Australian Government

SITEEVT001 Source and use information on the events industry

Release: 1

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Modification History

Not applicable.

Application

This unit describes the performance outcomes, skills and knowledge required to access and interpret current and emerging information on the events industry to enhance the quality of event coordination. This includes industry structure, technology, laws and ethical issues specifically relevant to event coordination.

This unit is relevant to events that are diverse in nature and are coordinated in many industry contexts, including the tourism, hospitality, sport, cultural and community sectors.

It applies to individuals working at different levels in event management companies, in event venues, or in organisations that organise their own events.

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

Pre-requisite Unit

Nil

Competency Field

Events

Unit Sector

Events

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1. Source and interpret relevant industry information.	1.1. Identify sources of information on the structure, products and services of the events industry.
	1.2. Access specific information of relevance to the events industry to assist operational duties.
	1.3. Use knowledge of the events industry, and its products and services to enhance quality of work performance.

2. Source and use compliance information.	2.1. Obtain information on laws and regulations specifically relevant to events, and work compliantly.
	2.2. Source information on industry quality assurance schemes and use to benefit own organisation.
	2.3. Conduct day-to-day event activities according to ethical industry practices.
3. Source and use information on events technology.	3.1. Source information on current and emerging technologies that impact on operational duties.
	3.2. Use information on technology to suggest new and improved workplace practices.
	3.3. Use current and emerging technology in day-to-day work activities.
4. Update personal and organisational knowledge of the events industry.	4.1. Identify and use a range of opportunities to update knowledge of the events industry.
	4.2. Monitor current issues and trends for the industry.
	4.3. Share updated information with colleagues.

Foundation Skills

Foundation skills essential to performance in this unit, but not explicit in the performance criteria are listed here, along with a brief context statement.

SKILLS	DESCRIPTION
Reading skills to:	• read the content of plain English information about laws and quality assurance processes • research and sort events industry information relevant to own work.
Writing skills to:	• write and summarise notes, and record information in basic documents, information sheets and files.
Oral communication skills to:	• use open and closed questioning to interact effectively and obtain information from: • experienced industry personnel • colleagues • suppliers • industry bodies.
Learning skills to:	• continuously update, review and maintain own knowledge of the events industry.
Technology skills to:	• use a computer and keyboard • use online information systems to search for information.

Unit Mapping Information

SITXEVT301 Access information on event industry operations

Links

Companion Volume implementation guides are found in VETNet -
https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=68c40a93-e51d-4e0f-bc06-899dff092694