



Australian Government

CUAWRT405 Write fiction material

Release: 2

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Modification History

Release	Comments
Release 2	This version was released with CUA Creative Arts and Culture Training Package Version 4.1. Minor edits to mapping information.
Release 1	This version first released with CUA Creative Arts and Culture Training Package Version 4.0.

Application

This unit describes the skills and knowledge required to write fiction material in a range of forms and to use basic editing and proofreading skills to refine work.

It applies to individuals who draw on a range of information sources and writing techniques to compose fiction materials in a variety of text types and styles.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Unit Sector

Communication – Writing

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
<i>Elements describe the essential outcomes.</i>	<i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>
1. Determine requirements for fiction material	1.1 Determine requirements of the fiction material including genre and elements of composition 1.2 Research and gather information relevant to the fiction topic 1.3 Clarify purpose and required outcomes of the fiction material with relevant stakeholders 1.4 Identify intended audience and research requirements to select the most suitable form and publication media

ELEMENT	PERFORMANCE CRITERIA
	1.5 Clarify copyright, intellectual property and regulatory requirements 1.6 Determine appropriate language, style, tone and length 1.7 Determine appropriate grammar, spelling and punctuation
2. Plan and prepare to write fiction material	2.1 Develop an appropriate timeline to complete the fiction material based on requirements 2.2 Prepare resources needed to produce the required materials 2.3 Plan writing task to reflect the audience, structure and content of the fiction material 2.4 Organise information and develop ideas for fiction material
3. Create draft of fiction material	3.1 Use safe work practices including addressing ergonomic requirements when undertaking writing tasks 3.2 Use writing techniques and structural elements appropriate for the genre and publication type to create draft 3.3 Perform basic editing of draft to meet the requirements of the fiction material 3.4 Perform basic proofreading of draft to meet the requirements of the fiction material 3.5 Confirm content complies with copyright and intellectual property requirements
4. Complete the fiction material	4.1 Confirm draft is appropriate for the purpose, publication media and intended audience 4.2 Seek feedback from relevant stakeholders and establish the method by which feedback will be provided 4.3 Discuss and confirm any modifications with relevant people 4.4 Complete agreed modifications and produce final draft within required timelines

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential to performance but not explicit in the performance criteria.

Skill	Description
Reading	<ul style="list-style-type: none"> Analyses and interprets textual information from various

	<p>sources</p> <ul style="list-style-type: none"> • Compares material from multiple information sources • Applies appropriate strategies to check texts for accuracy
Writing	<ul style="list-style-type: none"> • Generates complex written texts, demonstrating a broad range of writing styles and techniques • Selects vocabulary, grammatical structures and conventions appropriate to the text and audience • Creates documents using language, format and style appropriate to the context and audience
Oral communication	<ul style="list-style-type: none"> • Uses clear language to articulate personal understandings, ideas and opinions
Numeracy	<ul style="list-style-type: none"> • Estimates time required for production tasks, creates timeframes and calculates resource requirements
Navigate the world of work	<ul style="list-style-type: none"> • Identifies responsibilities and complies with legislative requirements relevant to writing tasks
Interact with others	<ul style="list-style-type: none"> • Collaborates with others to achieve writing goals • Selects and uses appropriate communication practices and protocols
Get the work done	<ul style="list-style-type: none"> • Adopts a logical and methodical approach in planning, organising and completing requirements within timelines • Develops new and innovative ideas through exploration and analysis

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
CUAWRT405 Write fiction material	N/A	New unit of competency	N/A

Links

Companion Volumes are available from VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=1db201d9-4006-4430-839f-382ef6b803d5>