Australian Government

Department of Education, Employment and Workplace Relations

CUFWRT602A Edit scripts

Revision Number: 1

INDUSTRY SKILLS COUNCILS
Creating Australia's Future

CUFWRT602A Edit scripts

Modification History

Not applicable.

Unit Descriptor

Unit descriptor	This unit describes the performance outcomes, skills and knowledge required to edit scripts for a range of productions.
	This unit has strong links with:
	• CUFWRT601A Write scripts.
	No licensing, legislative, regulatory or certification requirements apply to this unit at the time of endorsement.

Application of the Unit

Application of the unit	Script editors who work at a senior level in a range of film, television, digital media and live productions apply the skills and knowledge described in this unit. In collaboration with writers, script editors assess, analyse, edit and refine scripts to final draft stage ready for production.
	They may be required to rewrite, and can demonstrate high level script-writing skills, such as development of concepts, structure, dialogue and characterisation. They are able to work within pressure situations related to production constraints, time and budget.
	They work collaboratively with story editors, writers, the production team and potentially network executives, such as script executives, to ensure scripts meet production requirements.

Licensing/Regulatory Information

Not applicable.

Pre-Requisites

Prerequisite units		

Employability Skills Information

Employability skills	This unit contains employability skills.

Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency.	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the required skills and knowledge section and the range statement. Assessment of performance is to be consistent with the evidence guide.

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
Assess scripts for editing	1. Identify relevant *story elements* appropriate to the type of *production* 2. Assess relevant *script-writing tools and techniques* applied to *scripts* 3. Confirm original required script concepts and document changes to original concepts 4. Schedule timelines and plan for the completion of the editing process
Edit scripts	5. In collaboration with writers, define and analyse the purpose of stories to ensure all story elements contribute to this purpose 6. Identify story elements, structure and intent 7. Use *collaborative techniques* to identify and assist in defining and refining the writer's vision and clarity 8. Offer *feedback* to meet conceptual, narrative and *production and performance requirements* 9. Negotiate amendments to scripts as required
Finalise scripts	10. Liaise with *relevant personnel* to validate edited scripts 11. Discuss and agree upon final changes with relevant personnel 12. Refine scripts as required and confirm that they meet all requirements and are ready for production

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE
This section describes the skills and knowledge required for this unit.
Required skills
- communication and literacy skills sufficient to: - interpret and clarify briefs, production documentation and feedback   - present constructive, clear and logical feedback to scriptwriters   - negotiate script amendments through use of appropriate assertive strategies   - apply correct grammar, spelling and punctuation   - analyse genre, audience and purpose   - apply redrafting skills   - ability to work as a member of a team in developing production materials to time and budget   - technical skills sufficient to use standard word processing applications with appropriate industry-specific formatting   - initiative and enterprise sufficient to: - identify and refine original, innovative and creative approaches in the script-writing process   - define and analyse narrative styles and elements to develop a creative long-term vision   - extend creative boundaries for self, team and audience   - find creative solutions to problems identified during the process of negotiating amendments to scripts   - locate and use resources to broaden own creative experience   - learning skills sufficient to improve performance and product through feedback processes and editing   - self-management and planning skills sufficient to: - plan and prioritise work tasks   - meet deadlines   - develop clear goals, outlines and outcomes   - seek out and participate in professional development activities
Required knowledge
- industry knowledge, including: - roles and responsibilities of production or project team members   - issues and challenges that arise when editing scripts   - well-developed understanding of storytelling techniques and writing conventions appropriate to stipulated screen, media, performance and text contexts   - in-depth knowledge of editing to refine script-writing narrative, structure and

REQUIRED SKILLS AND KNOWLEDGE

formats appropriate to genre and production methods

- communication and interpersonal techniques appropriate to working with high-level teams
- organisational and legislative OHS standards as they relate to working for periods of time on computers
- copyright and intellectual property requirements as they relate to developing scripts for productions or cultural industry projects

