



Australian Government

**Assessment Requirements for
CUADTM501 Maintain professional
practice as a dance school or studio
manager**

Release: 2

Assessment Requirements for CUADTM501 Maintain professional practice as a dance school or studio manager

Modification History

Release	Comments
Release 2	This version released with CUA Creative Arts and Culture Training Package version 2.0. Updated application and assessment conditions sections. Updated modification history section to reflect changed name of training package.
Release 1	This version first released with CUA Creative Arts and Culture Training Package version 1.0.

Performance Evidence

Evidence of the ability to:

- communicate effectively with key stakeholders about:
 - school or studio's policy and procedures
 - clear and appropriate arrangements concerning legal responsibilities, such as late collection of children
 - school or studio's prospectus
 - complaint-handling procedures
 - plan to handle issues of integrity
- review and adhere to the Dance Industry Code of Ethics
- demonstrate professional management practices
- review and adhere to relevant statutory and legal requirements.

Note: If a specific volume or frequency is not stated, then evidence must be provided for each of the above points at least once.

Knowledge Evidence

To complete the unit requirements the individual must:

- demonstrate knowledge of commonwealth and state or territory requirements related to managing a dance school or studio with regard to:
 - work health and safety (WHS) standards
 - risk-management principles
 - duty of care

- confidentiality and privacy
- explain the following aspects of managing a dance studio:
 - performance appraisals
 - roles and responsibilities of industry associations or societies
 - adhering to the Dance Industry Code of Ethics (Australian Dance Council) and Australian Guidelines for Dance Teachers
 - payroll and record-keeping systems
 - formats for policy and procedures
 - conflict-resolution strategies
 - standard processes for recruiting, inducting and coaching staff.

Assessment Conditions

Assessment must be conducted in a safe environment where evidence gathered demonstrates consistent performance of typical activities experienced in creative arts industry environments. The assessment environment must include access to relevant resources and equipment.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational educational and training legislation, frameworks and/or standards.

Links

Companion Volume implementation guides are found in VETNet -

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