CUA30615 Certificate III in Arts Administration

Release 1
CUA30615 Certificate III in Arts Administration

Modification History

<table>
<thead>
<tr>
<th>Release</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Release 1</td>
<td>This qualification first released with CUA Creative Arts and Culture Training Package version 2.0.</td>
</tr>
</tbody>
</table>

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
CHCCCD307D 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  
SITITGDE304 Prepare and present tour commentaries or activities  
SITITGDE305 Develop and maintain the general and regional knowledge required by guides  
SITITGDE306 Research and share general information on Australian Indigenous cultures  
SITTSL201 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

<table>
<thead>
<tr>
<th>Code and title current version</th>
<th>Code and title previous version</th>
<th>Comments</th>
<th>Equivalence status</th>
</tr>
</thead>
<tbody>
<tr>
<td>CUA30615 Certificate III in Arts Administration</td>
<td>CUV30411 Certificate III in Arts Administration</td>
<td>Updated to meet Standards for Training Packages. Clarification of packaging rules. Unit codes updated</td>
<td>Equivalent qualification</td>
</tr>
</tbody>
</table>

Links

Companion volumes are available from the IBSA website - http://www.ibsa.org.au/companion_volumes