



Australian Government

DEFGEN020 Edit provided copy

Release: 1

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Modification History

Release	Comments
1	This unit was released in DEF Defence Training Package release 1.0 and meets the Standards for Training Packages. This unit supersedes and is equivalent to DEFPR304B Edit provided copy. • Unit code updated • Content and formatting updated to comply with the new standards • All PC transitioned from passive to active voice • PC 3.5 removed • PC 3.2 & 3.3 merged • PC 1.3 revised

Application

This unit describes the skills required to edit material that is produced by another person or persons for incorporation within a Defence publication. This involves the preparation of a news feature or other journalistic material for a Defence publication, such as services newspapers, magazines and internet sites. The material usually comes from non-reporters within the organisation, but on occasions material will be provided from external sources.

This unit was developed for Defence reporters, but is applicable to anyone working in this field.

The skills and knowledge described in this unit must be applied within the legislative, regulatory and policy environment in which they are carried out. Organisational policies and procedures must be consulted and adhered to.

Those undertaking this unit would work with limited supervision, performing complex tasks in known contexts.

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

Competency Field

General

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the range of conditions section.
1. Review provided copy	1.1 Identify and confirm source of the copy with the originator. 1.2 Confirm accuracy and intent of the copy with the originator if necessary. 1.3 Identify newsworthy and public affairs issues relating to the content of the copy. 1.4 Seek advice from a senior reporter or the editor on controversial issues.
2. Edit the material	2.1 Comply with organisation's style manual and consider the needs of target audiences. 2.2 Factor advice and directions from the editor or sub-editor into the edited material. 2.3 Maintain the chosen style consistently throughout the copy, structuring news elements and attributing quotes. 2.4 Identify and factor public affairs objectives and constraints into editing.
3. Proofread the story	3.1 Check and amend any errors of style, grammar, spelling, completeness and factual accuracy. 3.2 Submit the story for proofreading and amend accordingly until compliant with standards. 3.3 Submit the story to the originator and/or the sub-editor or editor for clearance. 3.4 Assess story as publication ready within the required deadlines and file.

Foundation Skills

The foundation skills demands of this unit have been mapped for alignment with the Australian Core Skills Framework (ACSF). The following tables outline the performance levels indicated for successful attainment of the unit.

ACSF levels indicative of performance:

1	2	3	4	5	1	2	3	4	5	1	2	3	4	5	1	2	3	4	5	1	2	3	4	5
Learning NA					Reading					Writing					Oral communication					Numeracy NA				

Performance variables:

1	2	3	4	5	1	2	3	4	5	1	2	3	4	5	1	2	3	4	5
Support					Context					Text complexity					Task complexity				

Further information on ACSF and the foundation skills underpinning this unit can be found in the Foundation Skills Guide on the GSA website.

Unit Mapping Information

This unit supersedes and is equivalent to DEFPR304B Edit provided copy.

Links

Companion Volume implementation guides are found in VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9>

Companion Volume implementation guides are found in VETNet -

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Assessment Requirements for DEFGEN020 Edit provided copy

Modification History

Release	Comments
1	These Assessment Requirements were released in DEF Defence Training Package release 1.0 and meet the Standards for Training Packages. Assessment Requirements created drawing upon specified assessment information from superseded unit

Performance Evidence

Evidence required to demonstrate competence must satisfy all of the requirements of the elements and performance criteria. If not otherwise specified the candidate must demonstrate evidence of performance of the following on at least one occasion.

- using appropriate information technology and software
- adhering to public affairs objectives and maintaining communications ethics at all times
- following clearance procedures

Knowledge Evidence

Evidence required to demonstrate competence must satisfy all of the requirements of the elements and performance criteria. If not otherwise specified the depth of knowledge demonstrated must be appropriate to the job context of the candidate.

- how to convert provided material into different types of genres to achieve a purpose
- style manual, ethical standards and clearance procedures
- implications of security, privacy and libel provisions
- ADF public affairs objectives and the characteristics of Defence public affairs organisations
- Defence News Editorial Board guidelines
- Australian Journalists Association Code of Ethics
- relevant legislation

Assessment Conditions

Competency should be assessed in an actual workplace or in a simulated environment, with access to equipment and infrastructure appropriate to the outcome. Competency should be demonstrated over time to ensure the candidate is assessed across a variety of situations.

Assessors must satisfy the NVR/AQTF mandatory competency requirements for assessors.

Links

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