



Australian Government

Department of Education, Employment and Workplace Relations

CUFWRT401A Edit texts

Revision Number: 1

CUFWRT401A Edit texts

Modification History

Not applicable.

Unit Descriptor

Unit descriptor	This unit describes the performance outcomes, skills and knowledge required to edit written material. People in editorial roles refine and amend text to enhance the clarity of written communication. They may also be involved in making decisions about the placement of visual material in relation to text. When editing text, they take into account the needs of the readership, the author's intention, available resources and the type of publication. A thorough knowledge of grammar, syntax, spelling and punctuation is essential, along with an eye for detail and a systematic approach to work. No licensing, legislative, regulatory or certification requirements apply to this unit at the time of endorsement.
------------------------	---

Application of the Unit

Application of the unit	This unit covers the role of editors or subeditors working in contexts such as book publishing, magazines and journals, corporate, online media, government and not-for-profit organisations. It also covers the role of freelance editors. Even though people in this role work with a fair degree of autonomy, they report to a manager or, in the case of freelance editors, to a client.
--------------------------------	--

Licensing/Regulatory Information

Not applicable.

Pre-Requisites

Prerequisite units		

Employability Skills Information

Employability skills	This unit contains employability skills.
-----------------------------	--

Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency.	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the required skills and knowledge section and the range statement. Assessment of performance is to be consistent with the evidence guide.
---	--

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
Prepare to edit written content	1. In consultation with relevant personnel clarify the scope of editing tasks, including timelines 2. Determine style or tone appropriate to the publication or type of communication materials 3. Identify factors that have implications for the way content will be edited
Enhance clarity of written communication	4. Amend text according to the principles of clear language and logical structure 5. Ensure that language level is appropriate to target audience 6. Ensure that tone is consistent with theme and purpose of the communication 7. Review punctuation to ensure clarity of meaning and ease of reading 8. Review written material for correct use of grammar and syntax 9. Monitor text for non-inclusive or potentially offensive language 10. In consultation with relevant personnel, clarify areas where content is unclear and amend accordingly, giving due consideration to preserving the integrity of the author's voice as amendments are made 11. Amend text for consistency where additional information has been incorporated 12. Mark up text according to enterprise procedures
Finalise editing process	13. Check accuracy of references and organise copyright clearances as required 14. In consultation with relevant personnel, finalise the format and placement of visual material as required 15. Submit final edited material to relevant personnel by agreed deadline 16. Evaluate editing process, assessing one's own performance and noting areas for future improvement

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

This section describes the skills and knowledge required for this unit.

Required skills

- ability to work as a member of a team in producing communications materials
- initiative and flexibility sufficient to:
 - edit material for purpose and structure
 - negotiate changes to written material aimed at enhancing the quality of final products
- proficient use of word processing and other software tools
- communication and literacy skills sufficient to:
 - interpret and clarify written or verbal instructions
 - apply correct grammar, spelling and punctuation when editing
 - edit communication materials with an understanding of audience or reader needs and expectations
 - apply proofreading skills
 - apply appropriate publishing and presentation formats
 - apply non-discriminatory language
- self-management and planning skills sufficient to:
 - prioritise work tasks
 - meet deadlines
 - seek expert assistance as required, e.g. on issues that could lead to legal action

Required knowledge

- industry knowledge, including:
 - roles and responsibilities of project team members
 - issues and challenges that arise when editing text
 - principles involved in the integration of visuals and text
 - principles for writing and editing in plain English
 - rules and conventions for written English, as defined by general and specialist dictionaries and grammar books, and enterprise or government style guides
- effective communication techniques, including effective listening, questioning and non-verbal cues
- legislation, codes of practice and standards sufficient to identify:
 - intellectual property issues
 - copyright and copyright clearance requirements
 - privacy issues
 - editing standards

REQUIRED SKILLS AND KNOWLEDGE

- discriminatory or potentially offensive language issues
- OHS standards as they relate to working for periods of time on computers

Evidence Guide

EVIDENCE GUIDE

The Evidence Guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.

