CUAWRT401 Edit texts

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Modification History

Release	Comments
Release 1	This version first released with CUA Creative Arts and Culture Training Package version 2.0.

Application

This unit describes the skills and knowledge required to refine and amend text to enhance clarity of written communication, taking into account the needs of the readership, the author's intention, available resources and the type of publication.

It applies to individuals working in contexts such as book publishing, magazines and journals, corporate, online media, government, not-for-profit organisations or freelance editing.

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
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Prepare to edit written content	1.1 Clarify scope of editing tasks, including timelines with relevant personnel
	1.2 Determine style or tone appropriate to the publication
	1.3 Identify factors that have implications for the way content will be edited
	1.4 Identify enterprise or government styles guides, general and specialist dictionaries and grammar references to support editing
2. Enhance clarity of written communication	2.1 Amend text to make language clear and structure logical
	2.2 Check language level is appropriate to target audience
	2.3 Check tone is consistent with theme and purpose of the

ELEMENT	PERFORMANCE CRITERIA
	communication
	2.4 Review punctuation, grammar and syntax to ensure clarity of meaning and ease of reading
	2.5 Check text for potentially offensive, defamatory or bigoted language
	2.6 Identify areas where content is unclear and amend to preserve integrity of the author's voice
	2.7 Amend text for consistency where additional information has been incorporated
	2.8 Mark up text according to industry or enterprise procedures
	2.9 Adopt safe ergonomic practices when using equipment for long periods of time
3. Finalise editing process	3.1 Check accuracy of references and organise copyright clearances as required
	3.2 Finalise format and placement of visual material as required In consultation with relevant personnel
	3.3 Submit final edited material to relevant personnel by agreed deadline
	3.4 Evaluate editing process, assessing own performance and noting areas for future improvement

Foundation Skills

This section describes language, literacy, numeracy and employment skills incorporated in the performance criteria that are required for competent performance.

Skill	Performance Criteria	Description
Learning	3.4	• Has an awareness of self as learner and takes responsibility for learning in this routine context
Reading	1.1, 1.2, 1.4, 2.1-2.9, 3.1, 3.2	• Interprets and analyses complex texts for accuracy, clarity and appropriateness for a particular audience • Applies appropriate strategies, including proofreading skills to support understanding of a range of complex texts
Writing	1.1, 1.3, 2.1-2.9, 3.1,	• Communicates complex relationships between ideas and information with an understanding of audience or

	3.2, 3.4	reader needs, expectations and the application of non-discriminatory language • Applies correct grammar, syntax, spelling and punctuation, and displays knowledge of appropriate publishing and presentation formats employing broad vocabulary, grammatical structure and conventions appropriate to text
Oral Communication	1.1, 3.2, 3.3	• Participates in verbal exchanges and discussions of complex ideas by using listening and questioning techniques • Uses clear language to express understandings and opinions
Numeracy	1.1	• Calculates time required for a given editing task
Navigate the world of work	2.9, 2.10	• Complies with organisational requirements in relation to document editing • Follows work health and safety (WHS) legislation as required • Checks information sources and copyright issues that contribute to generating text-based content
Interact with others	1.1, 3.2, 3.3	• Recognises and applies appropriate communication protocols in consultation with others • Presents information in a way easily understood by others
Get the work done	1.1-1.4, 2.1-2.9, 3.1-3.4	• Adopts a logical and methodical approach to the process of clarifying scope, style and possible implications for editing • Adopts a consistent approach to the process of reviewing and amending content to achieve clear language and logical structure, meeting deadlines as required • Uses standard word processing applications to write material

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
CUAWRT401 Edit texts	CUFWRT401A Edit texts	Updated to meet Standards for Training Packages. Minor edits to	Equivalent unit

Code and title current version	Code and title previous version	Comments	Equivalence status
		performance criteria.	

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=1db201d9-4006-4430-839f-382ef6b803d5