CUV30111 Certificate III in Visual Arts

Modification History

Version	Comments
CUV30111	This version first released with *CUV11 Visual Arts, Craft and Design Training Package version 1.0*

Description

This qualification enables learners to use a range of skills and techniques to produce art and craft works. They have the ability to select, adapt and transfer skills to different situations. Job outcomes are limited at this level.

Pathways Information

Pathways into the qualification
People may enter this qualification with limited or no vocational experience and without a lower level qualification.

Pathways from the qualification
This qualification prepares people for the higher-level learning that supports professional art practice.

Licensing/Regulatory Information

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

Entry Requirements

There are no entry requirements for this qualification.

Employability Skills Summary

The following table contains a summary of the employability skills as identified by the visual arts, craft and design industries for this qualification. The employability skills facets described here are broad industry requirements that may vary depending on qualification packaging options.

Employability skill	Industry/enterprise requirements for this qualification
Communication	• passing on key safety information to colleagues • presenting ideas to others • communicating ideas through creative work
Teamwork	• checking safety procedures with other team members • discussing ideas and work issues with colleagues
Problem-solving	• identifying safety issues and reporting them to appropriate person • refining ideas to incorporate feedback from others • adjusting techniques to achieve a particular effect
Initiative and enterprise	• developing several possible ways of communicating an idea • producing a range of ideas in response to a brief
Planning and organising	• collecting and analysing information to develop ideas • organising the presentation of a concept to others • organising work tasks to ensure safety • preparing and maintaining documentation • identifying techniques and processes required to produce art works
Self-management	• following workplace procedures, particularly in relation to OHS • maintaining personal safety standards • challenging one's own ideas and approaches
Learning	• evaluating information gained from research and integrating ideas into the development of own work • using practice, feedback and evaluation opportunities to continuously improve skills and knowledge • improving skills through experimentation with materials and techniques
Technology	• using the internet for research • using tools and equipment to produce creative work

Packaging Rules

Total number of units = 12
4 core units *plus*
8 elective units

The elective units consist of:

- 4 from Group A
- of the remaining 4 units:
  - up to 4 may be from Group A and/or Group B
  - up to 4 may be from Certificate II or above in any currently endorsed Training Package
  - up to 2 may be from an accredited course at Certificate II, III or IV.

The elective units chosen must be relevant to the work outcome and meet local industry needs.

Core units
BSBOHS201A Participate in OHS processes
CUVACD201A Develop drawing skills to communicate ideas
CUVPRP301A Produce creative work
CUVRES301A Apply knowledge of history and theory to own arts practice

Elective units
Group A
Aboriginal and Torres Strait Islander cultural arts
CUVATS301A Develop and apply knowledge of Aboriginal or Torres Strait Islander cultural arts
CUVATS302A Produce work that expresses own Aboriginal or Torres Strait Islander identity
Art, craft and design
CUVACD301A Produce drawings to communicate ideas
CUVACD302A Produce computer-aided drawings
CUVACD303A Produce technical drawings
CUVACD304A Make scale models
Creative thinking
BSBCRT101A Apply critical thinking techniques
BSBCRT301A Develop and extend critical and creative thinking skills
Design
BSBDES201A Follow a design process
BSBDES202A Evaluate the nature of design in a specific industry context
BSBDES301A Explore the use of colour
BSBDES302A Explore and apply the creative design process to 2D forms
BSBDES303A Explore and apply the creative design process to 3D forms
BSBDES304A Source and apply design industry knowledge
BSBDES305A Source and apply information on the history and theory of design
General administration
CUVPRP406A Plan work space

Industry capability
CUAIND301A Work effectively in the creative arts industry
CUSIND302A Plan a career in the creative arts industry
Professional practice
CUVPRP302A Document the work progress
CUVPRP303A Select and prepare creative work for exhibition
CUVPRP304A Participate in collaborative creative projects
Visual communication
CUFANM302A Create 3D digital animations
CUFANM303A Create 3D digital models
CUFDIG302A Author interactive sequences
CUFDIG303A Produce and prepare photo images
CUFDIG304A Create visual design components
CUVCAL301A Produce calligraphy
CUVCER301A Produce ceramics
CUVDIG301A Produce digital images
CUVDIG302A Produce video art
CUVDRA301A Produce drawings
CUVGLA201A Develop glassworking skills
CUVGLA301A Produce glasswork
CUVPAI301A Produce paintings
CUVPHI302A Capture photographic images
CUVPHI304A Process colour materials in a wet darkroom context
CUVPHI305A Use wet darkroom techniques to produce monochrome photographs
CUVPRI301A Produce prints
CUVSCU301A Produce sculpture
CUVTEX301A Produce textile work
CUVWOO301A Produce wood objects
LMFGG3007B Form glass
LMFGG3008B Apply patterns and designs to glass
LMFSL3002A Paint glass
LMFSL3003A Fire glass
LMTTD4005A Produce screen printed textiles
LMTTD4007A Analyse textile design influences
LMTTD4010A Apply manipulation techniques to create experimental textile samples
LMTTD4012A* Analyse use of colour in textiles
MSAPCII295A Operate manufacturing equipment
MSATCM305A Demonstrate basic knowledge of casting operations
PMBPREP206C Prepare materials to formulae
PMBPREP301C Set up and prepare for production
PMBPROD330A Make moulds for formed products
PMBPROD356C Construct moulds for composite products
PMBPROD358C Develop patterns
PMC552002C Operate equipment to blend/mix materials
PMC552004C Prepare for production
PMC552005C Process greenware/green products
PMC552020C Operate slip casting equipment
PMC552021C Operate manual glazing equipment

PMC552023C Finish products after firing
PMC552024C Hand mould products
PMC552030C Operate a firing kiln
PMC553020C Prepare moulds and dies
PMC554090B Undertake simple refractory design

*Note the following prerequisite unit requirement.

Unit code and title	Prerequisite unit required
LMTTD4012A Analyse use of colour in textiles	LMTCL2003B Identify fibres and fabrics LMTTD4013A Prepare stencils and screens for textile printing

Group B
Copyright and IP
CUFCMP301A Implement copyright arrangements
Diversity
BSBDIV301A Work effectively with diversity
General administration
BSBADM311A Maintain business resources
BSBWOR204A Use business technology
Financial administration
BSBFIA301A Maintain financial records
Innovation
BSBINN301A Promote innovation in a team environment
Information technology
ICAICT203A Operate application software packages
ICAICT204A Operate a digital media technology package
ICAICT308A Use advanced features of computer applications
Micro business
BSBSMB201A Identify suitability for micro business
BSBSMB301A Investigate micro business opportunities
Sustainability
BSBSUS201A Participate in environmentally sustainable work practices
Workplace effectiveness
BSBWOR301A Organise personal work priorities and development
CUECOR01C Manage own work and learning
CUECOR02C Work with others
Writing
BSBWRT301A Write simple documents
CUFWRT301A Write content for a range of media
CUFWRT302A Write simple stories

Selecting electives for different outcomes
The following examples are designed to assist in the selection of appropriate electives for particular outcomes at this level, but are in no way prescriptive.

Learner developing skills to support community theatre work
Core units plus:

- BSBDES201A Follow a design process
- BSBDES301A Explore the use of colour
- CUESCE05B Apply a general knowledge of scenic art
- CUESCE06B Use scenic art painting techniques
- CUFSCE201A Prepare and prime scenic art cloths
- CUVPAI301A Produce paintings
- CUVPRP302A Document the work progress
- CUVPRP304A Participate in collaborative creative projects

CUV30311 Certificate III in Design Fundamentals

Modification History

Version	Comments
CUV30311	This version first released with *CUV11 Visual Arts, Craft and Design Training Package version 1.0*

Description

This qualification provides a pathway to a career in design. There are limited job outcomes at this level, though in areas such as graphic design and digital media there may be some employment opportunities in junior roles.

Pathways Information

Pathways into the qualification
People may enter this qualification with limited or no vocational experience and without a lower level qualification.

Pathways from the qualification
This qualification prepares people for design learning at higher levels across a broad range of design disciplines.

Licensing/Regulatory Information

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

Entry Requirements

There are no entry requirements for this qualification.

Employability Skills Summary

The following table contains a summary of the employability skills as identified by the visual arts, craft and design industries for this qualification. The employability skills facets described here are broad industry requirements that may vary depending on qualification packaging options.

