



**Australian Government**

# **Assessment Requirements for SITEEVT007**

## **Select event venues and sites**

**Release: 1**

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## Modification History

Not applicable.

## Performance Evidence

Evidence of the ability to complete tasks outlined in elements and performance criteria of this unit in the context of the job role, and:

- consult with stakeholders to identify and document venue and site requirements for at least one event type listed in the knowledge evidence that has multiple operational components
- research and select appropriate venue or site for the above event using at least two of the following methods:
  - calling for tenders
  - conducting desk research
  - inspecting venues or sites
  - using own events industry networks
- source and select venue or site for the above event within commercial time constraints and event deadlines.

## Knowledge Evidence

Demonstrated knowledge required to complete the tasks outlined in elements and performance criteria of this unit:

- types of events:
  - business and corporate
  - entertainment and leisure
  - exhibitions, expositions and fairs
  - festivals
  - fundraising
  - government and civic
  - meetings and conventions
  - sports
- operational and venue requirements for different types of events
- sources of information on event venues or sites
- key features of local event venues or sites and their capacity to service different types of events
- event staging products and services offered by event venues or sites and their suitability for different types of events:

- accommodation
- catering
- technical equipment and services
- staffing
- security
- storage facilities
- technical equipment and production services:
  - audiovisual
  - costumes
  - props
  - pyrotechnics
  - rigging
  - sets
  - sound and lighting
  - special effects
  - stage design and construction
  - venue styling
- transportation
- risk and regulatory issues associated with different types of venues and sites, and methods of managing them:
  - access
  - liquor licensing
  - number of contractors to be coordinated
  - physical constraints
  - safety issues
  - security issues
  - venue or site appeal for intended audience
  - crowd control
- social and environmental sustainability issues associated with different venues and sites:
  - water and energy use
  - waste management
  - local community rights during operation of events
  - maintenance of natural and cultural integrity
- operational structures within venues and sites:
  - relevant personnel
  - organisational relationships
  - reporting structures
- formats for, inclusions, and uses of:
  - venue or site specifications for the staging of events
  - venue or site contracts.

## Assessment Conditions

Skills must be demonstrated in an operational events context where the selection of event venues and sites is required. This can be:

- a live event
- a simulated event set up for the purpose of skills assessment.

Assessment must ensure access to:

- dedicated event budgets
- venues and sites where events are operated
- comprehensive event plans
- current and comprehensive event venue and site information:
  - product information in sales kits, brochures, product manuals, supplier information kits or information databases
  - site specifications, operational and capacity information
  - technical production and staging specifications
- industry current venue or site specification templates for the staging of events
- event stakeholders with whom the individual consults
- venue personnel and an event operational team with whom the individual liaises during the selection process; these can be:
  - those in an industry workplace who are assisted by the individual during the assessment process; or
  - individuals who participate in role plays or simulated activities, set up for the purpose of assessment, in a simulated industry environment operated within a training organisation.

Assessors must satisfy the Standards for Registered Training Organisations' requirements for assessors; and:

- have worked in industry for at least three years where they have applied the skills and knowledge of this unit of competency.

## Links

Companion Volume implementation guides are found in VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=68c40a93-e51d-4e0f-bc06-899dff092694>