



**Australian Government**

# **CUA30620 Certificate III in Arts and Cultural Administration**

**Release 1**

## CUA30620 Certificate III in Arts and Cultural Administration

### Modification History

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

### Qualification Description

This qualification reflects the role of individuals who work in administrative roles across a range of arts organisations, including galleries, museums, theatres and community arts centres. It applies to individuals who work in arts administration, customer service and entertainment administration environments.

The job roles that relate to this qualification may include arts marketing assistants, venue attendants, arts administrative assistants (small theatres) and arts function assistants.

#### Licensing, legislative, regulatory or certification considerations

##### *Qualification*

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

##### *Units of competency in qualification*

Some individual units of competency may have their own licensing, legislative, regulatory or certification requirements. Users must check individual units of competency for licensing, legislative, regulatory or certification requirements relevant to that unit.

### Entry Requirements

Nil

### Packaging Rules

**Total number of units = 12**

**4 core units plus**

**8 elective units, of which:**

- all 8 may be from Group A, Group B and/or Group C
- up to 2 may be from this or any other currently endorsed Certificate II or above training package qualification or accredited course.

Elective units must be relevant to the work environment and the qualification, maintain the overall integrity of the AQF alignment, not duplicate the outcome of another unit chosen for the qualification, and contribute to a valid industry-supported vocational outcome.

Where relevant, the choice of elective units set out in the packaging rules above can serve to provide the qualification with the following specialisation. The rules to achieve the specialisation are detailed at qualification end.

- Galleries and Museums

### **Core units**

BSBTWK201 Work effectively with others

BSBWHS211 Contribute to the health and safety of self and others

CUAIND211 Develop and apply creative arts industry knowledge

CUAIND311 Work effectively in the creative arts industry

### **Elective units**

#### **Group A**

BSBCRT201 Develop and apply thinking and problem solving skills

BSBFIN301 Process financial transactions

BSBFIN302 Maintain financial records

BSBINS302 Organise workplace information

BSBMKG431 Assess marketing opportunities

BSBMKG434 Promote products and services

BSBOPS301 Maintain business resources

BSBOPS303 Organise schedules

BSBOPS304 Deliver and monitor a service to customers

BSBOPS305 Process customer complaints

BSBPEF301 Organise personal work priorities

BSBSUS411 Implement and monitor environmentally sustainable work practices

BSBTEC301 Design and produce business documents

BSBTEC302 Design and produce spreadsheets

BSBTEC303 Create electronic presentations

BSBWRT311 Write simple documents

CHCDIS007 Facilitate the empowerment of people with disability

CUAATS313 Develop and apply knowledge of Aboriginal and/or Torres Strait Islander cultural arts

CUAPPR406 Plan work space

CUAWRT301 Write content for a range of media

ICTICT306 Migrate to new technology

ICTICT312 Use advanced features of applications

#### **Group B**

BSBINS301 Develop and use information literacy skills  
BSBOPS203 Deliver a service to customers  
BSBPEF202 Plan and apply time management  
BSBSTR301 Contribute to continuous improvement  
BSBTEC201 Use business software applications  
CUAADM311 Book rehearsal and performance venues and administer bookings  
CUAATS111 Develop understanding of own Aboriginal and/or Torres Strait Islander identity  
CUAATS514 Work with Aboriginal and/or Torres Strait Islander cultural material  
CUACMP311 Implement copyright arrangements  
CUADIG315 Produce digital images  
CUAFOH311 Provide seating and ticketing services  
CUAIND313 Work effectively in the music industry  
CUAIND314 Plan a career in the creative arts industry  
CUAMKG311 Assist with marketing and promotion  
CUAPPR203 Store finished creative work  
CUAPPR403 Store and maintain finished creative work  
CUAPPR417 Select and prepare creative work for exhibition

### **Group C**

CUACNM211 Monitor collections for changes in condition  
CUACNM311 Move and store collection material  
CUACNM411 Assess the significance of collection objects  
CUACNM413 Work with cultural material  
CUAEVP211 Assist with the staging of public activities or events  
CUAEVP212 Maintain venue information and provide assistance to visitors  
CUAEVP413 Install and dismantle exhibition elements  
SITEEVT002 Process and monitor event registrations  
SITEEVT003 Coordinate on-site event registrations  
SITEEVT004 Provide event staging support  
SITTGDE005 Prepare and present tour commentaries or activities  
SITTGDE006 Develop and maintain the general and regional knowledge required by guides  
SITTGDE007 Research and share general information on Australian Indigenous cultures  
SITTTSL001 Operate online information systems  
SITXCCS002 Provide visitor information  
SITXCOM003 Provide a briefing or scripted commentary

## **Specialisations**

As stated above, there is one specialisation in this qualification and the choice of elective units determines this specialisation. The rules to achieve a specialisation are detailed below.

The achievement of this specialisation will be identified on testamurs as follows:

- CUA30620 Certificate III in Arts and Cultural Administration (Galleries and Museums)

## **Packaging rules to achieve a specialisation**

### **Galleries and Museums**

- 4 Group C elective units must be selected

## **Qualification Mapping Information**

No equivalent qualification. Supersedes and is not equivalent to CUA30615 Certificate III in Arts Administration.

## **Links**

Companion Volume Implementation Guide is found on VETNet -

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