

# Certificate of Achievement

This is to certify that

**Michael Short**

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: 2 June 2022  
Provider No: 01319  
Course No: QLS-09630  
Learner No: 1613830



Simon Feneley-Lamb  
Director  
Quality Licence  
Scheme



Jake Thom  
Operations Director  
College of Media and  
Publishing

# Learner Unit Summary

**Michael Short**

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
- 10 Special purpose editing
- 11 Finding work



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