



Australian Government

SITEEVT004 Provide event staging support

Release: 1

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Modification History

Not applicable.

Application

This unit describes the performance outcomes, skills and knowledge required to assist with staging requirements during event set up, operation and break down. It requires the ability to integrate fundamental knowledge of event staging and technical production requirements.

This unit is relevant to events that are diverse in nature and are coordinated in many industry contexts, including the tourism, hospitality, sport, cultural and community sectors.

It applies to event support personnel who operate under the supervision and guidance of event staging and technical production specialists. They may work in event management or technical staging companies, in event venues, or in organisations which organise their own events.

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

Pre-requisite Unit

Nil

Competency Field

Events

Unit Sector

Events

Elements and Performance Criteria

ELEMENTS

Elements describe the essential outcomes.

1. Prepare for event staging.

PERFORMANCE CRITERIA

Performance criteria describe the performance needed to demonstrate achievement of the element.

- 1.1. Interpret operational documentation and clarify details of staging requirements and resources with supervisor.
- 1.2. Participate in event briefings and clarify own and team roles, responsibilities and timelines.
- 1.3. Obtain staging resources according to plans to meet cost requirements and minimise waste.

2. Provide on-site staging assistance.
 - 2.1. Participate in event set-up, operation and break-down using plans and procedures to guide staging activities.
 - 2.2. Provide assistance with staging requirements as directed and take opportunities to acquire new skills.
 - 2.3. Liaise with colleagues to maximise work efficiency and effectiveness.
 - 2.4. Identify operational problems and resolve within scope of individual responsibility or refer to relevant personnel.
 - 2.5. Comply with environmental and social sustainability procedures.
3. Provide feedback on event operations.
 - 3.1. Review event operations and factors affecting efficiency and success, including own role.
 - 3.2. Participate in event debriefs, provide feedback on operational issues and suggest improvements.

Foundation Skills

Foundation skills essential to performance in this unit, but not explicit in the performance criteria are listed here, along with a brief context statement.

SKILLS	DESCRIPTION
Reading skills to:	<ul style="list-style-type: none">interpret complex event staging documents, plans, procedures, briefing papers, running sheets, event registration reports, and layout plans for venues or sites.
Writing skills to:	<ul style="list-style-type: none">record basic notes, messages and simple reports on staging problems and requirements.
Oral communication skills to:	<ul style="list-style-type: none">actively listen to instructions from event management personnel and seek clarification of issuesinteract with venue personnel, event staging, and technical production specialists in line with organisational standards.
Numeracy skills to:	<ul style="list-style-type: none">calculate required numbers of staging resourcescheck numbers of installed staging elements against attendance numbersmonitor time against running sheets.
Problem-solving skills to:	<ul style="list-style-type: none">identify missing staging elements during set-up, and take action to source and provide them.

Planning and
organising skills to:

- prepare and check staging resources in advance of events.

Self-management
skills to:

- manage own speed and timing to meet deadlines for event set-up, operation and break-down.

Unit Mapping Information

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Links

Companion Volume implementation guides are found in VETNet -

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