



Australian Government

CUAWRT506 Develop nonfiction works for publication

Release: 1

CUAWRT506 Develop nonfiction works for publication

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 develop works of nonfiction suitable for publication.

It applies to individuals, working as commissioned or independent writers, who write nonfiction works. Research of the topic of nonfiction material, alongside text types and method of delivery are significant steps in the process of creating nonfiction work. Guidance from others and rigorous testing for accuracy play significant roles in the refinement of the final product.

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

Pre-requisite Unit

CUAWRT406 Write nonfiction material

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 work	1.1 Use safe work practices including addressing ergonomic requirements when undertaking work tasks 1.2 Identify purpose, desired outcome and potential markets for the nonfiction work 1.3 Identify research requirements and methods for gathering the

ELEMENT	PERFORMANCE CRITERIA
	required information 1.4 Consider social and ethical impacts of the nonfiction work 1.5 Consider relevant copyright and intellectual property requirements 1.6 Examine possible constraints which may affect the feasibility of the concept
2. Develop a concept for nonfiction work	2.1 Document basic concept of the nonfiction work 2.2 Research and confirm audience and potential markets for the concept 2.3 Discuss concept with relevant people to gain feedback 2.4 Refine concept as required 2.5 Create proposal to develop the nonfiction work and share with relevant people 2.6 Develop plan to reflect the developmental stages and timelines for the completion of the work and confirm with relevant people
3. Plan and prepare for writing the nonfiction work	3.1 Determine medium, production style, structure and length of work through research and consultation with relevant people 3.2 Determine appropriate tone and style for the audience 3.3 Develop outline of the work that meets the requirements of the work and the audience 3.4 Acquire necessary resources to write the nonfiction work.
4. Develop draft nonfiction work	4.1 Develop nonfiction work according to the outline 4.2 Self-edit draft to meet the requirements of the nonfiction material 4.3 Proofreading and check formatting of draft to meet the requirements of the nonfiction material 4.4 Confirm content complies with copyright and intellectual property requirements 4.5 Review and evaluate draft against purpose and desired outcome
5. Finalise nonfiction work	5.1 Obtain feedback on the draft nonfiction work from relevant people 5.2 Evaluate and, where necessary, incorporate feedback within agreed timelines to produce final work

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 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
CUAWRT506 Develop nonfiction works for publication	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 CUAWRT506 Develop nonfiction works for publication

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 write at least one extended written nonfiction material (8000 words or more) and one smaller written nonfiction material (2500-4000 words), of different forms (e.g. blog, journal, and book), and for each nonfiction work:

- research, discuss and refine a concept for nonfiction work
- create a proposal to develop the nonfiction work for a particular purpose and audience
- identify timelines, information and resource requirements for developing the nonfiction work
- develop an outline of the nonfiction work
- write and proofread draft nonfiction work
- check the draft meets purpose and desired outcome
- collect feedback on draft from relevant people by using at least two methods of tracking feedback
- proofread and edit draft material and discuss modifications with relevant people
- produce a final draft of the nonfiction work
- follow relevant health and safety practices for work 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:

- current markets for nonfiction works
- methods for identifying audiences for nonfiction works
- strategies for developing concepts for nonfiction works
- criteria used to determine feasibility of concepts
- methods for gathering and authenticating reliability of information
- important features of a proposal to develop a nonfiction work
- possible ethical, copyright and intellectual property implications of nonfiction works

- suitable techniques for writing nonfiction work
- the role of style guides for proofreading and editing of publications
- purpose, use and function of word-processing software
-

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
- reference materials and resources required to undertake writing tasks

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education 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>