

**SKILLS FRAMEWORK FOR MEDIA  
TECHNICAL SKILLS AND COMPETENCIES (TSC) REFERENCE DOCUMENT**

<b>TSC Category</b>	Journalism					
<b>TSC Title</b>	News Editing					
<b>TSC Description</b>	Edit news to ensure that content is factually accurate, objective and sensitive to the local and global environments					
<b>TSC Proficiency Description</b>	<b>Level 1</b>	<b>Level 2</b>	<b>Level 3</b>	<b>Level 4</b>	<b>Level 5</b>	<b>Level 6</b>
			<b>MED-JLM-3003-1.1</b>	<b>MED-JLM-4003-1.1</b>	<b>MED-JLM-5003-1.1</b>	<b>MED-JLM-6003-1.1</b>
			Proofread news to identify any issues affecting news accuracy and alignment to required story angles	Edit news to maintain objectivity and impartiality in coverage	Review line of news to edit for global and local sensitivities	Drive the development of editorial standards and guidelines to manage responses in difficult situations
<b>Knowledge</b>			<ul style="list-style-type: none"> <li>Types of news editing approaches</li> <li>Editing tools and software</li> <li>Types of common grammatical and spelling errors found in news writing</li> <li>Types of common factual errors</li> <li>News editing processes</li> <li>Methodologies for fact checking</li> </ul>	<ul style="list-style-type: none"> <li>Writing techniques</li> <li>Parameters that determine the strength of news coverage</li> <li>Editing tools and software</li> <li>Editorial biases</li> <li>Relevant editorial standards</li> <li>Relevant reporting ethics</li> <li>Relevant media regulations</li> <li>Forms of copyright infringements</li> </ul>	<ul style="list-style-type: none"> <li>Political, social and economic sensitivities to take into account when creating news</li> <li>Principles underpinning editorial biasness</li> <li>Principles underpinning relevant editorial standards</li> <li>Relevant ethics and legal requirements for reporting news</li> <li>Impact of relevant media regulations</li> </ul>	<ul style="list-style-type: none"> <li>Types of ethical dilemmas</li> <li>Circumstances in which issues of impartiality arises</li> <li>Principles underpinning relevant reporting ethics and legal requirements</li> <li>Best practices adopted by other leading news bureaux in maintaining impartiality and due accuracy</li> <li>Impact of relevant media regulations</li> </ul>
<b>Abilities</b>			<ul style="list-style-type: none"> <li>Proofread contents to correct language errors and improve reporting structure</li> <li>Check contents to remove information that irrelevant to story angles</li> <li>Fact-check information presented to ensure accuracy</li> </ul>	<ul style="list-style-type: none"> <li>Evaluate evidence captured in news stories to make required editorial judgements aligned with reporting ethics and legal requirements</li> <li>Edit news stories to maintain objectivity and consistency with required reporting styles</li> <li>Revise news sequence to enhance impact of stories on the audience</li> </ul>	<ul style="list-style-type: none"> <li>Determine required edits to portray objective opinions related to globally and locally sensitive political, social and economic issues</li> <li>Highlight relevant global and local political, social and economic sensitivities that may offend target audience segments</li> <li>Provide editorial guidance to mitigate the impact of news content</li> </ul>	<ul style="list-style-type: none"> <li>Lead the development of editorial standards and guidelines</li> <li>Lead the development of implementation plans to enforce editorial standards and guidelines in all work processes</li> <li>Direct changes to editorial standards and guidelines to manage ethical situations that may have severe legal repercussions</li> </ul>

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				<ul style="list-style-type: none"> <li>Propose edits that will mitigate potential legal issues</li> <li>Provide feedback on the appropriate writing structures and styles</li> </ul>	<p>when reporting on sensitive topics</p> <ul style="list-style-type: none"> <li>Suggest improvements on reporting styles and structure to appeal to reading styles of target audience segments</li> <li>Update editorial standards and guidelines to support content development strategies</li> </ul>	
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