freehold property less accumulated depreciation.

Community News Project - The fund represents the funds permitted to be used for third party administration, including training and events.

General Fund

Capital fund - The fund represents the market value of investments.

Restricted Funds

Journalism Diversity Fund - The fund is used to foster greater diversity in the newsroom by promoting careers in journalism and awarding bursaries to those from minority ethnic and social communities without the financial means to attend NCTJ pre-entry courses.

Gannett Foundation - The fund is for the sponsorship of awards.

Community News Project - The fund is designed to help diversity in local newsrooms across the United Kingdom and to support local news organisations by identifying and placing community journalists including a focus on developing a training scheme/qualification.

Transfer between funds

The transfer between restricted and unrestricted funds represents management fees charged by the charity in administering restricted funds and further sums added to the investment portfolio. The transfer from the subsidiary company represents the donation under Gift Aid.

NATIONAL COUNCIL FOR THE TRAINING OF JOURNALISTS
(A company limited by guarantee)

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 JUNE 2022

19. STATEMENT OF FUNDS (CONTINUED)

STATEMENT OF FUNDS - PRIOR YEAR

	Balance at 1 July 2020 £	Income £	Expenditure £	Taxation £	Transfers in/out £	Gains/ (Losses) £	Balance at 30 June 2021 £
Unrestricted funds							
Designated funds							
Property fund	388,719	-	(8,575)	-	-	-	380,144
Community News Project	340,622	328,239	(165,893)	-	(31,141)	-	471,827
	<u>729,341</u>	<u>328,239</u>	<u>(174,468)</u>	<u>-</u>	<u>(31,141)</u>	<u>-</u>	<u>851,971</u>
General funds							
Income fund	279,402	71,329	(232,247)	-	234,233	-	352,717
Capital fund	866,643	-	-	-	-	226,928	1,093,571
Subsidiary undertaking	9,950	1,087,658	(915,069)	486	(165,567)	-	17,458
	<u>1,155,995</u>	<u>1,158,987</u>	<u>(1,147,316)</u>	<u>486</u>	<u>68,666</u>	<u>226,928</u>	<u>1,463,746</u>
Total Unrestricted funds	<u>1,885,336</u>	<u>1,487,226</u>	<u>(1,321,784)</u>	<u>486</u>	<u>37,525</u>	<u>226,928</u>	<u>2,315,717</u>

NATIONAL COUNCIL FOR THE TRAINING OF JOURNALISTS
(A company limited by guarantee)

19. STATEMENT OF FUNDS (CONTINUED)

	Balance at 1 July 2020 £	Income £	Expenditure £	Taxation £	Transfers in/out £	Gains/ (Losses) £	Balance at 30 June 2021 £
Restricted funds							
Diversity fund	219,896	508,282	(413,097)	-	(37,525)	-	277,556
Gannett Foundation	1,250	-	(750)	-	-	-	500
Community News Project	1,507,643	1,860,045	(1,404,480)	-	-	-	1,963,208
	<u>1,728,789</u>	<u>2,368,327</u>	<u>(1,818,327)</u>	<u>-</u>	<u>(37,525)</u>	<u>-</u>	<u>2,241,264</u>
 Total of funds	 <u>3,614,125</u>	 <u>3,855,553</u>	 <u>(3,140,111)</u>	 <u>486</u>	 <u>-</u>	 <u>226,928</u>	 <u>4,556,981</u>

NATIONAL COUNCIL FOR THE TRAINING OF JOURNALISTS
(A company limited by guarantee)

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 JUNE 2022

PARENT STATEMENT OF FUNDS - CURRENT YEAR

	Balance at 1 July 2021 £	Income £	Expenditure £	Transfers in/out £	Gains/ (losses) £	Balance at 30 June 2022 £
UNRESTRICTED FUNDS						
DESIGNATED FUNDS						
Property fund	380,145	-	(8,575)	-	-	371,570
Community News Project	436,552	904,374	(241,223)	(1,740)	-	1,097,963
	<u>816,697</u>	<u>904,374</u>	<u>(249,798)</u>	<u>(1,740)</u>	<u>-</u>	<u>1,469,533</u>
GENERAL FUNDS						
Income fund	387,992	186,261	(279,373)	40,193	-	335,073
Capital fund	1,093,571	-	-	-	(178,597)	914,974
	<u>1,481,563</u>	<u>186,261</u>	<u>(279,373)</u>	<u>40,193</u>	<u>(178,597)</u>	<u>1,250,047</u>
TOTAL UNRESTRICTED FUNDS	<u>2,298,260</u>	<u>1,090,635</u>	<u>(529,171)</u>	<u>38,453</u>	<u>(178,597)</u>	<u>2,719,580</u>
RESTRICTED FUNDS						
Diversity fund	277,556	526,875	(314,623)	(38,453)	-	451,355
Gannett Foundation	500	250	(750)	-	-	-
Community News Project	1,963,208	5,128,928	(6,403,855)	-	-	688,281
	<u>2,241,264</u>	<u>5,656,053</u>	<u>(6,719,228)</u>	<u>(38,453)</u>	<u>-</u>	<u>1,139,636</u>
TOTAL OF FUNDS	<u>4,539,524</u>	<u>6,746,688</u>	<u>(7,248,399)</u>	<u>-</u>	<u>(178,597)</u>	<u>3,859,216</u>

