Australian Government

CUA40820 Certificate IV in Arts and Cultural Administration

Release 2

CUA40820 Certificate IV in Arts and Cultural Administration

Modification History

Release	Comments
Release 2	This version first released with CUA Creative Arts and Culture Training Package Version 6.0. Minor change to add the following units of competency in the elective list unit: • CUABRT415 Provide technical support during virtual and hybrid events • CUAMWB403 Prepare to work with confronting material and processes in the creative industries.
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 working in a variety of administrative contexts across a range of arts organisations, such as galleries, museums, theatres and community arts centres. It applies to individuals who work in performing arts, cultural, creative arts and entertainment administration environments.

The job roles that relate to this qualification may include arts marketing and promotion officer, arts event promotions officer, events coordinator, gallery/museum officer and arts administrator.

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 = 14

4 core units plus

10 elective units, of which:

- at least 4 units must be from Group A
- of the remaining units:
    - all may be from Group A and/or Group B
    - up to 2 may be from this or any other currently endorsed Certificate III 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

BSBINS402 Coordinate workplace information systems

BSBLDR414 Lead team effectiveness

BSBWHS411 Implement and monitor WHS policies, procedures and programs

CUAIND413 Communicate effectively with arts professionals

Elective units

Group A

AHCCCF405 Develop community networks

BSBCMM411 Make presentations

BSBCRT311 Apply critical thinking skills in a team environment

BSBCRT412 Articulate, present and debate ideas

BSBCRT413 Collaborate in creative processes

BSBESB401 Research and develop business plans

BSBHRM413 Support the learning and development of teams and individuals

BSBINS401 Analyse and present research information

BSBINS410 Implement records systems for small business

BSBINS510 Develop community and stakeholder relationships in a library environment

BSBLDR413 Lead effective workplace relationships

BSBMKG431 Assess marketing opportunities

BSBMKG432 Research international markets

BSBMKG433 Undertake marketing activities

BSBMKG434 Promote products and services

BSBMKG439 Develop and apply knowledge of communications industry

BSBMKG441 Develop public relations documents

BSBMKG550 Promote products and services to international markets

BSBMKG555 Write persuasive copy

BSBOPS402 Coordinate business operational plans

BSBOPS405 Organise business meetings

BSBPEF402 Develop personal work priorities

BSBSTR401 Promote innovation in team environments

BSBSTR402 Implement continuous improvement

BSBSUS411 Implement and monitor environmentally sustainable work practices

BSBTEC401 Design and produce complex text documents

BSBTEC402 Design and produce complex spreadsheets

BSBTEC405 Review and maintain organisation's digital presence

BSBWRT411 Write complex documents

CHCCDE001 Support participative planning processes

CHCCDE004 Implement participation and engagement strategies

CHCCDE006 Work to empower Aboriginal and/or Torres Strait Islander communities

CUAFIM411 Obtain revenue to support operations

CUAPPR406 Plan work space

CUARES412 Conduct research

ICTWEB304 Build simple web pages

ICTWEB434 Transfer content to websites

ICTWEB435 Maintain website performance

SITXEBS003 Build and launch a small business website

Group B

BSBINS511 Develop and promote library activities, events and public programs

BSBLEG525 Apply legal principles in intellectual property law matters

BSBTEC301 Design and produce business documents

BSBTEC303 Create electronic presentations

CUAADM311 Book rehearsal and performance venues and administer bookings

CUACMP311 Implement copyright arrangements

CUAEVP411 Present information on activities, events or public programs

CUAEVP412 Design and develop interpretive displays

CUAEVP512 Develop and manage exhibition interpretive strategies

CUAMKG311 Assist with marketing and promotion

CUAPPM421 Contribute to organising productions

CUAPPR408 Integrate disability access and inclusion

SITEEVT001 Source and use information on the events industry

SITEEVT002 Process and monitor event registrations

SITEEVT003 Coordinate on-site event registrations

SITEEVT004 Provide event staging support

SITEEVT005 Plan in-house events or functions

SITTGDE005 Prepare and present tour commentaries or activities

Group C

CUABRT415 Provide technical support during virtual and hybrid events

CUACNM311 Move and store collection material

CUACNM411 Assess the significance of collection objects

CUACNM412 Prepare display mounts for collection material

CUACNM413 Work with cultural material

CUACNM511 Assess the significance of collections

CUAEVP413 Install and dismantle exhibition elements

CUAEVP511 Coordinate installation and dismantling of exhibitions

CUAEVP512 Develop and manage exhibition interpretive strategies

CUAMWB403 Prepare to work with confronting material and processes in the creative
industries

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

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

· CUA40820 Certificate IV 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

Supersedes and is equivalent to CUA40815 Certificate IV 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

PwC's Skills for Australia