



**Australian Government**

# **CUA30615 Certificate III in Arts Administration**

**Release 2**

## CUA30615 Certificate III in Arts Administration

### Modification History

Release	Comments
Release 2	This qualification was released with CUA Creative Arts and Culture Training Package Version 4.0.
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  
 CUACMP311 Implement copyright arrangements  
 CUACNM201 Monitor collections for changes in condition  
 CUADIG305 Produce digital images  
 CUA EVP202 Provide visitors with venue information and assistance  
 CUA EVP211 Assist with the staging of public activities or events  
 CUAFOH301 Provide seating and ticketing services  
 CUAIND304 Plan a career in the creative arts industry  
 CUAIND311 Work effectively in the creative arts industry  
 CUAIND313 Work effectively in the music 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 (Release 2)	CUA30615 Certificate III in Arts Administration (Release 1)	Unit codes updated	Equivalent qualification

<b>Code and title current version</b>	<b>Code and title previous version</b>	<b>Comments</b>	<b>Equivalence status</b>

## Links

Companion Volumes are available from VETNet -

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