

Higher National Unit specification

General information for centres

Unit title: Journalism: Sub Editing Advanced

Unit code: F1N7 35

Unit purpose: This Unit is designed to develop and advance the skills of the sub editor on publications such as newspapers and magazines. This Unit is aimed at the candidate with an interest in entering the journalism industry or progressing to related studies at a higher level. It promotes correct usage of sub editing skills for correcting, altering and amalgamating text for newspapers and/or magazines as well as producing page furniture and editing laid-out pages.

On completion of the Unit the candidate should be able to:

- 1 Edit complex copy to meet given specifications and house style.
- 2 Describe and create page furniture such as headlines, sub headings, standfirst and picture captions.
- 3 Edit, cut, amalgamate and complete copy on screen.

Credit points and level: 2 HN credits at SCQF level 8: (16 SCQF credit points at SCQF level 8*)

**SCQF credit points are used to allocate credit to qualifications in the Scottish Credit and Qualifications Framework (SCQF). Each qualification in the Framework is allocated a number of SCQF credit points at an SCQF level. There are 12 SCQF levels, ranging from Access 1 to Doctorates.*

Recommended prior knowledge and skills: Access to this Unit is at the discretion of the Centre. However, it would be beneficial if candidates had competence in sub editing. This could be demonstrated by achievement of:

F1N6 34 *Journalism: Sub Editing*

or relevant work experience.

It would also be beneficial if candidates had experience of news and feature writing from Units such as:

F1N9 34 *Journalism: News Writing*

F1N2 34 *Journalism: Feature Writing*

Experience in Desk Top Publishing would also be useful.

Core Skills: There are opportunities to gather evidence towards Core Skills in this Unit, although there is no automatic certification of Core Skills or Core Skills components. Further detail is provided in the Support Notes.

General information for centres (cont)

Context for delivery: If this Unit is delivered as part of a Group Award, it is recommended that it should be taught and assessed within the subject area of the Group Award to which it contributes. This Unit is part of the HNC/HND Practical Journalism. If this Unit is taught within the HNC/HND Practical Journalism framework, progression from F1N6 34 *Journalism: Sub Editing* is recommended.

Assessment: Following the knowledge-based and basic practical assessment of F1N6 34 *Journalism: Sub Editing*, the assessments in this Unit are designed to test the candidate's practical skills in sub editing. In Outcome 1, the candidate will be expected to edit a complex article to correct spelling, grammatical, syntactical and factual inaccuracies as well as altering copy to meet house style requirements. The candidate will be expected to develop copy correction skills and also employ a style guide in correcting an article.

In Outcome 2, the candidate will be expected to describe accurately basic articles of page furniture such as headlines, sub headings, standfirsts and picture captions, and to create accurate and technically correct examples to suit provided copy of pictures.

In Outcome 3, the candidate is expected to employ all of their sub editing, headline and caption writing skills to edit an article on-screen, add page furniture, cut to fit given space and amalgamate other copy or information.

Higher National Unit specification: statement of standards

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The sections of the Unit stating the Outcomes, Knowledge and/or Skills, and Evidence Requirements are mandatory.

Where evidence for Outcomes is assessed on a sample basis, the whole of the content listed in the knowledge and/or skills section must be taught and available for assessment. Candidates should not know in advance the items on which they will be assessed and different items should be sampled on each assessment occasion.

Outcome 1

Edit complex copy to meet given specifications and house style

Knowledge and/or Skills

- ◆ Checking and correcting spelling, grammar, syntax and punctuation in copy
- ◆ Checking and correcting facts in given copy using various sources
- ◆ Checking and correcting house style in given copy using specific style guide

Evidence Requirements

Candidates will need to provide evidence to demonstrate their Knowledge and/or Skills by showing that they can correct a piece of unseen text of approximately 1,000 words, containing a minimum of 70 errors. The errors should cover typographical errors; errors of punctuation, grammar, syntax. In addition, errors may be factual and the candidate should have access to information sheets, books or the Internet for correction of factual error. Errors in house style will also be included and the candidate should be provided with a house style guide for correction of stylistic errors.

The corrected piece should:

- ◆ have a minimum of 65 of 70 errors identified
- ◆ introduce no unnecessary modifications
- ◆ be concise, grammatically correct and stylistically appropriate

The assessment should be undertaken in open-book, supervised and controlled conditions. The candidate should be provided with a dictionary and, ideally, a computer with a relevant word processing package, as well as a relevant style guide.

The assessment should be timed, with a maximum of two hours allowed.

