



Australian Government

Department of Education, Employment and Workplace Relations

CUFWRT403A Write narration and current affairs material

Revision Number: 1

CUFWRT403A Write narration and current affairs material

Modification History

Not applicable.

Unit Descriptor

Unit descriptor	This unit describes the performance outcomes, skills and knowledge required to write narration and material for current affairs programs. No licensing, legislative, regulatory or certification requirements apply to this unit at the time of endorsement.
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Application of the Unit

Application of the unit	Journalists and production assistants in radio, television and media production companies apply the skills and knowledge described in this unit. Under the direction of an editor or producer, they source and prepare scripts for on-air programs or resources such as corporate videos and e-learning resources. Scripts could be read directly on air by presenters, recorded as voiceover commentaries or repurposed for online news and current affairs services. People are usually working on productions where the target audience and program style have already been defined. Even though a producer or director typically supervises program preparation, journalists and production assistants are expected to work autonomously on assignments. Skills associated with undertaking background research are covered in: • CUFRES401A Conduct research.
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Licensing/Regulatory Information

Not applicable.

Pre-Requisites

Prerequisite units		

Employability Skills Information

Employability skills	This unit contains employability skills.
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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.
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Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
Clarify writing requirements	1. In consultation with relevant personnel, identify relevant sources for current affairs stories or narration 2. Ensure that scripts can be prepared within production deadlines 3. Identify narrative, auditory and visual elements that may be appropriate for each type of script 4. Identify potential target audience to ensure that scripts meet their expectations 5. Focus on perspective of target audience when deciding on format of script 6. Identify scheduling and program issues that affect writing assignments
Prepare to write scripts	7. Verify and review source material and select information or angles that meet target audience requirements 8. Summarise information to meet production requirements 9. Identify material that could result in a breach of laws and regulations and resolve issues in consultation with relevant personnel 10. Develop a structure for current affairs or narration that creates an auditory and visual narrative for target audiences 11. Ensure that preparation is completed so that production deadlines can be met
Write current affairs and narration	12. Incorporate accepted elements of language to ensure that scripts are easy to present on air or online 13. Apply conventions of writing broadcast and online copy to scripts 14. Write in a way that minimises the need for editing 15. Refine and redraft scripts until they meet creative, technical and production requirements 16. Read scripts aloud to test ease of on-air presentation and mark up copy for presenters as required 17. Submit copy to relevant personnel for consideration and review 18. Document and implement required changes to copy in an efficient manner and within production deadlines
Obtain sign-off on	19. Present final scripts to relevant personnel for validation

ELEMENT	PERFORMANCE CRITERIA
scripts	20. Discuss and agree upon final changes with relevant personnel 21. Make necessary final adjustments, confirming scripts meet requirements and are ready on time for production

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

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

Required skills

- communication, literacy and teamwork skills sufficient to:
 - clarify production requirements
 - interpret and summarise information and research findings
 - work as member of a production team, both independently and under direction
 - respond positively to constructive feedback on draft scripts
 - use correct grammar, spelling and punctuation when writing current affairs and narration
 - use information networks
 - check the accuracy of source material and information
 - apply appropriate listening, questioning and non-verbal communication cues
- organisational and self-management skills sufficient to:
 - prepare written materials within tight timeframes
 - prioritise work tasks
 - seek expert advice as required
- aural and visual narrative skills to determine imagery appropriate to current affairs or narration
- learning skills sufficient to improve performance and product through self-reflection and redrafting after feedback

Required knowledge

- roles and responsibilities of production team members
- principles and conventions of writing for broadcast and online
- news and current affairs research and sourcing techniques
- media laws sufficient to identify and seek expert advice on issues that could lead to legal action
- copyright clearance procedures and privacy protection procedures
- 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:

- current affairs and narration written for broadcast or online that meet target audience and production requirements
- ability to source and use information relevant to content and purpose of scripts
- collaborative approach to work
- ability to write scripts within production deadlines.

