CUA40815 Certificate IV in Arts Administration

Release 1
CUA40815 Certificate IV in Arts Administration

Modification History

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

Qualification Description

This qualification reflects the role of individuals working in a variety of administrative contexts 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 = 14
4 core units plus
10 elective units of which:

- 4 units must be selected from Group A
- 4 units must be selected from the remaining units in Group A or from Group B
- 2 units may be selected from remaining listed electives, or any currently endorsed training package qualification or accredited course at Certificate III, IV or Diploma 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
BSBINM401 Implement workplace information system
BSBWH5401 Implement and monitor WHS policies, procedures and programs to meet legislative requirements
BSBLDR403 Lead team effectiveness
CUAIND403 Communicate effectively with arts professionals

Elective units
Group A
AHCCCF405A Develop community networks
BSBADM405 Organise meetings
BSBCMM401 Make a presentation
BSBCRT301 Develop and extend critical and creative thinking skills
BSBCRT401 Articulate, present and debate ideas
BSBCRT402 Collaborate in a creative process
BSBEBU401 Review and maintain a website
BSBINN301 Promote innovation in a team environment
BSBITU401 Design and develop complex text documents
BSBITU402 Develop and use complex spreadsheets
BSBITU404 Produce complex desktop published documents
BSBLDR402 Lead effective workplace relationships
BSBLED401 Develop teams and individuals
BSBLIB512 Develop and maintain community and stakeholder relationships
BSBMGT402 Implement operational plan
BSBMGT403 Implement continuous improvement
BSBKG401 Profile the market
BSBKG408 Conduct market research
BSBKG413 Promote products and services
BSBKG414 Undertake marketing activities
BSBKG415 Research international markets
BSBKG416 Market goods and services internationally
BSBKG418 Develop and apply knowledge of marketing communication industry
BSBPUB401 Develop and apply knowledge of public relations industry
BSBPUB402 Develop public relations campaigns
BSBPUB403 Develop public relations documents
BSBRES401 Analyse and present research information
BSBRKG403 Set up a business or records system for a small business
BSBSUS401 Implement and monitor environmentally sustainable work practices
BSBWOR404 Develop work priorities
BSBWRT401 Write complex documents
BSBWRT501 Write persuasive copy
CHCCDE001 Support participative planning processes
CHCCDE004 Implement participation and engagement strategies
CHCCDE006 Work to empower Aboriginal and/or Torres Strait Islander communities
CUAFIM401 Obtain revenue to support operations
CUAPPR406 Plan work space
CUARES402 Conduct research
ICTWEB302 Build simple websites using commercial programs
ICTWEB403 Transfer content to a website using commercial packages
ICTWEB404 Maintain website performance
SITXICT401 Build and launch a small business website

**Group B**

BSBIPR401 Use and respect copyright
BSBITU302 Create electronic presentations
BSBITU309 Produce desktop published documents
BSBLIB503 Develop and promote activities, events and public programs
BSBLIB504 Develop exhibition concepts
CUAADM301 Administer bookings for rehearsals and performances
CUAADM302 Book performance venues
CUACMP301 Implement copyright arrangements
CUAEVP401 Present information on activities, events and public programs
CUAEVP402 Design and develop interpretive displays
CUAEVP502 Coordinate the installation and dismantling of exhibitions
CUAMKG301 Assist with marketing and promotion
CUAPPM401 Contribute to the organisation of productions
SITTGDE304 Prepare and present tour commentaries or activities
SITXEVET301 Access information on event operations
SITXEVET302 Process and monitor event registrations
SITXEVET303 Coordinate on-site event registrations
SITXEVET304 Provide event staging support
SITXEVET401 Plan in-house events or functions
## 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>
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</thead>
<tbody>
<tr>
<td>CUA40815 Certificate IV in Arts Administration</td>
<td>CUV40511 Certificate IV in Arts Administration</td>
<td>Updated to meet Standards for Training Packages. Clarification of packaging rules. Unit codes updated.</td>
<td>Equivalent qualification</td>
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## Links

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