



Australian Government

CUADTM531 Develop professional dance management practice and manage operations in a dance environment

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 5.0.

Application

This unit describes the skills and knowledge required to develop professional dance management practices and manage operations in a dance school or studio setting.

The unit applies to those who seeking the skills to manage dance schools as a business. The process includes the application of initiative and organisational skills to plan and participate in management initiatives, as well as 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. Develop and demonstrate professional dance management practices	1.1 Adhere to the Dance Industry Code of Ethics when interacting with key stakeholders including students, parents, carers and staff. 1.2 Communicate professionally when interacting with key stakeholders 1.3 Create a school or studio prospectus that allows people to choose programs that best meets their needs 1.4 Identify and communicate the policies and procedures of school or studio to key stakeholders 1.5 Review and fulfil statutory and legal responsibilities required for dance facilities 1.6 Apply risk-management principles, including risk identification and

ELEMENTS	PERFORMANCE CRITERIA
	assessment strategies 1.7 Implement complaint management procedures
2. Recruit and induct staff	2.1 Identify skill and scheduling gaps from a staffing and business requirement perspective 2.2 Create a staff induction plan suited to business requirements 2.3 Identify sources for posting recruitment material 2.4 Complete key aspects of recruitment according to business requirements 2.5 Complete key aspects of staff induction according to business requirements 2.6 Confirm workplace rights and obligations of employers and employees with staff, according to legal requirements
3. Manage operations	3.1 Communicate with staff in non-discriminatory and respectful manner 3.2 Conduct constructive performance appraisals and record outcomes 3.3 Keep accurate records and payroll system operations according to confidentiality and legal requirements 3.4 Monitor, review and correct staff allocation to particular tasks or functions according to business requirements 3.5 Calculate and monitor student retention rates 3.6 Provide regular opportunities for staff to discuss work-related issues and share information and ideas 3.7 Develop contingency plans and follow as required

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential to performance but not explicit in the performance criteria.

SKILL	DESCRIPTION
Oral communication	- Seeks the views and opinions of others - Obtains information by listening and questioning - Discusses ideas and solutions - Contributes information and expresses requirements using clear language
Reading	Interprets information from written sources
Writing	Generates and distributes workplace documentation

SKILL	DESCRIPTION
Planning and organising	Adopts a methodical and logical approach to managing dance school operations in a professional and ethical manner
Problem solving	- Anticipates problems that might arise when managing a dance studio and takes action to minimise their impact - Seeks input into problem solving and decision making, and encourages sharing of ideas and different perspectives
Self-management	- 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
Teamwork	Collaborates to achieve joint outcomes and helps facilitate effective group interaction
Technology	- Distributes information electronically - Prepares workplace documentation using standard word processing and spreadsheet applications

Unit Mapping Information

Supersedes and is equivalent to CUADTM501 Maintain professional practice as a dance school or studio manager.

Links

Companion Volume Implementation Guide is found on VETNet -

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

Assessment Requirements for CUADTM531 Develop professional dance management practice and manage operations in a dance environment

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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:

- demonstrate development of own professional dance management practices in a dance environment on at least different three occasions.

In the course of the above, the candidate must:

- communicate effectively with key stakeholders on at least one occasion, about:
 - school or studio's policies and procedures
 - clear 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 statutory and legal requirements relevant to managing operations in a dance environment.

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:

- organisational procedures required to demonstrate the performance evidence
- 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
- aspects of managing a dance studio, including those relating to:
 - performance appraisals
 - roles and responsibilities of industry associations or societies
 - key principles in the Australian Guidelines for Dance Teachers and Dance Industry Code of Ethics
 - payroll and record-keeping systems
 - formats for policies and procedures
 - conflict-resolution strategies
 - standard processes for recruiting, inducting and coaching staff.

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:

- tools and equipment required for managing operations in a dance environment
- interaction with stakeholders
- information relating to a dance school or studio.

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

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