



Australian Government

Department of Education, Employment and Workplace Relations

CUS30309 Certificate III in Music Business

Revision Number: 2

CUS30309 Certificate III in Music Business

Modification History

Version	Comments
Release 2	Released with CUS09 Music Training Package version 1.2. New release created to correct minor amendment of terminology in packaging rules in all qualifications to reflect original intent which was erroneously interpreted when applying NQC flexibility rules.
Release 1	This Qualification first released on TGA CUS09 Music Training Package version 1.1.

Description

Descriptor

This qualification reflects the role of individuals who apply a broad range of competencies in a varied work context, using some discretion and judgement and relevant theoretical knowledge. They may provide technical support to a team. The qualification is designed to reflect the role of individuals who work in a range of music business roles and who have the ability to select, adapt and transfer skills to different situations. This qualification is applicable to a variety of industry contexts.

Job roles

- assistant band manager.
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Pathways Information

Qualification pathways

Pathways into the qualification

- CUS20109 Certificate II in Music or
- BSB20107 Certificate II in Business
- with limited or no vocational experience and without a relevant lower level qualification.
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Licensing/Regulatory Information

Licensing, legislative, regulatory or certification considerations

There is no direct link between this qualification and licensing, legislative and/or regulatory requirements. However, where required, a unit of competency will specify relevant licensing, legislative and/or regulatory requirements that impact on the unit.

Entry Requirements

Not applicable.

Employability Skills Summary

EMPLOYABILITY SKILLS QUALIFICATION SUMMARY

The following table contains a summary of the employability skills required by the music industry for this qualification. The employability skills facets described here are broad industry requirements that may vary depending on qualification packaging options. This table is a summary of employability skills that are typical of this qualification and should not be interpreted as definitive.

Employability Skill	Industry/enterprise requirements for this qualification include:
Communication	<ul style="list-style-type: none"> • sharing industry information with colleagues and peers • proofreading documents to ensure conformity and consistency of information • clarifying information and referring errors or discrepancies to appropriate people • monitoring and advising on customer service strategies
Teamwork	<ul style="list-style-type: none"> • establishing and maintaining work/contractual relationships through regular contact • working constructively with others • establishing and maintaining industry networks
Problem-solving	<ul style="list-style-type: none"> • reading and interpreting financial data and preparing cash analysis sheets • reconciling figures • identifying market trends and developments and assessing their impact on products and services • undertaking a risk analysis for a performance
Initiative and enterprise	<ul style="list-style-type: none"> • generating ideas for potential businesses • adjusting artistic image in line with feedback
Planning and organising	<ul style="list-style-type: none"> • identifying timelines and action plans to achieve career goals • organising work priorities and arrangements • completing work tasks to timeframes and within budgets • using agreed processes to ensure operational effectiveness • accessing reliable information on the promotional viability of artists and artistic works
Self-management	<ul style="list-style-type: none"> • prioritising work tasks and establishing deadlines • working within established budgets and timeframes • monitoring own work and introducing strategies to improve performance • monitoring career aspirations and introducing strategies to improve career potential

EMPLOYABILITY SKILLS QUALIFICATION SUMMARY	
Learning	<ul style="list-style-type: none">• seeking feedback and integrating constructive advice into own work performance• identifying learning opportunities to maximise career goals• giving and receiving constructive feedback relating to development needs
Technology	<ul style="list-style-type: none">• using information management skills to store and retrieve relevant OHS documents• accessing/downloading relevant information• selecting and using technology appropriate to a task• using current industry computer hardware and software

Packaging Rules

Total number of units = 11

5 core units

4 Group A units

2 elective units

The **2 elective units** may be selected from the **Group A** and/or **Group B units** listed below or any unit of competency from any endorsed Training Package or accredited course.

Electives must be relevant to the work outcome, local industry requirements and be at an appropriate qualification level.

Core units

CUSOHS301A Follow occupational health and safety procedures

BSBSMB302A Develop a micro business proposal

CUFCMP301A Implement copyright arrangements

CUSIND301B Work effectively in the music industry

CUSIND302A Plan a career in the creative arts industry

Group A units (specialist)

Creative process

BSBCRT301A Develop and extend critical and creative thinking skills

Digital content and imaging

CUFDIG201A Maintain interactive content

Event management

CUSEVT301A Book performance venues

General administration

CUSADM301A Administer operations for rehearsals and performances

Marketing

CUSMKG301A Assist with the promotion of creative acts

Music literacy

CUSMLT301A Apply knowledge of genre to music making

Purchasing and contracting

BSBPUR301B Purchase goods and services

Product skills and advice

BSBPRO301A Recommend products and services

Group B units**Customer service**

BSBCMM301A Process customer complaints

BSBCUS301A Deliver and monitor a service to customers

Digital content and imaging

CUFDIG302A Author interactive sequences

CUFDIG303A Produce and prepare photo images

Diversity

BSBDIV301A Work effectively with diversity

Event management

CUEFOH04C Usher patrons

SITTVAF001A Provide venue information and assistance

SITXEVT002A Provide event staging support

SITXEVT003A Process and monitor event registrations

SITXEVT004A Coordinate on-site event registrations

Financial administration

BSBFIA301A Maintain financial records

General administration

BSBADM307B Organise schedules

BSBADM311A Maintain business resources

ICT use

BSBITU301A Create and use databases

BSBITU302A Create electronic presentations

BSBITU303A Design and produce text documents

BSBITU304A Produce spreadsheets

BSBITU306A Design and produce business documents

BSBITU309A Produce desktop published documents

ICAU3019B Migrate to new technology

ICAU3126B Use advanced features of computer applications

Industry context

BSBCON401A Work effectively in a business continuity context

CUFIND201A Develop and apply creative arts industry knowledge

Information management and research

BSBINM301A Organise workplace information

BSBINM302A Utilise a knowledge management system

CUFRES201A Collect and organise content for broadcast or publication

Innovation

BSBINN301A Promote innovation in a team environment

Small and micro business

BSBSMB301A Investigate micro business opportunities

BSBSMB303A Organise finances for the micro business

BSBSMB304A Determine resource requirements for the micro business

BSBSMB305A Comply with regulatory, taxation and insurance requirements for the micro business

BSBSMB307A Set up information and communications technology for the micro business

Sustainability

BSBSUS201A Participate in environmentally sustainable work practices

Writing

BSBWRT301A Write simple documents

CUFWRT301A Write content for a range of media

Selecting electives for different outcomes

The context for this qualification varies, and this must guide the selection of elective units. The following examples are designed to assist in the selection of appropriate electives for particular outcomes at this level, but they are in no way prescriptive.

Assistant band manager

Core units plus:

- BSBFIA301A Maintain financial records
- BSBPRO301A Recommend products and services
- BSBSMB301A Investigate micro business opportunities
- CUFDIG201A Maintain interactive content
- CUSADM301A Administer operations for rehearsals and performances
- CUSEVT301A Book performance venues
- CUSMLT301A Apply knowledge of genre to music making
- CUSMKG301A Assist with the promotion of creative acts