Context of and specific resources for assessment

Assessment must ensure:

- access to production situations that require the preparation of current affairs and narration
- access to audio and video playback equipment or internet website to enable evaluation of material written by the candidate
- access to current information about, and persons able to advise on, laws and regulations that apply to broadcasting and online newscasting
- 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:

- direct questioning combined with review of portfolios of evidence and third-party workplace reports of on-the-job performance
- portfolios of evidence that demonstrate the processes used in obtaining information for scripts
- evaluation of written material and summarising techniques to determine whether production requirements have been met and appropriate procedures followed

EVIDENCE GUIDE	
	• written or oral questioning to test sourcing of information and knowledge as listed in the required skills and knowledge section of this unit.
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 • CUFPMP301A Plan and prepare programs • CUFPMP401A Produce programs and program segments • CUFRES401A Conduct research.

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:

- broadcasters
- clients
- directors
- performers
- producers
- program managers
- script editors
- scriptwriters
- website designers and developers
- other technical/specialist staff.

Relevant sources may include:

- actual events
- blog sites
- existing dramatic material
- internet current affairs sites
- media releases
- newspapers
- online news services
- television news and current affairs.

Productions may include:

- information and education resources or programs available on a range of platforms:
 - CD
 - DVD
 - internet
 - mobile telephones
- online:
 - internet news service
 - community current affairs site
- television and radio programs:
 - news
 - current affairs
 - documentary and informational style programs

RANGE STATEMENT	
	• live coverage of events.
<i>Auditory and visual elements</i> may include:	• adding script to pictures • music • sound effects • tone of voice • using typefaces, colour and graphics in online • voices - speaking and choral • writing effective captions online • writing in pictures.
<i>Target audiences</i> may include:	• personnel in corporations or businesses • radio listeners of any age or cultural background • readers and audiences with specific interests, e.g.: • music • films • theatre • sport • travel • history • students • teachers and trainers • television viewers of any age or cultural background • users of internet news services.
<i>Format</i> may include:	• copy • headlines • level of language used to present information • mix of content in terms of: • story angles • emotional appeal of content • objective or subjective presentation of information • opinions aired by presenters, guests and interviewees • music • talk • personalities • narration • packaging of information, i.e. in manageable

RANGE STATEMENT	
	'chunks' • tone of presentation • voice reports.
Techniques for <i>summarising information</i> may include:	• assessing what is essential and what to leave out • clarifying differences between facts, comment and opinion • presenting arguments fairly and clearly • telling story coherently.
<i>Production requirements</i> may include:	• attributions • audience • budget • confidentiality • content • contractual • copyright • cultural protocols • deadlines • direct quotes • duration • ethical standards • intellectual property • interviews • location • organisational policy • privacy issues • purpose • schedule • style.
<i>Laws and regulations</i> may include:	• broadcasting codes of practice • contempt of court • copyright • defamation • obscenity • privacy legislation • racial vilification.
<i>Elements of language</i> may include:	• avoidance of clichés or jargon • characterisation • conversational tone • grammar

RANGE STATEMENT	
	• plain English • punctuation • readable style • spacing • spelling • wide and appropriate vocabulary.
<i>Conventions of writing broadcast and online copy</i> may include those for:	• auditory and visual media, e.g.: • conversational style • use first and second person • contracted verb forms, e.g. didn't, you've • active voice • repetition and summary of key message • active visual writing • short sentences • avoid duplication between intro cue and script • online media, e.g.: • link appropriate typefaces, colour and graphics to online story • write for different formats and positions on website • use heads and subheads • use captions for online stories • visual media, e.g.: • use script to complement vision and aid storytelling • avoid repeating in words what viewers see • pace, including silence to allow pictures to tell the story.

Unit Sector(s)

Unit sector	
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Competency field

Competency field	Communication - writing
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Co-requisite units

Co-requisite units		