



Australian Government

Department of Education, Employment and Workplace Relations

CULMS207C Assist with the presentation of public activities and events

Revision Number: 1

CULMS207C Assist with the presentation of public activities and events

Modification History

Not applicable.

Unit Descriptor

Unit descriptor

This unit describes the performance outcomes, skills and knowledge required to complete a range of tasks under supervision for the set up and operation of activities and events. As such the unit includes a general knowledge of the issues to be considered in staging any type of activity or event.

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

Application of the Unit

Application of the unit

This unit applies to individuals who provide very basic assistance at any type of event and who work under direct supervision. Events take place across the spectrum of business and community activity, but the unit has particular application in the cultural, hospitality, sporting and tourism sectors.

The skills required for more complex event support roles are covered in other Event Management units in the THT02 Tourism Training Package and THH02 Hospitality Training Package.

Licensing/Regulatory Information

Not applicable.

Pre-Requisites

Prerequisite units Nil

Employability Skills Information

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

Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency.

Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the required skills and knowledge section and the range statement. Assessment of performance is to be consistent with the evidence guide.

Elements and Performance Criteria

ELEMENT

PERFORMANCE CRITERIA

1 Make preparations for activities or events

- 1.1 Clarify and confirm details of *activities and events*, including necessary *resources*, roles, responsibilities and timelines with supervisor
- 1.2 Extract key information from work plans or other documentation and *confirm specific work requirements* with supervisor
- 1.3 Obtain or organise resources and set up in accordance with work instructions, ensuring all safety requirements are met

ELEMENT	PERFORMANCE CRITERIA
2 Complete tasks for activity/event presentation	<p data-bbox="539 376 1310 488">2.1 Follow agreed plans and procedures for the activity or event in consultation with supervisor and <i>other work colleagues</i></p> <p data-bbox="539 517 1310 595">2.2 Follow health, safety and security procedures during completion of all work tasks</p> <p data-bbox="539 624 1310 703">2.3 Communicate appropriately with colleagues and customers during completion of work tasks</p> <p data-bbox="539 732 1310 810">2.4 Identify problems promptly and resolve within scope of individual responsibility or refer to supervisor</p> <p data-bbox="539 840 1310 902">2.5 Accurately complete <i>required documentation</i> and submit to relevant personnel</p>

Required Skills and Knowledge

Required Skills and knowledge

This section describes the skills and knowledge required for this unit.

Required skills

- communication skills to liaise with other team members and supervisors on routine work issues
- problem solving skills to identify and resolve very simple problems
- literacy skills to interpret work instructions.

Required knowledge

- different types of activities/events and their components in the relevant work context
- roles and responsibilities of different personnel in the set up and operation of an activity/event in the relevant work context
- typical procedures and practices for the set up and operation of public activities and events in the relevant work context
- safety and security requirements and legislation relevant to the work context
- safe manual handling procedures relevant to the work context
- emergency procedures relevant to the work context.

Evidence Guide

EVIDENCE GUIDE

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

Critical aspects for assessment and evidence required to demonstrate competency in this unit

Evidence of the following is essential:

- general knowledge of activity/event components and different roles and responsibilities in the relevant work context
- ability to complete tasks safely and follow work instructions
- practical demonstration of skills through the provision of assistance with an activity or event.

Context of and specific resources for assessment

Assessment must ensure:

- interaction with others to reflect the communication aspects of the unit
- access to a location in which events or activities take place
- access to an activity or event on which the candidate can work.

Method 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 questioning combined with review of portfolios of evidence and third party workplace reports of on-the-job performance by the candidate
- direct observation of the candidate completing tasks during set up or operation of an activity/event
- oral or written questioning to assess knowledge of event components, typical procedures, safety issues.

Holistic assessment with other units relevant to the industry sector, workplace and job role is recommended, for example:

- CUFSAF01B Follow health, safety and security procedures.

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, if used in the performance criteria, is detailed below. Essential operating conditions that may be present with training and assessment (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) may also be included.

Activities and events may include:

- guided tours
- exhibitions
- special occasions and festivals
- holiday or weekend activities
- performances e.g. theatre, film, music, craft demonstrations, workshops
- scientific experiments
- excavations, field trips, site visits
- open days
- ceremonies
- school programs

Resources may include:

- lighting
- audiovisual equipment and recordings
- other equipment
- handouts
- props
- transportation
- furniture
- space
- catering
- security
- support materials

Specific work requirements within this unit would generally be quite simple in nature and may relate to:

- assistance with set up of displays
- assistance with bump-in/bump-out
- assistance with equipment set up
- venue preparation
- customer service tasks

Other work colleagues may

- supervisor

RANGE STATEMENT

include:

- peers
- technical specialists
- guides
- education officers
- director/producer
- talent
- curator
- collection management staff
- marketing staff
- security staff

Required documentation
may include:

- running sheets
- equipment lists
- attendance sheets
- activity sheets

Unit Sector(s)

Not applicable.

Competency field**Competency field** Public Programs