Employability skill	Industry/enterprise requirements for this qualification
Communication	- passing on key safety information to colleagues - presenting ideas to others - communicating ideas through drawing and other visual representation tools
Teamwork	- checking safety procedures with other team members - discussing ideas, industry developments and work issues with others
Problem-solving	- identifying safety issues and reporting them to appropriate person - refining ideas to incorporate feedback from others - adjusting techniques to achieve a particular effect - responding to technical problems in work
Initiative and enterprise	- developing different approaches to a design challenge - producing a range of samples in response to a brief
Planning and organising	- collecting and analysing information to develop ideas - organising work tasks to ensure safety - identifying techniques, processes and resources required to produce design solutions - sourcing and analysing information to inform design practice - organising resources, taking into account cost and other constraints
Self-management	- following workplace procedures, particularly in relation to OHS - maintaining personal safety standards - challenging one's own ideas and approaches - planning a career in design
Learning	- evaluating information gained from research and integrating ideas into the development of own work - using practice, feedback and discussion and evaluation opportunities to continuously improve skills and knowledge - improving skills through experimentation

Employability skill	Industry/enterprise requirements for this qualification
	• keeping up-to-date with industry developments
Technology	• using the internet for research • using a range of technology relevant to a given area of design

Packaging Rules

Total number of units = 12
7 core units *plus*
5 elective units

The elective units consist of:

- 2 from the list of elective units below
- of the remaining 3 units:
    - up to 3 may be from the list of elective units below
    - up to 3 may be from Certificate III in any currently endorsed Training Package
    - 1 may be from a Certificate II or IV in any currently endorsed Training Package
    - 1 may be from an accredited course at Certificate II or above.

The elective units chosen must be relevant to the work outcome and meet local industry needs.

Core units
BSBDES201A Follow a design process
BSBDES301A Explore the use of colour
BSBDES302A Explore and apply the creative design process to 2D forms
BSBDES303A Explore and apply the creative design process to 3D forms
BSBDES304A Source and apply design industry knowledge
BSBOHS201A Participate in OHS processes
CUVACD301A Produce drawings to communicate ideas

Elective units
Art, craft and design
CUVACD302A Produce computer-aided drawings
CUVACD303A Produce technical drawings
CUVACD304A Make scale models
Copyright and IP
CUFCMP301A Implement copyright arrangements
Design process
BSBDES202A Evaluate the nature of design in a specific industry context
BSBDES305A Source and apply information on the history and theory of design
Digital media
CUFDIG201A Maintain interactive content
CUFDIG301A Prepare video assets
CUFDIG302A Author interactive sequences
CUFDIG304A Create visual design components
Fashion design
LMTFD2001B Design and produce a simple garment
LMTFD2002B* Apply printing techniques to produce indigenous textile designs
LMTFD2003B* Apply dyeing techniques to produce indigenous textile designs
LMTFD2004B Work within an indigenous cultural framework
LMTFD2005B Identify design process for fashion designs

LMTFD3001B Market design product to local outlets
LMTFD3002B* Design and produce Indigenous textiles to a brief
LMTFD3003B* Prepare design concept for a simple garment
LMTFD3004B Draw a trade drawing for fashion design
Photo imaging
CUFDIG303A Produce and prepare photo images
CUVPHI302A Capture photographic images
CUVPHI303A Process photo images to work-print and file stage
Graphic design
CUVCAL401A Experiment with techniques to produce calligraphy
CUVGRD301A Prepare files for publication
CUVGRD302A Use typography techniques
Industry capability
CUSIND302A Plan a career in the creative arts industry
Information technology
BSBITU302B Create electronic presentations
BSBITU309A Produce desktop published documents
ICAICT308A Use advanced features of computer applications
Pre-press
ICPPP221C Select and apply type
ICPPP322C Digitise images for reproduction
ICPPP324C* Create pages using a page layout application
ICPPP325C Create graphics using a graphics application
ICPPP333C Electronically combine complex images
ICPPP382C Produce computer image for screen printing
ICPPP396A* Generate high-end PDF files
Professional practice
CUVPRP301A Produce creative work
CUVPRP304A Participate in collaborative creative projects
Visual communication
CUFANM303A Create 3D digital models
Workplace effectiveness
CUECOR01C Manage own work and learning
Writing
CUFWRT301A Write content for a range of media

*Note the following prerequisite unit requirement.

Unit code and title	Prerequisite unit required
ICPPP324C Create pages using a page layout application	ICPPP224C Produce pages using a page layout application
ICPPP396A Generate high-end PDF files	ICPPP284A Produce PDF files for online or screen display
LMTFD2002B Apply printing techniques to produce indigenous textile designs	LMTCL2003B Identify fibres and fabrics

LMTFD2003B Apply dyeing techniques to produce indigenous textile designs	LMTCL2003B Identify fibres and fabrics
LMTFD3002B Design and produce Indigenous textiles to a brief	LMTFD2002B Apply printing techniques to produce indigenous textile designs (Prerequisite: LMTCL2003B Identify fibres and fabrics) LMTFD2003B Apply dyeing techniques to produce indigenous textile designs (Prerequisite: LMTCL2003B Identify fibres and fabrics) LMTFD2004B Work within an indigenous cultural framework
LMTFD3003B Prepare design concept for a simple garment	LMTCL2011B Draw and interpret a basic sketch LMTFD2005B Identify design process for fashion designs

CUV30411 Certificate III in Arts Administration

Modification History

Version	Comments
CUV30411	This version first released with *CUV11 Visual Arts, Craft and Design Training Package version 1.0*

Description

This qualification reflects the role of people who work in administrative roles across a varied range of arts organisations. They perform a range of skilled tasks using discretion and judgement and have the ability to select, adapt and transfer skills to different situations. The qualification applies in contexts such as galleries, museums, theatres, community arts centres and arts organisations more broadly. It reflects job roles, such as:

- arts administration officer
- project officer
- community arts assistant.

Pathways Information

Pathways into the qualification
People may enter this qualification with limited or no vocational experience and without a lower level qualification. They may already have a qualification or experience in general administration.

Pathways from the qualification
After achieving this qualification people could undertake higher level qualifications, such as the Certificate IV in Arts Administration, broader administration qualifications from BSB07 Business Services Training Package, or qualifications in related areas such as event management.

Licensing/Regulatory Information

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

Entry Requirements

There are no entry requirements for this qualification.

Employability Skills Summary

The following table contains a summary of the employability skills as identified by the visual arts, craft and design industries for this qualification. The employability skills facets described here are broad industry requirements that may vary depending on qualification packaging options.

Employability skill	Industry/enterprise requirements for this qualification
Communication	• exchanging information with arts professionals • preparing and distributing promotional materials • communicating effectively with customers • contributing to the flow of information and ideas in the workplace
Teamwork	• sharing information with colleagues • showing sensitivity to cultural and social differences when communicating with others • collaborating with colleagues and others on a range of administrative tasks
Problem-solving	• responding to customer complaints and referring escalated complaints to the appropriate person • identifying safety issues and reporting them to appropriate person • using manuals and online help to overcome problems with database design and production • adjusting work practices to suit particular arts contexts
Initiative and enterprise	• identifying and acting on opportunities to enhance the quality of customer service • using functions of software applications to enhance the presentation of business documents • proactively identifying information and assistance needs of patrons, including those with special needs
Planning and organising	• planning, organising and prioritising work tasks and responsibilities • designing and producing business documents • creating and using simple databases • maintaining files and workplace documentation • processing and recording financial transactions
Self-management	• following workplace procedures, particularly in relation to OHS • maintaining personal presentation standards • acting within the scope of own job role

Employability skill	Industry/enterprise requirements for this qualification
	• completing work within given timelines
Learning	• keeping up-to-date with industry developments • using manuals and online help to improve own skills • keeping up-to-date with information about organisation's products and services
Technology	• using the internet as a source of information • using word processing and database applications

Packaging Rules

Total number of units = 12
4 core units *plus*
8 elective units

The elective units consist of:

- 4 from Group A
- 1 from Group B
- of the remaining 3 units:
    - up to 3 may be from Group A and/or Group B
    - up to 3 may be from Certificate III or above in any currently endorsed Training Package
    - up to 2 may be from Certificate II in any currently endorsed Training Package
    - up to 2 may be from an accredited course at Certificate III, IV or Diploma.

The elective units chosen must be relevant to the work outcome and meet local industry needs.

