



Australian Government

Department of Education, Employment and Workplace Relations

PUADEFPR303B Write material suitable for publication within Defence

Revision Number: 1

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Modification History

Not applicable.

Unit Descriptor

Unit Descriptor

This unit covers the competency required to write news features or other journalistic material for Defence publications.

In the most part information for a Defence publication will come from within the organisation. In some cases however material will be provided from external sources. News features and other material will generally be published in services newspapers, magazines and on Internet sites.

This competency is required by all Defence reporters.

Application of the Unit

Application of the Unit

The application of this unit in the workplace - the environments, complexities and situations involved - will be written during Phase II of the Review of the PUA00 Public Safety Training Package.

This text will be useful for the purposes of job descriptions, recruitment advice or job analysis; where possible, it will not be too job specific to allow other industries to import it into other Training Packages, where feasible.

Licensing/Regulatory Information

Not applicable.

Pre-Requisites

Prerequisite Unit/s PUADEFPR301B Identify material suitable for publication within Defence

Employability Skills Information

Employability Skills This unit contains employability skills.

Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a Unit of Competency.

Performance Criteria describe the required performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the Required Skills and Knowledge and/or the Range Statement. Assessment of performance is to be consistent with the Evidence Guide.

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Draft the story	<ul style="list-style-type: none">1.1 Key <i>story</i> points and reader specific angles are identified1.2 Appropriate style is determined and maintained throughout the copy1.3 Draft story is correctly structured and quotes are correctly attributed1.4 Draft story is written according to the <i>style manual</i> and the needs of target audiences
2. Identify relevant public affairs objectives	<ul style="list-style-type: none">2.1 <i>Public affairs objectives</i> and constraints are identified and factored into planning2.2 Client needs are identified and factored into planning
3. File the story for publication	<ul style="list-style-type: none">3.1 Story is cleared with the subject as appropriate3.2 Story is submitted for proofreading and <i>clearance</i> by the senior reporter3.3 Story is amended and resubmitted for approval, if necessary3.4 Story is filed after being assessed as publication quality3.5 Deadlines are recognised and met

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

This describes the essential skills and knowledge and their level, required for this unit.

Required Skills

- interpret complex information in documents and interviews and make it readable and understandable to a wide variety of readers
- consistently produce accurate material
- meet publication deadlines
- use appropriate information technology and software
- sources, reads and critically evaluates background information
- transcribes material accurately from oral to written text
- revises own writing and speaking to enhance meaning and effectiveness

Required Knowledge

- various types and styles of stories used in Defence publications
- content of the style manual that is relevant to Defence publications
- proofreading and clearance procedures
- standard newspaper proofing symbols
- implications of security, privacy and libel provisions
- Defence public information and security policies
- types of stories
- constraints on using information (eg security requirements, conditions on reporting sensitive issues)
- Defence issues
- current affairs issues
- a variety of writing genres
- standard operating procedures of relevant public affairs organisations which influence parent organisation
- ADF public affairs objectives and the characteristics of Defence public affairs organisations
- relevant legislation
- Defence News Editorial Board guidelines
- Australian Journalists Association Code of Ethics
- when to check, verify and attribute information

Evidence Guide

EVIDENCE GUIDE

Critical aspects for assessment and evidence required to demonstrate competency in this unit

Assessment must confirm the ability to produce stories that are fit for publication within a Defence publication. Stories must be accurate, with minimal possibility of misinterpretation and conform to government and Defence policies.

It is essential that the reporter demonstrates an awareness of current affairs and Defence issues and applies communications ethics that are relevant to the audience and organisation.

Consistency in performance

Competency should be demonstrated by providing a range of news features or other journalistic material that are newsworthy and suitable for a Defence publication.

Context of and specific resources for assessment

Context of assessment

Competency should be assessed in an office and under operational conditions, or in a simulated environment. Simulation should re-create realistic office and operational scenarios in a wide range of situations that may be encountered by the Defence reporter and should cover all of the critical aspects of evidence.

Evidence should be gathered through questioning relating to underpinning knowledge and the submission of a variety of news features or other journalistic material.

Specific resources for assessment

There are no special resource requirements for this unit.

Guidance information for assessment

Information that will assist or guide assessment will be written during Phase II of the Review of the PUA00 Public Safety Training Package.

Range Statement

RANGE STATEMENT

The Range Statement relates to the Unit of Competency as a whole. It allows for different work environments and situations that may affect performance. ***Bold italicised*** wording in the Performance Criteria is detailed below.

<p>Stories may include</p>	<p>Stories on any topic, including major policy and operational activities with internal, political or international sensitivities</p> <p>Hard news stories</p> <p>Sports stories</p> <p>Magazine features</p> <p>Background stories</p> <p>General news stories</p> <p>Personality profiles</p> <p>Technical explanations</p> <p>Historical articles</p> <p>Sidebars</p> <p>Book, video game and film reviews</p>
<p>Style manual may include</p>	<p>Documented procedures on use of grammar, titles, spelling, layout, fonts, headlines, formats</p> <p>APS style manual</p> <p>Newspaper style book</p> <p>Macquarie Dictionary</p>
<p>Public affairs objectives may include</p>	<p>Defence and ADF internal communications objectives</p>
<p>Clearance include</p>	<p>Sub editor or editor clearing stories for publication</p>

Unit Sector(s)

Not applicable.

Corequisite Unit/s

Co-requisite Unit/s

PUADEFEQ001B Work with equity and diversity