



Australian Government

CUAWRT403 Write narration and material for current affairs, features and documentaries

Release: 1

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Modification History

Release	Comments
Release 1	This version first released with CUA Creative Arts and Culture Training Package version 2.0.

Application

This unit describes the skills and knowledge required to write narration and material for current affairs, features and documentaries.

It applies to individuals who work under direction of an editor or producer to source and prepare scripts for on-air programs or resources where the target audience and program style have already been defined. The scripts may be read on air, recorded as voiceover or repurposed for online services.

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

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. Clarify writing requirements	1.1 Identify sources for current affairs stories or narration in consultation with relevant personnel 1.2 Identify auditory and/or visual elements that may accompany script content 1.3 Identify target audience to select an appropriate script format that will meet their expectations 1.4 Identify production scheduling, timelines and other program issues that may affect writing assignments

ELEMENT	PERFORMANCE CRITERIA
2. Prepare to write scripts	2.1 Verify and source material and select information or angles to engage target audience 2.2 Summarise information to meet production requirements 2.3 Check and resolve any issues so material complies with laws and codes of practice relevant to broadcasting and publication 2.4 Prepare a script structure that creates an auditory and visual narrative for target audience 2.5 Complete preparation so production deadlines can be met
3. Write narration	3.1 Apply writing conventions and techniques to script development 3.2 Use language and layout to ensure scripts are easy to read 3.3 Refine and redraft scripts to meet creative, technical and production requirements 3.4 Read scripts aloud to test presentation and mark up copy for presenters as required 3.5 Submit copy to relevant personnel for consideration and review 3.6 Make changes to script to meet production deadlines 3.7 Adopt safe ergonomic practices when using screens and keyboards for long periods of time
4. Obtain sign-off on scripts	4.1 Present final scripts to relevant personnel for validation 4.2 Discuss final changes with relevant personnel and make adjustments 4.3 Confirm scripts meet requirements and timelines for production

Foundation Skills

This section describes language, literacy, numeracy and employment skills incorporated in the performance criteria that are required for competent performance.

Skill	Performance Criteria	Description
Reading	1.1, 2.1-2.3, 3.2, 3.3, 3.4, 4.2, 4.3	- Organises and evaluates ideas and information from a range of complex texts including production briefs and research material - Analyses a range of complex texts and checks accuracy of source material and information

Writing	2.2, 2.4, 2.5, 3.1, 3.2-3.4, 3.6, 4.2, 4.3	• Uses correct grammar, spelling, punctuation and appropriate formatting and presentation formats to scripts when writing current affairs and narration scripts • Writes and refines scripts that engage specific audiences and meet creative, technical and production requirements
Oral Communication	1.1, 2.1, 3.4, 4.1, 4.2	• Uses listening, questioning and non-verbal communication cues to express and interpret meaning • Clearly and simply expresses ideas and opinions during discussions with colleagues
Navigate the world of work	2.3, 3.7	• Follows laws and regulations for producing written material • Follows work health and safety (WHS) legislation as required
Interact with others	1.1, 2.1, 3.5, 4.1, 4.2	• Consults with relevant personnel to select most appropriate content ideas, and utilises feedback to finalise content • Presents information in a way easily understood by others
Get the work done	1.1-1.4, 2.1, 2.3, 2.5, 3.1, 3.3-3.6, 4.1-4.3	• Adopts a logical and methodical approach to the process of writing to minimise editing and meet timelines • Makes decisions directly related to task requirements • Uses digital tools to write material

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
CUAWRT403 Write narration and material for current affairs, features and documentaries	CUFWRT403A Write narration and current affairs material	Updated to meet Standards for Training Packages. Title changed. Minor edits to elements and performance criteria.	Equivalent unit

Links

Companion Volume implementation guides are found in VETNet -

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

Assessment Requirements for CUAWRT403 Write narration and material for current affairs, features and documentaries

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Performance Evidence

Evidence of the ability to:

- verify sources and select valid information relevant to purpose of scripts
- write narration and material for defined program style in current affairs, feature or documentary that meets target audience, production requirements and timelines.

Note: If a specific volume or frequency is not stated, then evidence must be provided at least once.

Knowledge Evidence

To complete the unit requirements safely and effectively, the individual must:

- describe conventions and techniques for writing broadcast and online copy
- describe structures and mark-up techniques for script presentation
- describe use of auditory and visual elements in different script types
- outline research and sourcing techniques relevant to different program types
- describe copyright clearance procedures
- outline codes of practice and relevant aspects of laws on defamation, vilification, breaches of privacy and court reporting to be considered when developing narration and materials
- outline health and safety requirements as they relate to working for periods of time on screens and keyboards.

Assessment Conditions

Assessment must be conducted in a safe environment where evidence gathered demonstrates consistent performance of typical activities experienced in creative arts industry environments. The assessment environment must include access to:

- production situations that require preparation of material for current affairs, features and documentaries

- audio and video playback equipment or internet website to enable evaluation of material written by candidate
- information sources about legislation and codes of practice relevant to media.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational educational and training legislation, frameworks and/or standards.

Links

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