DEFGEN020 Edit provided copy

Release: 1

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Modification History

Release	Comments
1	This unit was released in DEF Defence Training Package release 1.0 and meets the Standards for Training Packages. This unit supersedes and is equivalent to DEFPR304B Edit provided copy. - Unit code updated - Content and formatting updated to comply with the new standards - All PC transitioned from passive to active voice - PC 3.5 removed - PC 3.2 & 3.3 merged - PC 1.3 revised

Application

This unit describes the skills required to edit material that is produced by another person or persons for incorporation within a Defence publication. This involves the preparation of a news feature or other journalistic material for a Defence publication, such as services newspapers, magazines and internet sites. The material usually comes from non-reporters within the organisation, but on occasions material will be provided from external sources.

This unit was developed for Defence reporters, but is applicable to anyone working in this field.

The skills and knowledge described in this unit must be applied within the legislative, regulatory and policy environment in which they are carried out. Organisational policies and procedures must be consulted and adhered to.

Those undertaking this unit would work with limited supervision, performing complex tasks in known contexts.

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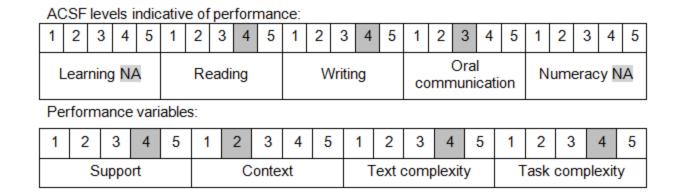
Competency Field

General

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the range of conditions section.
1. Review provided copy	1.1 Identify and confirm source of the copy with the originator. 1.2 Confirm accuracy and intent of the copy with the originator if necessary. 1.3 Identify newsworthy and public affairs issues relating to the content of the copy. 1.4 Seek advice from a senior reporter or the editor on controversial issues.
2. Edit the material	2.1 Comply with organisation's style manual and consider the needs of target audiences. 2.2 Factor advice and directions from the editor or sub-editor into the edited material. 2.3 Maintain the chosen style consistently throughout the copy, structuring news elements and attributing quotes. 2.4 Identify and factor public affairs objectives and constraints into editing.
3. Proofread the story	3.1 Check and amend any errors of style, grammar, spelling, completeness and factual accuracy. 3.2 Submit the story for proofreading and amend accordingly until compliant with standards. 3.3 Submit the story to the originator and/or the sub-editor or editor for clearance. 3.4 Assess story as publication ready within the required deadlines and file.

Foundation Skills

The foundation skills demands of this unit have been mapped for alignment with the Australian Core Skills Framework (ACSF). The following tables outline the performance levels indicated for successful attainment of the unit.

ACSF levels indicative of performance:

1	2	3	4	5	1	2	3	4	5	1	2	3	4	5	1	2	3	4	5	1	2	3	4	5
								4					**4**				**3**							
Learning NA					Reading					Writing					Oral communication					Numeracy NA				

Performance variables:

1	2	3	4	5	1	2	3	4	5	1	2	3	4	5	1	2	3	4	5
			4			**2**							**4**					**4**	
Support					Context					Text complexity					Task complexity				

Further information on ACSF and the foundation skills underpinning this unit can be found in the Foundation Skills Guide on the GSA website.

Unit Mapping Information

This unit supersedes and is equivalent to DEFPR304B Edit provided copy.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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