NATIONAL COUNCIL FOR THE TRAINING OF JOURNALISTS
(A company limited by guarantee)

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 JUNE 2022

PARENT STATEMENT OF FUNDS - PRIOR YEAR

	Balance at 1 July 2020 £	Income £	Expenditure £	Transfers in/out £	Gains/ (losses) £	Balance at 30 June 2021 £
UNRESTRICTED FUNDS						
DESIGNATED FUNDS						
Property fund	388,719	-	(8,574)	-	-	380,145
Community News Project	340,622	328,239	(201,168)	(31,141)	-	436,552
	<u>729,341</u>	<u>328,239</u>	<u>(209,742)</u>	<u>(31,141)</u>	<u>-</u>	<u>816,697</u>
GENERAL FUNDS						
Income fund	279,403	331,381	(291,458)	68,666	-	387,992
Capital fund	866,643	-	-	-	226,928	1,093,571
	<u>1,146,046</u>	<u>331,381</u>	<u>(291,458)</u>	<u>68,666</u>	<u>226,928</u>	<u>1,481,563</u>
TOTAL UNRESTRICTED FUNDS	<u>1,875,387</u>	<u>659,620</u>	<u>(501,200)</u>	<u>37,525</u>	<u>226,928</u>	<u>2,298,260</u>
RESTRICTED FUNDS						
Diversity fund	219,896	508,282	(413,097)	(37,525)	-	277,556
Gannett Foundation	1,250	-	(750)	-	-	500
Community News Project	1,507,643	1,860,045	(1,404,480)	-	-	1,963,208
	<u>1,728,789</u>	<u>2,368,327</u>	<u>(1,818,327)</u>	<u>(37,525)</u>	<u>-</u>	<u>2,241,264</u>
TOTAL OF FUNDS	<u>3,604,176</u>	<u>3,027,947</u>	<u>(2,319,527)</u>	<u>-</u>	<u>226,928</u>	<u>4,539,524</u>

NATIONAL COUNCIL FOR THE TRAINING OF JOURNALISTS
(A company limited by guarantee)

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 JUNE 2022

20. ANALYSIS OF NET ASSETS BETWEEN FUNDS

ANALYSIS OF NET ASSETS BETWEEN FUNDS - CURRENT YEAR

	Unrestricted funds 2022 £	Restricted funds 2022 £	Total funds 2022 £
Tangible fixed assets	429,048	-	429,048
Fixed asset investments	914,969	-	914,969
Current assets	1,770,392	5,806,851	7,577,243
Creditors due within one year	(344,428)	(2,654,385)	(2,998,813)
Creditors due in more than one year	-	(2,012,830)	(2,012,830)
Total	2,769,981	1,139,636	3,909,617

ANALYSIS OF NET ASSETS BETWEEN FUNDS - PRIOR YEAR

	Unrestricted funds 2021 £	Restricted funds 2021 £	Total funds 2021 £
Tangible fixed assets	422,159	-	422,159
Fixed asset investments	1,093,566	-	1,093,566
Current assets	1,200,039	2,241,264	3,441,303
Creditors due within one year	(400,047)	-	(400,047)
Total	2,315,717	2,241,264	4,556,981

NATIONAL COUNCIL FOR THE TRAINING OF JOURNALISTS
(A company limited by guarantee)

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 JUNE 2022

PARENT ANALYSIS OF NET ASSETS BETWEEN FUNDS - CURRENT YEAR

	Unrestricted funds	Restricted funds	Total funds
	2022	2022	2022
	£	£	£
Tangible fixed assets	381,066	-	381,066
Fixed asset investments	914,970	-	914,970
Current assets	1,592,587	5,806,851	7,399,438
Creditors due within one year	(169,043)	(2,654,385)	(2,823,428)
Creditors due after one year	-	(2,012,830)	(2,012,830)
TOTAL	2,719,580	1,139,636	3,859,216

PARENT ANALYSIS OF NET ASSETS BETWEEN FUNDS - PRIOR YEAR

	Unrestricted funds	Restricted funds	Total funds
	2021	2021	2021
	£	£	£
Tangible fixed assets	380,145	-	380,145
Fixed asset investments	1,093,567	-	1,093,567
Current assets	915,120	2,241,264	3,156,384
Creditors due within one year	(90,572)	-	(90,572)
Creditors due after one year	-	-	-
TOTAL	2,298,260	2,241,264	4,539,524

