Assessment Requirements for SITEEVT006 Develop conference programs

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:

- design one conference program in consultation with stakeholders
- determine and document the following operational and program requirements for the above conference program:
  - accommodation
  - budget
  - catering
  - date
  - delegate numbers and profile
  - duration
  - event running sheet
  - venue and staging requirements
  - balance of social and business program
  - format
  - learning and development requirements
  - speakers, facilitators and talent.

Knowledge Evidence

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

- needs of different conference market segments and relevant stakeholders, including:
  - associations
  - corporate
  - government
- conference session formats, and the features, advantages and disadvantages of different options
- current, emerging and innovative approaches to conference program design
- different conference program components and their impact on program design:
  - breaks
  - business program:

- - plenary
  - break-outs
- catering
- links with other parallel events
- pre- and post-touring elements
- social program
- scheduling options and issues for conferences of varying durations
- options for conference staging:
  - key staging components
  - room layouts
  - current technologies
  - remote conferencing options
  - venue requirements
- educational, learning and development principles:
  - learning principles for different groups
  - varying learning styles
  - features of learning materials
  - features of academic abstracts and how they are used.

Assessment Conditions

Skills must be demonstrated in an operational events context where development of a conference program is required. This can be:

- a live event
- a simulated event, set up for the purpose of skills assessment.

Assessment must ensure access to:

- dedicated conference budgets
- current industry documentation relating to at least three different conference venues:
  - audio visual
  - banquet event orders
  - floors plans
  - insurance and indemnity
  - menus
  - venue access information
  - venue requirements
- computers and word processing software to produce conference programs
- organisational templates:
  - booking forms
  - event running sheets

SkillsIQ

- registration reports
- risk assessments
- sign-in and sign-out records
- stakeholders with whom the individual consults and develops a conference program; 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