Higher National Unit specification: statement of standards

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Assessment Guidelines

The candidate may be asked to make corrections on computer to reflect modern sub editing standard practise.

Style guides may include any relevant guide such as a centre's own journalistic style guide, the NCTJ Style Guide or The Guardian newspaper's online style guide.

Outcome 2

Describe and create page furniture such as headlines, sub headings, standfirst and picture captions

Knowledge and/or Skills

- ◆ Page furniture and key components such as banner headline, headline, sub heading, standfirst and picture caption
- ◆ Key principles of headline writing
- ◆ Key principles of picture caption writing

Evidence Requirements

The candidate will need to provide evidence to demonstrate his/her Knowledge and/or Skills by showing that he/she can:

- 1 Describe accurately the key features of page furniture. The focus should be on describing what is meant by page furniture in editing, laying out and designing newspapers and magazines, and should outline the importance of the principles of headline and caption writing for local/regional newspapers and broadsheet and tabloid newspapers. The candidate should be encouraged to accurately describe specifics such as banner headline, headline, sub heading, standfirst and picture captions, relating them to specific pages or editions of a chosen newspaper.
- 2 Write headlines and picture captions. The candidate should be provided with news and/or feature stories and specific spaces, either on paper or on-screen using a relevant desktop publishing package, in which to write technically correct headlines which show clear understanding of demands of content, house style and available space. In addition, the candidate should be provided with accompanying pictures with which to write technically correct picture captions. A minimum of 10 headlines and picture captions should be assessed.

The candidate's response should be a minimum of 300 words. Assessment should be conducted in open-book, controlled and supervised conditions.

A maximum of one hour should be allocated for section one and a maximum of two hours for section two.

Assessment Guidelines

The Outcome could be assessed by an extended response.

Higher National Unit specification: statement of standards (cont)

Unit title: Journalism: Sub Editing Advanced

Outcome 3

Edit, cut, amalgamate and complete copy on screen

Knowledge and/or Skills

- ◆ Organising content
- ◆ Cutting copy to maintain original meaning and house style
- ◆ Maintaining constant style
- ◆ Recognising a variety of styles
- ◆ Amalgamating stories and information in a variety of styles
- ◆ Managing copy on-screen
- ◆ Employing headlines and/or picture captions with completed copy

Evidence Requirements

The candidate will need to provide evidence to demonstrate his/her Knowledge and/or Skills by showing that he/she can amalgamate a minimum of three pieces of unseen text, including broadsheet and tabloid copy and/or other information such as press releases, to create one article of approximately 600 words. The original material should include a tabloid article, a broadsheet article and other information such as statistical data, press release or other relevant background information. The amalgamated article should be for a specific style, eg broadsheet, and should maintain a constant style, with no errors or inconsistencies introduced while all of the key information and standard news story structure are maintained. Headline should also be included in correct house style.

The assessment should be undertaken in open-book, controlled and supervised conditions. The candidate should be provided with a dictionary and, ideally, a computer with a relevant desktop publishing package.

The assessment should be timed, with a maximum of two hours allowed.

Assessment Guidelines

The candidate should be provided with a minimum of three unseen and varied styles of journalistic text on a similar subject to allow for amalgamation. The candidate should be encouraged to complete editing on-screen on a previously laid-out skeleton page.

Administrative Information

Unit code: F1N7 35

Unit title: Journalism: Sub Editing Advanced

Superclass category: KD

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History of changes:

Version	Description of change	Date

Source: SQA

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Higher National Unit specification: support notes

Unit title: Journalism: Sub Editing Advanced

This part of the Unit specification is offered as guidance. The support notes are not mandatory.

While the exact time allocated to this Unit is at the discretion of the centre, the notional design length is 80 hours.

The Evidence Requirements for this Unit may be met by successful completion of externally examined assessment(s), such as the National Council for the Training of Journalists preliminary Sub Editing examination, provided that such external assessment satisfies the Evidence Requirements specified within this Unit.

Guidance on the content and context for this Unit

The purpose of this Unit is to provide the candidate with sufficient knowledge of the importance of advanced sub editing skills in newspaper and magazine production and to allow the candidate to employ skills to complete articles for production. The candidate will also be expected to continue to develop clear English skills, in spelling, punctuation, grammar and house style, and as such this Unit should be delivered in context alongside Units such as F1NG 35 *Journalism: News Writing Advanced* and F1N3 35 *Journalism: Feature Writing Advanced* and following completion of F1N6 34 *Journalism: Sub Editing* and a relevant Unit in desktop publishing skills.

The candidate should also be provided with several formative assessments in correcting, cutting and amalgamating as well as headline and caption writing to gain experience of relevant skills, both on paper and on-screen.

