TAFE Gippsland

Certificate IV in Professional Writing and Editing
CUA40118

COURSE DESCRIPTION 2020
TAFE Gippsland plans to offer the following range of core and elective units in the Certificate IV in 2020. Note that final course availabilities are subject to satisfactory enrolment numbers.

To gain the Certificate IV in Professional Writing and Editing CUA40118, students must complete all six core units and six electives.

Core units
- BSBITU303 Design and produce text documents
- CUACMP311 Implement copyright arrangements
- CUAIND311 Work effectively in the creative arts industry
- CUAWRT404 Perform writing and editing tasks
- CUAWRT405 Write fiction material
- CUAWRT406 Write nonfiction material

Elective units
- CUAPPR405 Develop and discuss ideas for own creative work
- CUAPPR401 Realise a creative project
- CUARES403 Research history and theory to inform own arts practice
- CUAWRT409 Write creative nonfiction material
- CUAWRT413 Write poetry
- CUAWRT414 Write narratives
Introduction and contact details

The Certificate IV in Professional Writing and Editing (CUA40118) is an accredited qualification that provides training in creative and professional writing, copyediting and proofreading, delivered online through the Moodle learning management system. Aspiring writers and editors will find a disciplined and supportive learning environment and the chance to interact with like-minded people.

The program provides a pathway to employment and further study in publishing, writing, corporate communications, journalism and editing.

Study mode and dates

In 2020 our formal online classes will run from Monday 17 February to Friday 13 November. We will conduct online orientation activities before classes begin. Please participate in these to become acquainted with the online tools, such as the discussion forums, assignment upload and download, Blackboard Collaborate and Moodle messaging.

The 2020 term periods for this course are:

Term 1: Monday 17 February to Friday 10 April
Term 2: Tuesday 23 April to Friday 26 June
Term 3: Monday 20 July to Friday 18 September
Term 4: Monday 5 October to Friday 13 November

Applications and enrolment

Entry requirements

There are language, literacy and numeracy requirements for most certificate-level courses. These will be established during the pre-training review.

Applicants must participate in a telephone or face-to-face interview to discuss their understanding of the course outcomes and must provide a 1000-word writing sample that demonstrates sufficient literacy skills to undertake the course.

The 1000-word writing sample must be accompanied by a statutory declaration that asserts the work is original.

Applicants should also be sufficiently computer literate to undertake online study.

How to apply

Apply directly to TAFE Gippsland. For more information about enrolment, speak to the Recruitment Team on 1300 133 717 or enquiries@tafegippsland.edu.au

Fees and course withdrawal

To find out more about the costs of studying at TAFE Gippsland and about our refund policy, go to:
https://www.tafegippsland.edu.au/study_with_us/fees_And_fee_assistance
Your study commitment

Studying online

Online courses provide educational opportunities for people who would otherwise find the traditional on-campus mode of study inconvenient or even impossible. Studying online is flexible and accessible, but to get the most out of it you do need to be focused, disciplined and well organised.

Of all online students, those in Professional Writing and Editing are probably most prepared for the task of spending hours in front of a computer screen – after all, that is what writers and editors do for a living.

Even so, without the momentum and interaction of face-to-face classes, some participants can feel a little isolated. We strive to develop ways to help students overcome these difficulties and improve their online study habits and skills.

Workshops and webinars: We offer Moodle webinars in some subjects. These allow you to ask questions of your teacher and chat to other students in real time.

As well as webinars, we occasionally run an informal face-to-face ‘class’ as needed to give students the opportunity to work in a collegial atmosphere with teacher help at hand. Students are welcome to attend as it suits them.

In 2020, we will also be organising some workshops on campus. The first of these will be an orientation session on Saturday 7 March at Warragul campus. Please make every effort to attend.

Teacher contact: Teachers may be contacted any time through Moodle messaging and email.

Weekly hours

The nominal hours of the Certificate IV in Professional Writing and Editing offered by TAFE Gippsland total 820. This year, the course will run from 17 February to 13 November.

If you wish to complete the course in one year, you should allow for about 20–25 hours’ work most weeks. Of course, time taken will vary from student to student and from week to week, but as a general guide this is what you should be prepared for if you intend to study full-time.

