Australian Government

CUAEVP201 Assist with the staging of public activities and events

Release: 1

CUAEVP201 Assist with the staging of public activities and events

Modification History

Release	Comments
Release 1	This version first released with CUA Creative Arts and Culture Training Package version 2.0.

Application

This unit describes the skills and knowledge required to complete a range of tasks associated with setting up and staging public activities and events.

It applies to individuals who provide basic assistance at any type of public activity or event while under direct supervision.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Unit Sector

Cultural services - exhibitions and visitor programs

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Prepare for public activities or events	1.1 Clarify and confirm t event details and own role in set-up and staging of activity or event with supervisor 1.2 Confirm work plans, specific work requirements, and required resources with supervisor 1.3 Organise required resources within scope of own responsibility and required timeframes
2. Undertake on-site activities	2.1 Set up and maintain activities according to work plan and requirements in consultation with supervisor and work colleagues 2.2 Participate in the delivery of activities as required in line with established procedures 2.3 Identify problems promptly and resolve within scope of

ELEMENT	PERFORMANCE CRITERIA
	individual responsibility or refer to supervisor
3. Finalise on-site activities	3.1 Pack up and clean up materials and site within required timeframes following health, safety and security procedures
	3.2 Complete required documentation and submit to relevant personnel

Foundation Skills

This section describes language, literacy, numeracy and employment skills incorporated in the performance criteria that are required for competent performance.

Skill	Performance Criteria	Description
Reading	1.2, 3.1	• Interprets work instructions and requirements from key workplace information
Writing	1.3, 2.1, 3.2	• Records information in a sequential manner using clear and appropriate terminology
Oral Communication	1.1, 1.2, 2.1-2.4	• Articulates clearly using language appropriate to environment and audience • Uses listening and questioning techniques to clarify and confirm understanding of routine work issues
Numeracy	1.2, 2.1	• Correctly interprets and follows numerical information in work plans, timelines and other documentation
Navigate the world of work	2.4, 3.1	• Follows organisational procedures relevant to own role, seeking clarification when required
Interact with others	1.1, 1.2, 2.1, 2.4	• Follows accepted communication practices and protocols for reporting matters to supervisors
Get the work done	1.1, 1.3, 2.1, 2.4, 3.1, 3.2	• Follows clearly defined instructions and sequencing, and monitors own progress in meeting requirements, seeking assistance when necessary • Responds to predictable routine problems according to required procedures

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
CUAEVP201 Assist with the staging of public activities and events	CULEVP201A Assist with the presentation of public activities and events	Updated to meet Standards for Training Packages Change to unit title. Minor edits to performance criteria and elements to clarify intent.	Equivalent Unit

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=1db201d9-4006-4430-839f-382ef6b803d5