



Australian Government

SITEEVT004 Provide event staging support

Release: 1

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Modification History

Not applicable.

Application

This unit describes the performance outcomes, skills and knowledge required to assist with staging requirements during event set up, operation and break down. It requires the ability to integrate fundamental knowledge of event staging and technical production requirements.

This unit is relevant to events that are diverse in nature and are coordinated in many industry contexts, including the tourism, hospitality, sport, cultural and community sectors.

It applies to event support personnel who operate under the supervision and guidance of event staging and technical production specialists. They may work in event management or technical staging companies, in event venues, or in organisations which organise their own events.

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

Pre-requisite Unit

Nil

Competency Field

Events

Unit Sector

Events

Elements and Performance Criteria

ELEMENTS

Elements describe the essential outcomes.

1. Prepare for event staging.

PERFORMANCE CRITERIA

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

- 1.1. Interpret operational documentation and clarify details of staging requirements and resources with supervisor.
- 1.2. Participate in event briefings and clarify own and team roles, responsibilities and timelines.
- 1.3. Obtain staging resources according to plans to meet cost requirements and minimise waste.

2. Provide on-site staging assistance.
 - 2.1. Participate in event set-up, operation and break-down using plans and procedures to guide staging activities.
 - 2.2. Provide assistance with staging requirements as directed and take opportunities to acquire new skills.
 - 2.3. Liaise with colleagues to maximise work efficiency and effectiveness.
 - 2.4. Identify operational problems and resolve within scope of individual responsibility or refer to relevant personnel.
 - 2.5. Comply with environmental and social sustainability procedures.
3. Provide feedback on event operations.
 - 3.1. Review event operations and factors affecting efficiency and success, including own role.
 - 3.2. Participate in event debriefs, provide feedback on operational issues and suggest improvements.

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:	interpret complex event staging documents, plans, procedures, briefing papers, running sheets, event registration reports, and layout plans for venues or sites.
Writing skills to:	record basic notes, messages and simple reports on staging problems and requirements.
Oral communication skills to:	- actively listen to instructions from event management personnel and seek clarification of issues - interact with venue personnel, event staging, and technical production specialists in line with organisational standards.
Numeracy skills to:	- calculate required numbers of staging resources - check numbers of installed staging elements against attendance numbers - monitor time against running sheets.
Problem-solving skills to:	identify missing staging elements during set-up, and take action to source and provide them.

Planning and
organising skills to:

- prepare and check staging resources in advance of events.

Self-management
skills to:

- manage own speed and timing to meet deadlines for event set-up, operation and break-down.

Unit Mapping Information

SITXEVT304 Provide event staging support

Links

Companion Volume implementation guides are found in VETNet -

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

Assessment Requirements for SITEEVT004 Provide event staging support

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:

- assist with set-up, operation and break-down of staging requirements for at least two different types of events listed in the knowledge evidence
- provide event staging support for each of the above events to meet commercially realistic time pressures and constraints.

Knowledge Evidence

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

- types of events:
 - business and corporate
 - community
 - entertainment and leisure
 - exhibitions, expositions and fairs
 - festivals
 - fundraising
 - government and civic
 - marketing
 - meetings and conventions
 - sports
- basic aspects of different types of events, their format and running order
- roles and general responsibilities in event staging of:
 - internal event team members
 - venue personnel
 - external contractors
 - on-site event manager
- basic aspects of event staging products and services:
 - catering
 - displays, stands and signage
 - talent:

- entertainers
- speakers
- technical equipment and services:
 - audiovisual
 - lighting
 - sound
- venue or site:
 - layouts
 - registration areas and equipment
 - styling
- for specific organisation or event:
 - features of event documentation used to participate in event staging
 - team structure for instructions, reporting and resolution of problems during event operation
 - procedures and practices for the set-up, operation and break-down of events
 - environmental and social sustainability procedures for:
 - recycling and disposing of waste, especially hazardous substances
 - reducing impacts on the lifestyle of neighbouring residents
 - safety for crowds and the movement of large numbers of attendees
 - use of energy, water and other resources during event set-up, operation and break-down.

Assessment Conditions

Skills must be demonstrated in an operational events business or activity where event staging support is required. This can be:

- an industry workplace
- a simulated event set up for the purpose of skills assessment.

Assessment must ensure access to:

- operational documentation used to manage on-site event staging:
 - briefing papers
 - contact numbers for contractors and emergency services
 - event program and scheduled time for activities
 - event orders
 - itemised lists of resources
 - layout plan for venue or site
 - plans and procedures
 - registration reports
 - running sheets for delivery of event

- service vouchers
- signage
- site maps
- staffing rosters
- technical equipment and production services from the following list as required for the event:
 - audiovisual
 - costumes
 - props
 - pyrotechnics
 - rigging
 - sets
 - sound and lighting
 - special effects
 - stage design and construction
 - venue styling
- venue personnel, event staging and technical production specialists with whom the individual can interact; these can be:
 - those in an industry workplace who are assisted by the individual during the assessment process; or
 - individuals who participate in role plays or simulated activities, set up for the purpose of assessment, in a simulated industry environment operated within a training organisation.

Assessors must satisfy the Standards for Registered Training Organisations' requirements for assessors; and:

- have worked in industry for at least three years where they have applied the skills and knowledge of this unit of competency.

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