Technical requirements

The course is delivered through Moodle, a learning management platform. You will need a computer with reliable high-speed internet access and sufficient download capacity. You will also need a headset with speakers and a microphone so you can participate in webinars. You can purchase an adequate set quite cheaply.

Note: TAFE Gippsland does not provide support for your home computer.
Core units

Design and produce text documents

BSBITU303 (90 nominal hours)

Delivery period: 17/2/20 to 19/6/20

(Note: A second intake may be offered from 13/7/20 to 13/11/20, depending on enrolment numbers.)

Content

Although many writers use Microsoft Word to produce text documents, it is doubtful that they all use this program optimally. While Design and produce digital text documents does not guarantee to make you a ‘power user’, the unit will help you ensure ease of layout and consistency of design by teaching you how to use style sheets, selected automatic functions, templates, footnotes and table tools.

We also analyse documents from a text design perspective and consider how to structure and format text to suit your content, purpose and audience.

NOTE: You are encouraged to attend an on-campus workshop if possible. This will give you the opportunity to work on your skills and complete your assessment work under the guidance of your teacher.

Assessment

Six assessment tasks:

- Working safely: Discuss safety in your work environment and follow the required guidelines for naming the file and supplying identifying information in the footer or header of the file.
- Follow text formatting instructions: Demonstrate formatting skills, such as paragraphing, headings, bullets and numbering.
- Text design and styles task: Demonstrate the competent use of style sheets. Also incorporate footnotes, headers and footers in the submitted assignment and ensure that you have complied with standard text design principles.
- Tracking and comments task: Demonstrate the competent use of the tracking and comments tools.
- Windows Explorer, columns, templates and tables task: Demonstrate some familiarity with Windows Explorer and create both a Microsoft Word document and a template file. A Mac version of the task is available for Mac users. This assignment also requires students to present text in columns and tables.
- Writing folio: Submit a folio of writing that complies with a given organisational style guide.
Implement copyright arrangements
CUACMP311 (20 nominal hours)

Delivery period: 17/2/20 to 19/6/20

(Note: A second intake may be offered from 13/7/20 to 13/11/20, depending on enrolment numbers.)

Content

Implement copyright arrangements is essential study for the budding writer and editor. You will learn to identify copyright and moral rights; to distinguish between assigning and licensing rights; and to protect your own copyright and moral rights and respect the rights of others.

Assessment

Three assessment tasks:

- Short answer task about where to source information on copyright issues, the notion of exclusive rights and the function of copyright collecting agencies.
- Short answer task about owning and protecting copyright, fair dealing and permissions, and moral rights.
- Seek and record copyright permissions (complete a permissions table and write a covering letter).
Work effectively in the creative arts industry
CUAIND311 (50 nominal hours)

Delivery period: 24/2/20 to 5/6/20

(Note: A second intake may be offered from 13/7/20 to 16/10/20, depending on enrolment numbers.)

Content

*Work effectively in the creative arts industry* provides a general introduction to the publishing industry in its many forms. We examine some important aspects of the laws, regulations and ethical codes that apply to the industry. These include laws and industry practices relating to contracts; issues concerning plagiarism and copyright infringement; and laws relating to libel, slander and defamation.

We also consider practices and information relating to the working writer and explore some useful professional networks. You will begin to acquire the skills, knowledge and work habits needed to work as a professional writer.

Assessment

Three assessment tasks:

- Plan work commitments: Nominate a schedule for assessment.
- Research and writing task: The changing world for writers and improving your own work practice
- Prepare publishing contract analysis and advice for a new author.
Perform writing and editing tasks
CUAWRT404 (120 nominal hours)

Delivery period: 2/3/20 to 26/6/20

(Note: A second intake may be offered from 20/7/20 to 13/11/20, depending on enrolment numbers.)

Content

Perform writing and editing tasks lays the groundwork for success in all other writing and editing work in the Certificate IV. You will learn the skills and knowledge that are fundamental to writing clearly, concisely and consistently in a range of forms for different purposes and audiences. This involves exploring the principles of good writing common to all genres and examining how language and structure create tone and mood.

Through sequenced exercises, you will develop your understanding of English grammar. We look at the function and structure of sentences and, from this, parts of speech and punctuation. We examine common errors, including frequently confused or misspelled words, redundancy, cliché, problems with subject–verb agreement, run-on and fragmented sentences, dangling modifiers and inconsistent tense construction.

