



Australian Government

CUA30625 Certificate III in Arts and Cultural Administration

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Modification History

Release	Comments
1	This qualification was first released in CUA Creative Arts and Culture Training Package Release 7.0.

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/Regulatory Information

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

This qualification has no entry requirements.

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
- CHCCCS038 Facilitate the empowerment of people receiving support

- 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
- ICTICT316 Implement 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
- CUA EVP211 Assist with the staging of public activities or events
- CUA EVP212 Maintain venue information and provide assistance to visitors
- CUA EVP413 Install and dismantle exhibition elements

- SITEEVT021 Administer event registrations
- SITEEVT022 Provide event production support
- SITTGDE017 Prepare and present tour commentaries or activities
- SITTGDE018 Develop and maintain the general and regional knowledge required by guides
- SITTGDE019 Research and share information on Australian Indigenous cultures
- SITXCCS010 Provide visitor information
- SITXCOM008 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:

- CUA30625 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

Pre-requisite Requirements

There are no prerequisite requirements for this qualification

Qualification Mapping Information

Current Code and Title	Previous Code and Title	Comments	Equivalence
CUA30625 Certificate III in Arts and Cultural Administration	CUA30620 Certificate III in Arts and Cultural Administration	All superseded imported units have been replaced with the most current unit. All deleted imported units have been removed. Replaced units include some which form part of a specialisation within	Not-Equivalent

		the qualification, but have been identified as non-equivalent by the relevant JSC.	
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Links

Companion volumes, including implementation guides, are found in TGA -

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