



**Australian Government**

# **CUAADM301 Administer bookings for rehearsals and performances**

**Release: 1**

# CUAADM301 Administer bookings for rehearsals and performances

## Modification History

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

## Application

This unit describes the skills and knowledge required to provide administrative services for rehearsals and performances.

It applies to individuals who are responsible for providing administrative support to performers, booking agents and venue staff in the management of appointments, schedules and bookings needed for rehearsals and performances.

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

## Unit Sector

Administration – general administration

## Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
<i>Elements describe the essential outcomes.</i>	<i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>
1. Make booking arrangements	1.1 Gather required booking details and confirm with appropriate people 1.2 Establish availability of appropriate people and negotiate alternative arrangements if required 1.3 Contribute to analysis of risks and identification of work health and safety matters that may affect viability and actuality of rehearsals and performances 1.4 Record contract arrangements within designated timeframe 1.5 Confirm, document and store booking details in agreed format

ELEMENT	PERFORMANCE CRITERIA
2. Distribute booking details	2.1 Circulate booking details to appropriate people within designated timeframes, using agreed communication processes 2.2 Respond promptly and accurately to booking queries 2.3 Refer difficulties in responding to booking queries to appropriate persons 2.4 Amend booking details to reflect changes arising from queries and re-distribute to appropriate persons via agreed communication processes

## Foundation Skills

*This section describes language, literacy, numeracy and employment skills incorporated in the performance criteria that are required for competent performance.*

Skill	Performance Criteria	Description
Reading	1.3, 1.4, 2.1, 2.4	<ul style="list-style-type: none"> <li>Interprets and critically analyses booking documentation and applies appropriate strategies to determine relevant action</li> </ul>
Writing	1.4, 1.5, 2.4	<ul style="list-style-type: none"> <li>Uses specific and relevant language to complete workplace documents and forms</li> <li>Communicates relationships between booking enquiries and agreements</li> </ul>
Oral Communication	1.1, 1.2, 2.1-2.3,	<ul style="list-style-type: none"> <li>Articulates requirements clearly, using language and features appropriate to audience and context</li> <li>Uses listening and questioning skills to confirm understanding of requirements</li> </ul>
Numeracy	1.2, 1.4	<ul style="list-style-type: none"> <li>Defines timeframes in accordance with schedule requirements</li> <li>Selects and uses familiar mathematical techniques to calculate costs and to conduct cost-benefit analyses</li> </ul>
Navigate the world of work	1.3, 1.4	<ul style="list-style-type: none"> <li>Understands responsibility to comply with legislative requirements</li> </ul>
Interact with others	1.2, 1.5, 2.1, 2.2, 2.4	<ul style="list-style-type: none"> <li>Follows accepted communication practices and protocols in negotiations</li> <li>Works collaboratively to establish agreed communication and other work protocols</li> </ul>
Get the work	1.1, 1.2, 1.4, 1.5,	<ul style="list-style-type: none"> <li>Plans and prioritises a range of routine tasks to achieve</li> </ul>

done	2.1-2.4	outcomes efficiently and in a timely manner <ul style="list-style-type: none"><li>• Recognises and responds to predictable routine problems related to own role</li><li>• Refers to others when problems are beyond immediate responsibilities or experience</li></ul>
------	---------	--

## Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
CUAADM301 Administer bookings for rehearsals and performances	CUSADM301A Administer operations for rehearsals and performances	Updated to meet Standards for Training Packages. Title changed. Minor edits to elements and performance criteria to clarify intent.	Equivalent unit

## Links

Companion Volume implementation guides are found in VETNet -

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