



**Australian Government**

# **CUAMGT402 Administer music publishing income**

**Release: 1**

## CUAMGT402 Administer music publishing income

### Modification History

Release	Comments
Release 1	This version first released with CUA Creative Arts and Culture Training Package version 2.0.

### Application

This unit describes the skills and knowledge required to calculate, collect and distribute publishing income.

It applies to individuals who operate as music publishers, employees of collection societies, and artist managers. Collection societies, such as the Australasian Performing Rights Association (APRA), collect licence fees for the use of music by broadcasters and other entities, and distribute them as royalties to music copyright holders. These could be songwriters, composers or music publishing companies.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

### Unit Sector

Management

### Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
<i>Elements describe the essential outcomes.</i>	<i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>
1. Interpret publishing agreements	1.1 Calculate publishing income in line with publishing agreements, copyright legislation and collection society agreements 1.2 Negotiate and confirm royalties due from the use of published works on behalf of creator of work or copyright owner 1.3 Confirm royalty negotiations reflect the commercial stature of the work 1.4 Discuss and confirm terms and conditions of publishing agreement with creator of work or copyright owner

<b>ELEMENT</b>	<b>PERFORMANCE CRITERIA</b>
2. Collect and disperse publishing income	2.1 Notify relevant collection societies of publishing agreement 2.2 Report the use of published works, using the standard administration procedures of relevant agencies 2.3 Calculate royalties and apportion income in line with publishing agreement using relevant software 2.4 Distribute royalties to originators in line with publishing agreement
3. Monitor use of published works	3.1 Plan and implement strategies to monitor and report on the use of published works 3.2 Build profile of published works to increase usage 3.3 Negotiate with relevant collection societies to protect use of published works internationally
4. Maintain accounts for published works	4.1 Update files systematically to maintain currency and accuracy of records and reporting 4.2 File new published works and notify relevant agencies promptly

## Foundation Skills

*This section describes language, literacy, numeracy and employment skills incorporated in the performance criteria that are required for competent performance.*

<b>Skill</b>	<b>Performance Criteria</b>	<b>Description</b>
Reading	1.1, 1.4, 2.2-2.4, 3.1,4.1	<ul style="list-style-type: none"> <li>Recognises and interprets complex textual information to determine and adhere to income requirements</li> </ul>
Writing	1.2 -1.4, 2.1, 2.2, 3.1, 3.3, 4.1	<ul style="list-style-type: none"> <li>Prepares specific information that complies with a range of regulatory requirements, using industry related terminology</li> </ul>
Oral Communication	1.2, 1.4, 3.3	<ul style="list-style-type: none"> <li>Participates in a verbal exchange of ideas and elicits the views of others by listening and questioning</li> <li>Uses industry related terminology appropriate to audience and environment</li> </ul>
Numeracy	1.1-1.3, 2.3	<ul style="list-style-type: none"> <li>Uses mathematical equations to calculate percentages, quantities, and income and royalty ratios</li> <li>Comprehends financial requirements, and develops appropriate formulas within financial management</li> </ul>

		software
Navigate the world of work	1.1, 1.4, 2.2, 2.4	<ul style="list-style-type: none"> <li>Recognises and responds to protocols of own and other organisations</li> <li>Identifies, confirms and understands contractual and legal requirements relevant to role</li> </ul>
Interact with others	1.2, 1.4, 2.1, 2.2, 3.3	<ul style="list-style-type: none"> <li>Consults and builds rapport to establish clear understanding and to elicit feedback</li> <li>Follows accepted consultation and communication practices</li> </ul>
Get the work done	1.1-1.4, 2.1-2.4, 3.1-3.3, 4.1, 4.2	<ul style="list-style-type: none"> <li>Gathers and analyses all relevant information to inform the development and evaluation of strategy</li> <li>Plans and sequences complex tasks and workload</li> <li>Applies problem solving processes to identify risks, evaluate options and determine solutions</li> <li>Uses appropriate technologies to distribute products, and maintain and analyse information</li> </ul>

## Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
CUAMGT402 Administer music publishing income	CUSMGT402A Administer music publishing income	Updated to meet Standards for Training Packages.  Minor edits to performance criteria.	Equivalent unit

## Links

Companion Volume implementation guides are found in VETNet -

<https://vetnet.education.gov.au/Pages/TrainingDocs.aspx?q=1db201d9-4006-4430-839f-382ef6b803d5>