This unit also introduces you to formal copyediting and proofreading conventions and techniques.

Assessment

Four assessment tasks:

- Sentence structure: Respond to short answer questions designed to assess understanding of sentence structure and other points of grammar.
- Punctuation: Respond to a series of questions about punctuation, sentences, and some differences between US and Australian conventions.
- Writing and editing: Submit a first and final edited draft of a 2500-word piece of original writing, accompanied by a discussion about what you have changed.
- Editing: Edit a 4000-word report according to a strict set of editorial guidelines. Submission will include responses to a series of short answer questions and a discussion of how the structure of the report could be improved.
Write fiction material and Write narratives
CUAWRT405 (70 nominal hours) and CUAWRT414 (70 nominal hours)
Delivery period: 2/3/20 to 26/6/20

Content
As the core unit Write fiction material and the elective unit Write narratives are complementary, we are co-delivering them. This has the further benefit of reducing the assessment burden on students.

These units prepare you for more specialised forms of fiction and narrative writing. We explore those elements common to a range of different forms of fiction, such as short story, novel and screenplay. The specific tropes of some genre fiction, such as fantasy and crime, are also considered.

Fundamental tools for every fiction writer are covered, including point of view, subject and theme, characterisation, dialogue, setting and atmosphere. Different narrative structures and blueprints, such as the Hero’s Journey, are also explored. This unit considers fiction writing from the sentence level to the story shape and takes in writing style, audience and purpose.

Assessment
Four assessment tasks:
- Opening of a long-form fictional narrative (1000 words)
- Extract of a long-form fictional narrative (1000 words)
- Entire long-form fictional narrative (4000 words)

While this seems a lot of writing, you will have the opportunity to submit ongoing drafts of the major piece of fiction for feedback and be able to use work completed for other units, in particular CUARES403 Research history and theory to inform own arts practice and the ideas generated in CUAPP405 Develop and discuss ideas for own work. This is in recognition both of standard industry practice and the challenges of the major assessment piece.
Write nonfiction material
CUAWRT406 (70 nominal hours)
Delivery period: 20/7/20 to 13/11/20

Content
Write nonfiction material prepares you for other nonfiction specialisations and introduces writing techniques you will use in a diversity of writing forms.

You will explore some of the vast range of short writing forms that can be loosely grouped under the general term ‘non-fiction’. These may include summaries, letters, emails, web writing and blogs, reports, essays, memoirs, news stories, feature articles, reviews, interviews, media releases, résumés and job applications, and sets of instructions.

The unit closely considers form, structure, style, audience and purpose.

Assessment
Four assessment tasks:

- Oral interview to discuss elements such as purpose, audience, form, scope and style
- Draft extract of a long-form non-fiction piece (1000 words)
- A finished long-form non-fiction piece (4000 words)

The assessment burden of two finished pieces of writing (one 2000 words and one 4000 words) may initially seem daunting, but we run the unit alongside CUAWRT409 Write creative nonfiction material to allow you to use the same long-form and short-form pieces as assessment in both units.
Elective units

Develop and discuss ideas for own creative work

CUAPPR405 (60 nominal hours)
Delivery period: 2/3/20 to 5/6/20

Content
This unit allows students to develop ideas for a writing project in an environment that both supports their creativity and challenges their thinking.

You will learn how to set SMART goals, take yourself on an ‘artist’s date’, undertake writing exercises on setting, structure, character and point of view, and consider how to use the ‘Snowflake’ method to plan your writing project. It dovetails perfectly with CUAWRT405 Write fiction material, allowing you to consolidate and further the skills you learn in this unit.

A workshopping component – the online equivalent of a face-to-face peer writer’s workshop – offers you an opportunity to get feedback on your creative ideas from your tutor and your fellow students and, in turn, offer feedback to others. This is an ideal forum to try out ideas for your work for other units.

Assessment
Three assessment tasks:

- Research and gather resources to generate ideas for an individual writing project
- Workshop participation
- An extract of a piece of original writing (1500 words) and a synopsis (no more than 300 words).
Realise a creative project
CUAPPR401 (60 nominal hours)
Delivery period: 20/7/20 to 30/10/20

Content
This unit allows students to realise ideas for a writing project in an environment that both supports their creativity and challenges their thinking and is a good follow-up to CUAPPR405 Develop and discuss ideas for own creative work. It’s also a great opportunity for exploring different forms and genres. You will be using the techniques you have learnt in Semester 1 but consolidating and adding to these.

