



COUNTRY PRESS AUSTRALIA INC.

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EXECUTIVE DIRECTOR

Paul McEvey

Attention: CPA Managers and Editors CPA CADET JOURNALISM COURSE ENROLMENT 2015

It is an Award requirement that ALL CADETS are “fully and thoroughly taught and instructed in the type of practical journalism required in the newspaper office of publication”. To assist editors in this responsibility, CPA provides specifically designed and “approved courses” for use in member-newspaper offices.

**Registrations are now open
for the Cadet Graduate and Non-Graduate courses
beginning in late February 2015.**

**Enrolments close on
Friday 13 February 2015**

Registrations are to be made by the **employer** by completing the attached registration form and are to be lodged with a cheque or by direct bank deposit for the stated course fee. No course material will be issued to cadets until the fee has been received.

WHO SHOULD BE REGISTERED NOW?

- **ALL THOSE NEWLY EMPLOYED as Graduate Cadets or Non-graduate Cadets.**
- **ANY CADET CURRENTLY EMPLOYED who has not been registered previously.**
- **ANY NON-GRADUATE CADET who has finished Year 1 (assignments for Chapters 1 to 9 inclusive), or will finish Year 1 of the course by March 30, 2014 for Year 2.**

And GRADUATE and NON-GRADUATE CADETS employed after May 31, 2015 can be registered in July 2015.

Challenge to strugglers

Editors are urged to encourage their cadets who are behind schedule in their course work, to pull out all stops now to complete their year of the course work by the end of July if a Mid-year enrollee or by the end of December, if registered at the beginning of the year.

Failure by a Graduate Cadet or a Year 2 Non-graduate Cadet to finish their course on schedule in December or June will mean a six-month delay until the next call for registrations to progress to the Deakin Post-cadet Journalism Course.

THE CPA STRUCTURED COURSE

The Cadet Course, established by CPA with the support of the MEAA, provides newspaper publishers with a structured form of study – the text book *Community Journalism* Second Edition, regularly revised. This has a dual function: to assist “a senior person” in instructing cadets AND to provide cadets with a manual covering the basics of community newspaper journalism.

In the country newspaper industry, “a senior person” is regarded as the editor, who is deemed responsible by CPA.

By using the specifically designed and prepared content of *Community Journalism (Second Edition)*, under the supervision of the editor, the course, with practical assignments, is a proven means of helping cadets grasp and thoroughly understand what they need to know to function effectively in the field of regional and community journalism.

DEFINITION OF “CADET”

In the Journalists’ Published Media Award, a “Standard Cadet” is what has been known throughout Country Press as a “Non-graduate Cadet”, that is, a cadet beginning a newspaper career from school or other employment.

The Award prescribes a “Graduate Cadet” as “an employee with either an appropriate diploma or degree, (as determined by the employer), from a tertiary institution”. CPA recommends that “an appropriate diploma or degree” be a diploma in journalism from a well-established and reputable tertiary college or a university degree majoring in print journalism.

PERIOD OF CADETSHIP

The Award stipulates that the period of cadetship “will not exceed” three years for a (Non-graduate) Cadet and one year for a Graduate Cadet. The three-year period for a Non-graduate Cadet “will be regarded as continuous, despite a cadet having been employed by several employers”.

However, an over-riding provision covering all cadets stipulates that “training requirements have been met”.

This implies the need for all cadets to complete successfully the CPA Cadet Journalism Course so as to avoid having their cadetship period extended by the employer for not having met “training requirements”.

COURSE LENGTH

The CPA Course for Non-graduate Cadets is an essential introduction to the craft of journalism.

It is a two-year Course of 18 units. The first nine chapters of the text book, *Community Journalism*, are to be studied during the first year (Y1) and assignments sent to external assessors for marking and return to the cadet and to be read by the Editor. The same procedure continues for the second year (Y2) covering chapters 10 to 18. This means the full

course should be completed successfully during the first two years of the cadetship. (This could vary depending on the time of course registration).

The CPA Course for Graduate Cadets is a practical conversion from the university environment to the grassroots world of community journalism, as well as a revision of vital basics, particularly legal.

Graduate Cadets joining a newspaper staff with a university degree majoring in print journalism, or another appropriate degree, are required by the Award to be employed as third year cadets. Their CPA Graduate Course of 11 units, with assignments, to be undertaken and completed in one year, involves a serious application to study the Graduate version of the *Community Journalism* textbook and lodge assignments with external assessors at the rate of one every three weeks.

