



Australian Government

CUAWRT505 Perform advanced writing tasks

Release: 1

CUAWRT505 Perform advanced writing 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 research and apply advanced writing techniques in a range of forms.

It applies to competent writers who seek to refine their writing techniques and approaches. This would usually be carried out independently, with some guidance from editors, agents or other relevant people.

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

Pre-requisite Unit

CUAWRT404 Perform writing and editing tasks

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. Develop and refine concept for written material	1.1 Develop concept for written material based on its purpose and its intended audience 1.2 Document concept and proposed language and style techniques and seek feedback from relevant parties 1.3 Refine writing concept as required

ELEMENT	PERFORMANCE CRITERIA
2. Research and determine appropriate writing techniques for written material	2.1 Research writing techniques and approaches 2.2 Identify how writing techniques achieve different technical effects 2.3 Evaluate writing techniques suitable for the concept 2.4 Adapt and apply relevant writing techniques for the concept 2.5 Determine writing technique for written material
3. Determine resources for written material	3.1 Identify resources required to develop the written material 3.2 Evaluate constraints that may impact on the writing 3.3 Consider constraints and the availability of resources and revise the concept accordingly
4. Plan the written material	4.1 Plan writing tasks to reflect the intended audience, concept requirements and available resources 4.2 Gather resources required to complete written material 4.3 Organise writing tasks and develop a timeline to complete the written material 4.4 Agree on a timeline for completion with relevant parties
5. Develop the written material	5.1 Use safe work practices including addressing ergonomic requirements when undertaking writing tasks 5.2 Develop narrative or sequence of ideas for writing tasks 5.3 Draft written material using writing techniques and refined concept and narrative
6. Perform editing tasks to finalise written material	6.1 Evaluate language, structure and style of the written material, taking into account the intended audience and purpose 6.2 Identify any potential copyright and intellectual property requirements and address where needed 6.3 Refine written material using basic editing techniques to check grammar, punctuation, spelling and vocabulary and style requirements. 6.4 Complete written material to satisfy delivery requirements

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	- Participates in discussions using listening and questioning techniques to seek information and clarify understanding - Uses clear language to articulate ideas and opinions
Numeracy	Estimates time required for production tasks, creates timeframes and calculates resource requirements
Navigate the world of work	Identifies and complies with copyright and intellectual property responsibilities associated with 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 - Applies analytical processes to evaluate options and make decisions - 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
CUAWRT505 Perform advanced writing 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 CUAWRT505 Perform advanced writing tasks

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Performance Evidence

Evidence of the ability to:

- research writing techniques and implement within a range of writing tasks (e.g. blog, journal, book)
- complete one extended writing task of 8000-10,000 words and one short writing task of 4000 words or complete one extended writing task of 8000-10,000 words and two short writing tasks of 2,500- 3,000 words of different forms (e.g. blog, journal, and book) and for each writing task:
 - develop and document a writing concept and seek feedback for refinement
 - plan and organise resources to complete the work within timelines
 - develop a writing piece that meets the purpose of the work and the needs of the intended audience
 - perform editing techniques to refine the work
 - ensure timelines and other requirements for the work are met
- 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:

- writing techniques for a range of writing media and their application
- editing techniques used to refine writing
- use of style guides for editing of publications
- typical constraints that impact on the development of writing tasks
- copyright and intellectual property requirements as they relate to writing and publishing works
- purpose, use and function of word-processing software
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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 and collaboration with relevant people
- resources and reference materials relevant to the writing process
- resources required for tracking feedback

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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