



Australian Government

DEFPR303B Write material suitable for publication within Defence

Release: 2

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Modification History

Release	TP Version	Comments
2	DEF12V2	Layout adjusted. No changes to content.
1	DEF12V1	Primary release.

Unit Descriptor

This unit covers the competency required to write news features or other journalistic material for Defence publications.

In the most part information for a Defence publication will come from within the organisation. In some cases however material will be provided from external sources. News features and other material will generally be published in services newspapers, magazines and on Internet sites.

This competency is required by all Defence reporters.

Application of the Unit

As agreed in the creation of this Training Package, applications for units transferred from the PUA00 Public Safety Training Package will be developed as part of continuous improvement plans, and taking into account the change in Unit of Competency format as detailed in templates for Streamlined Training Packages.

Licensing/Regulatory Information

Not applicable.

Pre-Requisites

Not applicable.

Employability Skills Information

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 required performance needed to demonstrate achievement of the element. Where ***bold italicised*** text is used, further information is detailed in the Required Skills and Knowledge and/or the Range Statement. Assessment of performance is to be consistent with the Evidence Guide.

Elements and Performance Criteria

ELEMENTS

1. Draft the story

2. Identify relevant public affairs objectives

3. File the story for publication

PERFORMANCE CRITERIA

- 1.1 Key *story* points and reader specific angles are identified.
- 1.2 Appropriate style is determined and maintained throughout the copy.
- 1.3 Draft story is correctly structured and quotes are correctly attributed.
- 1.4 Draft story is written according to the *style manual* and the needs of target audiences.
- 2.1 *Public affairs objectives* and constraints are identified and factored into planning.
- 2.2 Client needs are identified and factored into planning.
- 3.1 Story is cleared with the subject as appropriate.
- 3.2 Story is submitted for proofreading and *clearance* by the senior reporter.
- 3.4 Story is amended and resubmitted for approval, if necessary.
- 3.5 Story is filed after being assessed as publication quality.
- 3.6 Deadlines are recognised and met.

Required Skills and Knowledge

This describes the essential skills and knowledge and their level, required for this unit.

Required Skills

- interpret complex information in documents and interviews and make it readable and understandable to a wide variety of readers
- consistently produce accurate material
- meet publication deadlines
- use appropriate information technology and software
- sources, reads and critically evaluates background information
- transcribes material accurately from oral to written text
- revises own writing and speaking to enhance meaning and effectiveness

Required Knowledge

- various types and styles of stories used in Defence publications
- content of the style manual that is relevant to Defence publications

- proofreading and clearance procedures
- standard newspaper proofing symbols
- implications of security, privacy and libel provisions
- Defence public information and security policies
- types of stories
- constraints on using information (eg security requirements, conditions on reporting sensitive issues)
- Defence issues
- current affairs issues
- a variety of writing genres
- standard operating procedures of relevant public affairs organisations which influence parent organisation
- ADF public affairs objectives and the characteristics of Defence public affairs organisations
- relevant legislation
- Defence News Editorial Board guidelines
- Australian Journalists Association Code of Ethics
- when to check, verify and attribute information

Evidence Guide

Critical aspects for assessment and evidence required to demonstrate competency in this unit

Assessment must confirm the ability to produce stories that are fit for publication within a Defence publication. Stories must be accurate, with minimal possibility of misinterpretation and conform to government and Defence policies.

It is essential that the reporter demonstrates an awareness of current affairs and Defence issues and applies communications ethics that are relevant to the audience and organisation.

Consistency in performance

Competency should be demonstrated by providing a range of news features or other journalistic material that are newsworthy and suitable for a Defence publication.

Context of and specific resources for assessment

Context of assessment

Competency should be assessed in an office and under operational conditions, or in a simulated environment. Simulation should re-create realistic office and operational scenarios in a wide range of situations that may be encountered by the Defence reporter and should cover all of the critical aspects of evidence.

Evidence should be gathered through questioning relating to underpinning knowledge and the submission of a variety of news features or other journalistic material.

Specific resources for assessment

There are no special resource requirements for this unit.

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 in the Performance Criteria is detailed below.

- Stories*** may include:
- Stories on any topic, including major policy and operational activities with internal, political or international sensitivities
 - Hard news stories
 - Sports stories
 - Magazine features
 - Background stories
 - General news stories
 - Personality profiles
 - Technical explanations
 - Historical articles
 - Sidebars
 - Book, video game and film reviews
- Style manual*** may include:
- Documented procedures on use of grammar, titles, spelling, layout, fonts, headlines, formats
 - APS style manual
 - Newspaper style book
 - Macquarie Dictionary
- Public affairs objectives*** may include:
- Defence and ADF internal communications objectives
- Clearance*** may include:
- Sub editor or editor clearing stories for publication

Unit Sector(s)

Not applicable.