



Australian Government

SITEEVT031 Determine event feasibility

Release: 1

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Modification History

Not applicable.

Application

This unit describes the performance outcomes, skills and knowledge required to assess the viability of a proposed event, and develop recommendations and models for its future planning and operation. It requires the ability to use advanced research, analytical and communication skills combined with a detailed knowledge of the event management process. Event feasibility may be determined after, or in parallel with, the creation of the initial event concept.

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 event managers who operate with significant autonomy and who are responsible for making a range of strategic event management 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.

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| 1. Analyse event context and rationale. | 1.1. Confirm event rationale and objectives through consultation with key stakeholders and evaluation of event concept information. |
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| | 1.2. Determine place of proposed event in relation to other events and its economic, environmental and social sustainability. |
| | 1.3. Assess marketability of proposed event through research and consultation. |
| | 1.4. Evaluate internal and external factors that impact on viability of proposed event. |
| 2. Assess resource requirements and opportunities. | 2.1. Develop complete and realistic estimates of primary event costs based on breakdown of all event components. |
| | 2.2. Identify potential sources of revenue and other resources, and develop realistic estimates. |
| | 2.3. Test and explore different resource scenarios with a range of possible event models. |
| 3. Evaluate planning and operational requirements. | 3.1. Analyse overall event planning and management requirements. |
| | 3.2. Evaluate operational requirements for each event component. |
| | 3.3. Identify compliance requirements and impact on event management and operations. |
| | 3.4. Consider and develop opportunities to enhance sustainability. |
| 4. Develop recommendations and models. | 4.1. Develop positions and recommendations based on outcomes of analysis. |
| | 4.2. Develop planning, management and operational recommendations for overall event and key event components. |
| | 4.3. Clearly articulate contingency planning requirements. |
| | 4.4. Present accurate and complete income and expenditure estimates to inform future decision making. |
| | 4.5. Offer different models and options, and provide details of benefits and risks of suggested models. |
| | 4.6. Present key stakeholders with feasibility outcomes in appropriate format. |

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:

- analyse complex event information.

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| Writing skills to: | • express complex arguments, scenarios and recommendations. |
| Oral communication skills to: | • consult and liaise with stakeholders on strategic event management proposals and issues. |
| Problem-solving skills to: | • analyse complex information from varying sources and develop strategic positions and recommendations as a result of analysis
• develop strategic positions and recommendations. |
| Initiative and enterprise skills to: | • develop innovative models and recommendations for event management. |

Unit Mapping Information

Supersedes and is equivalent to SITEEVT013 Determine event feasibility.

Links

Companion Volume implementation guides are found in VETNet -

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