NATIONAL COUNCIL FOR THE TRAINING OF JOURNALISTS
(A company limited by guarantee)

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 JUNE 2022**

21. RECONCILIATION OF NET MOVEMENT IN FUNDS TO NET CASH FLOW FROM OPERATING ACTIVITIES

	Group 2022 £	Group 2021 £
Net income/expenditure for the year (as per Statement of Financial Activities)	(647,364)	942,856
Adjustments for:		
Depreciation charges	35,798	17,688
Losses/(gains) on investments	178,597	(226,928)
Dividends, interests and rents from investments	(37,117)	(19,387)
(Increase)/decrease in stocks	209	(1,364)
Decrease/(increase) in debtors	61,490	(101,492)
Increase in creditors	4,611,596	176,171
Net cash provided by operating activities	4,203,209	787,544

22. ANALYSIS OF CASH AND CASH EQUIVALENTS

	Group 2022 £	Group 2021 £
Cash in hand	7,299,845	3,118,882
Total cash and cash equivalents	7,299,845	3,118,882

23. ANALYSIS OF CHANGES IN NET DEBT

	At 1 July 2021 £	Cash flows £	At 30 June 2022 £
Cash at bank and in hand	3,118,882	4,180,963	7,299,845
	3,118,882	4,180,963	7,299,845

NATIONAL COUNCIL FOR THE TRAINING OF JOURNALISTS
(A company limited by guarantee)

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 JUNE 2022

24. PENSION COMMITMENTS

EMPLOYEE PENSIONS

The charity operates a defined contribution pension scheme. The assets of the scheme are held separately from those of the charity in an independently administered fund. The pension cost for the year amounted to £21,056 (2021: £24,943). At the year end £4,273 (2021: £4,453) of both employee and employer contributions were outstanding.

EXECUTIVE PERSONAL PENSION ARRANGEMENT

NCTJ contributes to the personal pension arrangement in respect of the chief executive. The pension cost charge relating to this arrangement for the year amounted to £10,353 (2021: £10,250) and contributions of £1,621 (2021: £854) were due to the scheme at the year end.

25. OPERATING LEASE COMMITMENTS

At 30 June 2022 the Group and the Charity had commitments to make future minimum lease payments under non-cancellable operating leases as follows:

	Group 2022 £	Group 2021 £
Not later than 1 year	11,377	4,374
Later than 1 year and not later than 5 years	1,319	1,815
	12,696	6,189

26. RELATED PARTY TRANSACTIONS

During the year the charity charged its trading subsidiary a management fee of £40,820 (2021: £37,525) and rent of the premises of £24,000 (2021: £24,000).

During the year the charity was charged by its trading subsidiary for staff costs in relation to the Community News Project of £45,595 (2021: £35,275).

The trading subsidiary donated by way of deed of covenant £25,021 (2021: £163,252) to the charity. At 30 June 2022 the trading subsidiary owed the charity £25,021 (2021: £165,502).

NCTJ TRAINING LIMITED

DIRECTORS' REPORT AND FINANCIAL STATEMENTS

FOR THE YEAR ENDED 30 JUNE 2022

NCTJ TRAINING LIMITED

COMPANY INFORMATION

DIRECTORS

Lynna Anderson
Abu-Bakarr Bundu-Kamara
Joanne Butcher
Andrew Cairns
Alan Edmunds
Kim Fletcher
Toby Granville
Colm Murphy
Jasvinder Nijjar
Neil O'Brien
John Ryley
Abbie Scott
Joanna Webster
Martin Wright

COMPANY SECRETARY

Mr C Dunham

REGISTERED NUMBER

02962694

REGISTERED OFFICE

The New Granary
Station Road
Newport
Essex
CB11 3PL

INDEPENDENT AUDITORS

Peters Elworthy & Moore
Chartered Accountants & Statutory Auditors
Salisbury House
Station Road
Cambridge
CB1 2LA

BANKERS

Barclays Bank PLC
183 High Street
Epping
Essex
CB16 4BH

NCTJ TRAINING LIMITED

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Statement of Income and Retained Earnings	9
Balance Sheet	10
Notes to the Financial Statements	11 - 16
The following pages do not form part of the statutory financial statements:	
Detailed Profit and Loss Account and Summaries	17 - 19

NCTJ TRAINING LIMITED

DIRECTORS' REPORT FOR THE YEAR ENDED 30 JUNE 2022

The directors present their report and the financial statements for the year ended 30 June 2022.

PRINCIPAL ACTIVITY

The principal activity of the company is the provision and supervision of journalism-related training and the directors intend to continue to develop this activity.

DIRECTORS

The directors who served during the year were:

Lynna Anderson
Abu-Bakarr Bundu-Kamara
Joanne Butcher
Andrew Cairns
Alan Edmunds
Kim Fletcher
Toby Granville
Colm Murphy
Jasvinder Nijjar
Neil O'Brien
John Ryley
Abbie Scott
Joanna Webster
Martin Wright

The company is a wholly-owned subsidiary of the Charity, National Council for the Training of Journalists (NCTJ) and the directors' interests in the group are disclosed in the financial statements of the parent charitable company.

