Assessment Requirements for CUAWRT404 Perform writing and editing tasks

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Modification History

Release	Comments
Release 1	This version first released with CUA Creative Arts and Culture Training Package Version 4.0.

Performance Evidence

Evidence of the ability to:

- write and edit at least one written material (2500-4000 words) and edit another material written by another author (2500-4000 words), of different forms (e.g. blog, journal, book) that demonstrate use of:
  - clear and concise language
  - clear and logical paragraph structures
  - appropriate voice, tone, tense and language
  - plain English grammar, spelling and punctuation
  - accepted grammar conventions for a range of written contexts including use of numbers, quotation and tables
  - standard editing conventions
- complete editing and proofreading tasks using handwritten and digital methods
- accurately follow a style guide where required
- follow relevant health and safety practices for writing tasks
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Knowledge Evidence

The candidate must be able to demonstrate the following knowledge to effectively complete the tasks outlined in the elements and performance criteria of this unit:

- main features of clear, concise and plain English language for written material
- grammar, punctuation and spelling conventions that meet the task requirements
- editing conventions used in substantive editing and copyediting of written material
- basic software used to write and collect feedback
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Assessment Conditions

Skills in this unit must be demonstrated in a workplace or simulated environment where the conditions are typical of those in a creative arts working environment or commercial writing environment. This includes access to:

- a range of written texts appropriate for editing (e.g. blog, journal, book)
- style guides for proofreading
- editing and proofreading reference materials and resources (including text editing software)

Assessors of this unit must satisfy the requirements for assessors in applicable vocational educational and training legislation, frameworks and/or standards.

Links

Companion Volumes are available from VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=1db201d9-4006-4430-839f-382ef6b803d5