



Australian Government

Assessment Requirements for SITEEVT010 Manage on-site event operations

Release: 1

Assessment Requirements for SITEEVT010 Manage on-site event operations

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