No rights were granted to or exercised by the directors in respect of any right to subscribe for shares in the company during the year.

CHARITABLE CONTRIBUTIONS

The company made a profit after tax of £57,965. The company has been able to gift aid £25,021 to the National Council for the Training of Journalists.

NCTJ TRAINING LIMITED

DIRECTORS' REPORT (CONTINUED) FOR THE YEAR ENDED 30 JUNE 2022

DIRECTORS' RESPONSIBILITIES STATEMENT

The directors are responsible for preparing the Directors' report and the financial statements in accordance with applicable law and regulations.

Company law requires the directors to prepare financial statements for each financial year. Under that law the directors have elected to prepare the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice), including Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland'. Under company law the directors must not approve the financial statements unless they are satisfied that they give a true and fair view of the state of affairs of the Company and of the profit or loss of the Company for that period.

In preparing these financial statements, the directors are required to:

- select suitable accounting policies for the Company's financial statements and then apply them consistently;
- make judgements and accounting estimates that are reasonable and prudent;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the Company will continue in business.

The directors are responsible for keeping adequate accounting records that are sufficient to show and explain the Company's transactions and disclose with reasonable accuracy at any time the financial position of the Company and to enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the Company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

DISCLOSURE OF INFORMATION TO AUDITORS

Each of the persons who are directors at the time when this Directors' report is approved has confirmed that:

- so far as the director is aware, there is no relevant audit information of which the Company's auditors are unaware, and
- the director has taken all the steps that ought to have been taken as a director in order to be aware of any relevant audit information and to establish that the Company's auditors are aware of that information.

NCTJ TRAINING LIMITED

DIRECTORS' REPORT (CONTINUED)
FOR THE YEAR ENDED 30 JUNE 2022

AUDITORS

The auditors, Peters Elworthy & Moore, will be proposed for reappointment in accordance with section 485 of the Companies Act 2006.

SMALL COMPANIES NOTE

In preparing this report, the directors have taken advantage of the small companies exemptions provided by section 415A of the Companies Act 2006.

This report was approved by the board and signed on its behalf.



.....
Kim Fletcher
Director

Date: 22 September 2022

NCTJ TRAINING LIMITED

INDEPENDENT AUDITORS' REPORT TO THE MEMBERS OF NCTJ TRAINING LIMITED

OPINION

We have audited the financial statements of NCTJ Training Limited (the 'Company') for the year ended 30 June 2022, which comprise the Statement of income and retained earnings, the Balance sheet and the related notes, including a summary of significant accounting policies. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards, including Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' (United Kingdom Generally Accepted Accounting Practice).

In our opinion the financial statements:

- give a true and fair view of the state of the Company's affairs as at 30 June 2022 and of its profit for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and
- have been prepared in accordance with the requirements of the Companies Act 2006.

BASIS FOR OPINION

We conducted our audit in accordance with International Standards on Auditing (UK) (ISAs (UK)) and applicable law. Our responsibilities under those standards are further described in the Auditors' responsibilities for the audit of the financial statements section of our report. We are independent of the Company in accordance with the ethical requirements that are relevant to our audit of the financial statements in the United Kingdom, including the Financial Reporting Council's Ethical Standard and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

CONCLUSIONS RELATING TO GOING CONCERN

In auditing the financial statements, we have concluded that the directors' use of the going concern basis of accounting in the preparation of the financial statements is appropriate.

Based on the work we have performed, we have not identified any material uncertainties relating to events or conditions that, individually or collectively, may cast significant doubt on the Company's ability to continue as a going concern for a period of at least twelve months from when the financial statements are authorised for issue.

Our responsibilities and the responsibilities of the directors with respect to going concern are described in the relevant sections of this report.

NCTJ TRAINING LIMITED

INDEPENDENT AUDITORS' REPORT TO THE MEMBERS OF NCTJ TRAINING LIMITED (CONTINUED)

OTHER INFORMATION

The other information comprises the information included in the Annual Report other than the financial statements and our Auditors' report thereon. The directors are responsible for the other information contained within the Annual Report. Our opinion on the financial statements does not cover the other information and, except to the extent otherwise explicitly stated in our report, we do not express any form of assurance conclusion thereon. Our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the course of the audit, or otherwise appears to be materially misstated. If we identify such material inconsistencies or apparent material misstatements, we are required to determine whether this gives rise to a material misstatement in the financial statements themselves. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact.

We have nothing to report in this regard.

OPINION ON OTHER MATTERS PRESCRIBED BY THE COMPANIES ACT 2006

In our opinion, based on the work undertaken in the course of the audit:

- the information given in the Directors' report for the financial year for which the financial statements are prepared is consistent with the financial statements; and
- the Directors' report has been prepared in accordance with applicable legal requirements.

