



Australian Government

Department of Education, Employment and Workplace Relations

SITXEVT013A Manage event staging

Revision Number: 1

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Modification History

Not applicable.

Unit Descriptor

Unit descriptor

This unit describes the performance outcomes, skills and knowledge required to manage the staging and operation of a complex event comprising multiple components.

No licensing, legislative, regulatory or certification requirements apply to this unit at the time of endorsement.

Application of the Unit

Application of the unit

This unit applies to staging management for any type of event. It may be relevant in any industry context, but has particular application in the cultural, community, hospitality, sporting and tourism sectors. The unit focuses on the key knowledge and skills required to manage overall event staging from an organisational and contractor management perspective. It requires the application of advanced planning, organisation and communication skills combined with a detailed knowledge of the event management process and broad understanding of individual specialist services.

A complex event comprising multiple components must involve:

- need for a comprehensive and multifaceted event plan
- need for a formal internal or external communications strategy
- dedicated and diverse event budget
- multiple administrative and operational components
- a wide range of stakeholders
- an event operations team.

It does not cover the high levels of technical expertise required to provide individual specialist services, including catering, technical, creative and sporting. The unit is distinct from staging specialisation units that apply to staging technicians and stage managers in the entertainment industry.

Depending on the event type and context, this role may be undertaken by a manager working within a venue or site, by an independent event manager or by a combination of both.

Licensing/Regulatory Information

Not applicable.

Pre-Requisites

Prerequisite units

Nil

Employability Skills Information

Employability skills	The required outcomes described in this unit of competency contain applicable facets of employability skills. The Employability Skills Summary of the qualification in which this unit is packaged will assist in identifying employability skills requirements.
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Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency.	Performance criteria describe the required performance needed to demonstrate achievement of the element. Where <i>bold italicised</i> text is used, further information is detailed in the required skills and knowledge and/or the range statement. Assessment of performance is to be consistent with the evidence guide.
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Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA						
1 Analyse event staging requirements.	<table><tr><td>1.1</td><td>Analyse <i>event staging requirements</i> based on detailed review of all aspects of the proposed event.</td></tr><tr><td>1.2</td><td>Develop an accurate summary of staging requirements for each event component in consultation with <i>key stakeholders</i>.</td></tr><tr><td>1.3</td><td>Incorporate safety and risk management issues into all planning of event staging.</td></tr></table>	1.1	Analyse <i>event staging requirements</i> based on detailed review of all aspects of the proposed event.	1.2	Develop an accurate summary of staging requirements for each event component in consultation with <i>key stakeholders</i> .	1.3	Incorporate safety and risk management issues into all planning of event staging.
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1.2	Develop an accurate summary of staging requirements for each event component in consultation with <i>key stakeholders</i> .						
1.3	Incorporate safety and risk management issues into all planning of event staging.						
2 Source and negotiate staging contractors.	<table><tr><td>2.1</td><td>Identify and source appropriate <i>contractors</i> to provide services for the event.</td></tr><tr><td>2.2</td><td>Provide accurate and complete <i>staging specifications</i> detailing precise requirements to contractors, based on sound product and service knowledge.</td></tr></table>	2.1	Identify and source appropriate <i>contractors</i> to provide services for the event.	2.2	Provide accurate and complete <i>staging specifications</i> detailing precise requirements to contractors, based on sound product and service knowledge.		
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ELEMENT**PERFORMANCE CRITERIA**

- 2.3 Obtain complete and timely quotations for the provision of products and services.
 - 2.4 Analyse quotations, conduct negotiations and select contractors using product and service knowledge to make informed decisions.
 - 2.5 Confirm agreements with contractors in writing to include details and costs of all services.
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- 3 Monitor staging contractors.
 - 3.1 Monitor pre-event progress with staging components at regular intervals through ongoing liaison with contractors and other stakeholders.
 - 3.2 Evaluate work completed against event requirements and time schedules, and take appropriate action to address delays or other problems to maintain event quality and integrity.
 - 3.3 Assess the need for *staging adjustments* to maintain event quality and integrity and negotiate appropriate changes.
 - 3.4 Negotiate and confirm adjustments to maintain event quality and integrity.