Core units
BSBDIV301A Work effectively with diversity
BSBOHS201A Participate in OHS processes
CUECOR02C Work with others
CUFIND201A Develop and apply creative arts industry knowledge

Elective units
Group A
Aboriginal and Torres Strait Islander cultural arts
CUVATS301A Develop and apply knowledge of Aboriginal or Torres Strait Islander cultural arts
Community involvement
CHCCD307C Support community resources
Creative thinking
BSBCRT101A Apply critical thinking techniques
Customer service
BSBCMM301A Process customer complaints
BSBCUS301A Deliver and monitor a service to customers
BSBPRO301A Recommend products and services
General administration
BSBADM307B Organise schedules
BSBADM311A Maintain business resources
BSBWOR301A Organise personal work priorities and development
CUVPRP406A Plan work space
Financial administration
BSBFIA301A Maintain financial records
BSBFIA303A Process accounts payable and receivable
Information management

BSBINM301A Organise workplace information
Information technology
BSBITU301A Create and use databases
BSBITU302B Create electronic presentations
BSBITU303A Design and produce text documents
BSBITU304A Produce spreadsheets
BSBITU306A Design and produce business documents
BSBITU309A Produce desktop published documents
ICAICT306A Migrate to new technology
ICAICT308A Use advanced features of computer applications
Marketing
CUEMAR01C Assist with marketing
Sustainability
BSBSUS301A Implement and monitor environmentally sustainable work practices
Writing
BSBWRT301A Write simple documents
CUFWRT301A Write content for a range of media
Workplace skills
CHCDIS301A Work effectively with people with a disability

Group B
Aboriginal and Torres Strait Islander cultural arts
CUVATS101A Develop understanding of own Aboriginal or Torres Strait Islander identity
Copyright and IP
CUFCMP301A Implement copyright arrangements
Entertainment and events
CUECOR03B Provide quality service to customers
CUEFOH03C Provide seating and ticketing advice
CUEFOH08B Process incoming customer orders
CUEFOH09B Provide venue information and assistance
CUSEVT301A Book performance venues
CUSMKG301A Assist with the promotion of creative acts
SITTGDE007A Develop and maintain the general and regional knowledge required by guides
SITTGDE008A Research and share general information on Australian Indigenous cultures
SITTVAF002A Provide a briefing or scripted commentary
SITXCCS001B Provide visitor information
SITXEVT002B Provide event staging support
SITXEVT003B Process and monitor event registrations
SITXEVT004B Coordinate on-site event registrations
General Administration
CUECOR01C Manage own work and learning
BSBWOR204A Use business technology
Industry capability
CUAIND301A Work effectively in the creative arts industry
CUFIND301B Work effectively in the screen and media industries
CULLB001B Develop and apply knowledge of the library/information services industry
CULLB203C Develop and use information literacy skills
CULLB206C Assist with circulation services

CULMS201C Develop and apply knowledge of the museum industry
CUSIND301B Work effectively in the music industry
CUSIND302A Plan a career in the creative arts industry
Innovation
BSBINN201A Contribute to workplace innovation
Museums and libraries
CULMS001B Work with Aboriginal or Torres Strait Islander cultural material
CULMS202C Provide visitors with venue information and assistance
CULMS205C Observe and report basic condition of collection
CULMS207C Assist with the presentation of public activities and events
CULMS412C Record and maintain collection information
Professional Practice
CUVPRP203A Store finished creative work
CUVPRP303A Select and prepare creative work for exhibition
CUVPRP403A Select and organise finished work for storage
Visual Communication
CUVDIG301A Produce digital images
Workplace effectiveness
CUECOR01C Manage own work and learning

Selecting electives for different outcomes
The following examples are designed to assist in the selection of appropriate electives for particular outcomes at this level, but are in no way prescriptive.

Gallery assistant
Core units plus:

- BSBFIA301A Maintain financial records
- BSBFIA303A Process accounts payable and receivable
- BSBINM301A Organise workplace information
- BSBITU301A Create and use databases
- BSBITU306A Design and produce business documents
- BSBITU309A Produce desktop published documents
- CUEMAR01C Assist with marketing activities
- CULMS202B Assist the public to access services and facilities

Administrative officer in a small theatre
Core units plus:

- BSBFIA301A Maintain financial records
- BSBITU301A Create and use databases
- BSBITU306A Design and produce business documents
- BSBITU309A Produce desktop published documents
- CUECOR03B Provide quality service to customers
- CUEFOH08B Process incoming customer orders
- CUEFOH09B Provide venue information and assistance
- CUEMAR01C Assist with marketing activities

CUV40111 Certificate IV in Visual Arts

Modification History

Version	Comments
CUV40111	This version first released with *CUV11 Visual Arts, Craft and Design Training Package version 1.0*

Description

This qualification reflects the role of practitioners working at a pre-professional level who are beginning to develop their own artistic voice. They produce work that shows proficiency with techniques in their chosen art form and are able to apply solutions to a defined range of unpredictable problems. They have broad and integrated factual, technical and theoretical knowledge with cognitive skills that allow them to analyse, compare and act on information from a range of sources.

Pathways Information

Pathways into the qualification
It is highly recommended that people undertaking this qualification possess some relevant art or design skills and knowledge prior to entry. This could be demonstrated through skills in drawing or particular art techniques.

Pathways from the qualification
This qualification prepares people for skilled work at a pre-professional level and for learning at higher levels, in particular through visual arts qualifications at Diploma, Advanced Diploma and Degree levels.

Licensing/Regulatory Information

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

Entry Requirements

There are no entry requirements for this qualification.

Employability Skills Summary

The following table contains a summary of the employability skills as identified by the visual arts, craft and design industries for this qualification. The employability skills facets described here are broad industry requirements that may vary depending on qualification packaging options.

Employability skill	Industry/enterprise requirements for this qualification
Communication	- passing on key safety information to colleagues - presenting and discussing ideas with others - producing art works which are consistent with the ideas that inform them
Teamwork	- checking safety procedures with other team members - discussing ideas and industry developments with others
Problem-solving	- resolving safety issues in own work - refining ideas to incorporate feedback from others - adjusting techniques to achieve a particular effect
Initiative and enterprise	- developing several possible ways of communicating an idea - developing new and personal ideas, and own artistic voice from research and experimentation
Planning and organising	- sourcing and analysing information to develop ideas - organising the presentation of ideas to others - organising work tasks to ensure safety - organising workspace and materials for work projects - researching history and theory to inform creative practice
Self-management	- establishing and following safe working practices - maintaining personal safety standards - challenging one's own ideas and approaches - having clear goals about one's future as a creative practitioner
Learning	- evaluating information gained from research and integrating ideas into the development of own work - using practice, feedback and evaluation opportunities to continuously improve skills and knowledge - improving skills through experimentation with materials and techniques - keeping up-to-date with industry and technological developments
Technology	using the internet for research

Employability skill	Industry/enterprise requirements for this qualification
	• extending the application of tools and equipment to produce art works • using technology to expand own arts practice

Packaging Rules

Total number of units = 15
6 core units *plus*
9 elective units

The elective units consist of:

- 4 units from Group A
- 1 unit from Group B
- of the remaining 4 units:
    - up to 4 may be from Group A and/or Group B
    - up to 4 may be from Certificate III or above in any currently endorsed Training Package
    - up to 2 may be from a Certificate II in any currently endorsed Training Package
    - up to 2 may be from an accredited course at Certificate III, IV or Diploma level.

The elective units chosen must be relevant to the work outcome and meet local industry needs.

Core units
BSBOHS201A Participate in OHS processes
CUVACD301A Produce drawings to communicate ideas
CUVPRP401A Realise a creative project
CUVPRP404A Develop self as artist
CUVPRP405A Develop and discuss ideas for own creative work
CUVRES401A Research history and theory to inform own arts practice

Elective units
Group A
Art, craft and design
CUVACD302A Produce computer-aided drawings
CUVACD303A Produce technical drawings
CUVACD304A Make scale models
CUVACD401A Integrate colour theory and design processes
CUVACD402A Experiment with moulding and casting techniques
Creative thinking
BSBCRT301A Develop and extend critical and creative thinking skills
BSBCRT401A Articulate, present and debate ideas
BSBCRT402A Collaborate in a creative process
BSBCRT403A Explore the history and social impact of creativity
Design process
BSBDES301A Explore the use of colour
BSBDES302A Explore and apply the creative design process to 2D forms
BSBDES303A Explore and apply the creative design process to 3D forms
BSBDES304A Source and apply design industry knowledge
BSBDES305A Source and apply information on the history and theory of design
BSBDES401A Generate design solutions

