



**Australian Government**

# **CUAWRT510 Coordinate editing and pre-production processes for a publication**

**Release: 1**

# CUAWRT510 Coordinate editing and pre-production processes for a publication

## 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 manage the processes of editing and refining written text and visual content for electronic or hardcopy publication.

It applies to individuals working within editorial management contexts. In these roles, they liaise with publishers, clients, content creators and production staff in identifying, editing and finalising publications.

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

## Pre-requisite Unit

CUAWRT404 Perform writing and editing tasks

CUAWRT504 Perform advanced 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. Liaise with publisher or client to determine publication content | 1.1 Use safe work practices including addressing ergonomic requirements when undertaking work tasks<br>1.2 Clarify requirements, purpose and audience of content with |

| ELEMENT                                                       | PERFORMANCE CRITERIA                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
|---------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                                               | <p>publisher or client</p> <p>1.3 Evaluate suitability of content based on the requirements, intended purpose and audience</p> <p>1.4 Refine content in consultation with content creators to meet requirements, purpose and audience</p> <p>1.5 Validate refined content with publisher or client</p>                                                                                                                                                                               |
| 2. Plan processes and tasks to produce publication            | <p>2.1 Identify required publication media, personnel and processes required to produce the publication</p> <p>2.2 Confirm publication media, personnel and processes for publication with publisher or client</p> <p>2.2 Plan publication processes, time required and budget constraints, and communicate with publisher or client</p>                                                                                                                                             |
| 3. Liaise with production team to produce publication content | <p>3.1 Confirm publication media, content and design briefs with production staff and/or freelance personnel</p> <p>3.2 Communicate processes, budget and timelines for required services</p> <p>3.3 Maintain ongoing liaison with content creators</p> <p>3.4 Liaise with designer or illustrator regarding layout, illustrations and other publication content</p> <p>3.5 Liaise with editor regarding editing and proofreading tasks required to finalise publication content</p> |
| 4. Finalise publication schedule prior to publishing          | <p>4.1 Create production schedule for the publication</p> <p>4.2 Monitor compliance with copyright and intellectual property requirements, publication budgets and production timelines</p> <p>4.4 Review and edit pre-print publication proofs</p> <p>4.5 Submit final proofs to publisher or client for publication</p>                                                                                                                                                            |

## 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 | <ul style="list-style-type: none"> <li>Identifies and extracts relevant information from a range of textual sources</li> </ul> |

|                            |                                                                                                                                                                                                                                                                                                                                               |
|----------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                            | <ul style="list-style-type: none"> <li>• Applies appropriate strategies to check texts for accuracy</li> </ul>                                                                                                                                                                                                                                |
| Writing                    | <ul style="list-style-type: none"> <li>• Creates documents to manage tasks using format appropriate to the text and audience</li> <li>• Uses required conventions to correct input, layout and design elements of documents</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 personal understandings, ideas and opinions</li> </ul>                                                                             |
| Numeracy                   | <ul style="list-style-type: none"> <li>• Performs calculations required to estimate and monitor budget and timing of tasks</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>• Uses appropriate practices and protocols to communicate effectively with a range of people</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>• Gathers and analyses information required to make decisions about task requirements</li> <li>• Uses common digital equipment and tools to complete editing tasks</li> </ul> |

## Unit Mapping Information

| Code and title<br>current version                                                       | Code and title<br>previous version | Comments                  | Equivalence status |
|-----------------------------------------------------------------------------------------|------------------------------------|---------------------------|--------------------|
| CUAWRT510<br>Coordinate editing<br>and pre-production<br>processes for a<br>publication | N/A                                | New Unit of<br>Competency | N/A                |

## Links

Companion Volumes are available from VETNet -

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