



Australian Government

CUASS00038 Community Broadcasting Administration Skill Set

Release 1

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Modification History

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

Description

This skill set addresses the skills, knowledge and performance requirements to provide administrative support to senior management in community broadcasting stations.

Pathways Information

Units from this skill set can contribute credit towards CUA51015 Diploma of Screen and Media.

Licensing/Regulatory Information

No licensing, legislative or certification requirements apply to this skill set at the time publication.

Skill Set Requirements

CUAIND301 Work effectively in the creative arts industry
BSBCOM501 Identify and interpret compliance requirements
BSBFIM501 Manage budgets and financial plans
BSBINM401 Implement workplace information system
BSBMGT605 Provide leadership across the organisation
BSBRKG502 Manage and monitor business or records systems
BSBWHS501 Ensure a safe workplace

Target Group

These units of competency from the CUA Creative Arts and Culture Training Package meet the requirements for providing administrative support to senior management in community broadcasting stations.

Suggested words for Statement of Attainment

This skill set is for people working, either paid or voluntarily, in administration of community broadcasting stations, where there are supporting senior management roles such as general manager or program manager.