BSBDES402A Interpret and respond to a design brief
BSBDES403A Develop and extend design skills and practice
Professional practice
CUAIND401A Extend expertise in specialist field
CUVPRP302A Document the work progress
CUVPRP303A Select and prepare creative work for exhibition
CUVPRP304A Participate in collaborative creative projects
CUVPRP402A Select sites for creative projects and plan work
CUVPRP403A Select and organise finished work for storage
Visual communication
CUFANM303A Create 3D digital models
CUFDIG401A Author interactive media
CUFDIG402A Design user interfaces
CUFDIG403A Create user interfaces
CUVCAL401A Experiment with techniques to produce calligraphy
CUVCER401A Experiment with techniques to produce ceramics
CUVCER402A Experiment with throwing techniques
CUVCER403A Experiment with ceramic surface treatments
CUVDIG401A Experiment with techniques to enhance digital images
CUVDIG402A Experiment with techniques to produce video art
CUVDRA401A Experiment with techniques to produce drawings
CUVGLA401A Experiment with techniques to produce glasswork
CUVJWL401A Experiment with techniques to produce jewellery
CUVPAI401A Experiment with techniques to produce paintings
CUVPER401A Experiment with techniques to produce performance art
CUVPHI303A Process photo images to work-print and file stage
CUVPHI304A Process colour materials in a wet darkroom context
CUVPHI305A Use wet darkroom techniques to produce monochrome photographs
CUVPHI302A Capture photographic images
CUVPHI401A Capture images in response to a brief
CUVPHI403A Apply photo imaging lighting techniques
CUVPHI404A Enhance, manipulate and output photo images
CUVPRI401A Experiment with techniques to produce prints
CUVPRP406A Plan work space
CUVSCU401A Experiment with techniques to produce sculpture
CUVTEX401A Experiment with techniques to produce textile work
CUVWOO401A Experiment with techniques to produce wood objects
LMFFDT4011A Set up, operate and maintain basic static woodworking machines for furniture designs
LMFFDT4016A Select, use and maintain hand tools for the creation of custom furniture
LMFFM4005A Hand carve wood to custom design
LMFGG3007B Form glass
LMFSL3003A Fire glass
LMTTD4005A Produce screen printed textiles
LMTTD4006A Source textile materials and resources
LMTTD4007A Analyse textile design influences
LMTTD4010A Apply manipulation techniques to create experimental textile samples
LMTTD4012A* Analyse use of colour in textiles

LMTTD4013A Prepare stencils and screens for textile printing
MEM19001B* Perform jewellery metal casting
MEM19002B* Prepare jewellery illustrations
MEM19007B* Perform gemstone setting
MEM19009B* Perform investment procedures for lost wax casting process
MEM19010B Produce rubber moulds for lost wax casting process
MEM19011B Perform wax injection of moulds for lost wax casting process
MEM19014B* Perform hand engraving
MEM19015B* Perform jewellery enamelling
MEM19016B* Construct jewellery components
MEM19017B* Fabricate jewellery items
PMC552020C Operate slip casting equipment
PMC552024C Hand mould products

*Note the following prerequisite unit requirement.

Unit code and title	Prerequisite unit required
LMTTD4012A Analyse use of colour in textiles	LMTCL2003B Identify fibres and fabrics LMTTD4013A Prepare stencils and screens for textile printing
MEM19001B Perform jewellery metal casting	MEM13004B Work safely with molten metals/glass
MEM19002B Prepare jewellery illustrations	MEM16006A Organise and communicate information
MEM19007B Perform gemstone setting	MEM12023A Perform engineering measurements MEM18001C Use hand tools MEM18002B Use power tools/hand held operations MEM18003C Use tools for precision work (Prerequisites: MEM12023A Perform engineering measurements, MEM18001C Use hand tools and MEM18002B Use power tools/hand held operations) MEM19003B Handle gem materials – equivalent to CUVOPA202A Handle and store rough and cut opal
MEM19009B Perform investment procedures for lost wax casting process	MEM12024A Perform computations MEM13003B Work safely with industrial chemicals and materials MEM18001C Use hand tools
MEM19014B Perform hand engraving	MEM18001C Use hand tools

MEM19015B Perform jewellery enamelling	MEM13003B Work safely with industrial chemicals and materials MEM18001C Use hand tools
MEM19016B Construct jewellery components	MEM05006B Perform brazing and/or silver soldering MEM12023A Perform engineering measurements MEM18001C Use hand tools
MEM19017B Fabricate jewellery items	MEM05006B Perform brazing and/or silver soldering MEM06007B Perform basic incidental heat/quenching, tempering and annealing MEM12023A Perform engineering measurements MEM18001C Use hand tools

Group B
Copyright and IP
BSBIPR401A Use and respect copyright
CUFCMP301A Implement copyright arrangements
Industry capability
CUAIND301A Work effectively in the creative arts industry
CUFIND401A Provide services on a freelance basis
CUSIND302A Plan a career in the creative arts industry
CUVIND401A Communicate effectively with arts professionals
Innovation
BSBINN201A Contribute to workplace innovation
BSBINN301A Promote innovation in a team environment
Professional practice
CUVFIM401A Obtain revenue to support operations
Small and micro business
BSBSMB201A Identify suitability for micro business
BSBSMB301A Investigate micro business opportunities
BSBSMB302A Develop a micro business proposal
BSBSMB303A Organise finances for the micro business
BSBSMB304A Determine resource requirements for the micro business
BSBSMB305A Comply with regulatory, taxation and insurance requirements for the micro business
BSBSMB306A Plan a home based business
BSBSMB307A Set up information and communications technology for the micro business
BSBSMB401A Establish legal and risk management requirements of small business
BSBSMB402A Plan small business finances
BSBSMB403A Market the small business
BSBSMB404A Undertake small business planning

BSBSMB405A Monitor and manage small business operations
BSBSMB406A Manage small business finances
BSBSMB408B Manage personal, family, cultural and business obligations
Research
CUFRES401A Conduct research
Sustainability
BSBSUS301A Implement and monitor environmentally sustainable work practices
Workplace effectiveness
BSBWOR301A Organise personal work priorities and development
BSBWOR401A Establish effective workplace relationships
BSBWOR403A Manage stress in the workplace
BSBWOR404B Develop work priorities

Selecting electives for different outcomes
The following examples are designed to assist in the selection of appropriate electives for particular outcomes at this level, but are in no way prescriptive.

Ceramic artist
Core units plus:

- CUAIND401A Extend expertise in specialist field
- CUSIND302A Plan a career in the creative arts industry
- CUVACD402A Experiment with moulding and casting techniques
- CUVCER401A Experiment with techniques to produce ceramics
- CUVCER402A Experiment with throwing techniques
- CUVCER403A Experiment with ceramic surface treatments
- CUVPRP302A Document the work progress
- CUVPRP303A Select and prepare creative work for exhibition
- CUVPRP403A Select and organise finished work for storage

Painter
Core units plus:

- BSBDES301A Explore the use of colour
- BSBDES302A Explore and apply the creative design process to 2D forms
- CUAIND401A Extend expertise in specialist field
- CUSIND302A Plan a career in the creative arts industry
- CUVACD502A Create observational drawings
- CUVPAI401A Experiment with techniques to produce paintings
- CUVPRP302A Document the work progress
- CUVPRP303A Select and prepare creative work for exhibition
- CUVPRP403A Select and organise finished work for storage

CUV40311 Certificate IV in Design

Modification History

Version	Comments
CUV40311	This version first released with *CUV11 Visual Arts, Craft and Design Training Package version 1.0*

Description

This qualification provides a pathway to a career in design. There are limited job outcomes at this level, though in areas such as graphic and digital design there may be some employment opportunities as a junior design assistant.

Pathways Information

Pathways into the qualification
It is recommended that people entering this qualification either possess CUV30311 Certificate III in Design Fundamentals or possess some creative and design skills.

Pathways from the qualification
This qualification prepares people for work in some limited junior design roles and for learning at higher levels across a broad range of design disciplines.

Licensing/Regulatory Information

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

Entry Requirements

There are no entry requirements for this qualification.

Employability Skills Summary

The following table contains a summary of the employability skills as identified by the visual arts, craft and design industries for this qualification. The employability skills facets described here are broad industry requirements that may vary depending on qualification packaging options.

Employability skill	Industry/enterprise requirements for this qualification
Communication	• passing on key safety information to colleagues • presenting ideas to others • interpreting design briefs • liaising with other on design requirements
Teamwork	• discussing ideas, industry developments and work issues with others
Problem-solving	• identifying safety issues and reporting them to appropriate person • refining ideas to incorporate feedback from others • responding to technical and conceptual problems in design work
Initiative and enterprise	• developing different solutions to a design challenge • producing a range of samples in response to a brief or conceptual vision
Planning and organising	• collecting and analysing information to develop concepts and ideas • organising the presentation of a concept to others • organising work tasks to ensure safety • identifying techniques and processes required to produce digital images and graphic art work • sourcing and analysing information to inform design practice • organising resources, taking into account cost and other constraints
Self-management	• maintaining personal safety standards • challenging one's own ideas and approaches • career planning
Learning	• evaluating information gained from research and integrating ideas into the development of own work • using practice, feedback and evaluation opportunities to continuously improve skills and knowledge • improving skills through experimentation with materials and processes

Employability skill	Industry/enterprise requirements for this qualification
	• keeping up-to-date with industry developments
Technology	• using the internet for research • using tools and technologies relevant to the given area of design

Packaging Rules

Total number of units = 15
7 core units *plus*
8 elective units

The elective units consist of:

- 5 from the list of elective units below
- of the remaining 3 units:
    - up to 3 may be from the list of elective units below
    - up to 3 may be from Certificate II or above in any currently endorsed Training Package
    - up to 2 may be from an accredited course at Certificate III, IV or Diploma.

