



Australian Government

Department of Education, Employment and Workplace Relations

THTFME06A Manage event contractors

Release: 1

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Modification History

Not applicable.

Unit Descriptor

This unit describes the skills and knowledge required to manage the staging and operation of a major indoor event comprising multiple components. It does not cover the high levels of technical expertise required to actually provide these services, but focuses on the key knowledge and skills required to oversee the process from an organisational and contractor management perspective. This role may be undertaken by a manager working within an event venue, by an external event manager or a combination.

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Application of the Unit

Not applicable.

Licensing/Regulatory Information

Not applicable.

Pre-Requisites

Not applicable.

Employability Skills Information

Not applicable.

Elements and Performance Criteria Pre-Content

Not applicable.

Elements and Performance Criteria

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Element	Performance Criteria
1 Identify event operational requirements	<ul style="list-style-type: none">1.1 Analyse event staging requirements 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 key stakeholders.1.3 Incorporate safety and risk management issues into all planning documentation and processes.
2 Source contractors	<ul style="list-style-type: none">2.1 Analyse event staging requirements based on detailed review of all aspects of the proposed event.2.2 Develop an accurate summary of staging requirements for each event component in consultation with key stakeholders.2.3 Incorporate safety and risk management issues into all planning documentation and processes.2.4 Analyse quotations and select contractors in consultation with key stakeholders.2.5 Confirm agreements with contractors in writing to include details and costs of all services.
3 Monitor contractors	<ul style="list-style-type: none">3.1 Monitor progress, including safety issues, at regular intervals through ongoing liaison with contractors and other stakeholders.3.2 Identify the need for adjustments and organise appropriate changes with confirmation in writing.3.3 Negotiate adjustments to maintain the integrity and quality of the event.3.4 Evaluate work completed against event requirements and time schedules, and take appropriate action to address delays.

Required Skills and Knowledge

Not applicable.

Evidence Guide

Essential Knowledge and Skills to be Assessed

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

roles and responsibilities of organisations involved in event staging
suppliers of staging services and sources of information on staging services
risk management issues to be considered for key areas of event staging
knowledge of terminology, services and key technology in key areas of staging including:
catering
venue decoration
audio-visual options
sound amplification
lighting
rigging
live entertainment
registration areas
display
security
electronic media coverage of events
safety equipment.

the key inclusions for contractor briefing or specification documents.

Linkages to Other Units

This unit has very strong linkages to other event management units and combined training and assessment is recommended with units such as:

THTFME04A Develop an event concept

THTFME05A Select event venues and sites

Critical Aspects of Assessment

Evidence of the following is critical:

general knowledge of all event staging services and terminology as detailed under Essential Skills and Knowledge

ability to organise and co-ordinate multiple contractors as part of the overall event management process.

Context of Assessment and Resource Implications

Assessment must ensure:

management of the staging of an indoor event comprising multiple components

access to venues for staging of an indoor event

access to all equipment required for the staging of an event

liaison with and involvement of multiple contractors.

Assessment Methods

Assessment methods must be chosen to ensure that the ability to manage the staging of an event can be practically demonstrated. Methods must include assessment of knowledge as well as assessment of practical skills.

The following examples are appropriate for this unit:

evaluation of the staging at an event managed by the candidate through attendance at the event

review of documentation used to manage 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.

Key Competencies in this Unit

Key Competencies are an integral part of all workplace competencies. The table below describes those applicable to this unit. Trainers and assessors should ensure that they are addressed in training and assessment.

Level 1 = Perform Level 2 = Administer and Manage Level 3 = Design and Evaluate

Key Competencies

Collecting, Organising and Analysing Information

For example:

Assessing competitive quotes from staging suppliers (3)

Communicating Ideas and Information

For example:

Developing a tender brief for staging suppliers (3)

Planning and Organising Activities

For example:

Appointing and managing multiple suppliers before, during and after an event (3)

Working with Others and in Teams

For example:

Negotiating with suppliers on changing requirements (3)

Using Mathematical Ideas and Techniques

For example:

Calculating numbers of exhibition panels required for a trade show (1)

Solving Problems

For example:

Negotiating with a supplier who is failing to meet contract obligations (3)

Using Technology

For example:

Using a computerised system to create different staging scenarios (1)

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Range Statement

This unit applies to any enterprise involved in event management. The following explanations identify how this unit may be applied in different workplaces, sectors and circumstances.

A major event comprising multiple components must include:

- multiple contractors
- substantial catering (i.e. not simply an afternoon tea)
- multiple speakers, performers or exhibitors
- requirement for display, decoration or theming.

Contractors may include:

- venues
- speakers
- staging and audio visual suppliers
- display suppliers
- caterers
- entertainers
- equipment hire companies.

Staging elements or requirements may relate to:

- exhibition set-up
- audio-visual
- display and decoration
- furniture
- special effects
- entertainment
- lighting
- sound
- stage design
- rigging
- catering and catering set-up
- security.

Specifications for contractor services may include or relate to:

- price
- performance standards
- timelines
- technical specifications for equipment etc
- theme-related requirements
- regulatory requirements
- previous experience.

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Unit Sector(s)

Not applicable.