

Certificate of Achievement

This is to certify that

Robert Coppard

Has successfully completed the course titled

Proofreading and editing at QLS Level 4

This achievement included successful completion of the
units detailed on the Learner Unit Summary.

Date Issued: 22 April 2024
Provider No: 01319
Course No: QLS-09630
Learner No: 1637616



Scott Forbes
Deputy Chief
Executive



Jake Thom
Operations Director
College of Media and
Publishing

Learner Unit Summary

Robert Coppard

has successfully completed the following units of the course entitled

Proofreading and editing at QLS Level 4

Units Achieved

- 01 The basics
- 02 Applying editorial style
- 03 Spelling and grammar
- 04 Proofreading onscreen
- 05 Copy editing basics
- 06 Use of language
- 07 Checking accuracy and facts
- 08 Legal checks
- 09 Proofreading on paper
- 10 Special purpose editing
- 11 Finding work



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