



Australian Government

Assessment Requirements for CUAADM311 Book rehearsal and performance venues and administer bookings

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Modification History

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

Performance Evidence

The candidate must demonstrate the ability to complete the tasks outlined in the elements, performance criteria and foundation skills of this unit, including evidence of the ability to:

- book at least one venue and administer arrangements for at least two other bookings according to rehearsal and performance requirements.

In the course of the above, the candidate must:

- research, source and secure performance venues
- negotiate and agree on arrangements for performances with required personnel
- estimate and calculate performance costs
- assist in identifying risks associated with the safety and financial viability of a performance
- confirm, record and distribute booking details using the required documentation and booking technology
- liaise with performers, agents, managers and venue personnel, and deal with booking queries.

Knowledge Evidence

The candidate must be able to demonstrate knowledge to complete the tasks outlined in the elements, performance criteria and foundation skills of this unit, including knowledge of:

- factors used to identify market positions of potential venues
 - techniques for analysing financial viability of a performance, including estimating and calculating performance costs
 - sources of information about venues
 - different needs of individuals to consider when choosing a venue
 - information required to book rehearsals and performances
 - common requirements for rehearsals and performances, including:
 - venue requirements
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- image and tone
- style and genre
- schedules and timelines
- communication practices and protocols
- booking format, documentation and storing practices and protocols
- booking systems and technologies
- common risks and work health and safety considerations when assessing viability of rehearsals and performances including induction requirements of venues
- legislative requirements related to booking rehearsal and performance venues
- documentation used for booking rehearsals and performances
- technologies used to confirm, record and distribute bookings and booking details, including:
 - common booking systems used when booking rehearsals and performances
 - customer relationship management (CRM) systems
- issues and challenges of booking rehearsals and performances, and how they might be addressed.

Assessment Conditions

Skills in this unit must be demonstrated in a workplace or simulated environment where the conditions are typical of those in a working environment in this industry.

This includes access to:

- information about venues
- access to legislative and regulatory material about venue safety, security and licensing
- performers, venues and venue personnel, and opportunities for booking simulated rehearsals and performances
- industry standard 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 Guide is found on VETNet -

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