



**Australian Government**

# **Assessment Requirements for SITEEVT017**

## **Develop multi-venue event plans**

**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:

- determine requirements and select venues for at least two different multi-venue events with multiple operational components from the event types listed in the knowledge evidence
  - demonstrate planning and risk analysis for each of the above events, giving consideration to:
    - risks associated with using multiple venues for events
    - geographical factors
    - communication requirements between venues
  - develop and document details of the following operational procedures and information for one of the above multi-venue events:
    - communication protocols
    - key personnel in each venue
    - management structures
    - transport scheduling
    - contingency procedures
    - emergency information
    - event rosters, running sheets and schedules across venues
    - event uniformity requirements
    - route maps between venues and sites
    - information on venues, sites and local area
  - evaluate stakeholder feedback on the success of the above multi-venue event operations against the following criteria:
    - communication
    - contingency management
    - operational efficiency
    - profitability
    - resource efficiency
    - success in meeting event objectives.
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## Knowledge Evidence

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

- types of events:
    - celebrations and ceremonies
    - community
    - conferences
    - entertainment and leisure
    - exhibitions, expositions and fairs
    - festivals
    - fundraising
    - government and civic
    - marketing
    - sports
  - types of events that require the use of multiple venues
  - implications of multi-event operations and ways to address them:
    - communication
    - management structures
    - operational complexities
    - resources:
      - financial
      - human
      - physical
    - safety
    - geographical factors:
      - distance between venues
      - pick-up and drop-off points
      - terrain
      - traffic routes
      - transport requirements
  - inter-venue communication options and relevant technologies to suit particular event requirements:
    - computer networks
    - telephone systems or teleconferencing
    - two-way radios
    - video links or videoconferencing
  - risk management issues associated with the use of multiple venues for an event:
    - communication issues
    - contractor management
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- consistency of presentation and standards
  - crowd control
  - delays
  - emergency services access
  - security complications
  - additional resource and staging requirements of a multi-venue event.

## **Assessment Conditions**

Skills must be demonstrated in an operational events context where multi-venue event planning is required. This can be:

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

Assessment must ensure access to:

- multiple venues and sites where events are operated
- dedicated event budgets
- comprehensive event plans
- current industry documentation and publications relating to venues and sites
- formal communications plans
- operational information for multi-venue events:
  - contingency procedures
  - emergency information
  - event rosters
  - event running sheets
  - event schedules across venues
  - maps and other geographical information:
    - route maps between venues and sites
    - information for venues, sites and local area
- an event operations team and event stakeholders with whom the individual consults
- venue personnel with whom operational and communication strategies and procedures can be established; 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:

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- 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>