TRAINING REQUIREMENTS

A requirement of both the Award and CPA's Business Agreement is that cadets will be "fully and thoroughly taught and instructed by the employer in practical journalism" under the "supervision of an experienced person" – a CPA member newspaper editor.

FLUENT SHORTHAND

Apart from completing successfully the CPA Cadet Journalism Course, a fundamental and minimum skill of all competent journalists is the ability to write shorthand fluently at a rate of not less than 100 words a minute. Because shorthand training is not readily available in country towns and cities, CPA's recommended and preferred trainer is Judy Ivey's Shorthand Training at Mermaid Beach, Queensland. This distance education course should be undertaken concurrently with the first year of the Non-graduate Cadet Course or the year of the Graduate Course to gain the full benefit that shorthand proficiency provides.

It should be noted that failure to become a competent shorthand writer could be a sufficient reason for an employer to decline a cadet's elevation from a cadetship under the Award condition of "provided training requirements are met".

The application form, course details and cost for Judy Ivey's Shorthand Training are attached.

STUDY TIME

The Award permits cadets "to be absent during working hours for periods up to four hours in any week to attend classes (for CPA read 'undertake cadet course work' or other study for cadet photographers) approved by the employer". In practical terms, this means that, if the employer is able, a cadet is permitted to prepare cadet course assignments in working hours, up to four hours a week (which is much more than should be required).

In any case, it is the expectation of CPA that course work be done in the cadet's own time if time in working hours is unavailable, possibly with some other satisfactory arrangement by the employer.

STUDY MATERIAL

Following receipt of registrations with payment, study material for the cadet (unless already retained in the office) and operational manuals for the appropriate course, addressed to the editor, will be sent from the CPA Melbourne Secretariat to the employers of newly registered cadets. Manuals for both the editor and the cadet will be accompanied by contact details of the assessor allocated to the cadet. The assessor – who will have been advised of the cadet whose work he is to assess – will contact the cadet to make arrangements for the handling of assignments, including a mutually agreed schedule for their lodgment – on time!

All training material is sent to the editor, with appropriate copies to be given to the cadet.

PAYMENT OF FEES AND STUDY MATERIAL

The Award states that “all fees for the studies prescribed will be paid by the cadet and reimbursed by the employer, provided that the cadet’s conduct and progress are satisfactory”, but Country Press Australia expects employers to pay course fees up-front. The condition that a cadet’s “conduct and progress are satisfactory” will enable the employer to withdraw a cadet whose performance is not what is expected. In such a case, a refund of some of the fee could be sought from the Melbourne Secretariat.

Each editor supervising a cadet is expected to purchase from the CPA Secretariat, at the employing company’s expense, and retain for the future, an Editor’s copy of the course material being used by the cadet. The cadet, also, is required to have his/her own copy of the course material, paid for by the employer, for personal use during the course, but this copy will be retained by the employer for future use by a cadet.

A cadet is entitled to purchase from the CPA Secretariat his/her own copy of the text book, *Community Journalism*, to keep for use as a permanent reference.

From January 1, 2013, Country Press Australia decided it will no longer be issuing credits to employers, should their students withdraw from the course. Invoices will be sent to employers, after the first assignment is due (mid April or mid August), to allow time for withdrawals, and the invoices will be final.

RESPONSIBILITIES OF EDITORS

In keeping with the Award, the Editor of a CPA member newspaper is “the experienced person” responsible to “supervise the training of the cadet”. This is amplified in the Editor’s Manual already held in the editor’s office or shortly to be sent. The particular reason for an editor having his/her own office copy of the course material (*Community Journalism*, Second Edition) is to standardise instruction and be able to supervise cadets effectively in accord with cadet assessors.

In summary, the responsibilities of the EDITOR are to:

- Supervise the cadet constantly while he or she is undertaking the course. This means ensuring the cadet submits assignments regularly in sequence according to the schedule agreed with the assessor.
- Confer regularly with the cadet and discuss the assessor’s comments after each marked assignment is returned.
- Ensure the cadet’s assignments are sent to the assessor one at a time to enable the assessor to keep to his schedule, too. Assignments sent in batches are likely NOT to be marked by assessors or to be given a “Fail” or, at best, a “Pass”.
- Ensure the cadet’s assignments are his/her own, original, unaided and un-subbed work.
- Refer to the Course Director in Sydney any problems with the course; the course material; or operational difficulties the editor or the cadet might encounter.
- Advise Kate at CPA in Melbourne, without delay, the date when any registered cadet resigns or is withdrawn from the course for any reason.

