



# **CCEK – NSQF ALIGNED PROGRAM**

## **COURSE SYLLABUS**

**FOR**

**Senior Correspondent**

# CCEK - NATIONAL SKILL DEVELOPMENT TRAINING PROGRAM

## Senior Correspondent

CCEK – NSDC course package covers the following Qualification Packs and leads to the following NSDC certifications. The students who successfully completed the course programs are entitled to get NSDC certification after undergoing the assessment process of NSDC as per the rules and regulations stipulated by NSDC from time to time.

SL. NO.	QUALIFICATIONS PACK	QUALIFICATIONS PACK CODE	NSQF LEVEL
1	<p><b><u>Senior Correspondent</u></b></p> <p><b>Brief Job Description:</b></p> <p>This course is designed to train experienced journalists and media professionals to take on the role of a Senior Correspondent, focusing on high-level reporting, investigative journalism, and editorial leadership. The curriculum covers advanced news gathering techniques, in-depth reporting, political and conflict journalism, ethical practices, multimedia storytelling, and audience engagement across platforms.</p>	MES/Q1907	5

**COURSE DETAILS**

**Senior Correspondent**

**EXAMINATION DETAILS**

COURSE NAME	COURSE CODE	ELIGIBILITY	DURATION
Senior Correspondent	G32	UG,12th	470

SL. NO.	EXAM	EXAM CODE	MAXIMUM MARK	INTERNAL	TOTAL MARK
<b>THEORY PAPERS</b>					
1	Investigative Journalism and Source Management	T001	100	50	150
<b>PRACTICAL PAPERS</b>					
1	Video Journalism: On-Camera Reporting and News Packaging	L001	100	50	150
<b>TOTAL MARKS</b>					
1	Total Examination Marks (Theory Online + Practical Examination)				200
2	Total Internal Marks				100
3	<b>Total Marks (Total Internal Marks + Total Examination Marks )</b>				<b>300</b>

## Senior Correspondent

### INTERNAL MARK CRITERIA FOR EACH

SL NO.	MODULE	MODULE CODE	MAXIMUM MARK	INTERNAL MARK	TOTAL MARK
1	Investigative Journalism and Source Management	T001	100	50	150
2	Video Journalism: On-Camera Reporting and News Packaging	L001	100	50	150
	TOTAL		200	100	300

ATTENDANCE	GENERAL PERFORMANCE	INTERNAL EXAMINATIONS/ PROJECTS/ ASSIGNMENTS	TOTAL MARKS
5	5	40	50

# **COURSE SYLLABUS**

**FOR**

**Senior Correspondent**

<b>COURSE</b>	Senior Correspondent	
<b>TOTAL MARKS</b>	Mark: 300	Internal Mark: 100
<b>TOTAL HOURS</b>	470 Hrs	

**DEFENITION OF CREDIT**

1 Credit	15Hrs Theory/ 30Hrs Practical
Skill Components	60 – 70 % of Total Credit

**MODULES INCLUDED IN THIS SUBJECT**

<b>SL NO</b>	<b>MODULE NAME</b>	<b>CREDIT BREAKUP</b>
1	Module 1: Generate Ideas for Journalism Projects	<b>2.5</b>
2	Module 2: Undertake Research for Journalism Projects	<b>1</b>
3	Module 3: Conduct an Interview	<b>1</b>
4	Module 4: Undertake Field Reporting	<b>1</b>
5	Module 5: Write and Edit Copy	<b>1</b>
6	Module 6: Analyse Audio Visual Aids	<b>2</b>
7	Module 7: Reporting with specilization - Sports, International, Political, Educational	<b>2</b>
8	Module 8: Report in a Difficult or Hostile Environment	<b>2</b>
9	Module 9: Public Speaking and News Presentation	<b>1</b>
10	Module 10: Comply with Applicable Law and Regulation	<b>1</b>

11	Module 11: Maintain workplace health and Safety	<b>1</b>
	Total	<b>15.5</b>

### **Training Outcomes**

- Generate new ideas for journalism
- Interact with team
- Conduct interviews of celebrities
- Perform reporting in hostile situation
- Comply with Applicable Law and Regulation

## MODULES

### **Module 1: Generate Ideas for Journalism Projects**

#### **THEORY**

- Discuss a story/ idea/ concept across mediums and formats, including:
- A specific story – e.g. fact-based reporting, analytical, feature-writing
- Identify any constraints to successfully realize the idea – including any ethical, legal, regulatory, organizational or other limitations
- Articulate ideas clearly and pitch/ present and defend ideas to an audience (e.g. during an editorial team meeting)
- Respond positively to feedback and any changes in creative requirements

#### **PRACTICAL**

- Carry out research and collect information from several sources on daily events and occurrences.
- Create story/idea or a concept with help of – fact-based reporting, analytical, feature-writing.
- Conduct background research and collect information to support/ develop story ideas using various primary and secondary sources, including daily events and occurrences, other news publications, personal contacts (colleagues, experts, contacts/ network), archives, press releases and newswires.
- Compile information, document facts and present research in a coherent and comprehensive manner

### **Module 2: Undertake Research for Journalism Projects**

#### **THEORY**

- Evaluate story ideas for their suitability to the particular medium
- Analyze the corresponding implications on budget, time schedule and resource requirements
- Compile information, document facts and present research in a coherent and comprehensive manner.

#### **PRACTICAL**

- Show how to Interact with reporters while on the air.
- Conduct live interviews with experts and collect information.
- Conduct background research and collect information to develop story ideas using various primary and secondary sources.
- Show the process of Verifying information from other sources.

