

Student Assessment Book

CUAIND311 - Work effectively in the creative arts industry
(Release 1)



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Claydon Brothers

Document Control

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Introduction

This unit describes the skills and knowledge required to work effectively in the creative arts industry. It applies to any field of the arts industry and is relevant to people in a wide range of occupations, for example, dancers, musicians, actors, cabaret performers, street performers, entertainment administrators, reviewers, film makers and public artists.

These individuals are required to apply judgement and operate under broad supervision within an established framework of plans and procedures.

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

Pre-requisite Unit

Nil.

Learning Outcomes

1. Maintain current knowledge and skills in the creative arts industry
2. Establish effective work and contractual relationships in the creative arts industry
3. Complete work tasks effectively

Assessment types

In this unit you will complete the following assessments:

- Assessment Task 1: Written Assignment
- Assessment Task 2: Scenario Contractual Relationship
- Assessment Task 3: Current Industry Knowledge
- Assessment Task 4: Prioritising Work Tasks
- Assessment Task 5: Negotiating a contract

Assessment Task 1: Written Assessment

Instructions for this task:

Answer all questions in the space provided.

You will be required to have a good understanding of the following areas:

- key features of creative arts industry workplace practice including:
 - appropriate behaviour and ethics
 - nature, role and functions of unions and employer associations
 - rights and responsibilities of employers, employees and contractors
 - legal issues that affect negotiations and contracts
 - relevant workplace health and safety requirements
 - awards and conditions of employment
 - environmental obligations
- key features of copyright including;
 - purpose
 - method of enforcement
 - consequences of infringement
- key features of a contract
 - basic structure
 - agreement process
 - reasonable terms and conditions of a contract
- relationships between different sectors of the creative arts industry sector
- terminology associated with the creative arts industry sector
- key roles and responsibilities in the creative arts own industry sector
- key sources of creative arts industry information
- current and emerging technologies used in the creative arts industry sector
- revenue streams through digital content

Benchmark

You must get all questions 100% correct and all documentation requested in this assessment is submitted to gain a satisfactory in this task.

Resources required for this assessment task:

You need to have access to the following:

- Pen and Paper
- This Booklet
- Access to learning materials
- Access to the internet
- Access to a PC and word processing software

Location: Classroom/Computing Lab

Submission

Submit your responses by the due date and in accordance with the general instructions at the beginning of this unit of competency. Attach the Assessment Agreement and the Assessment cover sheet for this assessment task.

Evidence to submit

Did you submit the following evidence?		Yes	No
1	Answers to Questions 1-19 in this task	<input type="checkbox"/>	<input type="checkbox"/>
2	Answers correctly sourced and referenced if applicable	<input type="checkbox"/>	<input type="checkbox"/>
3	Handwriting was neat and legible, or word processed	<input type="checkbox"/>	<input type="checkbox"/>
4	Cover sheet attached	<input type="checkbox"/>	<input type="checkbox"/>
5	Assessment Agreement attached	<input type="checkbox"/>	<input type="checkbox"/>

Assessment Task 2: Scenario Contractual Relationship

Instructions for this task:

You are to respond to the questions below that relate to the case study provided. These must be word processed. Submit to your Assessor by the Due date specified by your Assessor.

You will be required to have a good understanding of the following areas:

- Negotiate terms of a contract
- Establish and maintain work and contractual relationships
- Establish effective work and contractual relationships in the creative arts industry
- Identify key stakeholders to establish effective contractual relationships
- Share information and ideas with relevant stakeholders in the creative arts industry
- Determine and discuss work scope, issues and establish effective solutions with stakeholders
- Confirm and formally document agreements and contracts with relevant personnel
- Maintain contractual relationships through regular contact and effective communication
- Comply with relevant regulations and organisational requirements
- Legal issues that affect negotiations and contracts
- Key features of a contract:
 - basic structure
 - agreement process
 - reasonable terms and conditions of a contract
- Contributes to documentation of contractual agreements
- Uses the internet as a source of information

Benchmark

Students must get all questions 100% correct and all documentation requested in this assessment is submitted to gain a satisfactory in this task.