COURSE VALUE

The CPA Cadet Course, by providing budding journalists with what they need to know, assists them to become proficient earlier in the community work-place environment. Very importantly, the external assessment of assignments by experienced assessors - former newspaper editors or journalism lecturers - provides an independent reference point and a built-in personal tutorial system for cadets to augment their on-the-spot instruction from the Editor. Feed-back from cadets has shown this to be one of the most valued benefits from participation in the course.

Another patent benefit in current circumstances of minimum editorial staffs and constant newsroom pressure is the partial relief the course provides for editors as their designated task of instructing cadets is shared by others entirely aware of the problems confronting both editors and cadets.

The ultimate responsibility of editors, however, remains – to supervise the cadet through the course to attain a Certificate of Successful Completion.

This Certificate could provide subject credits when graded journalists are enrolled by employers in the CPA/MEAA/Deakin University three-year post-cadet course.

CPA NON-GRADUATE CADET COURSE YEAR 2 CONTINUATION

Too many cadets are not kept to schedule in undertaking the two-year course of 18 chapters of the textbook, *Community Journalism*. The first nine chapters are scheduled to be studied during the first 12 months of Year 1 with chapters 10 to 18 in the second year of study.

Registrations are called twice a year, in December/January and in June/July, but some keen cadets complete their nine assignments in less than 12 months and others take much longer. Please use the attached registration form to enroll your cadet for Year 2.

This system is designed to encourage managers/editors to register their cadets for Year 2 immediately the cadet has submitted his/her assignment for Chapter 9, whether ahead or behind schedule, instead of waiting for the regular beginning of the year or mid-year registration calls.

This system will also enable supervising editors to ensure the cadet's continuing progression through their two-year course, without waiting for Year 2 re-registration calls from the Melbourne Secretariat – unless the first year of the course is completed in 12 months.

It is important that cadets are kept to a regular routine of submitting assignments to the mutually agreed schedule to complete their course in the allocated two years, with nine assignments undertaken each year. This is necessary also for the routine of the assessors and those who record the marks in Melbourne.

ADMINISTRATION QUERIES OR ADDITIONAL INFORMATION

For further information about the course, registration, cost and course material, please contact the CPA Executive Director and Cadet Course Registrar's Assistant in Melbourne:

Kate Gayfer, CPA Secretariat, Locked Bag 1000, Ascot Vale Victoria 3032

Phone: 03 8387 5531 Fax: 03 9372 2792 Email: KGayfer@vcpa.com.au

Enrolments close on Friday 13 February 2015



COUNTRY PRESS AUSTRALIA INC.

CADET JOURNALISM COURSE

REGISTRATION for 2015 ENROLMENT

for Graduate and Non-graduate Cadets registering in the *CPA Community Journalism Course*

EMPLOYER to complete all boxes and PRINT or WRITE legibly – please!

FULL NEWSPAPER MASTHEAD TITLE: _____

PO Box **Otherwise mailing address**

Town: _____ **State:** _____ **Postcode:** _____

Telephone (____) _____ **Fax:** (____) _____

Please indicate in which year of Journalism Course the CADET is being enrolled: Y1 Y2 G

CADET'S NAME: _____ **Circle one:** M F

Date of employment: ____/____/20____

Current year of cadetship: 1 2 3

Best means of contact: Telephone: (____) _____ **Mobile:** (____) _____

Email: _____ @ _____

Is cadet a GRADUATE: Yes No **IF YES, cadet will be undertaking the one-year Graduate Course**

If GRADUATE: **Institution:** _____ **Location:** _____ **State** _____

Degree: _____ **Course:** _____ **Major:** _____

**IF NON-GRADUATE, CADET will be enrolled in YEAR 1 of this course, or in
YEAR 2 if Year 1 has been completed.**

COURSE CATEGORY FEES & TEXT COST

Non-graduate – Year 1	- \$594 + \$55 course book fee + postage of \$15:	TOTAL: \$664.00 (incl GST)
Non-graduate – Year 2	- \$594 (Use course book from Year 1):	TOTAL: \$594.00 (incl GST)
Graduate Course	- \$726 + \$44 course book fee + postage of \$15:	TOTAL: \$785.00 (incl GST)

EDITOR: _____

Direct Telephone: (____) _____ **Mobile:** (____) _____

Email: _____ @ _____

**EMAIL this completed REGISTRATION form TO
or FAX this completed REGISTRATION form TO**

**KGayfer@vcpa.com.au
03 9372 2427**

A tax invoice will be sent with the text book(s) covering registration fees and text costs.
EMPLOYER is to RETAIN a copy of this REGISTRATION FORM

EMPLOYER'S NAME (block letters):.....

EMPLOYER'S SIGNATURE: **Date:**.....