



Australian Government

Assessment Requirements for SITEEVT022 Provide event production support

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:

- assist with set-up, operation and break-down of production requirements and work within budget for at least one face-to-face, virtual or hybrid event
- provide event production support for the above event within commercially realistic timeframes.

Knowledge Evidence

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

- types of events
- basic aspects of different types of events, their format and running order:
 - face-to-face
 - hybrid
 - virtual
- roles and general responsibilities in event production of:
 - internal event team members
 - venue personnel
 - external contractors
 - event manager
- basic aspects of event production products and services:
 - catering
 - displays, stands and signage
 - talent:
 - entertainers
 - speakers
 - technical equipment and services:
 - audio-visual
 - lighting
 - sound
 - venue or site:

- layouts
- registration areas and equipment
- styling
- features of and processes for preparation of event operational documentation used in event production:
 - briefing papers
 - contact numbers for contractors and emergency services
 - event program and scheduled time for activities
 - event orders
 - itemised lists of resources
 - layout plan for venue or site
 - plans and procedures
 - registration reports
 - risk assessment and safety plans
 - running sheets for delivery of event
 - signage
 - site maps
 - staffing rosters
 - venue access rules
- team structure for instructions, reporting and resolution of problems during event operation
- procedures and practices for the set-up, operation and break-down of events:
 - venue
 - permanent infrastructure
 - pop-up site
 - studio
- environmental and social sustainability procedures for:
 - 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.

Assessment Conditions

Skills must be demonstrated in:

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

Assessment must ensure access to:

- operational documentation used to manage event production
- technical equipment and production services as required for the event

- venue personnel, event production and technical production specialists 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>