



Australian Government

CUAWRT406 Write nonfiction material

Release: 1

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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.

Application

This unit describes the skills and knowledge required to write nonfiction 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 produce nonfiction materials in variety of forms and delivery media.

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 nonfiction material	1.1 Establish requirements of the nonfiction material including topic and elements of composition 1.2 Clarify purpose and required outcomes of the nonfiction material with relevant people 1.3 Identify intended audience and select the most suitable form, publication media 1.4 Develop ideas and concept for the nonfiction topic 1.5 Clarify copyright, intellectual property and regulatory requirements for the nonfiction material 1.6 Identify appropriate language, style, tone and length for the intended audience

ELEMENT	PERFORMANCE CRITERIA
	1.7 Determine appropriate grammar, spelling and punctuation for the intended audience
2. Plan and prepare to write nonfiction material	2.1 Develop timeline for completion of the nonfiction material based on requirements 2.2 Prepare resources needed to produce the required materials 2.3 Plan writing task to reflect the publication media, scope, structure and content of the nonfiction material 2.4 Research and gather information to ensure that the requirements of the writing task will be met
3. Create draft of nonfiction 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 publication type to create draft nonfiction material 3.3 Perform basic editing of draft to meet the requirements of the nonfiction material 3.4 Perform basic proofreading of draft to meet the requirements of the nonfiction material 3.5 Check content complies with copyright and intellectual property requirements
4. Complete the nonfiction material	4.1 Confirm the 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	- Analyses and interprets textual information from various sources - Compares material from multiple information sources

	• Applies appropriate strategies to check texts for accuracy
Writing	• 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	• Uses clear language to articulate personal understandings, ideas and opinions
Numeracy	• Estimates time required for production tasks, creates timeframes and calculates resource requirements
Navigate the world of work	• Understands responsibilities and complies with copyright and intellectual property requirements relevant to writing tasks
Interact with others	• Collaborates with others to achieve writing goals • Selects and uses communication practices and protocols appropriate to audience
Get the work done	• 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
CUAWRT406 Write nonfiction 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>