Australian Government

CUA40825 Certificate IV 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 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/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 = 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

- AHCWRK406 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

- CHCCDE017 Support collaborative planning processes

- CHCCDE020 Implement participation and engagement strategies

- CHCCDE022 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

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
- SITEEVT020 Source and use information on the events industry
- SITEEVT021 Administer event registrations
- SITEEVT022 Provide event production support
- SITEEVT023 Plan in-house events
- SITTGDE017 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
- 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

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

- CUA40825 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

Pre-requisite Requirements

There are no prerequisites requirements for this qualification

Qualification Mapping Information

Current Code and Title	Previous Code and Title	Comments	Equivalence
CUA40825 Certificate IV in Arts and Cultural Administration	CUA40820 Certificate IV 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 the qualification, but have been identified as non-equivalent by the relevant JSC.	Not-Equivalent

Links

Companion volumes, including implementation guides, are found in TGA - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=1db201d9-4006-4430-839f-382ef6b803d5

Service and Creative Skills Australia