



Australian Government

Department of Education, Employment and Workplace Relations

CULEVP201A Assist with the presentation of public activities and events

Release: 1

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Modification History

Release	Comments
Release 1	This unit of competency first released with <i>CUL11 Library, Information and Cultural Services Training Package version 1.0</i>

Unit Descriptor

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

Application of the Unit

This unit applies to individuals who provide basic assistance at any type of event and work under direct supervision.

While this unit has particular application in the library, information and cultural sectors, it has relevance to events that take place across the spectrum of business and community activity.

Licensing/Regulatory Information

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

Pre-Requisites

Not applicable.

Employability Skills Information

This unit contains employability skills.

Elements and Performance Criteria Pre-Content

Element	Performance Criteria
<i>Elements describe the essential outcomes of a unit of competency.</i>	<i>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.</i>

Elements and Performance Criteria

1. Prepare for activities or events	1.1 Clarify and confirm with supervisor <i>details</i> of, and <i>resources</i> required for, <i>activities and events</i> 1.2 Confirm work plans and <i>specific work requirements</i> with supervisor 1.3 Organise required resources
2. Undertake on-site activities	2.1 Follow agreed work requirements in consultation with supervisor and <i>work colleagues</i> 2.2 Set up and maintain activities in agreement with work plan and requirements 2.3 Participate in the delivery of activities as required
3. Finalise on-site activities	3.1 Pack up and clean up materials and site following health, safety and security procedures 3.2 Identify problems promptly and resolve within scope of individual responsibility or refer to supervisor 3.3 Complete required <i>documentation</i> and submit to relevant personnel

Required Skills and Knowledge

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

Required skills

- communication skills to liaise with colleagues and supervisors on routine work issues
- literacy skills to read and interpret work instructions
- organising skills to:
 - plan work tasks in a logical sequence
 - work efficiently
- problem-solving skills to:
 - identify and resolve simple problems relating to activities and events
 - interpret work plans
- self-management skills to:
 - follow work plans and meet deadlines
 - follow safety procedures
 - teamwork skills to work with others in setting up and cleaning up after public activities and events.

Required knowledge

- components of different types of public activities and events
- emergency procedures relevant to the work context
- procedures and practices for the set-up and operation of public activities and events
- recommended safe work practices relevant to public activities and events
- roles and responsibilities of different personnel in the set-up and operation of public activities and events
- security requirements relevant to public activities and events.

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.

Overview of assessment	
Critical aspects for assessment and evidence required to demonstrate competency in this unit	<p>Evidence of the ability to:</p> <ul style="list-style-type: none"> assist with the set-up, maintenance and clean-up of public activities and events complete tasks safely and follow work instructions resolve and refer problems as required.
Context of and specific resources for assessment	<p>Assessment must ensure:</p> <ul style="list-style-type: none"> interaction with others involved in public activities or events to reflect the communication aspects of the unit access to: <ul style="list-style-type: none"> a location in which events or activities take place an activity or event on which the candidate can work.
Method of assessment	<p>A range of assessment methods should be used to assess practical skills and knowledge. The following examples are appropriate for this unit:</p> <ul style="list-style-type: none"> direct questioning combined with review of portfolios of evidence and third-party workplace reports of on-the-job performance direct observation or verified evidence of the candidate completing tasks during the set-up or operation of an activity or event verbal or written questioning to assess knowledge of event components, typical procedures and safety issues. <p>Assessment methods should closely reflect workplace demands and the needs of particular client groups (consider the requirements of different age groups, clients with English as a second language, clients with disabilities, remote library users, etc.).</p>
Guidance information for assessment	<p>Holistic assessment with other units relevant to the industry sector, workplace and job role is recommended, for example:</p> <ul style="list-style-type: none"> BSBOHS201A Participate in OHS processes.

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.

<i>Details</i> may relate to:	<ul style="list-style-type: none"> • location • responsibilities • roles • rosters • schedules • timelines.
<i>Resources</i> may include:	<ul style="list-style-type: none"> • audiovisual equipment and recordings • budget • caterers • catering supplies • consumables, such as: <ul style="list-style-type: none"> • environmentally friendly bags • pens • stickers • furniture • give-aways • guest speakers • lighting • promotional or support materials, such as: <ul style="list-style-type: none"> • activity sheets • electronic presentations • handouts • posters • props • sample bags • security • space • staffing • transportation.
<i>Activities and events</i> may include:	<ul style="list-style-type: none"> • ceremonies • demonstrations • displays • excavations

	<ul style="list-style-type: none">• exhibitions• festivals• field trips• guest speakers• guided tours• holiday or weekend activities• industry activities, such as:<ul style="list-style-type: none">• book week• library week• outreach• open days• orientation• performances, such as:<ul style="list-style-type: none">• craft demonstrations• film• music• theatre• workshops• programs that promote reading and literature, such as:<ul style="list-style-type: none">• adult literacy• story time• school programs• special occasions• theme days• training sessions• visits by:<ul style="list-style-type: none">• artists• authors• curators• performers.
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<p><i>Specific work requirements</i> may relate to:</p>	<ul style="list-style-type: none"> • answering or making basic phone enquiries regarding activities and events • assisting with booking accommodation and travel arrangements for guest speakers • assisting with booking venues, rooms or taking bookings for attendance • assisting with bump-in and bump-out • assisting with catering • assisting with furniture and equipment set-up • assisting with set-up of displays • customer service tasks • developing or organising the printing of promotional or support materials • greeting and directing attendees • venue preparation.
<p><i>Work colleagues</i> may include:</p>	<ul style="list-style-type: none"> • administrative staff • collection management staff • curators • directors • education officers • guides • marketing staff • peers • producers • security staff • supervisors • technical specialists, such as IT staff • visiting presenters.
<p><i>Documentation</i> may include:</p>	<ul style="list-style-type: none"> • activity sheets • attendance sheets • basic timeline for preparations for activity or event • checklists • electronic and hard copy correspondence advising of upcoming events • equipment lists • incident reports • list of required resources • posters or other materials publicising activities and events • running sheets • simple written report summarising preparations, plans and delivery of activities and events.

Unit Sector(s)

Cultural services - Exhibitions and visitor programs