Assessment
Three assessment tasks:

- Participation on the discussion forum with regard to refining project ideas
- An updated draft of your project idea and writing plan, along with a projected, achievable timeline, and notes on potential publication (around 1000 words)
- An original piece of creative writing based on Assessments 1 and 2 with detailed self-evaluation on the process of creation which also documents the process of this project (2000 words).
Research history and theory to inform own arts practice

CUARES403 (70 nominal hours)

Delivery period: 2/3/20 to 5/6/20

Content

Every writer needs to be aware of the literature that precedes their own work, just as athletes compare their best performances to other athletes and study styles and workout routines to inform their own practice. In this unit we look at literature not just as readers but also as writers, and consider what we can learn about writing from great authors who have come before.

This exhilarating dash through two hundred years of Western literature begins with the nineteenth century novel and winds up in the world of dystopian sci fi. Along the way you have the opportunity to look at the shift of poetry and fiction into modernism and beyond. We will also see how contemporary writers respond to some of the canons of Western literature. This course provides essential background knowledge to the contemporary writing world and much enjoyable reading, or, in some cases, re-reading.

A reading list will be available from before the unit begins. Many of the texts will be available online or at your local library, but some you may have to purchase.

Assessment

Two assessment tasks:

- Participation on discussion forum in the form of detailed and constructive ideas for how to use historical sources to inform your own work
Write creative nonfiction material
CUAWRT409 (70 nominal hours)
Delivery period: 20/7/20 to 13/11/20

Content
Write creative nonfiction material will introduce students to techniques being used by writers of creative nonfiction, a popular form of nonfiction writing that encompasses memoir, personal essays and any kind of nonfiction that uses fictional techniques to engage the reader. Many of these will incorporate and consolidate techniques you will have already explored in fiction or nonfiction reading and writing. Extracts from contemporary memoirs, essays and other nonfiction will be discussed and used as models.

This is a subject for those who are interested in pursuing any kind of creative nonfiction, including personal essays, memoir and creative non-fiction articles. Such writing can be submitted to various websites, blogged or used as podcasts and can be a useful adjunct to any other forms of writing.

Assessment
Four assessment tasks:

- Draft of the beginning of your original piece of long-form creative non-fiction (1000 words)
- Draft of the middle section of your original piece of long-form creative non-fiction (1000 words)
- Finished original long-form creative non-fiction piece (4000 words)
- Final shorter creative non-fiction piece – this can be inspired by your longer piece (2000 words).

You will have the opportunity to submit ongoing drafts of the major piece of creative nonfiction for feedback and be able to use assessment work in CUAWRT406 Write nonfiction material. These two courses have been designed to dovetail together and your assessments will be marked by both your tutors. This is in recognition both of standard industry practice and the challenges of the major assessment piece.
Write poetry

CUAWRT413 (70 nominal hours)

Delivery period: 20/7/20 to 13/11/20

Content

*Write poetry* will introduce students to a range of poetic forms and techniques being used by contemporary poets. It will also encourage the use of poetic techniques in a broader writing scope. The urgency and lyricism of poetry can beautifully and potently inform all kinds of writing if used well. Reading poetry enhances our reading skills, too, as we are reading for language and style, rather than character and plot. This unit encourages students to read a diversity of different poets and aims to make the tools for reading poems accessible to students. The focus on language can only help your other writing!

Assessment

Three assessment tasks:

- Workshop participation, involving submitting poems and offering feedback on the poems of other students
- Participation on the discussion forum in the form of detailed and considered responses to selected readings
- A portfolio of up to four poems in different poetic forms, such as free verse, renga, haiku, cluster and sestina, and a reflection on how the constraints of the forms, including free verse, shaped the final draft.
Write narratives
CUAWRT414 (70 nominal hours)
Delivery period: 2/3/20 to 26/6/20

Content and Assessment
Write narratives is co-delivered with the core unit Write fiction material. Please see that unit (page 9) for a full description of content and assessment.