The elective units chosen must be relevant to the work outcome and meet local industry needs.

Core units
BSBCRT301A Develop and extend critical and creative thinking skills
BSBDES305A Source and apply information on the history and theory of design
BSBDES401A Generate design solutions
BSBDES402A Interpret and respond to a design brief
BSBOHS201A Participate in OHS processes
CUVACD401A Integrate colour theory and design processes
CUVPRP401A Realise a creative project

Elective units
Art, craft and design
CUVACD301A Produce drawings to communicate ideas
CUVACD302A Produce computer-aided drawings
CUVACD303A Produce technical drawings
CUVACD304A Make scale models
CUVACD402A Experiment with moulding and casting techniques
CUVACD502A Create observational drawings
CUVACD508A Refine model making skills
CUVDRA401A Experiment with techniques to produce drawings
Copyright and IP
BSBIPR401A Use and respect copyright
CUFCMP301A Implement copyright arrangements
Customer service
BSBCUS402A Address customer needs
Design process
BSBCRT401A Articulate, present and debate ideas
BSBCRT402A Collaborate in a creative process
BSBCRT403A Explore the history and social impact of creativity
BSBDES301A Explore the use of colour
BSBDES302A Explore and apply the creative design process to 2D forms

BSBDES303A Explore and apply the creative design process to 3D forms
BSBDES304A Source and apply design industry knowledge
BSBDES403A Develop and extend design skills and practice
Digital media
CUFDIG301A Prepare video assets
CUFDIG302A Author interactive sequences
CUFDIG304A Create visual design components
CUFDIG401A Author interactive media
CUFDIG402A Design user interfaces
CUFDIG403A Create user interfaces
CUFDIG404A Apply scripting language in authoring
CUVDIG401A Experiment with techniques to enhance digital images
Graphic design
CUVGRD301A Prepare files for publication
CUVGRD302A Use typography techniques
CUVGRD401A Research and apply graphic design techniques
Fashion design
CUVDES403A Research and apply techniques for the design of wearable objects
LMTFD4001B Apply design studio process
LMTFD4002B* Apply principles of colour theory to fashion design development
LMTFD4003B Assist in preparation of preliminary design concepts
LMTFD4005B Communicate and sell design concepts
LMTFD4006B Interact and network with fashion industry participants
LMTFD4007B Conduct quality assurance for garments
LMTFD4008B Construct stock size block for garment to meet size and fit specifications
LMTFD4011B Cut fabrics for prototype designs
LMTFD4014B Identify contemporary fashion influences and construction techniques
LMTFD4016B Sew design prototypes
LMTFD4017B Source materials and resources for production of fashion design
LMTFD4020B Use electronic fashion design tools
Furniture design
LMFFDT4001A Apply finishing techniques to custom furniture
LMFFDT4002A Assemble custom furniture
LMFFDT4003A Assess and record the lifecycle of a product
LMFFDT4004A Assess environmental impact of a design
LMFFDT4005A Construct and evaluate furniture prototypes and samples
LMFFDT4006A Establish and maintain a safe furniture making work environment
LMFFDT4007A Establish the design brief
LMFFDT4008A Determine occupational health and safety implications of designs
LMFFDT4009A Prepare and present furniture design information
LMFFDT4010A Produce and evaluate developmental furniture models to scale
LMFFDT4011A Set up, operate and maintain basic static woodworking machines for furniture designs
LMFFDT4012A Produce ideation drawings
LMFFDT4013A Research and select furniture finishes
LMFFDT4014A Research and select furniture materials and technology
LMFFDT4015A Research furniture styles and movements
LMFFDT4016A Select, use and maintain hand tools for the creation of custom furniture

Information technology
BSBEBU401A Review and maintain a website
BSBITU401A Design and develop complex text documents
BSBITU404A Produce complex desktop published documents
ICAICT308A Use advanced features of computer applications
ICAWEB302A Build simple websites using commercial programs
ICAWEB403A Transfer content to a website using commercial packages
SITXICT001A Build and launch a website for a small business
Interior space
LMFID3002A Source and specify decoration products
LMFID4001A Research, analyse and apply colour for interior spaces
LMFID4002A Decorate residential interiors
LMFID4003A Prepare a materials board for client presentation
LMFID4004A Research and recommend furniture and accessories
LMFID4005A Research and recommend soft furnishings for interiors
LMFID4006A Research and recommend hard materials and finishes for interiors
LMFID4007A Identify materials, construction techniques and methods used in building interiors
LMFKB3001A Identify processes in kitchen and bathroom projects
LMFKB3008A Identify cabinet construction and installation methods
LMFKB4003A Identify and document services required to support kitchen and bathroom designs
LMFKB4006A Prepare quotation and contract documentation for design project
LMFKB4007A Design ancillary residential cabinetry
Jewellery design
MEM05006B Perform brazing and/or silver soldering
MEM05050B Perform routine gas metal arc welding
MEM05051A Select welding processes
MEM06001B* Perform hand forging
MEM06007B Perform basic incidental heat/quenching, tempering and annealing
MEM08006B* Produce clear and/or coloured and/or sealed anodised films on aluminium
MEM08010B* Manually finish/polish materials
MEM08011B* Prepare surfaces using solvents and/or mechanical means
MEM12023A Perform engineering measurements
MEM13004B Work safely with molten metals/glass
MEM18003C* Use tools for precision work
MEM19001B* Perform jewellery metal casting
MEM19002B* Prepare jewellery illustrations
MEM19007B* Perform gemstone setting
MEM19009B* Perform investment procedures for lost wax casting process
MEM19010B Produce rubber moulds for lost wax casting process
MEM19011B Perform wax injection of moulds for lost wax casting process
MEM19012B* Produce jewellery wax model
MEM19013B* Produce jewellery metal masters
MEM19028A Select materials and new technologies for jewellery and 3D object design applications
MEM19033A Create silversmithing objects
MEM19035A Plan and apply casting techniques for jewellery and object designs

MEM19036A Use specialised techniques to produce jewellery and objects
MEM19038A Apply traditional techniques to jewellery and 3D object production
Industry capability
CUFIND401A Provide services on a freelance basis
Professional practice
CUAIND401A Extend expertise in specialist field
Illustration
CUVILL401A Research and apply techniques for illustrative work
Photo imaging
CUVPHI303A Process photo images to work-print and file stage
CUVPHI401A Capture images in response to a brief
CUVPHI403A Apply photo imaging lighting techniques
CUVPHI404A Enhance, manipulate and output photo images
Pre-press
ICPPP324C* Create pages using a page layout application
ICPPP325C Create graphics using a graphics application
ICPPP421C* Compose and evaluate typography
ICPPP422C Digitise complex images for reproduction
ICPPP430C Manage colour
Product design
CUVDES404A Research and apply techniques in product design
Spatial design
CUVDES405A Research and apply techniques in spatial design
Visual communication
CUFANM303A Create 3D digital models
Writing
BSBWRT401A Write complex documents
CUFWRT301A Write content for a range of media

*Note the following prerequisite unit requirement.

