



Australian Government

SITXCOM004 Address protocol requirements

Release: 1

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Modification History

Not applicable.

Application

This unit describes the performance outcomes, skills and knowledge required to source and access information on protocol requirements to fulfil any sales or operational need. It requires the ability to identify appropriate information sources, access and interpret specific details of protocol requirements, and coordinate the use of protocol.

The unit applies to many tourism, travel, hospitality and event sectors and is particularly relevant to events, function coordination, tour operations and tour guiding.

Protocol affects a broad range of business and government activity and the breadth and depth of protocol knowledge required will vary. This unit does not require in-depth knowledge of protocol requirements, but rather focuses on the ability to collect and interpret protocol information.

This unit applies to a range of people working independently or with limited guidance, including tour and event coordinators and managers, tour guides, and front of house or duty managers.

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

Pre-requisite Unit

Nil

Competency Field

Communication and Teamwork

Unit Sector

Cross-Sector

Elements and Performance Criteria

ELEMENTS

Elements describe the essential outcomes.

1. Source information on appropriate protocol

PERFORMANCE CRITERIA

Performance criteria describe the performance needed to demonstrate achievement of the element.

- 1.1. Assess the need for protocol to be followed for the particular situation.

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| requirements. | 1.2. Identify relevant sources of protocol information.
1.3. Liaise with customers to determine appropriate protocol.
1.4. Interpret relevant protocol information to inform work practice. |
| 2. Coordinate the use of protocol. | 2.1. Identify specific work activities requiring a particular protocol to be observed.
2.2. Provide protocol briefings to staff and suppliers.
2.3. Coordinate the use of correct protocol for the delivery of product or service. |
| 3. Update knowledge of protocol. | 3.1. Identify and use opportunities to update protocol knowledge.
3.2. Share updated knowledge with customers and colleagues as required. |

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:	<ul style="list-style-type: none"> interpret unfamiliar and complex protocol information.
Writing skills to:	<ul style="list-style-type: none"> compose correspondence reflecting correct protocols, when preparing correspondence to dignitaries and officials, invitations, and team briefing papers.
Oral communication skills to:	<ul style="list-style-type: none"> liaise with customers, clients, their agents and personal assistants to confirm protocol requirements address dignitaries and officials using appropriate language.
Self-management skills to:	<ul style="list-style-type: none"> take responsibility for meeting protocol requirements.

Unit Mapping Information

SITXCOM301 Address protocol requirements

Links

Companion Volume implementation guides are found in VETNet -

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