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

This section describes the essential skills and knowledge and their level, required for this unit.

The following skills must be assessed as part of this unit:

- communication and negotiation skills to conduct complex negotiations for the supply of products and services, and to manage staging contractors during the event management and operations process
- problem solving skills to address complex issues, such as poorly-performing contractors, changing requirements and other operational constraints
- literacy skills to interpret and develop complex and detailed event documentation
- numeracy skills to work with budgets and detailed quotations for the supply of products and services.

The following knowledge must be assessed as part of this unit:

- different roles and responsibilities of organisations involved in event staging
- suppliers of staging products and services and sources of information on staging services
- specific risk management issues to be considered for different areas of event staging
- product and service terminology, features and options, and current technology in key areas of staging, including:
 - catering
 - venue or site services and set-ups
 - technical services, including audiovisual, lighting, sound, rigging and special effects
 - entertainers
 - registration requirements and set-ups
 - physical elements, including display, furniture and temporary structures
 - security
 - media coverage
 - safety equipment
- key inclusions for contractor briefing and specification documents.

Evidence Guide

EVIDENCE GUIDE

The evidence guide provides advice on assessment and must be read in conjunction with the

EVIDENCE GUIDE

performance criteria, required skills and knowledge, the range statement and the Assessment Guidelines for this Training Package.

Critical aspects for assessment and evidence required to demonstrate competency in this unit

Evidence of the following is essential:

- general knowledge of the range of staging services and related terminology to allow for informed planning and decision-making
- ability to source, organise and coordinate multiple staging contractors as part of the overall event management process
- management of the staging of at least one complex event.

Context of and specific resources for assessment

Assessment must ensure:

- access to an event venue
- access to all equipment required for the staging of an event
- liaison with and involvement of multiple contractors.

EVIDENCE GUIDE

Methods of assessment

A range of assessment methods should be used to assess practical skills and knowledge. The following examples are appropriate for this unit:

- evaluation of the staging of an event managed by the candidate through attendance at the event
- review of documentation used to manage staging contractors prepared by the candidate
- questioning of contractors to assess the organisational skills of the candidate
- case studies to assess ability to determine staging requirements for different events
- oral or written questions to assess knowledge of key staging services and relevant terminology
- review of portfolios of evidence and third-party workplace reports of on-the-job performance by the candidate.

Holistic assessment with other units relevant to the industry sector, workplace and job role is recommended.

Assessing employability skills

Employability skills are integral to effective performance in the workplace and are broadly consistent across industry sectors. How these skills are applied varies between occupations and qualifications due to the different work functions and contexts.

Employability skills embedded in this unit should be assessed holistically with other relevant units that make up the skill set or qualification and in the context of the job role.

Range Statement

RANGE STATEMENT

The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. Bold italicised wording in the performance criteria is detailed below.

RANGE STATEMENT

Event staging requirements may relate to:

- exhibition set-up
- audiovisual
- disabled and emergency access
- display and decoration
- furniture and temporary structures
- special effects
- entertainment
- sound and lighting
- stage design
- rigging
- catering and catering set-up
- security.

Key stakeholders may include:

- attendees, delegates, guests or participants
- clients or host organisation
- contractors and suppliers
- sponsors
- emergency services
- regulatory authorities.

Contractors may include:

- venues and sites
- speakers and entertainers
- staging and technical specialists, including pyrotechnicians, special effects, sound and lighting
- display suppliers
- caterers
- equipment hire companies.

Staging specifications may include or relate to:

- price
- performance standards
- timelines
- technical specifications for such things as equipment
- theme-related requirements
- regulatory requirements.

RANGE STATEMENT

Staging adjustments may relate to:

- changes in numbers
- capacity of supplier to deliver quality outcome
- budgetary changes
- unexpected difficulties with staging components.

Unit Sector(s)

Sector Cross-Sector

Competency field

Competency field Event Management