Unit code and title	Prerequisite unit required
ICPPP324C Create pages using a page layout application	ICPPP224C Produce pages using a page layout application
ICPPP421C Compose and evaluate typography	ICPPP221C Select and apply type
LMTFD4002B Apply principles of colour theory to fashion design development	LMTCL2003B Identify fibres and fabrics LMTFD2005B Identify design process for fashion designs
MEM06001B Perform hand forging	MEM18001C Use hand tools
MEM08006B Produce clear and/or coloured and/or sealed anodised films on aluminium	MEM08002C Pre-treat work for subsequent surface coating
MEM08010B Manually finish/polish	MEM18001C Use hand tools

materials	
MEM08011B Prepare surfaces using solvents and/or mechanical means	MEM13003B Work safely with industrial chemicals and materials MEM18001C Use hand tools MEM18002B Use power tools/hand held operations
MEM18003C Use tools for precision work	MEM12023A Perform engineering measurements MEM18001C Use hand tools MEM18002B Use power tools/hand held operations
MEM19001B Perform jewellery metal casting	MEM13004B Work safely with molten metals/glass
MEM19002B Prepare jewellery illustrations	MEM16006A Organise and communicate information
MEM19007B Perform gemstone setting	MEM12023A Perform engineering measurements MEM18001C Use hand tools MEM18002B Use power tools/hand held operations MEM18003C Use tools for precision work (Prerequisites: MEM12023A Perform engineering measurements, MEM18001C Use hand tools and MEM18002B Use power tools/hand held operations) MEM19003B Handle gem materials – equivalent to CUVOPA202A Handle and store rough and cut opal
MEM19009B Perform investment procedures for lost wax casting process	MEM12024A Perform computations MEM13003B Work safely with industrial chemicals and materials MEM18001C Use hand tools
MEM19012B Produce jewellery wax model	MEM18001C Use hand tools MEM18002B Use power tools/hand held operations MEM18003C Use tools for precision work (Prerequisites: MEM12023A Perform engineering measurements, MEM18001C Use hand tools and MEM18002B Use power

	tools/hand held operations)
MEM19013B Produce jewellery metal masters	MEM08010B Manually finish/polish materials (Prerequisite: MEM18001C Use hand tools)
	MEM13004B Work safely with molten metals/glass
	MEM16006A Organise and communicate information
	MEM19001B Perform jewellery metal casting (Prerequisite: MEM13004B Work safely with molten metals/glass)

Selecting electives for different outcomes
The following examples are designed to assist in the selection of appropriate electives for particular outcomes at this level, but are in no way prescriptive.

Graphic design specialisation
Core units plus:

- BSBDES301A Explore the use of colour
- BSBIPR401A Use and respect copyright
- CUVGRD301A Prepare files for publication
- CUVGRD302A Use typography techniques
- CUVGRD401A Research and apply graphic design techniques
- CUVPHI302A Capture photographic images
- ICPPP324C Create pages using a page layout application
- ICPPP325C Create graphics using a graphics application

Furniture design specialisation
Core units plus:

- LMFFDT4001A Apply finishing techniques to custom furniture
- LMFFDT4002A Assemble custom furniture
- LMFFDT4007A Establish the design brief
- LMFFDT4008A Determine occupational health and safety implications of designs
- LMFFDT4010A Produce and evaluate developmental furniture models to scale
- LMFFDT4011A Set up, operate and maintain basic static woodworking machines for furniture designs
- LMFFDT4014A Research and select furniture materials and technology
- LMFFDT4016A Select, use and maintain hand tools for the creation of custom furniture

CUV40411 Certificate IV in Photo Imaging

Modification History

Version	Comments
CUV40411	This version first released with *CUV11 Visual Arts, Craft and Design Training Package version 1.0*

Description

This qualification reflects the role of people who apply a broad range of skills in photo imaging, including lighting, image capture, enhancements and manipulation and output. They work in job roles, such as:

- digitech
- photographer's assistant
- photo lab technician
- photo store specialist
- studio assistant.

Vocational outcomes at this level are almost exclusively digital and this should be reflected in training and assessment for this qualification. Analog equipment and processes are used to support this as required.

Pathways Information

Pathways into the qualification
People may enter the qualification with limited or no vocational experience and without a lower level qualification.

Pathways from the qualification
This qualification prepares people for work as a photographer or prolab assistant and for learning at higher levels in qualifications such as CUV50411 Diploma of Photo Imaging. Pathways to careers in areas such as screen and media and design are also relevant.

Licensing/Regulatory Information

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

Entry Requirements

There are no entry requirements for this qualification.

Employability Skills Summary

The following table contains a summary of the employability skills as identified by the visual arts, craft and design industries for this qualification. The employability skills facets described here are broad industry requirements that may vary depending on qualification packaging options.

Employability skill	Industry/enterprise requirements for this qualification
Communication	• interpreting briefs • clarifying specifications of a brief with colleagues/clients • passing on key safety information to colleagues • clarifying purpose of a multimedia product • networking within the photo imaging and related industry sectors
Teamwork	• working collaboratively as a team member in a photo imaging and multimedia environment
Problem-solving	• modifying techniques to achieve desired outcome • identifying safety issues and reporting them to appropriate person • refining ideas to incorporate feedback from others
Initiative and enterprise	• generating a range of visual design and communication ideas in response to a brief • using knowledge of the photo imaging industry to enhance the quality of work
Planning and organising	• undertaking research to inform the development of products and services • organising work tasks to ensure safety • researching work opportunities • identifying techniques and processes required to produce desired effects • sourcing and analysing information to inform photo imaging practice • planning, setting up and dismantling a photo image shoot • maintaining workplace documentation
Self-management	• following workplace procedures, particularly in relation to OHS • maintaining personal safety standards • planning a career in photo imaging • challenging one's own ideas and approaches
Learning	• improving skills and knowledge through experimentation • keeping up-to-date with industry developments

Employability skill	Industry/enterprise requirements for this qualification
	• using practice, feedback and discussion and evaluation opportunities to continuously improve skills and knowledge
Technology	• using the internet for research • using a range of digital imaging software applications • using digital cameras • applying information on technological advances in day-to-day work activities

Packaging Rules

Total number of units = 15
10 core units *plus*
5 elective units

The elective units consist of:

- 2 units from the list of elective units below
- of the remaining 3 units:
  - up to 3 may be from the list of elective units below
  - up to 3 may be from Certificate III or above in any currently endorsed Training Package
  - up to 2 may be from an accredited course at Certificate III, IV or Diploma level.

The elective units chosen must be relevant to the work outcome and meet local industry needs.

Core units
BSBDES402A Interpret and respond to a design brief
BSBOHS201A Participate in OHS processes
CUVACD401A Integrate colour theory and design processes
CUVPHI301A Develop and apply photo imaging industry knowledge
CUVPHI303A Process photo images to work-print and file stage
CUVPHI401A Capture images in response to a brief
CUVPHI402A Research and apply information on the traditions that inform photo imaging practice
CUVPHI403A Apply photo imaging lighting techniques
CUVPHI404A Enhance, manipulate and output photo images
CUVPRP403A Select and organise finished work for storage

Elective units
Copyright and IP
BSBIPR401A Use and respect copyright
CUFCMP301A Implement copyright arrangements
Creative thinking
BSBCRT301A Develop and extend critical and creative thinking skills
BSBCRT401A Articulate, present and debate ideas
BSBCRT402A Collaborate in a creative process
BSBCRT403A Explore the history and social impact of creativity
Customer service / retail
BSBCCO201A Action customer contact
BSBFLM309C Support continuous improvement systems and processes
BSBMKG413A Promote products and services
BSBREL401A Establish networks
BSBREL402A Build client relationships and business networks
SIRRRPK014A Recommend specialised products and services
SIRXCCS002A Interact with customers

SIRXIND001A Work effectively in a retail environment
SIRXSLS001A Sell products and services
SIRXSLS002A Advise on products and services
SIRXSLS004A Build relationships with customers

Design process
BSBDES301A Explore the use of colour
BSBDES304A Source and apply design industry knowledge
BSBDES305A Source and apply information on the history and theory of design
BSBDES403A Develop and extend design skills and practice

Digital media
CUFDIG201A Maintain interactive content
CUFDIG401A Author interactive media
CUFDIG402A Design user interfaces
CUFDIG403A Create user interfaces
CUFPOS402A Manage media assets
CUVDIG401A Experiment with techniques to enhance digital images

Information management and research
CUFRES401A Conduct research

Innovation
BSBINN201A Contribute to workplace innovation
BSBINN301A Promote innovation in a team environment

Industry capability
CUFIND401A Provide services on a freelance basis
CUSIND302A Plan a career in the creative arts industry

Photo imaging
CUVPHI302A Capture photographic images
CUVPHI304A Process colour materials in a wet darkroom context
CUVPHI305A Use wet darkroom techniques to produce monochrome photographs
SIRRMER016A Style merchandise for photography
SIBXFAS202A Design and apply make-up for photography

Printing and graphic arts
ICPPP422C Digitise complex images for reproduction
ICPPP430C Manage colour
ICPPP484C Set up and operate automated workflow

Professional practice
CUVPRP302A Document the work progress
CUVPRP304A Participate in collaborative creative projects
CUVPRP405A Develop and discuss ideas for own creative work

Project management
PSPPM402B Manage simple projects
PSPPM405A Administer simple projects

Small and micro business
BSBSMB201A Identify suitability for micro business
BSBSMB301A Investigate micro business opportunities
BSBSMB302A Develop a micro business proposal
BSBSMB303A Organise finances for the micro business
BSBSMB304A Determine resource requirements for the micro business

BSBSMB305A Comply with regulatory, taxation and insurance requirements for the micro business
BSBSMB306A Plan a home based business
BSBSMB307A Set up information and communications technology for the micro business
Sustainability
BSBSUS301A Implement and monitor environmentally sustainable work practices
Workplace effectiveness
BSBWOR301A Organise personal work priorities and development
BSBWOR403A Manage stress in the workplace
BSBWOR404B Develop work priorities
CUECOR02C Work with others

Selecting electives for different outcomes
The following examples are designed to assist in the selection of appropriate electives for particular outcomes at this level, but are in no way prescriptive.

