



Australian Government

CUAPUR511 Establish and manage recording contracts

Release: 1

CUAPUR511 Establish and manage recording contracts

Modification History

Release	Comments
Release 1	This version first released with CUA Creative Arts and Culture Training Package Version 5.0.

Application

This unit describes the skills and knowledge required to negotiate and enter into recording contracts, and to monitor compliance with contract conditions.

The unit applies to those who apply knowledge of the rights of different parties to recording contracts and are responsible for negotiating the terms and conditions of contracts with artists and recording personnel to record their performances. They are also responsible for liaising with legal representatives to finalise contracts.

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

Unit Sector

Administration – Purchasing and contracting

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. Maintain knowledge of rights of parties to recording contracts	1.1 Access and analyse sources of information about rights of performers in recording deals 1.2 Access and analyse sources of information about rights of parties entering into recording deals with performers 1.3 Identify and participate in professional development activities and consolidate music business knowledge 1.4 Maintain currency of music business knowledge using industry networks
2. Establish contracts	2.1 Confirm contract requirements and parties involved 2.2 Facilitate negotiation of contact terms and conditions between parties as required

ELEMENT	PERFORMANCE CRITERIA
	2.3 Draft contract using specialist legal advice as required according to organisational procedures and distribute to parties for review 2.4 Clarify terms and conditions of contract with parties and confirm that contractual rights and obligations are understood 2.5 Confirm that contract complies with required legislative and regulatory requirements 2.6 Seek advice and feedback and adjust draft contract as required 2.7 Confirm variations with all parties and resolve any issues raised according to organisational procedures 2.8 Seek agreement from all parties to sign contract
3. Finalise and monitor contracts	3.1 Conduct final check on terms and conditions of contract with all parties 3.2 Check changes to contracts are negotiated with and agreed on by all parties 3.3 Confirm contract is signed, exchanged between all parties and stored and safeguarded according to organisational procedures 3.4 Monitor performance and observance of contractual terms and conditions by parties 3.5 Identify contravention of contract by parties and enforce compliance in consultation with legal representatives as required 3.6 Identify and document variations between recording services provided and contract terms as required 3.7 Notify required personnel of variations and provide recommendations as required

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential to performance but not explicit in the performance criteria.

SKILL	DESCRIPTION
Learning	Improves own skills and knowledge and identifies opportunities and networks
Numeracy	Interprets mathematical information embedded in at times complex texts
Oral communication	- Participates in discussion using industry terminology and non-verbal communication required for audience - Uses listening and questioning skills to seek information and clarify meaning

SKILL	DESCRIPTION
Reading	- Identifies required information from a range of sources - Interprets complex texts and confirms compliance
Writing	Drafts and develops textual materials using required formats
Planning and organising	Identifies, confirms and applies copyright, contractual, regulatory and legislative requirements
Problem solving	Identifies risks, evaluates options and determines solutions
Self-management	Plans, organises and implements tasks required to achieve required outcomes

Unit Mapping Information

Supersedes and is equivalent to CUAPUR501 Establish and manage recording contracts.

Links

Companion Volume Implementation Guide is found on VETNet -

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