Overview of assessment

Critical aspects for assessment and evidence required to demonstrate competency in this unit

Evidence of the following is essential:

- examples of edited written material that:
 - demonstrate correct application of grammatical and punctuation conventions
 - are free of spelling errors
 - are coherent and clear to read
 - are presented in a format appropriate to the stipulated audience and purpose
- ability to work to deadlines
- collaborative approach to work
- attention to detail.

Context of and specific resources for assessment

Assessment must ensure:

- access to a computer and the internet
- access to a range of information, publication and communications material sources as listed in the range statement
- provision of workplace sample documents or workplace-oriented simulation case studies or scenarios
- access to appropriate learning and assessment support when required
- use of culturally appropriate processes and techniques appropriate to the language and literacy capacity of learners and the work being performed.

Method of assessment

A range of assessment methods should be used to assess practical skills and knowledge. The following examples are appropriate for this unit:

- evaluation of a range of written material edited by the candidate, which involves comparing the original and final edited copy
- case studies and problem-solving exercises to determine ability to correctly apply grammatical and punctuation conventions

EVIDENCE GUIDE	
	• written or oral questioning to test knowledge of principles for writing and editing in plain English • written or oral questioning to test knowledge as listed in the required skills and knowledge section of this unit • review of portfolios of evidence and third-party workplace reports of on-the-job performance.
Guidance information for assessment	Holistic assessment with other units relevant to the industry sector, workplace and job role is recommended, for example: • BSBCRT402A Collaborate in a creative process • CUFWRT301A Write content for a range of media • CUFWRT302A Write simple stories • CUFWRT402A Write extended stories • CUFWRT403A Write narration and current affairs material.

Range Statement

RANGE STATEMENT

The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. Bold italicised wording, if used in the performance criteria, is detailed below. Essential operating conditions that may be present with training and assessment (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) may also be included.

Relevant personnel may include:

- author
- client
- editor
- graphic artist
- graphic designer
- manager
- marketing and publicity personnel
- permissions department personnel
- producer
- subeditor
- typesetter.

Publications may include:

- books
- corporate documents:
 - reports
 - newsletters
 - marketing and promotional materials, including online
- print and online publications:
 - literary
 - magazines
 - journals
 - newspapers.

Communication materials may include:

- content written for a range of interactive media, such as:
 - websites
 - e-learning resources
 - games
- essays
- extended non-fiction writing, including biography
- feature articles or profiles
- fiction writing:

RANGE STATEMENT	
	• short stories • novels • novellas • information articles and features • life writing or autobiography • literary non-fiction • marketing materials • poetry • reports and memos • scripted material for broadcast: • news items • intros • outros • voice-overs and narration • writing for children: • stories • picture books • novels • non-fiction.
Principles of <i>clear language</i> may include:	• compliance with genre • consistency of tone • language that is free of: • verbosity • ambiguity • unnecessary repetition • jargon • non-discriminatory language • use of plain English • use of words appropriate to the context.
Elements of <i>logical structure</i> may include:	• connections between phrases, clauses, paragraphs and sections • paragraph structure • sentence structure.
<i>Tone</i> may include:	• dramatic • entertaining • formal • humorous • informal or casual • informational.

RANGE STATEMENT	
Grammar and syntax may include application of:	• Australian Standards for Editing Practice - Council of Australian Societies of Editors • grammar and punctuation conventions as demonstrated by Australian Government Style Manual and other house style guides.
References may include:	• bibliography • footnote or endnote • index • list of references • table of contents.
Copyright clearances may be required for:	• fonts • quotations from: • literary works • song lyrics • visual material: • photos • illustrations • cartoons.
Visual material may include:	• cartoons • charts • diagrams • illustrations • logos • photos.

Unit Sector(s)

Unit sector	
--------------------	--

Competency field

Competency field	Communication - writing
-------------------------	-------------------------

Co-requisite units

Co-requisite units		