



Australian Government

Assessment Requirements for BSBADM503 Plan and manage conferences

Release: 1

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Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 1.0.

Performance Evidence

Evidence of the ability to:

- prepare and investigate conference requirements
- promote the conference using public relations strategies according to predetermined budgets and deadlines
- coordinate conference proceedings including addressing any problems as they arise
- fulfil all post-conference requirements according to organisational requirements.

Note: If a specific volume or frequency is not stated, then evidence must be provided at least once.

Knowledge Evidence

To complete the unit requirements safely and effectively, the individual must:

- summarise relevant organisational policies and procedures for planning and managing conferences
- outline tools that could be used in managing conferences
- explain budgeting strategies used for projects
- identify techniques for conference planning including setting milestones.

Assessment Conditions

Assessment must be conducted in a safe environment where evidence gathered demonstrates consistent performance of typical activities experienced in the general administration field of work and include access to:

- office equipment
- reference material related to conference venues, transport, accommodation and catering
- necessary conference documentation
- relevant contact persons, including speakers, clients and management.

Assessors must satisfy NVR/AQTF assessor requirements.

Links

Companion Volume implementation guides are found in VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10>