



Australian Government

CUAWRT404 Perform writing and editing tasks

Release: 1

CUAWRT404 Perform writing and editing 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 apply the conventions of plain English to writing and editing tasks of different forms. It also includes editing and proofreading techniques.

It applies to individuals in various writing contexts who write and edit texts using appropriate language, style, grammar, spelling, and standard conventions for editing and proofreading.

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. Apply clear and appropriate language and style to writing and editing tasks	1.1 Use safe work practices including addressing ergonomic requirements when undertaking writing tasks 1.2 Use clear, concise and plain English in writing and editing tasks 1.3 Apply appropriate paragraph structure to written material to ensure clarity of meaning and ease of reading 1.4 Make clear and logical connections between sentences, paragraphs and sections 1.5 Determine and incorporate the language and style of the audience
2. Apply the appropriate	2.1 Determine appropriate voice, tone and tense of the written

ELEMENT	PERFORMANCE CRITERIA
voice, tone and tense	materials according to audience requirements 2.2 Maintain consistent voice, tone and tense throughout written material
3. Apply appropriate grammar, spelling and punctuation	3.1 Apply appropriate grammar conventions to a range of written contexts including use of numbers, quotations, and tables 3.2 Apply appropriate spelling and punctuation conventions in writing and editing tasks.
4. Perform editing and proofreading tasks to meet requirements	4.1 Edit written material to ensure clear meaning through language and paragraphs, consistent voice, tone and tense 4.2 Copyedit written material by checking grammar, spelling and punctuation using standard editing conventions 4.3 Proofreading using style guides and by monitoring written material for errors

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
Learning	Has an awareness of self as learner and takes responsibility for learning in this routine context
Reading	- Identifies and extracts relevant information from reference materials - Applies appropriate strategies to check texts for accuracy
Writing	- Communicates relationships between ideas and information in a style appropriate to audience and purpose - Selects vocabulary, grammatical structures and conventions appropriate to the text and audience - Uses required conventions to draft, proofread and edit writings
Get the work done	Gathers and analyses information required to make decisions about task requirements

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
CUAWRT404 Perform writing and editing tasks	N/A	New Unit of Competency	N/A

Links

Companion Volumes are available from VETNet -

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

Assessment Requirements for CUAWRT404 Perform writing and editing tasks

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Performance Evidence

Evidence of the ability to:

- write and edit at least one written material (2500-4000 words) and edit another material written by another author (2500-4000 words), of different forms (e.g. blog, journal, book) that demonstrate use of:
 - clear and concise language
 - clear and logical paragraph structures
 - appropriate voice, tone, tense and language
 - plain English grammar, spelling and punctuation
 - accepted grammar conventions for a range of written contexts including use of numbers, quotation and tables
 - standard editing conventions
- complete editing and proofreading tasks using handwritten and digital methods
- accurately follow a style guide where required
- follow relevant health and safety practices for writing tasks
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Knowledge Evidence

The candidate must be able to demonstrate the following knowledge to effectively complete the tasks outlined in the elements and performance criteria of this unit:

- main features of clear, concise and plain English language for written material
- grammar, punctuation and spelling conventions that meet the task requirements
- editing conventions used in substantive editing and copyediting of written material
- basic software used to write and collect feedback
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Assessment Conditions

Skills in this unit must be demonstrated in a workplace or simulated environment where the conditions are typical of those in a creative arts working environment or commercial writing environment. This includes access to:

- a range of written texts appropriate for editing (e.g. blog, journal, book)
- style guides for proofreading
- editing and proofreading reference materials and resources (including text editing software)

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

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