# CUAMGT404 Administer artists' royalty income

**Release: 1**

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## Modification History

| Release | Comments |
|---------|----------|
| Release 1 | This version first released with CUA Creative Arts and Culture Training Package version 2.0. |

## Application

This unit describes the skills and knowledge required to negotiate and distribute royalty and other income due to artists.

It applies to individuals who negotiate financial agreements with artists about recording their performances for distribution through a range of physical and digital outlets. These agreements may also include associated products, or the right of third parties to associate their brands with artists. Employees of record companies, artist managers and, at times, artists apply the skills and knowledge outlined in this unit.

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

## Unit Sector

Management

## Elements and Performance Criteria

| ELEMENT | PERFORMANCE CRITERIA |
|---------|----------------------|
| *Elements describe the essential outcomes.* | *Performance criteria describe the performance needed to demonstrate achievement of the element.* |
| 1. Clarify terms and conditions of agreements with artists | 1.1 Identify products and rights to be covered in agreements with artists<br><br>1.2 Calculate income in line with contractual arrangements<br><br>1.3 Negotiate royalties arising from the reproduction of artists' recordings and associated products<br><br>1.4 Confirm royalty negotiations reflect the commercial stature of the work<br><br>1.5 Discuss, confirm and document terms and conditions to be included in agreements with artists |

| ELEMENT | PERFORMANCE CRITERIA |
|---|---|
| | 1.6 Ensure commercial interests of artists and any third parties are balanced and clearly articulated |
| | 1.7 Liaise with personnel responsible for drawing up contracts with artists to ensure that contracts reflect agreed terms and conditions |
| 2. Disperse income and maintain financial records | 2.1 Use relevant software to calculate royalties and income in line with agreements |
| | 2.2 Distribute income to artists in line with agreements |
| | 2.3 Update files systematically to maintain currency and accuracy of records and reporting |
| | 2.4 Identify and resolve queries or discrepancies in payments within scope of own role or refer to relevant personnel |

## Foundation Skills

*This section describes language, literacy, numeracy and employment skills incorporated in the performance criteria that are required for competent performance.*

| Skill | Performance Criteria | Description |
|---|---|---|
| Reading | 1.1, 1.7, 2.1-2.4 | • Interprets and integrates textual information to determine and confirm the requirements of the agreement |
| Writing | 1.4-1.7, 2.3, 2.4 | • Communicates clearly and appropriately for different audiences |
| Oral Communication | 1.1, 1.3, 1.5, 1.7, 2.4 | • Uses clear and appropriate language when liaising with others, negotiating and escalating issues when required |
| Numeracy | 1.2, 2.1, 2.4 | • Calculates accurately all income, extracting information from in the agreements and identifying any discrepancies |
| Navigate the world of work | 1.2, 1.4, 2.2, 2.4 | • Identifies, confirms and applies contractual and licensing requirements relevant to role |
| Interact with others | 1.1, 1.3, 1.5, 1.7, 2.4 | • Consults to establish clear understanding and agreement<br>• Follows accepted consultation and communication practices to negotiate agreed outcomes |
| Get the work done | 1.5, 1.7, 2.1-2.4 | • Gathers and analyses all relevant information to inform the development of terms of agreements |

| | | Applies problem solving processes to identify risks, evaluate options and determine solutions • Uses appropriate technologies to maintain and retrieve information |
|---|---|---|

## Unit Mapping Information

| Code and title current version | Code and title previous version | Comments | Equivalence status |
|---|---|---|---|
| CUAMGT404 Administer artists' royalty income | CUSMGT404A Administer artists' royalty income | Updated to meet Standards for Training Packages. Minor edits to performance criteria. | Equivalent unit |

## Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=1db201d9-4006-4430-839f-382ef6b803d5