



Australian Government

CUAMGT412 Administer music publishing income

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 calculate, collect and distribute music publishing income. It involves monitoring and reporting on the use of published work.

The unit applies to those who operate as music publishers, employees of collection societies and artist managers. Collection societies, such as the Australasian Performing Rights Association (APRA), collect licence fees for the use of music by broadcasters and other entities, and distribute them as royalties to music copyright holders. These include songwriters, composers and music publishing companies.

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

Unit Sector

Management

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. Establish publishing agreement and royalties	1.1 Confirm musical work to be published with creator of work or copyright owner 1.2 Discuss and confirm terms and conditions of publishing agreement with creator of work or copyright owner 1.3 Notify collection societies of publishing agreement and selected musical work to be published 1.4 Negotiate and confirm royalties due from the use of published work on behalf of creator of work or copyright owner 1.5 Confirm that royalty negotiations reflect the commercial stature of work

ELEMENT	PERFORMANCE CRITERIA
2. Collect and disperse publishing income	2.1 Report use of published work according to established workplace procedures of relevant agencies 2.2 Calculate royalties and apportion income in line with publishing agreement, copyright legislation and collection society agreements using required software 2.3 Distribute royalties to creator of work or copyright owner in line with publishing agreement
3. Finalise distribution of publishing income	3.1 Implement ongoing strategy to monitor and report on the use of published work 3.2 Build profile of published work to increase reported usage 3.3 Negotiate with required personnel to protect use of published works internationally 3.4 Update files reporting on use of published work regularly and systematically according to established workplace procedures 3.5 File new published work and notify required agencies within required timeframes

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
Numeracy	- Calculate percentages, quantities, and income and royalty ratios using mathematical equations - Comprehends financial requirements and applies formulas within financial management software
Oral communication	- Participates in a verbal exchange of ideas and elicits the views of others by listening and questioning - Uses industry related terminology required for audience and environment
Reading	Interprets complex textual information to determine and adhere to income requirements
Planning and organising	Plans and sequences complex tasks and workload
Problem solving	Applies problem solving processes to evaluate option and inform the development of strategy
Self-management	- Identifies and responds to protocols of own and other organisations - Follows accepted consultation and communication practices

SKILL	DESCRIPTION
Technology	• Uses technologies and software to maintain and analyse information

Unit Mapping Information

Supersedes and is equivalent to CUAMGT402 Administer music publishing income.

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 CUAMGT412 Administer music publishing income

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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:

- calculate, collect and distribute publishing income to creator or copyright owner on two occasions according to different publishing briefs.

In the course of the above, the candidate must:

- analyse publishing agreements
- update and maintain records for the administration of music publishing income.

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:

- copyright legislation as it relates to licensing, publishing and royalties
- revenue structures in the music industry and types of royalty income due to composers and songwriters
- methods for calculating and distributing publishing income
- key features of software used to calculate royalties and apportion publishing income
- rights and obligations of publishers and originators of published works
- role and functions of national and international music industry collection societies
- methods for monitoring use of published works, and how this information is used
- key features, requirements and terminology used in publishing agreements
- organisational procedures for reporting on the use of published works, including those relating to:
 - formatting reports
 - distributing publishing income
- issues and challenges that typically arise in the context of administering publishing income and strategies for overcoming them.

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:

- copyright and licensing legislation required to demonstrate the performance evidence
- industry-standard software required for administering music publishing income
- interaction with others for the purpose of demonstrating the performance evidence
- collection society agreements.

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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