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SITEEVT027 Organise event infrastructure

Release: 1

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Modification History

Not applicable.

Application

This unit describes the performance outcomes, skills and knowledge required to organise event infrastructure and facilities, where these do not already exist at a venue or site.

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

It applies to workers who operate independently and are responsible for making a range of operational decisions. They may work in event management companies, in event venues, or in organisations that organise their own events.

The skills in this unit of competency must be applied in accordance with Commonwealth and State/Territory legislation, Australian standards and industry codes of practice.

No occupational licensing, certification or specific legislative requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Competency Field

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 infrastructure requirements.	1.1. Evaluate infrastructure and facility requirements based on detailed review of proposed event and venue.
	1.2. Liaise with relevant authorities at commencement of event planning process and integrate regulatory requirements into event plans.
	1.3. Develop accurate summary of infrastructure requirements for each event component in consultation with key

stakeholders.

1.4. Develop work schedule to address production requirements, identifying key activities, interrelationships and timelines.

1.5. Incorporate risk control and sustainability issues into planning processes.

2. Source and organise infrastructure requirements.	2.1. Identify and source infrastructure and facilities contractors according to work schedule.
	2.2. Provide specifications to contractors about infrastructure requirements.
	2.3. Obtain quotations for the provision of products and services.
	2.4. Evaluate quotations against specifications and other relevant quality criteria.
	2.5. Confirm agreements with contractors in writing to include details and costs of all services.
3. Monitor event infrastructure.	3.1. Monitor event preparations through ongoing liaison with contractors and other stakeholders.
	3.2. Evaluate work completed against event requirements and schedules and take appropriate action to address delays or other problems.
	3.3. Assess the need for production adjustments to maintain event quality and integrity.
	3.4. Negotiate and confirm required changes.
4. Evaluate success of event infrastructure operations.	4.1. Obtain feedback from stakeholders according to predetermined evaluation criteria.
	4.2. Evaluate infrastructure arrangements in terms of operational efficiency and service quality.
	4.3. Use information to enhance future event 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.
Oral communication skills to:	• conduct negotiations for the supply of products and services • manage relationships with infrastructure contractors and other stakeholders.
Numeracy skills to:	• evaluate event budgets

	•	negotiate costs.
Learning skills to:	•	maintain and expand knowledge of infrastructure options and services.
Planning and organising skills to:	•	integrate potentially competing operational and management requirements.
Self-management skills to:	•	take responsibility for the complete process of organising infrastructure and contractor management.

Unit Mapping Information

Supersedes and is equivalent to SITEEVT009 Organise event infrastructure.

Links

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