



Australian Government

CUADTM501 Maintain professional practice as a dance school or studio manager

Release: 2

CUADTM501 Maintain professional practice as a dance school or studio manager

Modification History

Release	Comments
Release 2	This version released with CUA Creative Arts and Culture Training Package version 2.0. Updated application and assessment conditions sections. Updated modification history section to reflect changed name of training package.
Release 1	This version first released with CUA Creative Arts and Culture Training Package version 1.0.

Application

This unit describes the performance outcomes, skills and knowledge required to manage operations in a dance school or studio setting.

Managers of private dance schools or studio managers apply the skills and knowledge in this unit. Dance schools and studios are usually small businesses with one or two employees and a number of contract dance teachers. Managers use initiative, judgement and organisational skills to plan and participate in management initiatives and organising and evaluating the work of others.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Unit Sector

Performing arts – dance teaching and management

Elements and Performance Criteria

Elements	Performance Criteria
<i>Elements describe the essential outcomes.</i>	<i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>
1. Demonstrate professional dance management practices	1.1 Adhere to the Dance Industry Code of Ethics when interacting with key stakeholders 1.2 Ensure the Dance Industry Code of Ethics informs, and is incorporated into, materials distributed to students, parents and

	carers 1.3 Ensure communication with students, parents and carers is timely, appropriate and undertaken in a professional manner 1.4 Ensure the information in the school or studio's prospectus allows people to choose programs that best meets their needs 1.5 Ensure the policy and procedures of school or studio are communicated clearly to parents and carers 1.6 Avoid situations that may lead to conflict of interest 1.7 Review and fulfil statutory and legal responsibilities as they relate to dance facilities 1.8 Apply risk-management principles, including risk identification and assessment as required
2. Recruit and induct staff	2.1 Complete key aspects of recruitment according to business requirements 2.2 Complete key aspects of staff induction according to business requirements 2.3 Clarify workplace rights and obligations of employers and employees with staff according to legal requirements
3. Manage operations	3.1 Ensure communication with staff is non-discriminatory and respectful 3.2 Ensure performance appraisals and staff counselling sessions are conducted in a positive and constructive manner and that outcomes are recorded 3.3 Maintain efficient and accurate record keeping and payroll systems according to confidentiality and legal requirements 3.4 Actively monitor, review and correct staff allocation to particular tasks or functions according to business requirements 3.5 Provide regular opportunities for staff to discuss work-related issues and to share information and ideas 3.6 Develop contingency plans and follow as required

Foundation Skills

This section describes language, literacy, numeracy and employment skills incorporated in the performance criteria that are required for competent performance.

Skill	Performance Criteria	Description
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Reading	1.1	• Interprets information from written sources
Writing	1.3, 3.2, 3.6	• Generates and distributes workplace documentation
Oral communication	1.3, 1.5, 2.2, 2.3, 3.1, 3.2, 3.5	• Seeks the views and opinions of others • Obtains information by listening and questioning • Discusses ideas and solutions • Uses clear language to contribute information and express requirements
Navigate the world of work	1.1, 1.2, 1.3, 1.4, 1.5, 1.6, 1.7, 1.8, 2.1, 2.2, 2.3, 3.3, 3.4, 3.6	• Works independently and collectively with a strong sense of responsibility for goals, plans, decisions and outcomes • Takes responsibility for meeting legal and regulatory requirements within scope of own role • Applies organisational procedures when managing a dance studio • Manages time efficiently
Interact with others	1.3, 1.5, 2.2, 2.3, 3.1, 3.2, 3.5	• Collaborates to achieve joint outcomes and takes a leadership role to help facilitate effective group interaction and direction • Routinely seeks broad input into problem solving and decision making, and encourages sharing of ideas and different perspectives
Get the work done	1.1, 1.2, 1.3, 1.4, 1.5, 1.6, 1.7, 1.8, 2.1, 2.2, 2.3, 3.3, 3.4, 3.6	• Adopts a methodical and logical approach to managing dance school operations in a professional and ethical manner • Reviews progress against goals, adjusting plans and resources to cope with contingencies • Anticipates problems that might arise when managing a dance studio and takes action to minimise their impact • Distributes information electronically • Uses standard word processing and spreadsheet applications to prepare workplace documentation

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
CUADTM501 Maintain professional practice as a dance school or studio manager (Release 2)	CUADTM501 Maintain professional practice as a dance school or studio manager (Release 1)	Updated application and assessment conditions sections. Updated modification history section to reflect changed name of training package.	Equivalent unit

Links

Companion Volume implementation guides are found in VETNet -

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

Assessment Requirements for CUADTM501 Maintain professional practice as a dance school or studio manager

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Performance Evidence

Evidence of the ability to:

- communicate effectively with key stakeholders about:
 - school or studio's policy and procedures
 - clear and appropriate arrangements concerning legal responsibilities, such as late collection of children
 - school or studio's prospectus
 - complaint-handling procedures
 - plan to handle issues of integrity
- review and adhere to the Dance Industry Code of Ethics
- demonstrate professional management practices
- review and adhere to relevant statutory and legal requirements.

Note: If a specific volume or frequency is not stated, then evidence must be provided for each of the above points at least once.

Knowledge Evidence

To complete the unit requirements the individual must:

- demonstrate knowledge of commonwealth and state or territory requirements related to managing a dance school or studio with regard to:
 - work health and safety (WHS) standards
 - risk-management principles
 - duty of care

- confidentiality and privacy
- explain the following aspects of managing a dance studio:
 - performance appraisals
 - roles and responsibilities of industry associations or societies
 - adhering to the Dance Industry Code of Ethics (Australian Dance Council) and Australian Guidelines for Dance Teachers
 - payroll and record-keeping systems
 - formats for policy and procedures
 - conflict-resolution strategies
 - standard processes for recruiting, inducting and coaching staff.

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 relevant resources and equipment.

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

Links

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