



Australian Government

Assessment Requirements for CUAADM301 Administer bookings for rehearsals and performances

Release: 1

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Modification History

Release	Comments
Release 1	This version first released with CUA Creative Arts and Culture Training Package version 2.0.

Performance Evidence

Evidence of the ability to:

- confirm, record and distribute booking details using the required documentation
- liaise with performers, agents, managers and venue personnel, and deal with booking queries.

Note: If a specific volume or frequency is not stated, then evidence must be provided at least once.

Knowledge Evidence

To complete the unit requirements safely and effectively, the individual must:

- describe the information required to book rehearsals and performances
- outline risk and work health and safety considerations when assessing viability of rehearsals and performances
- describe documentation used for booking rehearsals and performances
- describe issues and challenges of booking rehearsals and performances, and how they might be addressed.

Assessment Conditions

Assessment must be conducted in a safe environment where evidence gathered demonstrates consistent performance of typical activities experienced in creative arts industry environments. The assessment environment must include access to:

- performers, venues and venue personnel, and opportunities for booking rehearsals and performances
- appropriate technology to prepare and distribute booking confirmation sheets, performance schedules and/or venue worksheets.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational educational and training legislation, frameworks and/or standards.

Links

Companion Volume implementation guides are found in VETNet -

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