



Australian Government

Department of Education, Employment and Workplace Relations

CUVADM01B Develop and implement arts administration systems and procedures

Release: 1

CUVADM01B Develop and implement arts administration systems and procedures

Modification History

Not Applicable

Unit Descriptor

Unit descriptor

This unit describes the skills and knowledge required to develop and implement administration systems specifically within the context of an arts organisation. While skills in the development of administration systems are generic, this unit also has a focus on the contextual knowledge required for arts administrators. This unit would generally be undertaken by senior administrative staff or managers. No licensing, legislative, regulatory or certification requirements apply to this unit at the time of endorsement.

Application of the Unit

Not Applicable

Licensing/Regulatory Information

Refer to Unit Descriptor

Pre-Requisites

Prerequisite units

This unit has linkages to other general administrative units, and combined assessment and/or training would be appropriate.

Employability Skills Information

Employability skills

This unit contains employability skills.

Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency.

Performance criteria describe the performance needed to demonstrate achievement of the element. Where ***bold italicised*** text is used, further information is detailed in the required skills and knowledge section and the range statement. Assessment of performance is to be consistent with the evidence guide.

Elements and Performance Criteria

ELEMENT

PERFORMANCE CRITERIA

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| <p>1 Develop arts administration systems and procedures.</p> | <p>1.1 Identify the need for new or amended systems and procedures, based on monitoring the workplace and consultation with colleagues and customers.</p> <p>1.2 Research information and evaluate options for new system or procedures.</p> <p>1.3 Select, develop or revise systems and procedures in consultation with colleagues, taking account of the needs of the particular arts context.</p> <p>1.4 Correctly identify and/or negotiate resource requirements for new systems/procedures.</p> |
| <p>2 Establish arts administration systems and procedures.</p> | <p>2.1 Provide appropriate advance information on new systems or procedures to colleagues.</p> <p>2.2 Introduce systems and procedures to the workplace in a manner that causes minimum disruption to colleagues.</p> <p>2.3 Ensure <i>adequate resourcing</i> of new systems/procedures in consultation with colleagues.</p> <p>2.4 Provide training and support to colleagues as required.</p> |

ELEMENT**PERFORMANCE CRITERIA**

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| 3 Monitor and review arts administration systems and procedures. | 3.1 <i>Monitor</i> the efficiency and effectiveness of systems and procedures introduced to the workplace.
3.2 Seek suggestions for improvements to systems and procedures from colleagues at all levels.
3.3 Make adjustments to systems and procedures in accordance with feedback and other review mechanisms. |
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Required Skills and Knowledge

Required Skills and knowledge

This section describes the skills and knowledge required for this unit.

Required skills:

- planning techniques in relationship development and implementation of administrative systems.

Required knowledge:

- systems and procedure requirements as they apply to a particular arts administration context
- enterprise or organisation for which systems and procedures are required, including policy and goals, budgets, personnel, communication channels
- current technology as it applies to an arts administrative context.

Evidence Guide

EVIDENCE GUIDE

The evidence guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.

EVIDENCE GUIDE

Critical aspects for assessment and evidence required to demonstrate competency in this unit

The following evidence is critical to the judgement of competence in this unit:

- knowledge of administrative systems and procedures in the specific context of arts administration
- application of organisational and communication skills to develop and implement new systems within an arts organisation.

Context of and specific resources for assessment

The assessment context must provide for:

- practical demonstration of skills through the development of systems and procedures for a specific arts administration context.

Method of assessment

Assessment may incorporate a range of methods to assess performance and the application of essential underpinning knowledge, and might include:

- evaluation of systems and procedures developed by the candidate
- evaluation of a report prepared by the candidate detailing the processes used in the development and implementation of new systems, including lessons learned
- oral or written questioning to assess knowledge of the issues to be considered when introducing new systems
- review of portfolios of evidence
- third party workplace reports of performance by the candidate.

Assessment methods should closely reflect workplace demands and the needs of particular groups (e.g. people with disabilities, and people who may have literacy or numeracy difficulties such as speakers of languages other than English, remote communities and those with interrupted schooling).

Assessment of this unit requires access to the materials resources and equipment needed to develop administration systems and procedures in an arts

EVIDENCE GUIDE

industry context.

Range Statement

RANGE STATEMENT

The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. ***Bold italicised*** wording, if used in the performance criteria, is detailed below. Essential operating conditions that may be present with training and assessment (depending on the work situation needs of the candidate, accessibility of the item, and local industry and regional contexts) may also be included.

Arts administration *systems and procedures* may relate to:

- audience, visitor, patron records
- collection management
- database management
- facilities management
- financial reports
- funding
- information technology
- legal requirements
- marketing
- one-off events
- personnel issues
- public programs
- record keeping requirements
- storage and handling of materials.

Evaluation of systems may include consideration of:

- availability
- cost
- ease of application
- quality and reputation
- reports from other users
- technical and system support availability.

Adequate resourcing may relate to:

- appropriate timelines for introduction
- financial resources
- human resources

RANGE STATEMENT

- specialist expertise.

Monitoring may include:

- cost analyses
- formal testing
- obtaining user feedback.

Unit Sector(s)

Not Applicable