



Australian Government

Assessment Requirements for SISXIND006 Conduct sport, fitness or recreation events

Release: 1

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Modification History

Not applicable.

Performance Evidence

Evidence of the ability to complete tasks outlined in elements and performance criteria of this unit in the context of the job role, and:

- plan, deliver, and evaluate at least two of the following events that have prearranged operational components:
 - banquet
 - business or corporate event
 - entertainment or leisure event
 - exhibition, exposition or fair
 - fundraising event
 - industry and other awards presentations
 - meetings and conventions
 - social event
 - sporting event
- develop and present comprehensive event proposals for each event that cover:
 - budget
 - floor or site plans
 - systems and procedures appropriate to the type of event:
 - timeframe and running sheet
 - contingency and critical incident procedures
 - register of staff, officials and volunteers
 - registration system
 - participant or player database
 - competition draw or schedule
 - technical production (lighting, sound, audio, visual)
 - communication strategy
 - media access
 - recording and processing of results or outcomes
 - database of suppliers and contractors
 - financial system such as cash handling and point of sale
 - contingency and critical incident procedures related to:
 - equipment breakdown

- participant injury or illness
- facility and venue problems or changes
- traffic issues
- adverse weather
- modifications to draw
- late withdrawals
- event staff sickness
- insufficient officials
- lateness of VIPs
- number of registrations
- date of event
- decorations
- format, style and duration
- food and beverage requirements
- event program
- event set up
- styling of venue
- technical equipment
- timing of service
- develop and produce these comprehensive documents for each event:
 - briefing papers
 - emergency phone contacts
 - layout plan for venue or site
 - program
 - running sheet
 - schedules.

Knowledge Evidence

Demonstrated knowledge required to complete the tasks outlined in elements and performance criteria of this unit:

- the primary components of state, territory and local council laws that impact on event delivery and actions that must be adhered to by event operators during event setup, conduct and break down, in particular laws that cover:
 - work health and safety/occupational health and safety (this would include requirements that must be met for providing a safe workplace, hazard identification and assessment and control of associated risks)
 - workers' compensation (this would include insurance requirements, injury reporting and occupational rehabilitation requirements)
 - workplace relations
- legal liability and duty of care of participants

- characteristics of these events staged in various locations:
 - banquets
 - business or corporate event
 - entertainment or leisure event
 - exhibition, exposition or fair
 - fundraising event
 - industry and other awards presentations
 - meetings and conventions
 - social events
 - sporting events
- for each event:
 - purpose and format
 - roles and responsibilities of team members
 - event running order
 - entertainment and speeches
 - service order and timing for food and beverage items to complement event activities
- key features and functions of these event staging products and services:
 - catering
 - displays, stands and signage
 - exhibitor services
 - security
 - talent:
 - entertainers
 - speakers
 - technical equipment and services:
 - audio-visual
 - lighting
 - rigging
 - sets
 - sound
 - special effects
 - stage design
 - venue or site:
 - furniture
 - layouts
 - registration areas and equipment
 - styling
- formats for, inclusions and uses of:
 - event proposals
 - specific event documentation:

- booking conditions
- confirmation letters
- contracts and invoices
- event operational documentation:
 - event orders
 - floor plans
 - menus
- key environmental and social sustainability impacts of event delivery and procedures for:
 - recycling and disposal of all waste and hazardous substances
 - ensuring safety for crowds and the movement of large numbers of attendees
 - minimising the use of energy, water and other resources during event set-up, operation and break-down.

Assessment Conditions

Skills must be demonstrated in:

- a sport, fitness or recreation environment. This can be a workplace or simulated environment with:
 - real events
 - a simulated industry activity or event created for the purpose of skills assessment that has commercial, community or business relevance in one or more of the following environments:
 - auditoria
 - exhibition areas
 - conference rooms
 - restaurants
 - sporting facilities.

Assessment must ensure access to:

- current and comprehensive event venue information:
 - product information within sales kits, brochures, product manuals, information kits or information databases
 - site specifications, operational and capacity information
 - technical production and staging specifications
- industry current template documents for:
 - event proposals
 - event documentation issued to customers including booking conditions, confirmation letters, contracts and invoices
 - event operational documentation including event orders
 - floor plans

- procedures for preparing proposals
- customers, internal personnel and external suppliers with whom the individual can interact; these can be:
 - individuals in an industry workplace, or
 - individuals who participate in project activities, role plays or simulated activities, set up for the purpose of assessment, within a training organisation.

Assessors must satisfy the Standards for Registered Training Organisations' requirements for assessors.

Links

Companion Volume implementation guides are found in VETNet -

<https://vetnet.education.gov.au/Pages/TrainingDocs.aspx?q=1ca50016-24d2-4161-a044-d3faa200268b>