



Australian Government

Assessment Requirements for CUAWRT504 Perform advanced editing tasks

Release: 1

Assessment Requirements for CUAWRT504 Perform advanced editing tasks

Modification History

Release	Comments
Release 1	This version first released with CUA Creative Arts and Culture Training Package Version 4.0.

Performance Evidence

Evidence of the ability to complete one extended editing task of 8000-10,000 words and one short editing task of 4000 words or complete one extended editing task of 8000-10,000 words and two short editing tasks of 2,500- 3,000 words of different forms (e.g. blog, journal, and book) and for each:

- discuss and confirm purpose, actions, roles, timelines and other requirements with relevant parties
- complete editing of written material, in accordance with required conventions
- complete proofreading tasks of written material
- identify and comply with relevant legislative, copyright and intellectual property requirements
- ensure materials meet all requirements and deliver within agreed timelines
- follow relevant health and safety practices for work tasks
-

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:

- steps in the editing process
- use of style guides in the editing process
- key features of citation conventions typically used
- standard conventions for text mark-up and proofreading correction in hardcopy and electronic works
- relevant 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
-

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)
- interaction and collaboration with relevant people
- 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.

Links

Companion Volumes are available from VETNet -

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