- Demonstrate how to conduct live interview of famous people in studio and over the phone.
- Prepare interview questions.

### **Module 3: Conduct an Interview**

#### **THEORY**

- Discuss the objectives of the interview, and its relevance to the wider audience and organization, as appropriate to the role.
- Plan the interview in a manner appropriate to one's own role and corresponding standing and authority— i.e. pose questions, receive answers/ information, participate in the conversation and develop open topics
- Describe verbal and non-verbal cues of the interviewee, successfully manage the flow of the conversation and challenge/steer the conversation as appropriate to the role

#### **PRACTICAL**

- supervise, set-up activities to ensure the smooth running of the interview, across different mediums and formats
- Conduct investigation of a given story and verify its authenticity.
- Conduct live interviews with experts and collect information.
- Use standard format for news writing as broadcast news stories are typed, double-spaced, and in uppercase/lowercase.
- Prepare interview questions.

### **Module 4: Undertake Field Reporting**

#### **THEORY**

- Understand the requirements of field reporting, including logistics, and plan accordingly
- Gather information from the field through a range of sources, and file stories within deadlines (for TV and radio reporters, it may also mean providing footage and audio clips – live or non-live)
- Manage the safety and security of crew and equipment while on location
- Ensure that field reporting is as risk-free as possible.

#### **PRACTICAL**

- Show how to review and revise scripts.
- Demonstrate how to deliver scripts on air.
- Demonstrate activities to be performed in managing safety and security of crew members.

## **Module 5: Write and Edit Copy**

### **THEORY**

- Craft an engaging narrative, conceptualise and clarify ideas and develop stories that meet the broader creative/editorial objectives of the organization, if appropriate to the role
- Display strong command of the language including correct grammar, spelling, sentence construction, diction and pronunciation skills
- Ensure that finished scripts meet legal and regulatory norms, and do not pose any risks to the individual and/ or organization

### **PRACTICAL**

- Present the facts and information in a manner that is coherent, comprehensible and appropriate for the target audience
- Edit a story or script based on the brief and prescribed word/ time limits
- Write and edit items such as: headlines, captions, intros, outros, cues and other types of links

## **Module 6: Analyse Audio Visual Aids**

### **THEORY**

- Identify which audio visual aid(s) would be most appropriate for the story being told, and to the medium/format being used

### **PRACTICAL**

- Demonstrate the benefits and drawbacks of different audio visual aids available including photographs, illustrations, graphics (text, charts, graphs), audio and video clips, animation and visual effects/VFX
- Collect and verify, if necessary, the information that is planned on being used
- Present relevant information using audio visual aids, communicating key points and messages effectively

## **Module 7: Reporting with specialization - Sports, International, Political, Educational**

### **THEORY**

- Discuss history / past story of the incident and related references
- List pros and cons of the news and its impact on society.

### **PRACTICAL**

- Conduct research on specialized topics of the news item from relevant field.
- Conduct fearless reporting and demonstrate the real world story

## **Module 8: Report in a Difficult or Hostile Environment**

### **THEORY**

- Describe the risks of reporting in hostile/difficult conditions and ensure that the highest quality of planning is undertaken
- Determine when risks outweigh the benefits of reporting.
- Respond promptly to instructions from guides, security etc.

### **PRACTICAL**

- Measure how to cease reporting/ return safely back to a base location.
- Demonstrate skills to manage unpredictable situation.

## **Module 9: Public Speaking and News Presentation**

### **THEORY**

- Convey politely and in-sequence the news details and Analyse news
- Discuss the importance of voice modulation in expressing the situational conditions.
- Describe the impact of news and use proper words for reporting.
- Identify, observe, gather, assess, record and share relevant information.
- Understand and make meaning of data.

**PRACTICAL**

- Demonstrate clear communication while presenting live news on various incidents.
- Conduct thorough journalistic research and evaluate information appropriate to their media.
- Perform reporting with empathy and compassion.

**Module 10: Comply with Applicable Law and Regulation**

**THEORY**

- Discuss the applicable legal and regulatory framework that apply to one's work using the respective source documents and training material
- Identify instances where either one's own or someone else's work may not comply fully with the framework
- List the risks of non-compliance for oneself and the organization.
- Explain the legal and regulatory requirements specific to the organization are being adhered to.

**PRACTICAL**

- Show how to escalate instances of non-compliance to the concerned authority.

**Module 11: Maintain Workplace Health and Safety**

**THEORY**

- Recall health, safety and security- related guidelines and identify the risks involved.
- Maintain correct posture while working and maintain and use the first aid kit whenever required.
- report health and safety risks/ hazards to concerned personnel
- Recall people responsible for health and safety and able to contact in case of emergency
- Illustrate security signals and other safety and emergency signals
- Explain the process to identify and report risk.
- Enumerate and recommend opportunities for improving health, safety, and security to the designated person
- Describe how to report any hazards outside the individual's authority to the relevant person in line with organisational procedures and warn other people who may be affected
- complying with procedures in the event of an emergency
- Explain the impact of the violation of safety procedures.

### **PRACTICAL**

- Identify the different types of health and safety hazards in a workplace
- Practice safe working practices for own job role
- Perform evacuation procedures and other arrangements for handling risks
- Perform the reporting of hazard
- identify and document potential risks like sitting postures while using the computer, eye fatigue and other hazards in the workplace
- Demonstrate the use of Personal Protective Equipment (PPE) appropriately.