



Australian Government

Assessment Requirements for SITEEVT005 Plan in-house events or functions

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 the delivery of at least two in-house events or functions listed in the knowledge evidence to meet the operational requirements of diverse customers
- prepare and present accurate and comprehensive event proposals and operational documentation for each of the above events
- demonstrate the following for each of the above events:
 - liaise with internal personnel and external suppliers to facilitate effective event planning and booking of services
 - issue event orders and operational documents
 - complete activities within commercial time constraints and event deadlines.

Knowledge Evidence

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

- types of in-house events and functions:
 - balls
 - banquets
 - business and corporate
 - celebrations and ceremonies
 - entertainment and leisure
 - exhibitions, expositions and fairs
 - festivals
 - fundraising
 - government and civic
 - industry and other award presentations
 - marketing
 - meetings and conventions
 - parties
 - sports
- characteristics of different types of events and functions staged in commercial venues:

- purpose and format
- roles and responsibilities of different event clients, including corporate clients, family members or officials
- event running order
- entertainment and speeches
- service order and timing for food and beverage items to complement event or function activities
- key features and functions of event staging products and services:
 - accommodation
 - catering
 - displays, stands and signage
 - exhibitor services
 - security
 - talent
 - technical equipment and services
 - venue or site
- styles used in venue room set-up and their different purposes:
 - banquet
 - classroom
 - conference
 - theatre
 - u shape
- different formats for, inclusions, and uses of:
 - event proposals
 - event documentation issued to customers:
 - booking conditions
 - confirmation letters
 - contracts
 - invoices
 - event orders and operational documentation
 - floor plans
 - menus
- key environmental and social impacts of event delivery and minimal impact procedures to:
 - reduce the impact on the lifestyle of neighbouring residents
 - recycle and dispose of waste, especially hazardous substances
 - ensure crowd safety and the safe movement of large numbers of attendees
 - efficiently use energy, water and other resources during event set-up, operation and break-down
- for specific organisation or event:

- comprehensive product knowledge of venue features and capacity to service different types of events
- procedures and deadlines for preparing proposals and booking internal and external event services
- role of different venue personnel in the event management process.

Assessment Conditions

Skills must be demonstrated in an operational events business or activity where in-house events and functions are planned. This can be:

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

Assessment must ensure access to:

- computerised operations system currently used in the events industry to administer event planning functions
- current and comprehensive event venue information:
 - product information in sales kits, brochures, product manuals, information kits or information databases
 - site specifications, operational and capacity information
 - technical production and staging specifications
 - access and security details
 - car parking facilities
- industry current template documents for:
 - event proposals
 - event running sheets
 - event documentation issued to customers:
 - booking conditions
 - confirmation letters
 - contracts
 - invoices
 - event operational documentation
 - floor plans
 - menus
- technical equipment and services required for the event from the following:
 - audiovisual
 - rigging
 - stage design and construction
 - venue styling
- event operations team, internal personnel, external suppliers and customers 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>