SITEEVT015 Develop event transport plans

Release: 1

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Modification History

Not applicable.

Application

This unit describes the performance outcomes, skills and knowledge required to analyse event transport needs and develop appropriate plans and procedures for transporting people to, from, and between event venues. It requires the ability to use critical thinking, planning and organisational skills, combined with knowledge of transport management issues and options.

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

This unit applies to event managers who operate with significant autonomy and who are responsible for making strategic event management decisions. They may work in event management companies, in event venues, or in organisations that organise their own events.

This unit does not cover the specialist skills required to manage and monitor large transport fleets, as these roles are undertaken by people working as transport specialists.

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	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1. Analyse transport needs.	1.1.Determine event transport needs based on analysis of key event information.
	1.2.Identify and assess transport needs of different event stakeholders, including those with special needs.

	1.3. Assess need for assistance from transport specialists or involvement of authorities in the transport planning process.
2. Develop transport strategy.	2.1. Source and analyse transport options and resources in consultation with relevant suppliers.
	2.2. Assess transport issues and risks presented by event location and geography.
	2.3. Analyse and respond to compliance requirements.
	2.4. Analyse and incorporate transport issues and risks into transport strategy development.
	2.5. Evaluate and respond to broader event management constraints and issues as they relate to event transport.
	2.6. Consult with event stakeholders about transport strategies at appropriate times prior to the event.
	2.7. Develop evaluation criteria for the transport strategy in consultation with stakeholders.
3. Develop transport operational plan.	3.1. Develop and document transport procedures for event components, including contingency procedures.
	3.2. Determine and document internal and external resource requirements to maximise use, cost-effectiveness and profitability.
	3.3. Identify critical tasks and allocate responsibilities and timelines.
	3.4. Develop contractor specifications as required.
	3.5. Obtain approval for plan from relevant stakeholders.
	3.6. Provide operational information to staff and other stakeholders.
4. Evaluate transport strategy.	4.1. Evaluate efficiency and effectiveness of the transport strategy and plan based on agreed evaluation criteria.
	4.2. Incorporate outcomes of evaluation into future planning.

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:	• interpret complex event documentation, transport schedules and maps.
Oral communication	• consult with diverse stakeholders on complex management and operational issues.

skills to:

| Numeracy skills to: | • work within event budgets |
| | • interpret at times conflicting transport timetables. |

| Problem-solving skills to: | • anticipate and respond to potential transport risks and problems with effective strategies and procedures. |

Unit Mapping Information

SITXEVT605 Develop event transport plans

Links

Companion Volume implementation guides are found in VETNet -
https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=68c40a93-e51d-4e0f-bc06-899dff092694