



Australian Government

Department of Education, Employment and Workplace Relations

PUADEFPR304B Edit provided copy

Revision Number: 1

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Modification History

Not applicable.

Unit Descriptor

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This unit covers the competency required to edit material that is produced by another person or persons for incorporation within a Defence publication.

The unit 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.

The reporter judges newsworthiness with limited supervision.

This competency is required by all Defence reporters.

Application of the Unit

Application of the Unit

The application of this unit in the workplace - the environments, complexities and situations involved - will be written during Phase II of the Review of the PUA00 Public Safety Training Package.

This text will be useful for the purposes of job descriptions, recruitment advice or job analysis; where possible, it will not be too job specific to allow other industries to import it into other Training Packages, where feasible.

Licensing/Regulatory Information

Not applicable.

Pre-Requisites

Prerequisite Unit/s Nil

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 required performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the Required Skills and Knowledge and/or the Range Statement. Assessment of performance is to be consistent with the Evidence Guide.

Elements and Performance Criteria

ELEMENT

PERFORMANCE CRITERIA

1. Review provided copy

- 1.1 Source of the copy is identified and confirmed with the originator
- 1.2 Accuracy and intent of the copy is confirmed with the originator if necessary
- 1.3 **Newsworthy** and public affairs issues relating to the content of the copy are identified and advice is sought from a senior reporter or the editor on controversial issues

2. Edit the material

- 2.1 Material is re-written according to the organisation's **style manual** and the needs of target audiences
- 2.2 Advice and directions from the editor or sub editor are factored into the re-written material
- 2.3 The chosen style is maintained consistently throughout the copy with news elements correctly structured and quotes correctly attributed
- 2.4 **Public affairs objectives** and constraints are identified and factored into editing

3. Proofread the story

- 3.1 Story is checked and corrected for errors of style, grammar, spelling, completeness and factual accuracy
- 3.2 Story is re-written if required and forwarded to the originator for clearance
- 3.3 Story is submitted for further proofreading
- 3.4 Story is submitted to the sub editor or editor for clearance
- 3.5 If necessary the story is amended and resubmitted to the sub editor or editor
- 3.6 Story is filed after being assessed as publication ready within the required deadlines

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

This describes the essential skills and knowledge and their level, required for this unit.

Required Skills

- effectively deal with the originators of material
- produce consistent, accurate and readable copy
- meet publication deadlines
- use appropriate information technology and software

Required Knowledge

- how to convert provided material into different types of genres to achieve a purpose
- style manual, ethical standard 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

Evidence Guide

EVIDENCE GUIDE

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EVIDENCE GUIDE

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

Assessment must confirm the ability to adhere to ADF public affairs objectives and maintain communications ethics at all times.

Additionally, assessment requires evidence that:

- an appropriate style is maintained
- selected material is newsworthy
- clearance procedures are followed
- copy is filed within timelines
- news elements are correctly structured.

Consistency in performance

Competency should be demonstrated while editing a range of materials to confirm consistency. This could be achieved by assessing a variety of edited materials and questioning to assess underpinning knowledge.

Context of and specific resources for assessment

Context of assessment

Competency should be assessed in an office and under operational conditions, or in a simulated environment. Simulation should re-create realistic office and operational scenarios in a wide range of situations that may be encountered by the Defence reporter and should cover all of the critical aspects of evidence.

Specific resources for assessment

There are no special resource requirements for this unit.

Guidance information for assessment

Information that will assist or guide assessment will be written during Phase II of the Review of the PUA00 Public Safety Training Package.

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 in the Performance Criteria is detailed below.

Newsworthy issues may include

Information likely to appeal to readers because it is topical, different, unique or relevant to them

Style manual may include

Documented procedures on use of grammar, titles, spelling, layout, fonts, headlines, formats

APS style manual

Newspaper style book

Macquarie Dictionary

Public affairs objectives include

Defence and ADF internal communications objectives

Unit Sector(s)

Not applicable.

Corequisite Unit/s

Co-requisite Unit/s

PUADEFEQ001B Work with equity and diversity

PUADEFPR301B Identify material suitable for publication within Defence

BSBCMN105A Use business equipment

PUADEFPR303B Write material suitable for publication within Defence