# Assessment Requirements for SITEEVT008 Manage event staging components

**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 develop staging requirements for at least one type of event listed in the knowledge evidence with multiple operational components
- source and select contractors for the above event to provide staging components that meet stakeholder and event requirements
- monitor and evaluate event staging components for the above event by:
  - ensuring work is completed against event requirements and schedules
  - confirming staging requirements are delivered as required
  - obtaining feedback from stakeholders on contractor performance.

## 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
  - social
  - sports
- roles and responsibilities of organisations involved in event staging
- suppliers of staging products and services
- sources of information on staging services and products
- product and service terminology, features and options, current technology and risk considerations in these key areas of staging:
  - catering
  - displays, stands and signage

- exhibitor services
- security
- talent
- technical equipment and services:
  - audiovisual
  - lighting
  - sets
  - sound
  - stage design
  - rigging
  - special effects
- venue or site requirements
- venue layout and styling
- regulatory considerations for organising event staging:
  - contractor licensing
  - food safety
  - liquor licensing
  - local government authorities
- factors affecting staging specifications:
  - performance standards
  - price
  - technical specifications
  - theme-related requirements
  - timelines
  - regulatory requirements
- requirements for contractor briefing and specification documents.

## Assessment Conditions

Skills must be demonstrated in an operational events context where selection of event staging is required. This can be:

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

Assessment must ensure access to:

- venues and sites where events are operated
- dedicated event budgets
- comprehensive event plans
- formal communications plans
- current industry documentation and publications relating to staging products and services

- interaction with contractors to select and manage event staging requirements
- stakeholders, for whom the event is organised; 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