



**Australian Government**

# **CUA30615 Certificate III in Arts Administration**

**Release 1**

## CUA30615 Certificate III in Arts Administration

### Modification History

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

### Qualification Description

This qualification reflects the role of individuals who work in administrative roles across a range of arts organisations, such as galleries, museums, theatres and community arts centres.

#### Licensing/Regulatory Information

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

### Entry Requirements

Nil

## Packaging Rules

**Total number of units = 12**

**4 core units** plus

**8 elective units** of which:

- 4 units must be selected from Group A
- 2 units must be selected from Group A or Group B
- 2 units may be selected from the remaining listed electives or any currently endorsed training package qualification or accredited course at Certificate II, III or IV level.

Elective units must be relevant to the work environment and the qualification, maintain the integrity of the AQF alignment and contribute to a valid vocational outcome.

### Core units

BSBDIV301 Work effectively with diversity

BSBWHS201 Contribute to health and safety of self and others

BSBWOR203 Work effectively with others

CUAIND201 Develop and apply creative arts industry knowledge

### Elective units

#### Group A

BSBADM307 Organise schedules

BSBADM311 Maintain business resources

BSBCMM301 Process customer complaints

BSBCRT101 Apply critical thinking techniques

BSBCUS301 Deliver and monitor a service to customers

BSBFIA301 Maintain financial records

BSBFIA303 Process accounts payable and receivable

BSBINM301 Organise workplace information

BSBITU301 Create and use databases

BSBITU302 Create electronic presentations

BSBITU303 Design and produce text documents

BSBITU304 Produce spreadsheets

BSBITU306 Design and produce business documents

BSBITU309 Produce desktop published documents

BSBMKG408 Conduct market research

BSBPRO301 Recommend products and services

BSBSUS401 Implement and monitor environmentally sustainable work practices

BSBWOR301 Organise personal work priorities and development

BSBWRT301 Write simple documents

CHCCD307D Support community resources

CHCDIS007 Facilitate the empowerment of people with disability

CUAATS303 Develop and apply knowledge of Aboriginal and Torres Strait Islander cultural arts

CUAPPR406 Plan work space

CUAWRT301 Write content for a range of media

ICTICT306 Migrate to new technology

ICTICT308 Use advanced features of computer applications

**Group B**

BSBCUS201 Deliver a service to customers  
BSBINN201 Contribute to workplace innovation  
BSBLED101 Plan skills development  
BSBLIB304 Develop and use information literacy skills  
BSBLIB401 Record and maintain collection information  
BSBWOR202 Organise and complete daily work activities  
BSBWOR204 Use business technology  
CUAADM302 Book performance venues  
CUAATS101 Develop understanding of own Aboriginal or Torres Strait Islander identity  
CUAATS504 Work with Aboriginal and Torres Strait Islander cultural material  
CUACMP301 Implement copyright arrangements  
CUACNM201 Monitor collections for changes in condition  
CUADIG305 Produce digital images  
CUAEVP201 Assist with the staging of public activities and events  
CUAEVP202 Provide visitors with venue information and assistance  
CUAFOH301 Provide seating and ticketing services  
CUAIND301 Work effectively in the creative arts industry  
CUAIND303 Work effectively in the music industry  
CUAIND304 Plan a career in the creative arts industry  
CUAMKG301 Assist with marketing and promotion  
CUAPPR203 Store finished creative work  
CUAPPR403 Store and maintain finished creative work  
CUAPPR407 Select and prepare creative work for exhibition  
SITTGDE304 Prepare and present tour commentaries or activities  
SITTGDE305 Develop and maintain the general and regional knowledge required by guides  
SITTGDE306 Research and share general information on Australian Indigenous cultures  
SITTTSL201 Operate an online information system  
SITXCCS201 Provide visitor information  
SITXCOM202 Provide a briefing or scripted commentary  
SITXEVT302 Process and monitor event registrations  
SITXEVT303 Coordinate on-site event registrations  
SITXEVT304 Provide event staging support

## Qualification Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
CUA30615 Certificate III in Arts Administration	CUV30411 Certificate III in Arts Administration	Updated to meet Standards for Training Packages.  Clarification of packaging rules.  Unit codes updated	Equivalent qualification

## Links

Companion volumes are available from the IBSA website -  
[http://www.ibsa.org.au/companion\\_volumes](http://www.ibsa.org.au/companion_volumes)