



**Australian Government**

# **CUAWRT505 Perform advanced writing tasks**

**Release: 1**

## CUAWRT505 Perform advanced writing 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 research and apply advanced writing techniques in a range of forms.

It applies to competent writers who seek to refine their writing techniques and approaches. This would usually be carried out independently, with some guidance from editors, agents or other relevant people.

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. Develop and refine concept for written material	1.1 Develop concept for written material based on its purpose and its intended audience 1.2 Document concept and proposed language and style techniques and seek feedback from relevant parties 1.3 Refine writing concept as required

<b>ELEMENT</b>	<b>PERFORMANCE CRITERIA</b>
2. Research and determine appropriate writing techniques for written material	2.1 Research writing techniques and approaches 2.2 Identify how writing techniques achieve different technical effects 2.3 Evaluate writing techniques suitable for the concept 2.4 Adapt and apply relevant writing techniques for the concept 2.5 Determine writing technique for written material
3. Determine resources for written material	3.1 Identify resources required to develop the written material 3.2 Evaluate constraints that may impact on the writing 3.3 Consider constraints and the availability of resources and revise the concept accordingly
4. Plan the written material	4.1 Plan writing tasks to reflect the intended audience, concept requirements and available resources 4.2 Gather resources required to complete written material 4.3 Organise writing tasks and develop a timeline to complete the written material 4.4 Agree on a timeline for completion with relevant parties
5. Develop the written material	5.1 Use safe work practices including addressing ergonomic requirements when undertaking writing tasks 5.2 Develop narrative or sequence of ideas for writing tasks 5.3 Draft written material using writing techniques and refined concept and narrative
6. Perform editing tasks to finalise written material	6.1 Evaluate language, structure and style of the written material, taking into account the intended audience and purpose 6.2 Identify any potential copyright and intellectual property requirements and address where needed 6.3 Refine written material using basic editing techniques to check grammar, punctuation, spelling and vocabulary and style requirements. 6.4 Complete written material to satisfy delivery requirements

## Foundation Skills

*This section describes those language, literacy, numeracy and employment skills that are essential to performance but not explicit in the performance criteria.*

<b>Skill</b>	<b>Description</b>
Reading	<ul style="list-style-type: none"> <li>Analyses and interprets textual information from various sources</li> <li>Compares material from multiple information sources</li> <li>Applies appropriate strategies to check texts for accuracy</li> </ul>
Writing	<ul style="list-style-type: none"> <li>Generates complex written texts, demonstrating a broad range of writing styles and techniques</li> <li>Selects vocabulary, grammatical structures and conventions appropriate to the text and audience</li> <li>Creates documents using language, format and style appropriate to the context and audience</li> </ul>
Oral communication	<ul style="list-style-type: none"> <li>Participates in discussions using listening and questioning techniques to seek information and clarify understanding</li> <li>Uses clear language to articulate ideas and opinions</li> </ul>
Numeracy	<ul style="list-style-type: none"> <li>Estimates time required for production tasks, creates timeframes and calculates resource requirements</li> </ul>
Navigate the world of work	<ul style="list-style-type: none"> <li>Identifies and complies with copyright and intellectual property responsibilities associated with writing tasks</li> </ul>
Interact with others	<ul style="list-style-type: none"> <li>Collaborates with others to achieve writing goals</li> <li>Selects and uses communication practices and protocols appropriate to audience</li> </ul>
Get the work done	<ul style="list-style-type: none"> <li>Adopts a logical and methodical approach in planning, organising and completing requirements within timelines</li> <li>Applies analytical processes to evaluate options and make decisions</li> <li>Develops new and innovative ideas through exploration and analysis</li> </ul>

## Unit Mapping Information

<b>Code and title current version</b>	<b>Code and title previous version</b>	<b>Comments</b>	<b>Equivalence status</b>
CUAWRT505 Perform advanced writing tasks	N/A	New Unit of Competency	N/A

## Links

Companion Volumes are available from VETNet -

<https://vetnet.education.gov.au/Pages/TrainingDocs.aspx?q=1db201d9-4006-4430-839f-382ef6b803d5>