



CUA30615 Certificate III in Arts Administration

National ID: CUA30615 | State ID: AZM8

About this course

If you are working in or would like to work in the creative industries or tourism sectors this course helps you gain business skills to further your career working behind the scenes.

This broad based program covers aspects of administration to help you on your way to a career working in galleries, museums, studios, tourism bureaus, theatres or art and design retail outlets. You could also be working in local council information bureaus or markets.

Our Certificate III in Arts Administration program is delivered as a one year employer-based traineeship, and North Metropolitan TAFE is the only TAFE from Albany to Geraldton to offer this qualification. You will receive training in the workplace, allowing to you earn and learn at the same time. Completion of this course will open up pathways to further study or employment in the creative industries or tourism fields.

Gain these skills

- Develop and apply creative arts industry knowledge
- Develop and grow networks
- Provide customer service
- Use business technology
- Set up and deliver events
- Assist with marketing and promotion

Is this course right for me?

I have the following attributes:

- Enthusiastic and passionate about the arts or tourism sectors
- Critical and creative problem-solving skills with keen attention to detail

- Show initiative and self-motivated

Details

During your course of study, NMTAFE may use a variety of learning practices to ensure you get the best outcome for your learning journey.

This may include online learning, face-to-face classroom, laboratory/workshop delivery, work placement or a combination of these, depending on which is most appropriate.

Continuous enrolment, 2021

Perth - Employer based Traineeship



Duration: **2 Semester/s**



When: **Continuous enrolment**



How: **Employer-based
Traineeship**

Units

Core

National ID	Unit Title
BSBDIV301	Work effectively with diversity
BSBWHS201	Contribute to health and safety of self and others
BSBWOR203	Work effectively with others
CUAIND201	Develop and apply creative arts industry knowledge

Elective

National ID	Unit Title
BSBCMM301	Process customer complaints
BSBCUS201	Deliver a service to customers
BSBCUS301	Deliver and monitor a service to customers
BSBFIA301	Maintain financial records

National ID	Unit Title
BSBINM301	Organise workplace information
BSBPRO301	Recommend products and services
BSBWOR204	Use business technology
CUADIG305	Produce digital images
CUAEMP202	Provide visitors with venue information and assistance
CUAEMP211	Assist with the staging of public activities or events
CUAFOH301	Provide seating and ticketing services
CUAMKG301	Assist with marketing and promotion
CUAPPR203	Store finished creative work
CUAWRT301	Write content for a range of media
ICTICT308	Use advanced features of computer applications
SITTGDE304	Prepare and present tour commentaries or activities

Further study

Certificate III Arts Administration is a qualification that will give you a broad set of skills to help you in many study or employment pathways, listed below are just a few options that North Metropolitan TAFE offers.

Job opportunities



[Gallery, Museum and Tour Guides](#) [Tourism Information Officers](#) [Event Organiser](#) [Ticket Collector and Usher](#) [Visual Arts and Crafts Professionals](#)

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Fees and charges

Local full time students

Course fees are made up of two components, tuition fees and resource fees.

Tuition fees are determined by multiplying the course fee rate by the nominal hours, which is the number of hours in which an average student could be expected to complete each unit. They are not the hours of training or instruction.

Resource fees are charges for material that are essential to a course or unit, and are purchased by NMT to be used

by students during the course.

Fees may vary depending on the units you are enrolled in so an approximate amount has been shown. You will be given the exact amount of your fees at enrolment. Part time student fees will vary depending on the number of units you are enrolled in.

Please note, you may also need to buy textbooks or equipment for your course.

International Students

Check [TAFE International WA](#) to confirm this course is available to international students. You will pay your tuition fees to TIWA.

Please note, fees are subject to change.