



Australian Government

CUAIND304 Plan a career in the creative arts industry

Release: 2

CUAIND304 Plan a career in the creative arts industry

Modification History

Release	Comments
Release 2	This version was released with CUA Creative Arts and Culture Training Package Version 4.1. Minor edits to performance criteria.
Release 1	This version first released with CUA Creative Arts and Culture Training Package Version 2.0.

Application

This unit describes the skills and knowledge required to identify and evaluate career opportunities in the creative arts industry, including personal skills analysis and portfolio development.

It applies to individuals entering or moving into another area of the industry.

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

Unit Sector

Industry capability - industry context

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
<i>Elements describe the essential outcomes.</i>	<i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>
1. Build industry networks	1.1 Attend creative arts industry events, and identify contemporary creative arts industry products and services 1.2 Talk with people in the industry to develop an awareness of typical formal and informal pathways into different job roles 1.3 Use a range of sources to establish potential contacts and to keep up to date with industry trends and career possibilities 1.4 Explore and participate in work opportunities as a way of

ELEMENT	PERFORMANCE CRITERIA
	advancing career possibilities
2. Develop a career plan	2.1 Seek advice from people working in areas of interest about career potential and any specific preparation required 2.2 Evaluate and align own skills and interests to career goals within the creative arts industry, and discuss with relevant people 2.3 Identify further skill development required to achieve career goals, and confirm with relevant people 2.4 Investigate learning opportunities to maximise career opportunities for preferred job roles within the creative arts industry 2.5 Document timelines and actions in a career plan, and discuss with relevant people
3. Develop a skills portfolio	3.1 Plan a portfolio of evidence to meet a range of purposes in consultation with relevant people 3.2 Identify appropriate presentation formats for a portfolio, and confirm with relevant people 3.3 Develop a resume or resumes to profile own ability to meet a range of job role requirements 3.4 Maintain portfolio in format appropriate to creative arts industry work contexts

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
Learning	2.4	Identifies professional development activities to maximise career opportunities
Reading	1.3	Analyses industry-specific resources to identify future directions and current trends
Writing	2.5, 3.3, 3.4	Documents own career in different formats to appeal to different job requirements
Oral communication	1.2, 2.1- 2.3, 2.5, 3.1, 3.2	Checks own understanding and initiates conversations to further own learning and to foster work networks
Navigate the	1.1-1.4, 2.1-2.5	Takes responsibility for own professional and career

world of work		development - Identifies personal skills and appropriate networks to support personal development - Identifies work options and appropriate steps to obtain work - Creates a career plan and supporting documentation
Interact with others	1.1,1.2, 2.1-2.3	- Builds rapport and trust in in order to establish and clarify understanding - Draws on others' perspectives when discussing employment and career options
Get the work done	1.1-1.4, 2.1-2.3, 2.5, 3.1-3.4	- Plans and implements routine tasks - Recognises and responds to predictable routine problems related to career planning - Uses appropriate digital applications to maintain sources of information and career planning documentation

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
CUAIND304 Plan a career in the creative arts industry (Release 2)	CUAIND304 Plan a career in the creative arts industry (Release 1)	Minor edits to performance criteria.	Equivalent unit

Links

Companion Volumes are available from VETNet -

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

Assessment Requirements for CUAIND304 Plan a career in the creative arts industry

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Performance Evidence

Evidence of the ability to:

- use a range of methods to establish and build contacts relevant to professional career interests
- develop a career plan that incorporates the results of self-analysis and feedback from others
- plan and create a skills portfolio using appropriate presentation formats.

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:

- identify sources of information about the industry and career possibilities
- describe job roles and pathways into and within the industry
- list components of a typical career plan
- summarise information that should be included in a skills portfolio
- describe different presentation formats for skills portfolios and personal resumes.

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:

- career information and resources
- industry information, job roles and career pathways
- interaction with others.

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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