MATTERS ON WHICH WE ARE REQUIRED TO REPORT BY EXCEPTION

In the light of the knowledge and understanding of the Company and its environment obtained in the course of the audit, we have not identified material misstatements in the Directors' report.

We have nothing to report in respect of the following matters in relation to which the Companies Act 2006 requires us to report to you if, in our opinion:

- adequate accounting records have not been kept, or returns adequate for our audit have not been received from branches not visited by us; or
- the financial statements are not in agreement with the accounting records and returns; or
- certain disclosures of directors' remuneration specified by law are not made; or
- we have not received all the information and explanations we require for our audit; or
- the directors were not entitled to prepare the financial statements in accordance with the small companies regime and take advantage of the small companies' exemptions in preparing the Directors' report and from the requirement to prepare a Strategic report.

NCTJ TRAINING LIMITED

INDEPENDENT AUDITORS' REPORT TO THE MEMBERS OF NCTJ TRAINING LIMITED (CONTINUED)

RESPONSIBILITIES OF DIRECTORS

As explained more fully in the Directors' responsibilities statement set out on page 2, the directors are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view, and for such internal control as the directors determine is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, the directors are responsible for assessing the Company's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the directors either intend to liquidate the Company or to cease operations, or have no realistic alternative but to do so.

AUDITORS' RESPONSIBILITIES FOR THE AUDIT OF THE FINANCIAL STATEMENTS

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an Auditors' report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with ISAs (UK) will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

Irregularities, including fraud, are instances of non-compliance with laws and regulations. We design procedures in line with our responsibilities, outlined above, to detect material misstatements in respect of irregularities, including fraud. The extent to which our procedures are capable of detecting irregularities, including fraud is detailed below:

Our approach to identifying and assessing the risks of material misstatement in respect of irregularities, including fraud and non-compliance with laws and regulations, was as follows:

- the engagement partner ensured that the engagement team collectively had the appropriate competence, capabilities and skills to identify or recognise non-compliance with applicable laws and regulations;
- we identified the laws and regulations applicable to the company through discussions with directors and other management, and from our knowledge of company law and experience;
- we focused on specific laws and regulations which we considered may have a direct material effect on the financial statements or the operations of the company, including the Companies Act 2006, health and safety, taxation, data protection, anti-bribery and employment legislation;
- we assessed the extent of compliance with the laws and regulations identified above through making enquiries of management and inspecting legal correspondence;
- identified laws and regulations were communicated within the audit team regularly and the team remained alert to instances of non-compliance throughout the audit; and
- we reviewed the minutes of directors' meetings to identify any references to non-compliances with laws and regulations.

We assessed the susceptibility of the company's financial statements to material misstatement, including obtaining an understanding of how fraud might occur, by:

- making enquiries of management as to where they considered there was susceptibility to fraud, their knowledge of actual, suspected and alleged fraud; and

NCTJ TRAINING LIMITED

INDEPENDENT AUDITORS' REPORT TO THE MEMBERS OF NCTJ TRAINING LIMITED (CONTINUED)

- considering the internal controls in place to mitigate risks of fraud and non-compliance with laws and regulations.

To address the risk of fraud through management bias and override of controls, we;

- performed analytical procedures to identify any unusual or unexpected relationships;
- tested journal entries to identify unusual transactions;
- we evaluated the assumptions and judgements used by management within significant accounting estimates and assessed whether these indicated evidence of management bias; and
- performed audit work over the risk of management override of controls, including testing of journal entries and other adjustments for appropriateness, evaluating the business rationale of significant transactions outside the normal course of business and reviewing accounting estimates for bias.

In response to the risk of irregularities and non-compliance with laws and regulations, we designed procedures which included, but were not limited to:

- agreeing financial statement disclosures to underlying supporting documentation;
- reading the minutes of meetings;
- enquiring of management as to actual and potential litigation and claims; and
- reviewing correspondence with relevant regulators, such as the Office of Qualifications and Examinations Regulation (OFQUAL).

There are inherent limitations in our audit procedures described above. The more removed that laws and regulations are from financial transactions, the less likely it is that we would become aware of non-compliance. Auditing standards also limit the audit procedures required to identify non-compliance with laws and regulations to enquiry of the directors and other management and the inspection of regulatory and legal correspondence, if any.

Material misstatements that arise due to fraud can be harder to detect than those that arise from error as they may involve deliberate concealment or collusion.

A further description of our responsibilities for the audit of the financial statements is located on the Financial Reporting Council's website at: www.frc.org.uk/auditorsresponsibilities. This description forms part of our Auditors' report.

NCTJ TRAINING LIMITED

INDEPENDENT AUDITORS' REPORT TO THE MEMBERS OF NCTJ TRAINING LIMITED (CONTINUED)

USE OF OUR REPORT

This report is made solely to the Company's members, as a body, in accordance with Chapter 3 of Part 16 of the Companies Act 2006. Our audit work has been undertaken so that we might state to the Company's members those matters we are required to state to them in an Auditors' report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the Company and the Company's members, as a body, for our audit work, for this report, or for the opinions we have formed.



