



Australian Government

CUAWRT406 Write nonfiction material

Release: 1

CUAWRT406 Write nonfiction material

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 write nonfiction material in a range of forms and to use basic editing and proofreading skills to refine work.

It applies to individuals who draw on a range of information sources and writing techniques to produce nonfiction materials in variety of forms and delivery media.

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. Determine requirements for nonfiction material	1.1 Establish requirements of the nonfiction material including topic and elements of composition 1.2 Clarify purpose and required outcomes of the nonfiction material with relevant people 1.3 Identify intended audience and select the most suitable form, publication media 1.4 Develop ideas and concept for the nonfiction topic 1.5 Clarify copyright, intellectual property and regulatory requirements for the nonfiction material 1.6 Identify appropriate language, style, tone and length for the intended audience

ELEMENT	PERFORMANCE CRITERIA
	1.7 Determine appropriate grammar, spelling and punctuation for the intended audience
2. Plan and prepare to write nonfiction material	2.1 Develop timeline for completion of the nonfiction material based on requirements 2.2 Prepare resources needed to produce the required materials 2.3 Plan writing task to reflect the publication media, scope, structure and content of the nonfiction material 2.4 Research and gather information to ensure that the requirements of the writing task will be met
3. Create draft of nonfiction material	3.1 Use safe work practices including addressing ergonomic requirements when undertaking writing tasks 3.2 Use writing techniques and structural elements appropriate for the publication type to create draft nonfiction material 3.3 Perform basic editing of draft to meet the requirements of the nonfiction material 3.4 Perform basic proofreading of draft to meet the requirements of the nonfiction material 3.5 Check content complies with copyright and intellectual property requirements
4. Complete the nonfiction material	4.1 Confirm the draft is appropriate for the purpose, publication media and intended audience 4.2 Seek feedback from relevant stakeholders and establish the method by which feedback will be provided 4.3 Discuss and confirm any modifications with relevant people 4.4 Complete agreed modifications and produce final draft within required timelines

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	- Analyses and interprets textual information from various sources - Compares material from multiple information sources

	• Applies appropriate strategies to check texts for accuracy
Writing	• Generates complex written texts, demonstrating a broad range of writing styles and techniques • Selects vocabulary, grammatical structures and conventions appropriate to the text and audience • Creates documents using language, format and style appropriate to the context and audience
Oral communication	• Uses clear language to articulate personal understandings, ideas and opinions
Numeracy	• Estimates time required for production tasks, creates timeframes and calculates resource requirements
Navigate the world of work	• Understands responsibilities and complies with copyright and intellectual property requirements relevant to writing tasks
Interact with others	• Collaborates with others to achieve writing goals • Selects and uses communication practices and protocols appropriate to audience
Get the work done	• Adopts a logical and methodical approach in planning, organising and completing requirements within timelines • Develops new and innovative ideas through exploration and analysis

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
CUAWRT406 Write nonfiction material	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 CUAWRT406 Write nonfiction material

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Performance Evidence

Evidence of the ability to write at least one extended nonfiction text (4000 words or more) and one shorter written nonfiction material (2500-3000 words), of different forms (e.g. blog, journal, and book) and for each written material:

- communicate with relevant stakeholders to confirm the purpose and requirements
- plan and acquire the necessary resources to write the nonfiction material
- develop timelines for completion of the nonfiction according to contractual and regulatory requirements
- write original material using technique, form, style, structure and perspective voice, point of view appropriate to the publication media and the requirements of the nonfiction material
- identify and use at least two methods for collecting and tracking feedback on draft material from relevant people
- comply with relevant copyright and intellectual property requirements
- edit and proofread draft material and discuss modifications with relevant people
- follow relevant health and safety practices for writing tasks

Knowledge Evidence

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

- forms and text types of nonfiction material
- different purposes and audiences for nonfiction material
- techniques and styles used to develop various forms of nonfiction writing
- types of media used to publish nonfiction material, and describe the particular characteristics of each
- basic proofreading and editing techniques, including the use of style guides
- regulatory, copyright and intellectual property requirements as they relate to writing and publishing works

- basic operations of word-processing software used to produce, edit and track changes in written material
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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:

- interaction with others to discuss and confirm requirements
- interaction with editors or other professionals whom they can communicate with regarding the tasks required to finalise fiction materials to the standards of the publication media
- reference materials and resources required to undertake writing tasks
- resources required for tracking feedback

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

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