Studio assistant – traditional processes
Core units plus:

- BSBCCO201A Action customer contact
- BSBMKG413A Promote products and services
- CUVPHI305A Use wet darkroom techniques to produce monochrome photographs
- CUVPHI405A Develop self for photo imaging industry
- CUVPRI401A Experiment with techniques to produce prints

Studio assistant – digital processes
Core units plus:

- BSBMKG413A Promote products and services
- CUFDIG303A Produce and prepare photo images
- CUVDIG401A Experiment with techniques to enhance digital images
- CUVPHI405A Develop self for photo imaging industry
- ICPPP430C Manage colour

Photolab technician
Core units plus:

- CUVDIG401A Experiment with techniques to enhance digital images
- ICPPP422C Digitise complex images for reproduction
- ICPPP430C Manage colour
- SIRXSLS002A Advise on products and services
- SIRXCCS002A Interact with customers

Digitech
Core units plus:

- BSBREL401A Establish networks
- CUFIND401A Provide services on a freelance basis
- CUFPOS402A Manage media assets

- CUVDIG401A Experiment with techniques to enhance digital images
- ICPPP430C Manage colour

CUV40511 Certificate IV in Arts Administration

Modification History

Version	Comments
CUV40511	This version first released with *CUV11 Visual Arts, Craft and Design Training Package version 1.0*

Description

This qualification reflects the role of people working in arts administration who possess a broad knowledge base, apply solutions to a defined range of unpredictable problems in varied contexts, and take responsibility for their own outputs. They may also take limited responsibility for the output of others.

The qualification applies in contexts such as galleries, museums, theatres, community arts centres and arts organisation more broadly. It reflects job roles, such as:

- administration coordinator
- events officer
- project coordinator
- marketing and promotions officer.

Pathways Information

Pathways into the qualification
People may enter this qualification with limited or no vocational experience and without a lower level qualification. They may already have a qualification or experience in general administration.

Pathways from the qualification
After achieving this qualification people could undertake higher level business qualifications such as those in BSB07 Business Services Training Package, or qualifications in related areas such as events management.

Licensing/Regulatory Information

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

Entry Requirements

There are no entry requirements for this qualification.

Employability Skills Summary

The following table contains a summary of the employability skills as identified by the visual arts, craft and design industries for this qualification. The employability skills facets described here are broad industry requirements that may vary depending on qualification packaging options.

Employability skill	Industry/enterprise requirements for this qualification
Communication	- exchanging information with arts professionals - establishing and maintaining industry networks - preparing and distributing promotional materials - contributing to the flow of information and ideas in the workplace - interpreting the results of surveys - negotiating resource requirements for new administration systems and procedures
Teamwork	- sharing information with colleagues - showing sensitivity to cultural and social differences when communicating with others - collaborating with colleagues and others on a range of administrative tasks - leading a team
Problem-solving	- dealing with problems that arise from diversity issues - using manuals and online help to overcome problems with database design and production - offering alternatives when product requested is not available - adjusting work practices to suit particular arts contexts and to enhance accessibility - adjusting a presentation to maintain rapport with an audience
Initiative and enterprise	- using functions of software applications to enhance the presentation of business documents - making recommendations on ways to improve accessibility within the organisation - using market research to assist with future planning - pursuing revenue opportunities that will be of most benefit to the organisation
Planning and organising	- planning, organising and prioritising work tasks and responsibilities - designing and producing business documents

Employability skill	Industry/enterprise requirements for this qualification
	• developing and implementing arts administration systems and procedures • organising meetings, including preparing papers and minutes • developing plans for and managing straightforward projects • managing a budget • researching and assessing funding opportunities
Self-management	• following workplace procedures, particularly in relation to OHS • maintaining personal presentation standards • acting within the scope of own job role • completing work within given timelines • evaluating one's own presentations to inform subsequent presentations • pursuing revenue opportunities that are in line with the organisation's overall vision and direction
Learning	• providing mentoring and coaching support to team members on new administration systems and procedures • keeping up-to-date with industry developments • using manuals and online help to improve own skills • coaching colleagues • identifying training needs in relation to diversity issues • seeking specialist assistance on market research
Technology	• using the internet as a source of information • using word processing and database applications • organising teleconferences

Packaging Rules

Total number of units = 14
4 core units *plus*
10 elective units

The elective units consist of:

- 4 units from Group A
- 1 unit from Group B
- of the remaining 5 units:
    - up to 5 may be from Group A and/or Group B
    - up to 5 may be from Certificate III or above in any currently endorsed Training Package
    - up to 2 may be from a Certificate II in any currently endorsed Training Package
    - up to 2 may be from an accredited course at Certificate III, IV or Diploma.

The elective units chosen must be relevant to the work outcome and meet local industry needs.

Core units
BSBINM401A Implement workplace information system
BSBOHS407A Monitor a safe workplace
BSBWOR402A Promote team effectiveness
CUVIND401A Communicate effectively with arts professionals

Elective units
Group A
Communication
BSBCMM401A Make a presentation
BSBWOR401A Establish effective workplace relationships
Community involvement
CHCCD401D Support community participation
CHCCD413D Work within specific communities
CHCCD420A Work to empower Aboriginal and/or Torres Strait Islander communities
CULLB510C Develop and maintain community/stakeholder relationships
AHCCCF405A Develop community networks
Creative thinking
BSBCRT301A Develop and extend critical and creative thinking skills
BSBCRT401A Articulate, present and debate ideas
BSBCRT402A Collaborate in a creative process
General administration
BSBADM405B Organise meetings
BSBRKG403B Set up a business or records system for a small business
CUVPRP406A Plan work space
Financial administration
CUVFIM401A Obtain revenue to support operations
CUEFIN02C Manage a budget

Information technology
BSBEBU401A Review and maintain a website
BSBITU401A Design and develop complex text documents
BSBITU402A Develop and use complex spreadsheets
BSBITU404A Produce complex desktop published documents
ICAWEB302A Build simple websites using commercial programs
ICAWEB403A Transfer content to a website using commercial packages
ICAWEB404A Maintain website performance
SITXICT001A Build and launch a website for a small business
Information management and research
BSBRES401A Analyse and present research information
CUFRES401A Conduct research
Innovation
BSBINN301A Promote innovation in a team environment
Learning and development
BSBLED401A Develop teams and individuals
Management
BSBMGT402A Implement operational plan
BSBMGT403A Implement continuous improvement
Marketing
BSBMKG401B Profile the market
BSBMKG402B Analyse consumer behaviour for specific markets
BSBMKG408B Conduct market research
BSBMKG413A Promote products and services
BSBMKG414B Undertake marketing activities
BSBMKG415A Research international markets
BSBMKG416A Market goods and services internationally
CUEMAR02C Undertake market research
CUEMAR03C Undertake marketing activities
Public relations
BSBPUB401A Develop and apply knowledge of public relations industry
BSBPUB402A Develop public relations campaigns
BSBPUB403A Develop public relations documents
Sustainability
BSBSUS301A Implement and monitor environmentally sustainable work practices
Workplace effectiveness
BSBWOR404B Develop work priorities
Writing
BSBWRT401A Write complex documents
BSBWRT501A Write persuasive copy

Group B
Copyright and IP
BSBIPR401A Use and respect copyright
CUFCMP301A Implement copyright arrangements
Entertainment and events
CUAPPM401A Contribute to the organisation of productions
CUETEM03C Establish and manage production requirements and resources

CUSADM301A Administer operations for rehearsals and performances
CUSEVT301A Book performance venues
CUSMKG301A Assist with the promotion of creative acts
SITTGDE006A Prepare and present tour commentaries or activities
SITXEVT001B Develop and update event industry knowledge
SITXEVT002B Provide event staging support
SITXEVT003B Process and monitor event registrations
SITXEVT004B Coordinate on-site event registrations
SITXEVT005B Organise in-house events or functions

Information technology
BSBITU302B Create electronic presentations
BSBITU309A Produce desktop published documents

Museums and libraries
CULMS004B Integrate knowledge of education and learning into museum activities
CULMS005B Research and generate ideas for exhibition concepts
CULMS406C Deliver information, activities and events
CULMS506C Plan and develop activities, events and programs

Selecting electives for different outcomes
The following examples are designed to assist in the selection of appropriate electives for particular outcomes at this level, but are in no way prescriptive.