Kelly Bretherick (Senior Statutory Auditor)

for and on behalf of
Peters Elworthy & Moore

Chartered Accountants
Statutory Auditors

Salisbury House
Station Road
Cambridge
CB1 2LA

Date: 8 December 2022

NCTJ TRAINING LIMITED

**STATEMENT OF INCOME AND RETAINED EARNINGS
FOR THE YEAR ENDED 30 JUNE 2022**

	Note	2022 £	2021 £
Turnover		998,106	1,017,885
Cost of sales		(314,447)	(322,861)
GROSS PROFIT		683,659	695,024
Administrative expenses		(707,101)	(594,523)
Other operating income		81,387	69,745
OPERATING PROFIT		57,945	170,246
Interest receivable and similar income		20	28
PROFIT BEFORE TAX		57,965	170,274
Tax on profit	4	-	486
PROFIT AFTER TAX		57,965	170,760
Retained earnings at the beginning of the year		17,457	9,949
		17,457	9,949
Profit for the year		57,965	170,760
Deed of Covenant		(25,021)	(163,252)
RETAINED EARNINGS AT THE END OF THE YEAR		50,401	17,457
The notes on pages 11 to 16 form part of these financial statements.			

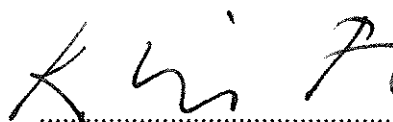
NCTJ TRAINING LIMITED
REGISTERED NUMBER: 02962694

BALANCE SHEET
AS AT 30 JUNE 2022

	Note	2022 £	2021 £
FIXED ASSETS			
Tangible assets	5	47,982	42,014
		<u>47,982</u>	<u>42,014</u>
CURRENT ASSETS			
Stocks		7,383	7,592
Debtors: amounts falling due within one year	6	154,278	122,323
Cash at bank and in hand	7	138,583	320,506
		<u>300,244</u>	<u>450,421</u>
Creditors: amounts falling due within one year	8	(297,824)	(474,977)
NET CURRENT ASSETS/(LIABILITIES)		2,420	(24,556)
TOTAL ASSETS LESS CURRENT LIABILITIES		50,402	17,458
NET ASSETS		50,402	17,458
CAPITAL AND RESERVES			
Called up share capital	9	1	1
Profit and loss account		50,401	17,457
		<u>50,402</u>	<u>17,458</u>

The financial statements have been prepared in accordance with the provisions applicable to companies subject to the small companies regime and in accordance with the provisions of FRS 102 Section 1A - small entities.

The financial statements were approved and authorised for issue by the board and were signed on its behalf by:


 Kim Fletcher
 Director


 Joanne Butcher
 Director

Date: 22 September 2022

Date: 22 September 2022

The notes on pages 11 to 16 form part of these financial statements.

NCTJ TRAINING LIMITED

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2022

1. GENERAL INFORMATION

NCTJ Training Limited is a private company limited by shares and incorporated in England and Wales. Its registered office is disclosed on the company's information page.

The parent undertaking of the smallest group to consolidate these financial statements is National Council for the Training of Journalists, a company limited by guarantee and a registered charity. The company's registered office is New Granary, Station Road, Newport, Saffron Walden, Essex, CB11 3PL.

The company's functional and presentational currency is GBP.

2. ACCOUNTING POLICIES

2.1 BASIS OF PREPARATION OF FINANCIAL STATEMENTS

The financial statements have been prepared under the historical cost convention unless otherwise specified within these accounting policies and in accordance with Section 1A of Financial Reporting Standard 102, the Financial Reporting Standard applicable in the UK and the Republic of Ireland and the Companies Act 2006.

The following principal accounting policies have been applied:

2.2 GOING CONCERN

The Directors have prepared forecasts to June 2024. Based on their assessment of these forecasts, the Directors believe that the company will have sufficient resources to meet its liabilities as they fall due for the foreseeable future and therefore continue to adopt a going concern basis in preparing the financial statements.

2.3 TURNOVER

Turnover is recognised to the extent that it is probable that the economic benefits will flow to the Company and the turnover can be reliably measured. Turnover is measured as the fair value of the consideration received or receivable, excluding discounts, rebates, value added tax and other sales taxes. Turnover comprises revenue recognised by the company in respect of training courses and examination fees during the year and is recognised when a course/exam takes place.

2.4 OPERATING LEASES: THE COMPANY AS LESSEE

Rentals paid under operating leases are charged to profit or loss on a straight-line basis over the lease term.

2.5 INTEREST INCOME

Interest income is recognised in profit or loss using the effective interest method.