Resources required for this assessment task:

Students need to have access to the following:

- Pen and Paper
- This Booklet
- Access to learning materials
- Access to the internet
- Access to a PC and word processing software

Location: Classroom/Computing Lab

Submission

Students are to submit their responses by the due date and in accordance with the general instructions at the beginning of this unit of competency. Attach the Assessment Agreement and the Assessment cover sheet for this assessment task.

Evidence to submit

Did you submit the following evidence?		Yes	No
1	Questions 1-5	<input type="checkbox"/>	<input type="checkbox"/>
2	Assessor checklist submitted	<input type="checkbox"/>	<input type="checkbox"/>
3	Cover sheet attached	<input type="checkbox"/>	<input type="checkbox"/>

Assessment Task 3: Current Industry Knowledge

Instructions for this task:

You will be assessed on your knowledge and skills to identify and apply current information on trends and emergent technologies to the creative arts industry. You will also be assessed on identifying learning opportunities to improve your work.

Submit all work to your Assessor for marking by the due date and include the Assessment Cover Sheet.

Ask your Assessor to clarify items you are unsure about prior to commencing. Complete all tasks as stated.

You will be required to have a good understanding of the following areas:

- Identify and apply creative arts industry trends
- Identify likely effects of industry trends on your work practices
- Identify learning opportunities to improve your work
- Identify copyright requirements in the creative arts industry
- Identify emergent technologies and apply these to your work practice

Benchmark

Students must get all questions 100% correct and all documentation requested in this assessment is submitted to gain a satisfactory in this task.

Resources required for this assessment task:

Students need to have access to the following:

- Pen and Paper
- This Booklet
- Access to learning materials
- Access to the internet
- Access to a PC and word processing software

Location: Classroom/Computing Lab

Submission

Students are to submit their responses by the due date and in accordance with the general instructions at the beginning of this unit of competency. Attach the Assessment Agreement and the Assessment cover sheet for this assessment task.

Evidence to submit

Did you submit the following evidence?		Yes	No
1	Question 1-5	<input type="checkbox"/>	<input type="checkbox"/>
3	Assessor checklist submitted	<input type="checkbox"/>	<input type="checkbox"/>
4	Cover sheet attached	<input type="checkbox"/>	<input type="checkbox"/>

Assessment Task 4: Prioritising Work Tasks

Instructions for this task:

You will be assessed on your ability to prioritise and complete work tasks, in collaboration with others in the creative arts industry; and act on feedback to improve your performance. Use the Assessors Checklist as a guide to completing this task.

Submit all work to your Assessor for marking by the due date and include the Assessment Cover Sheet.

Ask your Assessor to clarify items you are unsure about prior to commencing. Complete all tasks as stated.

You will be required to have a good understanding of the following areas:

- Prioritise and complete work tasks, in collaboration with others in the creative arts industry.
- Prioritise work tasks and established deadlines with relevant personnel
- Identify and plan for factors that may affect the schedule of work tasks
- Complete work tasks within deadlines in accordance with organisational and regulatory requirements
- Seek and incorporate feedback on own work performance from relevant personnel

Benchmark

Students must get all questions 100% correct and all documentation requested in this assessment is submitted to gain a satisfactory in this task.

Resources required for this assessment task:

Students need to have access to the following:

- Pen and Paper
- This Booklet
- Access to learning materials
- Access to the internet
- Access to a PC and word processing software

Location: Classroom/Computing Lab

Submission

Students are to submit their responses by the due date and in accordance with the general instructions at the beginning of this unit of competency. Attach the Assessment Agreement and the Assessment cover sheet for this assessment task.

