CUA40815 Certificate IV in Arts Administration

Release 2

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Modification History

Release	Comments
Release 2	This qualification first 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 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

BSBWHS401 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

BSBMKG401 Profile the market

BSBMKG408 Conduct market research

BSBMKG413 Promote products and services

BSBMKG414 Undertake marketing activities

BSBMKG415 Research international markets

BSBMKG416 Market goods and services internationally

BSBMKG418 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

CUACMP311 Implement copyright arrangements

CUAEVP402 Design and develop interpretive displays

CUAEVP411 Present information on activities, events or public programs

CUAEVP502 Coordinate the installation and dismantling of exhibitions

CUAMKG301 Assist with marketing and promotion

CUAPPM401 Contribute to the organisation of productions

CUAPPR408 Integrate disability access and inclusion

SITTGDE304 Prepare and present tour commentaries or activities

SITXEVT301 Access information on event operations

SITXEVT302 Process and monitor event registrations

SITXEVT303 Coordinate on-site event registrations

SITXEVT304 Provide event staging support

SITXEVT401 Plan in-house events or functions

Qualification Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
CUA40815 Certificate IV in Arts Administration (Release 2)	CUA40815 Certificate IV in Arts Administration (Release 1)	Additions to elective unit bank. Unit codes updated.	Equivalent qualification

Links

Companion Volumes are available from VETNet - https://vetnet.education.gov.au/Pages/TrainingDocs.aspx?q=1db201d9-4006-4430-839f-382ef6b803d5