2.6 PENSIONS

The company operates a defined contribution plan for its employees. A defined contribution plan is a pension plan under which the company pays fixed contributions into a separate entity. Once the contributions have been paid the company has no further payment obligations.

The contributions are recognised as an expense in the Statement of Income and Retained Earnings when they fall due. Amounts not paid are shown in accruals as a liability in the Balance sheet. The assets of the plan are held separately from the company in independently administered funds.

NCTJ TRAINING LIMITED

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2022

2. ACCOUNTING POLICIES (CONTINUED)

2.7 TAXATION

Tax is recognised in profit or loss except that a charge attributable to an item of income and expense recognised as other comprehensive income or to an item recognised directly in equity is also recognised in other comprehensive income or directly in equity respectively.

The current income tax charge is calculated on the basis of tax rates and laws that have been enacted or substantively enacted by the balance sheet date in the countries where the Company operates and generates income.

2.8 TANGIBLE FIXED ASSETS

Tangible fixed assets under the cost model are stated at historical cost less accumulated depreciation and any accumulated impairment losses. Historical cost includes expenditure that is directly attributable to bringing the asset to the location and condition necessary for it to be capable of operating in the manner intended by management.

Depreciation is charged so as to allocate the cost of assets less their residual value over their estimated useful lives, using both the straight-line method and the reducing balance basis.

Depreciation is provided on the following basis:

Fixtures and fittings	- 25% reducing balance
Office equipment	- 25% reducing balance/straight-line

The assets' residual values, useful lives and depreciation methods are reviewed, and adjusted prospectively if appropriate, or if there is an indication of a significant change since the last reporting date.

Gains and losses on disposals are determined by comparing the proceeds with the carrying amount and are recognised in profit or loss.

2.9 STOCKS

Stocks are stated at the lower of cost and net realisable value after making due allowance for obsolete and slow moving stock. Cost includes all direct costs and an appropriate proportion of fixed and variable overheads.

2.10 DEBTORS

Short-term debtors are measured at transaction price, less any impairment. Loans receivable are measured initially at fair value, net of transaction costs, and are measured subsequently at amortised cost using the effective interest method, less any impairment.

2.11 CREDITORS

Short-term creditors are measured at the transaction price. Other financial liabilities, including bank loans, are measured initially at fair value, net of transaction costs, and are measured subsequently at amortised cost using the effective interest method.

NCTJ TRAINING LIMITED

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 JUNE 2022

2. ACCOUNTING POLICIES (CONTINUED)

2.12 DEED OF COVENANT

Gift aid payments to the parent, National Council for the Training of Journalists, are treated as a distribution rather than an expense in the financial statements. Where a deed of covenant has been entered into between the parent and the company, the obligation is recognised in line with the deed.

3. EMPLOYEES

The average monthly number of employees, including directors, during the year was 10 (2021 -9).

4. TAXATION

	2022 £	2021 £
CORPORATION TAX		
Current tax on profits for the year	-	(486)
	-	(486)
TOTAL CURRENT TAX		
	-	(486)

NCTJ TRAINING LIMITED

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 JUNE 2022

4. TAXATION (CONTINUED)

FACTORS AFFECTING TAX CHARGE FOR THE YEAR

The tax assessed for the year is lower than (2021 -lower than) the standard rate of corporation tax in the UK of 19% (2021 - 19%). The differences are explained below:

	2022 £	2021 £
Profit on ordinary activities before tax	57,965	170,274
Profit on ordinary activities multiplied by standard rate of corporation tax in the UK of 19% (2021 -19%)	11,013	32,352
EFFECTS OF:		
Capital allowances for year in excess of depreciation	(6,886)	(1,383)
Expenses not deductible for tax purposes	627	-
Changes in provisions leading to an increase (decrease) in the tax charge	-	489
Deed of covenant payment	(4,754)	(31,458)
Adjustments to tax charge in respect to prior periods	-	(486)
TOTAL TAX CHARGE FOR THE YEAR	-	(486)

NCTJ TRAINING LIMITED

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 JUNE 2022**

5. TANGIBLE FIXED ASSETS

	Fixtures and fittings £	Office equipment £	Assets under construction £	Total £
COST OR VALUATION				
At 1 July 2021	8,563	140,250	26,150	174,963
Additions	-	28,444	-	28,444
Disposals	-	(4,961)	-	(4,961)
Transfers between classes	-	26,150	(26,150)	-
At 30 June 2022	<u>8,563</u>	<u>189,883</u>	<u>-</u>	<u>198,446</u>
DEPRECIATION				
At 1 July 2021	5,707	127,242	-	132,949
Charge for the year on owned assets	715	21,761	-	22,476
Disposals	-	(4,961)	-	(4,961)
At 30 June 2022	<u>6,422</u>	<u>144,042</u>	<u>-</u>	<u>150,464</u>
NET BOOK VALUE				
At 30 June 2022	<u>2,141</u>	<u>45,841</u>	<u>-</u>	<u>47,982</u>
At 30 June 2021	<u>2,856</u>	<u>13,008</u>	<u>26,150</u>	<u>42,014</u>