Guidance on the delivery and assessment of this Unit

This is an advanced Unit within the HNC/HND Practical Journalism Group Award.

Teaching should be focused on helping the candidate to understand and apply the principles and main provisions of the relevant areas of sub editing.

This Unit is intended to test and develop skills found in the Unit F1N6 34 *Journalism: Sub Editing*, and F1N6 34 as such a refresher of the departure point from this Unit may be brief exercises in correcting and editing simple journalistic texts to then allow for editing more complex news and feature articles.

The candidate should be encouraged to develop a working skill of headline and picture caption creation, for example by writing headlines and picture captions from existing newspaper stories and pictures, with an emphasis on the key demands and conventions of space, newspaper house style etc. It is important that the candidate is familiar with actual house style books, and should be encouraged to use specific style guides, such as a centre's own style guide or NCTJ or Guardian style guides.

Opportunities for developing Core Skills

The Communication Core Skill component of — *Produce well-structured written communication on complex topics* — at SCQF level 6 could be developed in this Unit.

Higher National Unit specification: support notes (cont)

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The specific skills for this Core Skill component are:

- ◆ Present all essential ideas/information and supporting detail in a logical and effective order
- ◆ Use a structure which takes account of purpose and audience and links the major and minor points in ways which assist the clarity and impact of the writing
- ◆ Use conventions which are effective in achieving the purpose and adapted as necessary for the target audience
- ◆ Use spelling, punctuation and sentence structures which are consistently accurate
- ◆ Vary sentence structure, paragraphing and vocabulary to suit the purpose and target audience

This Core Skill component will be developed without formal certification.

The Information Technology Core Skill of — *Using an IT system effectively and responsibly to process a range of information* — at SCQF level 5 could be developed within this Unit.

The specific skills for this Core Skill are:

- ◆ Make effective and responsible use of the range of IT equipment in everyday use
- ◆ Carry out straightforward processing in two types of software applications
- ◆ Carry out complex processes to use one further application in depth
- ◆ Integrate different types of data in a piece of work
- ◆ Carry out two searches to extract and present relevant information from electronic data sources

This Core Skill will be developed without formal certification.

Open learning

This Unit could be delivered by open learning provided suitable open or online learning materials were developed. However, it would require planning by the centre to ensure the sufficiency and authenticity of candidate evidence. Arrangements would have to be made to ensure that the evidence for all Outcomes is generated by assessment undertaken in the mode(s) detailed in the Evidence Requirements for each Outcome.

For further information and advice, please see *Assessment and Quality Assurance for Open and Distance Learning* (SQA, February 2001 – Publication code A1030).

Candidates with disabilities and/or additional support needs

The additional support needs of individual candidates should be taken into account when planning learning experiences, selecting assessment instruments, or considering alternative Outcomes for Units. Further advice can be found in the SQA document *Guidance on Assessment Arrangements for Candidates with Disabilities and/or Additional Support Needs* (www.sqa.org.uk).

General information for candidates

Unit title: Journalism: Sub Editing Advanced

This is a 2 credit Unit designed to give you a practical understanding of the role of sub editing in newspaper and magazines with a particular emphasis on the promotion of good English and communication skills, and development of the key advanced skills of the sub editing department. It is also designed to give you a hands-on experience of key skills such as correcting, cutting and amalgamating copy and headline and caption writing which are demanded in the key journalistic job of sub editor.

Outcome 1 tests advanced sub editing skills, testing your ability to edit a journalistic article to remove errors of punctuation, spelling, syntax and grammar, but also to ensure that factual errors and errors in house style are identified and corrected, making use of journalistic research and employing a specific style guide to create an article for a specific newspaper genre.

Outcome 2 tests knowledge of key page furniture components of newspaper page design and key features such as banner headline, headline, sub heading, standfirst and picture caption. You will employ sub editors' skills to create headlines and picture captions for specific newspapers.

Outcome 3 tests your skills in cutting and amalgamating copy from a variety of sources to create a cohesive, stylistically consistent article.

There are opportunities to develop the Communication Core Skill component of *Produce well-structured written communication on complex topics* in this Unit and the Information Technology Core Skill of — *Using an IT system effectively and responsibly to process a range of information* — at SCQF level 5 although there is no automatic certification of Core Skills.

In the assessment for Outcome 1 you will have to correct a piece of text. Outcome 2 will be assessed by extended response. You will have to describe the key features of page furniture and write headlines and picture captions. In the assessment for Outcome 3 you will amalgamate pieces of text to create one article.