



Australian Government

CUAWRT504 Perform advanced editing tasks

Release: 1

CUAWRT504 Perform advanced editing tasks

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 apply advanced editing skills to a range of written texts in different forms.

It applies to editors who independently evaluate and refine print-based or screen-based written materials to publication standards. The editing process includes the review of substance and structure to enhance the clarity of written communication. Collaboration with authors, clients, publishers and colleagues plays a significant role in the refinement of the product.

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

Pre-requisite Unit

CUAWRT404 Perform writing and editing tasks

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. Evaluate written material	1.1 Use safe work practices including addressing ergonomic requirements when undertaking work tasks 1.2 Clarify purpose and audience for the written material with relevant parties 1.3 Determine appropriate language and style of written material and

ELEMENT	PERFORMANCE CRITERIA
	acquire style guides if required 1.4 Evaluate language, structure and style of the written material, taking into account the intended audience and purpose 1.5 Assess written material to determine level of editing required. 1.6 Assess material to identify any potential legislative, copyright and intellectual property requirements
2. Liaise with relevant parties and confirm editing approach	2.1 Discuss evaluation of written material with relevant parties to establish the editing approach 2.2 Outline actions necessary to complete the editing process 2.3 Confirm actions and timelines for completing the editing process with relevant parties
3. Perform editing tasks to written text	3.1 Restructure text where necessary to add, delete or relocate material. 3.2 Refine paragraphs to suit purpose, text type and publication mode. 3.3 Add headings, lists and emphasis if necessary to ensure ease of reading 3.4 Check citations for accuracy and appropriateness in recognising the works of others 3.5 Check all structural elements including illustrative material for logic, consistency, appropriateness and accessibility. 3.6 Consider whether voice, tone and tense and are appropriate to the written material. 3.7 Edit phrases, sentences, paragraphs and sections where required for clarity and logical flow.
4. Perform copyediting tasks to written text	4.1 Check language complexity, terminology and formality to ensure they are appropriate for the purpose and audience 4.2 Refine grammar, spelling and punctuation using standard editing conventions 4.3 Check appropriate style conventions are used for numbers, quotations, titles, headings, illustrations and tables within written material
5. Perform proofreading tasks to written text and complete final editing	5.1 Check preliminary text, body and end text for consistency 5.2 Proofread written material for language, grammar, spelling, punctuation and factual errors 5.3 Check cross-references and links for accuracy and completeness

ELEMENT	PERFORMANCE CRITERIA
	5.4 Test written material for performance, usability and accessibility. 5.5 Review format and layout for consistency, against design or style guides if required 5.6 Confirm content complies with copyright and intellectual property requirements 5.7 Complete editing process within required timeframes

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	- Identifies and extracts relevant information from reference materials - Applies appropriate strategies to check texts for accuracy
Writing	- Creates documents to manage tasks using format appropriate to the text and audience - Uses required conventions to correct input, layout and design elements of documents
Oral communication	- Participates in discussions using listening and questioning techniques to seek information and clarify understanding - Uses clear language to articulate personal understandings, ideas and opinions
Numeracy	Performs calculations required to estimate and monitor timing of task
Navigate the world of work	Identifies and complies with copyright and intellectual property responsibilities associated with writing tasks
Interact with others	Uses appropriate practices and protocols to communicate effectively with a range of people
Get the work done	- Adopts a logical and methodical approach in planning, organising and completing requirements within timelines - Gathers and analyses information needed to make decisions about task requirements - Uses appropriate digital equipment and tools to complete editing tasks

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
CUAWRT504 Perform advanced editing tasks	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>