



Australian Government

BSBADM503 Plan and manage conferences

Release: 1

BSBADM503 Plan and manage conferences

Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 1.0.

Application

This unit describes the skills and knowledge required to plan, promote and coordinate conferences, ensuring follow-up procedures are incorporated.

It applies to individuals employed in a range of work environments who are required to plan and manage conferences. They may work as senior administrative staff, or may be other individuals who have been delegated responsibility for planning and managing a conference.

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

Unit Sector

Administration – General Administration

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
<i>Elements describe the essential outcomes.</i>	<i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>
1 Plan conference	1.1 Confirm purpose, required outcomes and style of conference with conference convenor/s 1.2 Confirm conference facilities requirements, budget, and preparation timeline with conference convenor/s 1.3 Identify speakers/presenters and/or prepare a call for papers in accordance with conference purpose and style 1.4 Draft conference program in line with stated purpose, and balance choice of program elements to allow outcomes to be achieved 1.5 Select, invite and brief speakers in accordance with conference program

ELEMENT	PERFORMANCE CRITERIA
	1.6 Identify participant target group and project numbers in consultation with conference organisers 1.7 Plan conference administration requirements and tasks, processes and resources to ensure efficient management of conference data and resources
2 Promote conference	2.1 Establish a promotion strategy that reaches required number of target participants 2.2 Prepare publicity material in accordance with promotion strategy and budget allocation/s, and despatch within designated timelines
3 Organise conference	3.1 Make conference arrangements in accordance with booking lead times and budget allocation/s 3.2 Record acceptances, receipt fees and confirm participants within designated timelines 3.3 Identify and cater for participants' specific needs 3.4 Confirm program details and prepare conference papers in accordance with speakers' requirements and conference timeline 3.5 Despatch pre-conference information to participants within designated timelines
4 Coordinate conference proceedings	4.1 Check conference facilities to confirm they meet agreed requirements 4.2 Register participants in accordance with planned registration procedures 4.3 Communicate to participants any late changes to published program 4.4 Make contingency arrangements to ensure smooth running of conference 4.5 Ensure speakers' schedules are managed and their conference requirements met throughout conference 4.6 Manage administration requirements during conference in accordance with conference plan/schedule
5 Follow up conference proceedings	5.1 Record, report and/or follow up conference outcomes in accordance with organisational requirements 5.2 Prepare conference papers for publication and distribution within designated timelines 5.3 Post-conference correspondence is prepared and despatched

ELEMENT	PERFORMANCE CRITERIA
	within designated timelines 5.4 Finalise receipts and payments, and acquit conference funds in accordance with organisational procedures and audit requirements

Foundation Skills

This section describes language, literacy, numeracy and employment skills incorporated in the performance criteria that are required for competent performance.

Skill	Performance Criteria	Description
Reading	1.3, 1.4, 1.7, 2.2, 3.1-3.4, 4.2, 4.5, 4.6, 5.1-5.4	Interprets information from complex texts, including organisational policies and procedures
Writing	1.3, 1.4, 1.7, 2.1, 2.2, 3.1, 3.2, 3.4, 4.2, 4.3, 5.1-5.4	- Addresses the context, purpose and audience when generating a range of texts - Utilises information from a range of sources to prepare complex texts in required formats ensuring accuracy of spelling, grammar and punctuation
Oral Communication	1.1, 1.2, 1.5, 1.6	- Participates in verbal exchanges using appropriate pitch, tone and fluency for audience, context and purpose - Listens closely and asks questions to confirm or clarify understanding
Numeracy	1.2, 1.7, 2.1, 2.2, 3.1, 3.2, 3.4, 3.5, 4.5, 4.6, 5.3, 5.4	- Interprets and comprehends a range of mathematical information that is embedded in texts - Performs calculations to estimate budgets, timeframes and resource requirements
Navigate the world of work	4.2, 5.1, 5.4	Recognises and responds to both explicit and implicit organisational procedures and protocols
Interact with others	1.1, 1.2, 1.5, 1.6, 3.3, 3.5, 4.3, 5.2, 5.3	Selects the appropriate form, channel and mode of communication for a specific purpose relevant to own role
Get the work done	1.1, 1.2, 1.5-1.7, 2.1, 2.2, 3.1-3.5, 4.1, 4.4-4.6, 5.3	- Applies formal processes when planning complex tasks, producing plans with logically sequenced steps, reflecting an awareness of time constraints - Sequences and schedules activities, monitors implementation and manages relevant communication

		• Systematically gathers and analyses all relevant information and evaluates options to make informed decisions • Anticipates potential problems and implements contingency plans as soon as warning signs are recognised
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Unit Mapping

Code and title current version	Code and title previous version	Comments	Equivalence status
BSBADM503 Plan and manage conferences	BSBADM503B Plan and manage conferences	Updated to meet Standards for Training Packages	Equivalent unit

Links

Companion Volume implementation guides are found in VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10>

Assessment Requirements for BSBADM503 Plan and manage conferences

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Performance Evidence

Evidence of the ability to:

- prepare and investigate conference requirements
- promote the conference using public relations strategies according to predetermined budgets and deadlines
- coordinate conference proceedings including addressing any problems as they arise
- fulfil all post-conference requirements according to organisational requirements.

Note: If a specific volume or frequency is not stated, then evidence must be provided at least once.

Knowledge Evidence

To complete the unit requirements safely and effectively, the individual must:

- summarise relevant organisational policies and procedures for planning and managing conferences
- outline tools that could be used in managing conferences
- explain budgeting strategies used for projects
- identify techniques for conference planning including setting milestones.

Assessment Conditions

Assessment must be conducted in a safe environment where evidence gathered demonstrates consistent performance of typical activities experienced in the general administration field of work and include access to:

- office equipment
- reference material related to conference venues, transport, accommodation and catering
- necessary conference documentation
- relevant contact persons, including speakers, clients and management.

Assessors must satisfy NVR/AQTF assessor requirements.

Links

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