

## **BIIAB Level 3 Diploma in Community Arts Management (QCF)**

**Level:** 3

**Ofqual Qualification Number:** 601/6614/9

**Size of Qualification:** 39 credits

### **What is the main purpose of this qualification?**

To develop skills in Community Arts Management.

### **Who is it for?**

This qualification is for learners who are working in a Community Arts role and who need to demonstrate their skills in the role.

You must be 16 or over to undertake this qualification.

### **What job role will it help me enter?**

This qualification has been designed to give learners the knowledge, understanding and skills to work as a Community Arts Administrator responsible for assisting with the efficient running of the organisation, to ensure that the local community benefits from a range of arts programmes. Learners have the opportunity to cover aspects such as assisting with the recruitment of administrators, artist services, maintenance and security, customer relationships and book keeping.

### **Is this the right qualification for me?**

You should undertake this qualification if you are working in a Community Arts role and need to demonstrate your competence in the role.

### **Is this qualification in an apprenticeship?**

Yes, this qualification is the main component of the Advanced Apprenticeship in Community Arts. Apprentices will also need to achieve the BIIAB Level 3 Certificate in Principles of the Creative and Cultural Sector, Functional Skills in English, Mathematics and ICT at Level 2 and a workbook covering employee rights and responsibilities.

### **How long will this qualification take me?**

The qualification requires 233-315 Guided Learning Hours (the number of hours where you will be given guidance, usually by a tutor, in order to achieve the outcomes) and approximately 390 hours in total (1 credit is roughly equivalent to 10 hours of learning

time). Some people learn more quickly or are more experienced than others so it may take you more or less time than 390 hours to achieve this qualification.

### **What does this qualification cover?**

The qualification comprises the following mandatory units:

- Manage own performance in a business environment
- Work effectively with other people in a creative and cultural context
- Assist in developing, delivering and evaluating projects
- Generating ideas for community arts projects
- Keep up to date with developments in the arts

Learners will also choose optional units to the value of at least 11 credits from the following optional units:

- Develop a presentation
- Deliver a presentation
- Order products and services
- Supervise a team in a business environment
- Assist in securing funding for community arts projects
- Assist in pitching for community arts work
- Understand how to meet and satisfy customer needs
- Assist with a cross art form collaborative project
- Supporting public relation activities
- Understand how copyright law applies to own organisation
- Contribute to safeguarding children, young people and vulnerable adults
- Assist with incidents and emergency procedures
- Support the organisation of creative or cultural events or exhibitions
- Assisting with daily financial issues
- Conduct a health and safety risk assessment of the workplace
- Support marketing activities
- Giving and receiving feedback
- Dealing with conflict
- Manage and market own freelance services
- Understanding the core knowledge needed by those who work with children and young people
- Complying with relevant legal and ethical frameworks
- Undertaking mentoring in the workplace
- Understanding the core knowledge needed by those who work with children and young people, and its impact

Learners will also choose optional units to the value of at least 6 credits from the following optional units (or from the optional group above):

- Keeping up to date with current legislation in a business
- Define the product or service of a business
- Keep financial records
- Obtain support for a business idea
- Balance business needs and personal life
- Carry out plans for a business
- Plan how to let customers know about products or services
- Seek advice and help for a business
- Manage own time and work effectiveness
- Decide on a business location
- Carry out banking for a business
- Review the skills a business needs
- Check what customers need from a business

### **What could this qualification lead to?**

This qualification shows you have gained Level 3 skills in Community Arts. It may help you to achieve promotion to management roles within the creative and cultural sector.

Alternatively you may be ready to progress to a higher level, for example by undertaking the following qualification:

- BIIAB Level 4 NVQ Diploma in Management (QCF) 601/4601/1

### **Who supports this qualification?**

This qualification is supported by Creative and Cultural Skills, Lewisham Southwark College and the V&A Museum; the letters of support are available upon request from [qualifications@bii.org](mailto:qualifications@bii.org)