



**Australian Government**

# **Assessment Requirements for SITEEVT004 Provide event staging support**

**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:

- assist with set-up, operation and break-down of staging requirements for at least two different types of events listed in the knowledge evidence
- provide event staging support for each of the above events to meet commercially realistic time pressures and constraints.

## Knowledge Evidence

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

- types of events:
  - business and corporate
  - community
  - entertainment and leisure
  - exhibitions, expositions and fairs
  - festivals
  - fundraising
  - government and civic
  - marketing
  - meetings and conventions
  - sports
- basic aspects of different types of events, their format and running order
- roles and general responsibilities in event staging of:
  - internal event team members
  - venue personnel
  - external contractors
  - on-site event manager
- basic aspects of event staging products and services:
  - catering
  - displays, stands and signage
  - talent:

- entertainers
- speakers
- technical equipment and services:
  - audiovisual
  - lighting
  - sound
- venue or site:
  - layouts
  - registration areas and equipment
  - styling
- for specific organisation or event:
  - features of event documentation used to participate in event staging
  - team structure for instructions, reporting and resolution of problems during event operation
  - procedures and practices for the set-up, operation and break-down of events
  - environmental and social sustainability procedures for:
    - recycling and disposing of waste, especially hazardous substances
    - reducing impacts on the lifestyle of neighbouring residents
    - safety for crowds and the movement of large numbers of attendees
    - use of energy, water and other resources during event set-up, operation and break-down.

## Assessment Conditions

Skills must be demonstrated in an operational events business or activity where event staging support is required. This can be:

- an industry workplace
- a simulated event set up for the purpose of skills assessment.

Assessment must ensure access to:

- operational documentation used to manage on-site event staging:
  - briefing papers
  - contact numbers for contractors and emergency services
  - event program and scheduled time for activities
  - event orders
  - itemised lists of resources
  - layout plan for venue or site
  - plans and procedures
  - registration reports
  - running sheets for delivery of event

- service vouchers
- signage
- site maps
- staffing rosters
- technical equipment and production services from the following list as required for the event:
  - audiovisual
  - costumes
  - props
  - pyrotechnics
  - rigging
  - sets
  - sound and lighting
  - special effects
  - stage design and construction
  - venue styling
- venue personnel, event staging and technical production specialists with whom the individual can interact; these can be:
  - those in an industry workplace who are assisted by the individual during the assessment process; or
  - individuals who participate in role plays or simulated activities, set up for the purpose of assessment, in a simulated industry environment operated within a training organisation.

Assessors must satisfy the Standards for Registered Training Organisations' requirements for assessors; and:

- have worked in industry for at least three years where they have applied the skills and knowledge of this unit of competency.

## Links

Companion Volume implementation guides are found in VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=68c40a93-e51d-4e0f-bc06-899dff092694>