

# CUA30620 Certificate III in Arts and Cultural Administration

## DESCRIPTION

This qualification reflects the role of individuals who work in administrative roles across a range of arts organisations, including galleries, museums, theatres and community art centres. It applies to individuals who work in arts administration, customer service and entertainment administration environments.

## ELIGIBILITY/ENTRY REQUIREMENTS

To ensure you have the right skills and support to succeed in your course, a Language, Literacy, Numeracy and Digital Literacy (LLND) evaluation helps identify any areas where you may need additional support to help you achieve your goals.

## DELIVERY DETAILS

Location(s)	Duration*	Study mode
Alice Springs	Part-time for 2 years	Face-to-face, workshops

\* Duration will vary depending on how long a student takes to reach the required competency level.

## FEES

Fee Type	2025 Course Fees
NT Government Supported*	\$1,457.80 - \$1,679.80
Full Fee	\$5,382.04 - \$6,201.64

\*This course is supported by the NT Government for domestic [eligible](#) students who are NT residents. A limited number of NT Government supported places are available, so secure your place now.

Fees shown are indicative and subject to change annually. Actual course fees may vary depending on the units chosen. International non-student visa-holders; study eligibility needs to be verified before enrolment. Fees may vary depending on the visa type. The course fee rates will vary for commercial contract arrangements.

For further clarification and information on fees, fee exemptions, payment options, instalment plans, and refunds, contact CDU on 1800 061 963 or refer to [TAFE Fees and Payments](#)

## ASSESSMENT

Assessments vary with each unit. You will be provided with an assessment guide.

## RECOGNITION OF PRIOR LEARNING (RPL)

RPL is a process that determines whether the skills, knowledge, and experience you've gained through your previous study, work, or life experience can count towards a vocational training qualification at CDU. For more information, [VET RPL](#).

## RESOURCES

Students are issued with learning resources applicable to the units being studied.

## STUDY AND CAREER PATHWAYS

Further training pathways from this qualification include but are not limited to CUA40820 Certificate IV in Arts and Cultural Administration. (not delivered through Charles Darwin University)

Possible occupations relevant to this qualification include:

- Arts marketing assistants
- Venue attendants
- Arts administrative assistants (small theatres)
- Arts function assistants

## QUALIFICATION CONTENT

To achieve a CUA30620 Certificate III in Arts and Cultural Administration, a total of twelve (12) units of competency must be completed, comprising four (4) core and eight (8) elective units as detailed in the packaging rules and listed below. The electives offered may vary between campuses.

### CORE UNITS

CUAIND211	Develop and apply creative arts industry knowledge
BSBWHS211	Contribute to the health and safety of self and others
BSBTWK201	Work effectively with others
CUAIND311	Work effectively in the creative arts industry

### ELECTIVE UNITS (Eight elective units must be chosen)

CUAPPR314	Participate in collaborative creative projects
CUADIG315	Produce digital images
CUAWRT301	Write content for a range of media
CUAMKG311	Assist with marketing and promotion
CUAEVP211	Assist with the staging of public activities or events
CUAEVP212	Maintain venue information and provide assistance to visitors
CUAPPR417	Select and prepare creative work for exhibition
CUAEVP413	Install and dismantle exhibition elements
SITEEVT004	Provide event staging support
CUASTA211	Develop basic staging skills

## WITHDRAWING FROM A QUALIFICATION

You may withdraw from this qualification and receive, where relevant, a Statement of Attainment for all units of competency you have successfully completed.

## SUPPORT SERVICES

The University supplies support for students in many areas, including Accommodation, Careers and Employability, Counselling, Disability Services, Student Advocacy, Indigenous Tutorial Support Services, International Student Support Services, Library Services, and VET Learner Support Services.

More information is available at [Student Support](#).

## CONTACT DETAILS

Academy of the Arts

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E. [vet.cifea@cdu.edu.au](mailto:vet.cifea@cdu.edu.au)

For further information regarding student life at CDU, please refer to <https://www.cdu.edu.au/study/student-life>.