Evidence to submit

Did you submit the following evidence?		Yes	No
1	Questions 1-6	<input type="checkbox"/>	<input type="checkbox"/>
2	Weekly Schedule	<input type="checkbox"/>	<input type="checkbox"/>
3	Prioritised List	<input type="checkbox"/>	<input type="checkbox"/>
4	Director's checklist	<input type="checkbox"/>	<input type="checkbox"/>
5	Assessor checklist submitted	<input type="checkbox"/>	<input type="checkbox"/>
6	Cover sheet attached	<input type="checkbox"/>	<input type="checkbox"/>

Assessment Task 5: Negotiating a contract

Instructions for this task:

You will be assessed on your ability negotiate a contract.

Use the Assessors Checklist as a guide to completing this task.

Submit all work to your Assessor for marking by the due date and include the Assessment Cover Sheet.

Ask your Assessor to clarify items you are unsure about prior to commencing. Complete all tasks as stated.

You will be required to have a good understanding of the following areas:

- Identify key stakeholders to establish effective contractual relationships
- Share information and ideas with relevant stakeholders in the creative arts industry
- Determine and discuss work scope, issues and establish effective solutions with stakeholders
- Confirm and formally document agreements and contracts with relevant personnel
- Maintain contractual relationships through regular contact and effective communication

Benchmark

Students must get all questions 100% correct and all documentation requested in this assessment is submitted to gain a satisfactory in this task.

Resources required for this assessment task:

Students need to have access to the following:

- Pen and Paper
- This Booklet
- Access to learning materials
- Access to the internet
- Access to a PC and word processing software

Location: Classroom/Computing Lab

Submission

Students are to submit their responses by the due date and in accordance with the general instructions at the beginning of this unit of competency. Attach the Assessment Agreement and the Assessment cover sheet for this assessment task.

Evidence to submit

Did you submit the following evidence?		Yes	No
1	Questions 1-3 Task 1	<input type="checkbox"/>	<input type="checkbox"/>
2	Notes and Observation Sheet from Assessor for Task 2	<input type="checkbox"/>	<input type="checkbox"/>
3	Assessor checklist submitted	<input type="checkbox"/>	<input type="checkbox"/>
4	Cover sheet attached	<input type="checkbox"/>	<input type="checkbox"/>

Record of Assessment Outcomes

This section records all the evidence used to form the final assessment decision. Please document all types of evidence used in this assessment.

Student Name			
Unit of Competency	CUAIND311 - Work effectively in the creative arts industry (Release 1)		
Assessment Requirements	Task Outcomes		
	Satisfactory (S)	Not Satisfactory (NS)	Resubmit
Assessment Task 1: Written Assignment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Assessment Task 2: Scenario Contractual Relationship	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Assessment Task 3: Current Industry Knowledge	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Assessment Task 4: Prioritising Work Tasks	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Assessment Task 5: Negotiating a contract	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Overall Assessment Outcome			
<input type="checkbox"/> Competent	<input type="checkbox"/> Not Yet Competent	<input type="checkbox"/> Resubmit	
If a resubmission is required what additional evidence or corrections are required?			
Assessor Name:			
Assessors Signature:		Date	

Appendix 1 - Student Survey

At the end of each unit, we would like to collect feedback, so we can identify areas for improvement in our materials. Circle or highlight the response you wish to use. We would appreciate your assistance by providing your constructive feedback.

Please complete the survey and return it to Claydon Brothers Pty Ltd by email: sales@claydonbrothers.com.au.

Thank you for your time.

Qualification code and name					
Unit code and name	CUAIND311 - Work effectively in the creative arts industry (Release 1)				
Date:					
Please read the statements below and circle the most appropriate response:	Strongly Disagree	Disagree	Neutral	Agree	Strongly Agree
1. The amount of time for the assessment was appropriate.	1	2	3	4	5
2. The training and assessment materials for this unit were suitable to my learning style and easy to use.	1	2	3	4	5
3. The content was interesting and engaging.	1	2	3	4	5
4. The topics were presented in a logical sequence.	1	2	3	4	5
5. The assessment tasks were clear; and it was easy for me to understand what was required of me.	1	2	3	4	5
6. What did you find most interesting or useful about this unit?					
7. What, if anything, did you find the least useful about the unit?					
8. Please make any constructive suggestions that would improve these materials for future students?					

Thank you for providing your valuable feedback.