



Australian Government

CUASS00094 Community Broadcasting Administration Skill Set

Release 1

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Modification History

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

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 CUA51020 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

CUAIND311 Work effectively in the creative arts industry

BSBAUD514 Interpret compliance requirements

BSBFIN501 Manage budgets and financial plans

BSBINS402 Coordinate workplace information systems

BSBLDR602 Provide leadership across the organisation

BSBINS512 Monitor business records systems

BSBWHS521 Ensure a safe workplace for a work area

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.