Evidence Guide

EVIDENCE GUIDE	
The Evidence Guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.	
Overview of assessment	
Critical aspects for assessment and evidence required to demonstrate competency in this unit	Evidence of the following is essential: • scripts analysed and edited to final draft ready for production • application of the principles and practices of script-writing and editing • ability to edit scripts by agreed deadlines • effective communication techniques sufficient to negotiating, documenting and incorporating feedback in the editing process.
Context of and specific resources for assessment	Assessment must ensure: • access to a computer and the internet • access to a range of scripts and resources for the refinement and clear identification of narrative, production and conceptual requirements • access to appropriate learning and assessment support when required • use of culturally appropriate processes and techniques appropriate to the language and literacy capacity of learners and the work being performed.
Method of assessment	A range of assessment methods should be used to assess practical skills and knowledge. The following examples are appropriate for this unit: • direct questioning combined with review of portfolios of evidence and third-party workplace reports of on-the-job performance • evaluation of scripts edited by the candidate and their quality in terms of addressing production requirements • direct observation of the candidate giving feedback on scripts and negotiating amendments • written or oral questioning to test knowledge as listed in the required skills and knowledge section of this unit.
Guidance information for	Holistic assessment with other units relevant to the

EVIDENCE GUIDE	
assessment	industry sector, workplace and job role is recommended, for example: • CUFWRT501A Develop storylines and treatments • CUFWRT601A Write scripts.

Range Statement

RANGE STATEMENT	
The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. Bold italicised wording, if used in the performance criteria, is detailed below. Essential operating conditions that may be present with training and assessment (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) may also be included.	
Story elements may include:	• character • conflict • genre • plot • story • structure • theme.

Productions may include:	• advertisements/commercials
	• animation
	• children's television or films
	• corporate and training films and videos
	• documentaries
	• experimental films
	• feature films and videos
	• film and television adaptations
	• interactive digital media
	• live events and performances:
	   • sketch comedy
	   • short plays
	   • extended performance pieces
	   • corporate launches or presentations
	• radio dramas and performance pieces
	• short films and videos
	• television comedies, such as situation or sketch comedy
	• television series, serials and miniseries.

Script-writing tools and techniques may include:	• condensing character, time, location and plot within requirements of production
	• consistency of:
	   • character portrayal
	   • plot
	   • style and attitude

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RANGE STATEMENT	
	- structure - impact - language - experimental techniques: - abstraction - ellipses - symbol - metaphor - tone - myth - archetype - atmosphere - generating material consistent with selected genres - linear and non-linear storytelling - point of view - sustaining audience attention - sustaining essential narrative, performative and promotional elements - sustaining themes - use of sound - use of subtext and resonance - use of visual motifs, symbols and metaphors.
Scripts may include:	- adaptation - animation - children's programs - corporate - documentary - feature - infotainment - interactive games - interactive multi-path movies - miniseries - news and current affairs - performance text - play - radio play - series or serial - situation comedy - television drama.

RANGE STATEMENT

Collaborative techniques may include:	• incorporating and documenting creative input and feedback within production teams or projects
	• negotiation and mediation with other members of the creative team, including:
	   • storyliners
	   • writers
	   • concept developers
	   • technical and production team members
	• team scheduling and planning
	• using effective interpersonal communication techniques:
	   • questioning and listening
	   • non-verbal communication
	   • conflict resolution
	   • time management.

Feedback may include:	• analysis of story elements and script-writing tools and techniques • collaborative team conferencing • creative and production team meetings • scene sequencing • script conferencing • workshop feedback.

Production and performance requirements may include:	• audience requirements
	• budget requirements
	• content
	• legal issues:
	   • copyright
	   • intellectual property
	   • confidentiality
	   • contracts
	• OHS issues
	• purpose
	• scheduling
	• sign-offs and approval processes
	• style
	• technical requirements
	• timing or duration
	• venue requirements.

RANGE STATEMENT	
Relevant personnel may include:	• broadcasters • clients • digital media technical staff • directors • dramaturges • funding bodies • performers • producers • script editors • storyliners • writers • other technical/specialist staff.

Unit Sector(s)

Unit sector	

Competency field

Competency field	Communication - writing

Co-requisite units

Co-requisite units		