Event promotions officer
Core units plus:

- BSBADM405B Organise meetings
- BSBCMM401A Make a presentation
- BSBEBU401A Review and maintain a website
- BSBITU302A Create electronic presentations
- BSBITU309A Produce desktop published documents
- BSBPMG510A Manage projects
- BSBPUB401A Develop and apply knowledge of public relations industry
- CUEMAR03C Undertake marketing activities
- SITXEVT002A Provide event staging support
- SITXEVT005A Organise in-house events or functions

Marketing and promotions officer
Core units plus:

- BSBADM405B Organise meetings
- BSBEBU401A Review and maintain a website
- BSBITU302A Create electronic presentations
- BSBITU309A Produce desktop published documents
- BSBPMG510A Manage projects
- BSBPUB401A Develop and apply knowledge of public relations industry
- CUEFIN02C Manage a budget
- CUEIND03B Integrate accessibility principles into work practices
- CUEMAR02C Undertake market research
- CUEMAR03C Undertake marketing activities

CUV40611 Certificate IV in Opal Cutting and Polishing

Modification History

Version	Comments
CUV40611	This version first released with *CUV11 Visual Arts, Craft and Design Training Package version 1.0*

Description

This qualification reflects the role of a competent and experienced opal cutter and polisher. The individual is able to advise others on the characteristics of cut and uncut opals, and work with the gemstones to produce high quality cut and polished opal products. The qualification also supports options for industry outcomes that see operators establishing small and micro businesses.

Pathways Information

Pathways into the qualification
People may enter this qualification with little or no vocational experience and without a lower level qualification.

Pathways from the qualification
This qualification prepares people for work in the opal industry and may also provide pathways to other jewellery and design qualifications.

Licensing/Regulatory Information

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

Entry Requirements

There are no entry requirements for this qualification.

Employability Skills Summary

The following table contains a summary of the employability skills as identified by the visual arts, craft and design industries for this qualification. The employability skills facets described here are broad industry requirements that may vary depending on qualification packaging options.

Employability skill	Industry/enterprise requirements for this qualification
Communication	- sharing information with others - discussing opal buying preferences with colleagues and others in the industry - clarifying legal and regulatory requirements with others - negotiating the acquisition of rough opal supplies - describing features of products to customers
Teamwork	- showing respect when communicating with people from diverse backgrounds - discussing possible strategies for cutting opal with colleagues and clients
Problem-solving	- identifying and resolving safety issues - identifying whether a sample is genuine natural opal or a simulated opal - identifying and rectifying equipment faults that do not require specialist attention - identifying and correcting faults in opals as items are made - offering solutions to customer objections in a sales situation
Initiative and enterprise	- determining where to cut stones to maximise value and artistic effect - deciding on the most appropriate option for acquiring rough opal - determining business goals - maximising sales opportunities with customers
Planning and organising	- identifying risk factors and taking action to minimise risk - maintaining stock control and other workplace records - surveying market requirements to determine opal cutting strategies - weighing opals to determine yield - planning and executing the process of cutting and polishing opals - planning and performing routine maintenance of equipment - developing and implementing procedures for acquiring rough

Employability skill	Industry/enterprise requirements for this qualification
	opal • developing budgets and managing financial operations • investigating resources needed to set up an opal-cutting workshop
Self-management	• following workplace procedures, particularly in relation to OHS • maintaining personal safety standards • managing own time to meet deadlines
Learning	• seeking assistance and advice from others to improve one's own skills and knowledge • seeking assistance and expert advice from equipment manufacturers • seeking expert legal advice
Technology	• using security systems • using cameras and scanning equipment • using electronic stock control systems • using the internet for research • using equipment and tools to cut and polish opals

Packaging Rules

Total number of units = 16
10 core units *plus*
6 elective units

The elective units consist of:

- up to 6 from the list of elective units below
- up to 6 from Certificate III or above in any currently endorsed Training Package
- up to 2 from an accredited course at Certificate III, IV or Diploma.

The elective units chosen must be relevant to the work outcome and meet local industry needs.

Core units
BSBOHS201A Participate in OHS processes
CUVOPA201A Identify and assess opal
CUVOPA202A Handle and store rough and cut opal
CUVOPA203A Complete pre-cutting processes for solid opals
CUVOPA204A Cut and polish solid opals
CUVOPA205A Complete pre-cutting processes for opal doublets and triplets
CUVOPA206A Cut and polish opal doublets and triplets
CUVOPA401A Use opal carving tools
CUVOPA405A Obtain opal
CUVOPA408A Undertake routine operational maintenance of machinery

Elective units
Art, craft and design
CUVACD302A Produce computer-aided drawings
CUVACD303A Produce technical drawings
CUVACD401A Integrate colour theory and design processes
CUVACD502A Create observational drawings
Design
BSBDES301A Explore the use of colour
BSBDES302A Explore and apply the creative design process to 2D forms
BSBDES303A Explore and apply the creative design process to 3D forms
BSBDES304A Source and apply design industry knowledge
BSBDES305A Source and apply information on the history and theory of design
BSBDES401A Generate design solutions
BSBDES402A Interpret and respond to a design brief
BSBDES403A Develop and extend design skills and practice
E-business
BSBEBU401A Review and maintain a website
SITXICT001A Build and launch a website for a small business
Information technology
BSBITU305A Conduct online transactions
Opal cutting and polishing
CUVOPA402A Production cut and polish opal

CUVOPA403A Use a faceting machine
CUVOPA404A Cut opal spheres and beads
CUVOPA406A Identify the requirements for establishing an opal-cutting workshop
CUVOPA407A Apply advanced pre-cutting processes to complex opals
Small and micro business
BSBSMB301A Investigate micro business opportunities
BSBSMB302A Develop a micro business proposal
BSBSMB303A Organise finances for the micro business
BSBSMB304A Determine resource requirements for the micro business
BSBSMB305A Comply with regulatory, taxation and insurance requirements for the micro business
BSBSMB306A Plan a home based business
BSBSMB307A Set up information and communications technology for the micro business
BSBSMB401A Establish legal and risk management requirements of small business
BSBSMB402A Plan small business finances
BSBSMB403A Market the small business
BSBSMB404A Undertake small business planning
BSBSMB405A Monitor and manage small business operations
BSBSMB406A Manage small business finances
BSBSMB408B Manage personal, family, cultural and business obligations
Visual communication
CUFDIG201A Maintain interactive content
CUVJWL201A Develop jewellery-making skills
CUVJWL301A Produce jewellery
CUVPHI302A Capture photographic images
CUVPHI403A Apply photo imaging lighting techniques
MEM19007B* Perform gemstone setting
Workplace effectiveness
BSBWOR301A Organise personal work priorities and development
BSBWOR401A Establish effective workplace relationships
BSBWOR403A Manage stress in the workplace
BSBWOR404B Develop work priorities

*Note the following prerequisite unit requirement.

Unit code and title	Prerequisite unit required
MEM19007B Perform gemstone setting	MEM12023A Perform engineering measurements MEM18001C Use hand tools MEM18002B Use power tools/hand held operations MEM18003C Use tools for precision work (Prerequisites: MEM12023A Perform engineering measurements, MEM18001C Use hand tools and MEM18002B Use power tools/hand held operations) MEM19003B Handle gem materials –

	equivalent to CUVOPA202A Handle and store rough and cut opal

Selecting electives for different outcomes
The following examples are designed to assist in the selection of appropriate electives for particular outcomes at this level, but are in no way prescriptive.

A person running a small cutting and polishing workshop
Core units plus:

- BSBSMB304A Determine resource requirements for the micro business
- BSBSMB305A Comply with regulatory, taxation and insurance requirements for the micro business
- BSBSMB306A Plan a home based business
- CUVOPA406A Identify the requirements for establishing an opal-cutting workshop
- CUVOPA407A Apply advanced pre-cutting processes to complex opals
- CUVOPA408A Undertake routine operational maintenance of machinery

A person doing some cutting and trading online
Core units plus:

- BSBEBU401A Review and maintain a website
- BSBITU305A Conduct online transactions
- CUFDIG201A Maintain interactive content
- CUVOPA407A Apply advanced pre-cutting processes to complex opals
- CUVOPA408A Undertake routine operational maintenance of machinery
- SITXICT001A Build and launch a website for a small business