6. DEBTORS

	2022 £	2021 £
Trade debtors	150,840	121,533
Prepayments and accrued income	3,438	790
	<u>154,278</u>	<u>122,323</u>

NCTJ TRAINING LIMITED

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 JUNE 2022**

7. CASH AND CASH EQUIVALENTS

	2022 £	2021 £
Cash at bank and in hand	138,583	320,506
	<u>138,583</u>	<u>320,506</u>

8. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2022 £	2021 £
Trade creditors	37,916	39,802
Amounts owed to group undertakings	25,021	165,502
Other taxation and social security	67,365	89,170
Other creditors	5,365	4,482
Accruals and deferred income	162,157	176,021
	<u>297,824</u>	<u>474,977</u>

Other creditors include amounts due to defined contribution pension schemes of £4,273 (2021: £3,703).

9. SHARE CAPITAL

	2022 £	2021 £
ALLOTTED, CALLED UP AND FULLY PAID		
1 (2021 -1) Fully paid share capital share of £1.00	<u>1</u>	<u>1</u>

10. FINANCIAL COMMITMENTS

Total financial commitments, guarantees and contingencies that are not included in the balance sheet amount to £68,171 (2021: £6,189)

11. RELATED PARTY TRANSACTIONS

The company is exempt from disclosing the transactions with its parent, National Council for the Training of Journalists, on the basis that the company is included in the consolidated financial statements of the parent.

NCTJ TRAINING LIMITED

DETAILED PROFIT AND LOSS ACCOUNT
FOR THE YEAR ENDED 30 JUNE 2022

	2022 £	2021 £
Turnover	998,106	1,017,885
Cost Of Sales	(314,447)	(322,861)
GROSS PROFIT	683,659	695,024
Other operating income	81,387	69,745
Administration expenses	(707,101)	(594,523)
OPERATING PROFIT	57,945	170,246
Interest receivable	20	28
Tax on profit on ordinary activities	-	486
PROFIT FOR THE YEAR	57,965	170,760

NCTJ TRAINING LIMITED

**SCHEDULE TO THE DETAILED ACCOUNTS
FOR THE YEAR ENDED 30 JUNE 2022**

	2022 £	2021 £
TURNOVER		
Short courses	138,701	113,836
NQJ	38,122	35,215
Diploma in Journalism (Prelims)	479,117	523,900
Distance learning and publications	186,574	201,416
Accreditations	35,545	34,433
Events	9,245	8,250
Qualifications development income	-	6,325
Apprenticeships	64,539	59,235
Management fees	45,595	35,275
JSA fees	668	-
	<u>998,106</u>	<u>1,017,885</u>
	2022 £	2021 £
COST OF SALES		
Conference and courses	73,653	71,249
NQJ	11,716	9,221
Diploma in Journalism (Prelims)	116,707	127,055
Distance learning and publications	48,695	36,257
Honoraria	7,100	7,400
Events	800	2,853
Online assessment	32,457	59,409
Awards and accreditation seminar	17,831	-
Apprenticeships	5,488	9,417
	<u>314,447</u>	<u>322,861</u>
	2022 £	2021 £
OTHER OPERATING INCOME		
Sponsorship	77,254	66,787
Royalty receivable	3,407	2,265
Miscellaneous	576	693
Website advertising	150	-
	<u>81,387</u>	<u>69,745</u>

NCTJ TRAINING LIMITED

**SCHEDULE TO THE DETAILED ACCOUNTS
FOR THE YEAR ENDED 30 JUNE 2022**

	2022 £	2021 £
ADMINISTRATION EXPENSES		
Staff salaries	356,370	311,444
Staff national insurance	38,015	31,356
Staff pension costs - money purchase scheme	15,687	14,411
Staff training	1,110	1,000
Staff welfare	3,980	3,921
Hotels, travel and subsistence	370	103
Qualification and development cost	11,544	10,688
Printing, stationery and postage	14,787	12,691
Telephone	10,867	7,312
Computer costs	84,732	51,701
Advertising and promotion	24,857	21,429
Subscriptions	575	575
Auditors' remuneration	6,630	6,165
Auditors' remuneration - non-audit	900	875
Bank charges	5,508	6,216
Sundry expenses	6,776	7,561
Rent and rates	24,000	24,000
Light and heat	3,991	3,169
Insurances	4,311	4,142
Repairs and maintenance	14,810	12,632
Depreciation - office equipment	22,476	6,247
Recruitment costs	6,020	7,950
Management charges payable	40,820	37,525
Product development	7,965	5,085
Research	-	6,325
	<u>707,101</u>	<u>594,523</u>
	2022 £	2021 £
INTEREST RECEIVABLE		
Bank interest receivable	20	28
	<u>20</u>	<u>28</u>