

Request for Further Information

Complete and return this section to:
Brougham School of Art & Photography
PO Box 4296 Geelong 3220

- I would like an application form sent to me.
- Please contact me with further information.
- I wish to make an appointment to inspect the school.

Name _____

Address _____

Postcode _____

Phone _____

Email _____

Brougham offers:

Advanced Diploma of Fine Arts
Diploma of Arts (Visual Arts)
Certificate IV in Visual Arts & Contemporary Craft
Certificate IV in Arts Administration
Diploma of Arts (Applied Photography)
Certificate IV in Photoimaging
VET/VCAL Courses
Short Courses

Please tick the course(s) you are interested in.



Brougham
School of Art & Photography
and Brougham Gallery Pty. Ltd.

Level 1, 73 Malop St. Geelong 3220
PO Box 4296 Geelong 3220

Phone: (03) 5229 9984
Fax: (03) 5229 0973
E-mail: admin@broughamart.vic.edu.au
Web-site: www.broughamart.vic.edu.au



Brougham
School of Art & Photography
and Brougham Gallery Pty. Ltd.

Certificate IV in Arts Administration



Course Details

CUV40503: Certificate IV in Arts Administration



Duration:

1 year full-time or 2 years part-time

Skills

Brougham School of Art & Photography can accommodate a small number of participants in this work based learning course. Selected students will learn through hands on participation in the administration of the Gallery and the School as well as participating in classes such as Business Studies, Occupational Health and Safety, Art History, Digital Imaging and Multi-Media Skills.

Generic skills that can be gained include:

- Developing self-confidence
- Developing research skills
- Working in a team situation
- Planning and self-organisation
- Problem solving
- Foundations in Business Practice
- Marketing
- Communication skills

Vocational Opportunities:

This work based learning aims to assist participants to prepare for such vocational opportunities as:

- Assistant in a Community Arts Centre
- Assistant in a Gallery

Total Units: 19. Nominal Hours 650 - 800

Brougham clusters units together to form 6 semester length subjects and 2 term length subjects. The remaining units are completed during Work Experience.

Subjects and Units (* Core Units)

Occupational Health & Safety

CUEOHS01B* Implement workplace health, safety and security procedures

Arts and Business

CUSADM08A Address copyright requirements

BSBSBM401A Establish business and legal requirements

Business Practice

CUEMAR02B Undertake market research

History of the Modern Image A & B

CUVCOR13A Research and critically analyse history and theory to inform artistic practice

Introduction to Digital Imaging

CUVPHI08A Enhance, manipulate & output photoimages

Advanced Digital Imaging

CUVVSP12A Produce digital images

Colour and Design

CUVDES04A Integrate colour and design processes in response to a brief

CUVCOR07A Use drawing techniques to represent the object or idea

Supervised Work Experience

Gallery Administration Practice

CUVADM12A* Work with arts professionals in an arts organization

CUSGEN02B* Work in a culturally diverse environment

BSBCMN306A Produce business documents

CULMS504A Co-ordinate installation & dismantling of small exhibitions

BSBFML404* Lead work teams

Art School Administration Practice

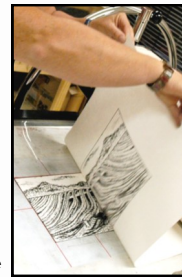
CUVADM11A* Work within an arts organisation context

CUVADM01A* Develop and implement arts administration systems and procedures

THTSMA01B Co-ordinate production of brochures and other marketing materials

BSBADM305A Create and use databases

CUFINO2B Manage a budget



Attendance for Supervised Work Experience:

Supervised work experience can be tailored around individual participants. Part-time participants would need to attend min 5 hrs per week and full-time participants min 10 hrs per week for each semester.

Fees:

Initial Enrolment & Services Fee:	\$250.00
Re-enrolment Fee (2 nd year):	\$125.00
Cost per semester subject:	\$500.00
Occupation Health & Safety:	\$250.00
Business Practice:	\$250.00
Total subject fees:	\$4,000.00

Pathway to Further Study:

Successful completion of Certificate IV in Arts Administration aims to assist students wishing to pursue a pathway to Curatorial Studies and a range of Business Management and Marketing Courses.

APPLICATION AND SELECTION

Contact Brougham School of Art & Photography to request an application form or download from www.broughamart.vic.edu.au.

Selection is made on the basis of an interview that is designed to gain knowledge of the applicants: interest and enthusiasm for the field of study, ability to organise thoughts, ideas and time, communication skills, evidence of formal and informal qualifications.

A folio of work may help in the selection process. Mature-age applicants are welcome.

ACCESS AND EQUITY

Under the Victorian Qualifications Authority, qualifications and statements of attainment and credit transfers issued by other Registered Training Organisations are recognised.

RECOGNITION OF PRIOR LEARNING (RPL) AND CREDIT TRANSFER

An applicant who has relevant experience and previous formal or informal learning, may be eligible for credit for certain units and will be given opportunities to apply for assessment.