SITXEVT002A Provide event staging support

Release: 1

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Modification History

Not applicable.

Unit Descriptor

This unit describes the performance outcomes, skills and knowledge required to provide assistance with the staging of an event, including general knowledge of event staging and production issues.
No licensing, legislative, regulatory or certification requirements apply to this unit at the time of endorsement.

Application of the Unit

This unit applies to individuals working in event operations support roles across the full spectrum of business and community activity. It has particular relevance in the cultural, community hospitality, sporting and tourism sectors.
While the unit is broad in nature to capture a wide range of event operations, it requires the ability to apply specific knowledge of event technical production and staging requirements.
An individual undertaking this role would be required to use some discretion and judgement, and operate within an established framework of plans and procedures under some supervision.

Licensing/Regulatory Information

Refer to Unit Descriptor

Pre-Requisites

Nil

Employability Skills Information

The required outcomes described in this unit of competency contain applicable facets of employability skills. The Employability Skills Summary of the qualification in which this unit is packaged will assist in identifying employability skills requirements.

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Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency.
Performance criteria describe the required performance needed to demonstrate achievement of the element. Where **bold italicised** text is used, further information is detailed in the required skills and knowledge and/or the range statement. Assessment of performance is to be consistent with the evidence guide.

Elements and Performance Criteria

Elements and Performance Criteria

Element		Performance Criteria	
1	Make preparations for event staging.	1.1	Clarify and confirm details of **event**, including necessary resources, roles, responsibilities and timelines.
		1.2	Assess and correctly interpret **key event staging information** to confirm own and team work requirements.
		1.3	Obtain or organise relevant **staging resources** ensuring all safety requirements are met.
2	Provide on-site staging and production assistance.	2.1	Use event operations knowledge and initiative to participate effectively in event set-up, operation and break-down.
		2.2	Anticipate potential operational problems and take appropriate action to mitigate.
		2.3	Provide required **assistance to meet technical production requirements**.
		2.4	Identify and take opportunities to acquire new skills.
		2.5	Ensure **health, safety and security procedures** are integrated into all work procedures and **risk management issues** are addressed.
		2.6	Maximise work efficiency and effectiveness through appropriate **liaison with colleagues on operational issues**.
		2.7	Identify **operational problems** promptly and resolve within scope of individual responsibility or refer to supervisor.

	2.8	Accurately complete all required **event documentation**.
3 Participate in event debrief.	3.1	Review event operation and factors impacting on its efficiency and success, including own role.
	3.2	Provide input to event debrief regarding operational issues and areas for potential improvement.

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Required Skills and Knowledge

This section describes the essential skills and knowledge and their level, required for this unit.

The following skills must be assessed as part of this unit:

literacy skills to interpret event documentation, including basic production documentation and work plans

numeracy skills to work with attendance numbers, monitor time and schedules, and check resources and equipment

problem-solving skills to anticipate and respond to typical event operational problems.

The following knowledge must be assessed as part of this unit:

broad features and components of different types of events

roles and responsibilities of various personnel involved in event staging in different work contexts

product and service terminology and broad operational parameters for key areas of staging, including:

catering

venue or site services and set-ups

technical services, including audiovisual, lighting, sound, rigging and special effects

entertainers

registration requirements and set-ups

physical elements, including display, furniture and temporary structures

security

media coverage

safety equipment

typical procedures and practices for the set-up, operation and break-down of events in the relevant work context

overview of legal, security and risk management issues that impact on event operations across different contexts

safe manual handling procedures relevant to the work context

emergency procedures relevant to the work context.

Evidence Guide

The evidence guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, the range statement and the Assessment Guidelines for this Training Package.

Critical aspects for assessment and evidence required to demonstrate competency in this unit	Evidence of the following is essential:
	general knowledge of key operational, staging and production issues for different types of events
	knowledge of the different event management and operational roles and responsibilities in the relevant work context
	ability to provide efficient and safe event operations support, including effective liaison and proactive identification of operational problems
	practical demonstration of skills through the provision of operational assistance at an event.
Context of and specific resources for assessment	Assessment must ensure:
	access to an event on which the candidate can work
	interaction with others to reflect the communication aspects of the unit
	presence of realistic time constraints for the completion of work activities.

Methods of assessment	A range of assessment methods should be used to assess practical skills and knowledge. The following examples are appropriate for this unit:
	direct observation of the candidate completing tasks during set-up, operation and break-down of an event
	oral or written questioning to assess knowledge of event components, typical procedures and safety issues
	review of portfolios of evidence and third-party workplace reports of on-the-job performance by the candidate.
	Holistic assessment with other units relevant to the industry sector, workplace and job role is recommended.
Assessing employability skills	Employability skills are integral to effective performance in the workplace and are broadly consistent across industry sectors. How these skills are applied varies between occupations and qualifications due to the different work functions and contexts. Employability skills embedded in this unit should be assessed holistically with other relevant units that make up the skill set or qualification and in the context of the job role.

Range Statement

RANGE STATEMENT

The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. Bold italicised wording in the performance criteria is detailed below.

Event may include:	conference
	symposium
	exhibition
	festival
	promotion
	show
	sporting event
	parade
	cultural celebration
	trade and consumer show
	social event
	public event
	corporate event
	charitable, fundraising event.
Key event staging information may relate to:	attendance numbers
	event timelines
	venue or stage set-up
	technical production, including:
	lighting
	sound
	audiovisual
	sets
	props
	costumes.

Staging resources may include:	technical equipment
	handouts
	props
	transportation
	furniture
	space
	catering
	security
	support materials.
Assistance to meet technical production requirements may include:	working with technicians
	working with venue staff
	running cables
	moving equipment
	assisting with stage or equipment set-up.
Health, **safety and security procedures** may relate to:	food safety
	electrical safety
	ensuring clear access routes
	personal hygiene
	restricting access
	identifying potential hazards.
Risk management issues may relate to:	security
	specific audience behaviour
	crowd control
	service quality.

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Liaison with colleagues on operational issues may include:	early discussion of potential problems
	seeking clarity on operational requirements
	developing a team approach to particular tasks.
Operational problems may include:	delays
	equipment breakdown
	client dissatisfaction
	non-arrival of key talent, speakers, etc.
	inadequate supplies.
Event documentation may include:	running sheets
	checklists
	equipment labelling
	attendance lists.

Unit Sector(s)

Tourism and Events

Competency field

Event Management

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