Assessment Requirements for SITEEVT010
Manage on-site event operations

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:

- manage on-site event operations for at least one event type listed in the knowledge evidence with multiple operational components, overseeing event:
  - set-up
  - operation
  - break-down
- develop comprehensive plans, procedures and operational documentation for staging at above event
- conduct event briefings prior to and following the above event
- liaise and consult with contractors and other relevant personnel during event finalisation, operation and break-down to ensure service agreements are met and potential risks are mitigated
- manage on-site event operations in live time where commercially realistic time pressures and constraints play a key factor.

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

- types of events:
  - business and corporate
  - entertainment and leisure
  - exhibitions, expositions and fairs
  - festivals
  - fundraising
  - government and civic
  - marketing
  - meetings and conventions
  - sports
- characteristics of different types of events; their purpose, format and running order
- personnel and others involved in the operation of an event:
• clients
• contractors
• event operations team
• exhibitors
• merchandisers
• organising committee
• sponsors
• suppliers
• venue coordinators or duty managers
• volunteers
• roles, responsibilities, hierarchy of controls, and reporting for event staging of:
  • corporate clients
  • internal event team members, venue personnel and external contractors
  • on-site event manager
• features and functions of two-way communication equipment used to facilitate communication between event personnel
• techniques for managing stress and time during operation of events
• types of event contractors:
  • caterers
  • display suppliers
  • entertainers
  • food and beverage personnel
  • florists
  • equipment hire companies
  • registration and ticket sales specialist companies
  • security personnel
  • speakers and facilitators
  • suppliers of technical equipment and services
  • venue coordinators or duty managers
• key features and functions of event staging products and services:
  • catering
  • displays, stands and signage
  • exhibitor services
  • security
  • talent
  • technical equipment and services:
    • audiovisual
    • lighting
    • rigging
    • sets
- sound
- special effects
- stage design
- venue or site:
  - furniture
  - layouts
  - registration areas and equipment
  - styling
- styles used in venue room set-up and their different purposes:
  - banquet
  - classroom
  - cabaret
  - theatre
  - u shape
- formats for, inclusions, and uses of:
  - operational plans and procedures used to manage on-site event logistics:
    - event documentation issued to operational personnel and contractors
    - briefing papers
    - running sheets for delivery of event
    - registration reports
    - layout plan for venue or site
    - event service agreements
- key environmental and social impacts of event delivery and minimal impact procedures to reduce them:
  - reducing impacts on the lifestyle of neighbouring residents
  - maintaining natural and cultural integrity
  - recycling and disposing of waste, especially hazardous substances
  - 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
- control measures to mitigate risk for:
  - attendees
  - contract staff
  - personnel
  - volunteers
- components of event break-down:
  - correctly removing infrastructure and facilities to ensure site is left in good condition
  - debriefing participants, exhibitors and contractors
  - directing event team member participation
  - liaising with venue and site personnel
• overseeing recycling and environmentally sound disposal of waste
• packing and removing items.

Assessment Conditions

Skills must be demonstrated in an operational events context where the management of on-site event operations is required. This can be:

• a live event
• a simulated industry event set up for the purpose of skills assessment.

Assessment must ensure access to:

• dedicated event budgets
• venues and sites where events are operated
• computers, software programs and printers currently used by the events industry to prepare event documentation
• two-way communication equipment for on-site management
• industry current operational documents used to facilitate effective on-site management:
  • briefing papers
  • contact numbers for contractors and/or emergency services
  • copies of agreements with contractors and/or clients
  • event program and scheduled time for activities
  • event orders
  • incident reports
  • itemised lists of resources, suppliers and costs
  • layout plan for venue or site
  • plans and procedures
  • registration reports
  • risk assessments
  • running sheet for delivery of event
  • service vouchers
  • signage
  • sign-in and sign-out sheets
  • site maps
  • staffing rosters
• client’s internal event team members, venue personnel and external contractors 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.education.gov.au/Pages/TrainingDocs.aspx?q=68c40a93-e51d-4e0f-bc06-899df092694