

## CULMS012A Unit Descriptor

## Plan event touring

This unit describes the skills and knowledge required to co-ordinate arrangements for a travelling event. The unit focuses only on the specific skills and knowledge required for touring, and would always be combined with other technical/industry-specific units in the workplace, eg collection management, exhibition development, event management.

**Unit Sector** No sector assigned

### ELEMENT

### PERFORMANCE CRITERIA

- |   |   |
|---|---|
| 1. Identify and assess touring requirements   | 1.1 Identify and source relevant information to inform tour planning, including information on touring venues/locations<br>1.2 Evaluate information to determine specific touring needs<br>1.3 Assess relevant scheduling, budget and workflow issues<br>1.4 Liaise with relevant colleagues and stakeholders as required to discuss and agree on specific touring needs  |
| 2. Plan and organise touring arrangements     | 2.1 Make plans for touring in accordance with agreed approach and resource allocations<br>2.2 Integrate legal and occupational health and safety requirements into the planning process<br>2.3 Create clear and appropriate action plans including allocation of resources and responsibilities<br>2.4 Monitor touring arrangements in accordance with timelines, budget and quality requirements<br>2.5 Create accurate documentation on touring requirements to allow for easy interpretation by others |
| 3. Liaise with others on touring requirements | 3.1 Prepare and distribute documentation relating to tour requirements to appropriate stakeholders, including touring venue personnel as required<br>3.2 Make and confirm agreements on touring arrangements in the appropriate format within scope of individual responsibility<br>3.3 Provide accurate and current advice on touring arrangements to relevant stakeholders  |
| 4. Evaluate touring arrangements              | 4.1 Identify and agree appropriate evaluation mechanism for touring arrangements<br>4.2 Evaluate effectiveness of touring arrangement in accordance with agreed mechanisms<br>4.3 Incorporate results of evaluation into future planning and work practice  |

## KEY COMPETENCIES

The seven key competencies represent generic skills considered for effective work participation. The bracketed numbering against each of the key competencies indicates the performance level required in this unit.

Level (1) represents the competence to undertake tasks effectively

Level (2) represents the competence to manage tasks

Level (3) represents the competence to use concepts for evaluating and reshaping tasks.

Key Competency	Example of Application	Performance Level
Communicating ideas and information	Developing briefing documentation	3
Collecting analysing and organising information	Evaluating factors which need to be considered in the planning process	3
Planning and organising activities	Scheduling complex arrangements	3
Working with others and in teams	Working with other event stakeholders	2
Using mathematical ideas and techniques	Estimating/adjusting costs	2
Solving problems	Making arrangements for a complex itinerary or special packing requirements within resource constraints	2
Using technology	Using electronic communication	1

## RANGE STATEMENT

The Range Statement relates to the Unit of Competency as a whole. It allows for different work environments and situations that will affect performance.

The following variables may be present with training and assessment depending on the work situation, needs of the trainee, accessibility of the item, and local industry and regional contexts. If bold italicised text is shown in Performance Criteria, details of the text are provided in the Range Statement.

A touring event is defined as one where the same event is staged at multiple locations. Within this unit events are defined very broadly and may include:

- exhibitions
- promotional events
- seminars or conferences
- cultural productions
- sporting events

Events may be toured:

- in regional areas
- intrastate
- interstate
- overseas

Relevant information to inform tour planning may include:

- existing tour schedule
- touring objectives
- available budget
- venue/site layout and dimensions
- technical specifications, eg power capacity
- access information (hours, truck access, parking, traffic)
- amenities and facilities
- transport options/limitations
- special needs of materials, eg special transport or packing requirements

Specific touring needs will vary according to the area of work and may include:

- transport (air, sea, land)
- travel and accommodation (for travelling personnel, cast etc)
- additional equipment
- personnel requirements
- adaptation of physical items (displays,
- adaptation of information materials (interpretive materials, audience handouts, electronic presentations)
- special packing or transportation (for cultural material, support materials etc)
- insurance requirements
- promotional activities
- publicity arrangements (interviews, publicity with local media)
- special financial arrangements (petty cash, banking arrangements)
- liaison with host organisations/venues
- need for specialist advice or assistance

Relevant colleagues and stakeholders may include:

- host organisations
- host venues
- colleagues
- funding agencies
- artists
- lenders
- performers
- speakers /contributors/other talent
- exhibitors
- promotional partners
- caterers
- technical experts
- local communities
- local authorities (councils, emergency services etc)
- sponsors

Legal requirements and regulations which impact on touring may include:

- safety issues in relation to the transportation of materials and equipment
- differing requirements between States/Territories in Australia
- industrial awards governing travel for exhibition personnel
- regulations affecting overseas touring, eg customs, quarantine

Documentation on touring requirements may include:

- touring schedule/itinerary
- evaluation tools and budget details
- support materials
- supplier agreements
- loan agreements
- insurance details
- contact lists
- sponsorship agreements
- technical information
- production schedules
- bump in schedules
- venue information/plans/event orders
- transport details
- accommodation lists
- maps and information on touring cities and towns

Overseas tours may require the following documentation to be prepared:

- carnets for air and sea freight
- translations of script and organisation documentation and information on activity
- customs and quarantine documentation luggage labels
- travel permits or visas for personnel

Effectiveness of touring arrangements may relate to:

- content
- format
- venues
- travel arrangements
- host agencies
- scheduling

## EVIDENCE GUIDE

The Evidence Guide describes the underpinning knowledge and skills that must be demonstrated to prove competence. It is essential for assessment and must be read in conjunction with the Performance Criteria, the Range Statement and the Assessment Guidelines of the relevant Training Package.

### **Critical aspects of evidence required to demonstrate competency in this unit**

The following evidence is critical to the judgement of competence in this unit:

- effective use of planning and organisational skills in an event touring context
- knowledge of the particular issues, requirements and documentation that impact on a touring event in a particular work context

### **Context of assessment and consistency of performance**

The assessment context must provide for:

- practical demonstration of skills through the planning of touring arrangements for an event

### **Relationships to other units**

This unit has strong linkages to other specialist units across a range of areas, and combined assessment and/or training with those units is highly recommended, eg:

- Collection Management units
- Event Management units
- Exhibition Development and Management Units

### **Method of assessment**

Assessment may incorporate a range of methods to assess performance and the application of essential underpinning knowledge, and might include:

- evaluation of a report prepared by the candidate on the planning process
- evaluation of touring arrangements, documentation and agreements prepared or made by the candidate
- case studies to assess ability to plan arrangements for a variety of touring situations
- oral or written questioning to assess knowledge of particular regulations or procedures that apply to event touring in a specific work context
- review of portfolios of evidence and third party workplace reports of on-the-job performance by the candidate

Assessment methods should closely reflect workplace demands and the needs of particular groups [eg people with disabilities, and people who may have literacy or numeracy difficulties such as speakers of languages other than English, remote communities and those with interrupted schooling].

**Essential skills and knowledge**

Assessment must include evidence of the following knowledge and skills:

- the touring process, key roles and responsibilities, and special issues that apply to touring an event in the relevant work context
- technical/specialist knowledge that underpins the event in the relevant work context, eg collection management or exhibition development for travelling exhibitions
- the type of event variations/adjustments that may need to be made for touring
- legislative requirements that impact on touring arrangements in the relevant work context, including occupational health and safety requirements
- features, formats and purposes of the range of documentation required for a touring event in the relevant work context
- planning and organisational skills in the context of touring an event
- literacy skills sufficient to interpret and create a wide range of organisational documentation

**Specific resource requirements**

Assessment of this unit requires access to:

- an event for which planning can be undertaken