



Australian Government

Assessment Requirements for SISXFAM006 Coordinate sport, fitness or recreation events

Release: 1

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Modification History

Not applicable.

Performance Evidence

Evidence of the ability to complete tasks outlined in elements and performance criteria of this unit in the context of the job role, and:

- plan the operation of two single-site sport, fitness, aquatic or recreation events
- for each of the above two events, develop accurate and comprehensive:
 - operational planning documents
 - attendee documents
 - operational staging documents
- coordinate the on-site set-up, operation and break-down of one of the above planned events, and:
 - evaluate the operational effectiveness of the event
 - document details of the evaluation including recommendations for future improvements to event operations.

Knowledge Evidence

Demonstrated knowledge required to complete the tasks outlined in elements and performance criteria of this unit:

- characteristics, components, and running formats of events commonly operated by sport, fitness, aquatic and recreation organisations:
 - fundraisers
 - competitions
 - awards presentations
 - open days to promote service offerings
 - member social events
- key features of event staging products and services:
 - catering
 - talent:
 - compere
 - speakers
 - entertainers
 - technical equipment and services:
 - audio visual

- lighting
- sound
- venue or site:
 - layouts
 - styling
 - displays, stands and signage
 - entrance and registration areas and equipment
- security
- common risks associated with event operations, typical contingency plans used to manage these, and how to manage circumstances when they arise:
 - over or under subscription to event activities
 - no-show, or lateness of event team members, external suppliers and speakers
 - injury or illness of attendees and event team members
 - adverse weather for outdoor events
 - equipment break-down
- environmental and social sustainability considerations and practices for event operation:
 - recycling and disposing of waste
 - use of energy, water and other resources
 - reducing impacts on neighbouring residents
- roles and responsibilities of those involved in event planning and staging:
 - event coordinators and managers
 - internal event team members, including volunteers
 - external venue personnel
 - external service providers
- team structure for instructions, reporting and resolution of problems during event operation
- communication methods and equipment used between event coordinators and event team during event operation
- purpose, inclusions and formats for a diverse range of event documentation:
 - operational planning documents:
 - event budgets
 - overarching schedule of event components
 - draft running sheets
 - event orders for internal departments and external suppliers
 - risk assessment and contingency management plan
 - attendee documents:
 - event program
 - costs and registration details
 - invoices, receipts and confirmation documents
 - competition draw

- operational staging documents:
 - site or venue layout and styling, and details of displays, stands, signage, technical and other equipment
 - finalised running sheets for set-up, operation and break-down of all event components inclusive of timing and event team responsibilities
 - competition schedules and competitor draw
 - scripts or speaking outlines for compere and speakers
- methods used for the evaluation of events:
 - debriefs and discussions with event team members
 - discussions with external venue operators and suppliers
 - attendee evaluation questionnaires and on-site discussions
 - evaluation of complaints, problems or difficulties.

Assessment Conditions

Skills for coordinating on-site event operations must be demonstrated during the staging of a sport, fitness, aquatic or recreation event in live time where realistic time pressures and constraints play a key factor. This can be:

- an actual industry event, or
- a simulated industry event set up for the purpose of skills assessment.

Assessment must ensure use of:

- interaction with event team members and suppliers; these can be:
 - team members and suppliers in an industry workplace, or
 - individuals who participate in simulated activities used for the purpose of skills assessment
- event:
 - budgets
 - operational planning documents
 - attendee documents
 - operational staging documents.

Assessors must satisfy the Standards for Registered Training Organisations' requirements for assessors.

Links

Companion Volume implementation guides are found in VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=1ca50016-24d2-4161-a044-d3faa200268b>