

## Community Broadcasting Administration Skill Set

<b>Target Group</b>	This skill set is for people working in administration of community broadcasting stations, where there are supporting management roles, either paid or voluntary (e.g. general manager, program manager).
<b>Units</b>	<p>CUFIND301A Work effectively in the screen and media industries</p> <p>BSBMGT605B Provide leadership across the organisation</p> <p>BSBINM401A Implement workplace information system</p> <p>BSBRKG502B Manage and monitor business or records systems</p> <p>BSBFIM501A Manage budgets and financial plans</p> <p>BSBCMP501B Identify and interpret compliance requirements</p> <p>BSBOHS509A Ensure a safe workplace</p>
<b>Pathway</b>	<p>All units except CUFIND301A provide credit towards CUF50107 Diploma of Screen and Media and other qualifications that allow for selection of these units.</p> <p>CUFIND301A provides credit towards CUF30107 Certificate III in Media and CUF40107 Certificate IV in Screen and Media.</p>
<b>Suggested form of words for Statement of Attainment</b>	These competencies meet industry requirements for administrators working in community broadcasting stations.