



Australian Government

SITEEVT022 Provide event production support

Release: 1

SITEEVT022 Provide event production support

Modification History

Not applicable.

Application

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

This unit is relevant to events that are diverse in nature and may include on-site, hybrid or online events. They may be 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 production and technical production specialists. They may work in event management or technical production companies, in event venues, or in organisations which organise their own events.

The skills in this unit of competency must be applied in accordance with Commonwealth and State/Territory legislation, Australian standards and industry codes of practice.

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

Pre-requisite Unit

Nil

Competency Field

Unit Sector

Events

Elements and Performance Criteria

ELEMENTS

Elements describe the essential outcomes

1. Prepare for event production.

PERFORMANCE CRITERIA

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

- 1.1. Interpret operational documentation and clarify details of production requirements and resources with supervisor.
- 1.2. Participate in event briefings to confirm own and team

- roles, responsibilities and timelines.
- 1.3. Obtain production resources according to plans and within budget.
 2. Provide production assistance.
 - 2.1. Participate in event set-up, operation and break-down using plans and procedures to guide production activities.
 - 2.2. Provide assistance with production 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 event production documentation.
Writing skills to:	record basic notes, messages and simple reports on production problems and requirements.
Oral communication skills to:	- actively listen to instructions from event management personnel and seek clarification of issues - interact with other personnel according to organisational standards.
Numeracy skills to:	- calculate required production resources - monitor time against running sheets.
Planning and organising skills to:	prepare and check production resources in advance of events.
Self-management skills to:	manage own speed and timing to meet designated timeframes for event set-up, operation and break-down.

Unit Mapping Information

Supersedes and is equivalent to SITEEVT004 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 SITEEVT022 Provide event production 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 production requirements and work within budget for at least one face-to-face, virtual or hybrid event
- provide event production support for the above event within commercially realistic timeframes.

Knowledge Evidence

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

- types of events
- basic aspects of different types of events, their format and running order:
 - face-to-face
 - hybrid
 - virtual
- roles and general responsibilities in event production of:
 - internal event team members
 - venue personnel
 - external contractors
 - event manager
- basic aspects of event production products and services:
 - catering
 - displays, stands and signage
 - talent:
 - entertainers
 - speakers
 - technical equipment and services:
 - audio-visual
 - lighting
 - sound
 - venue or site:

- layouts
 - registration areas and equipment
 - styling
- features of and processes for preparation of event operational documentation used in event production:
 - 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
 - risk assessment and safety plans
 - running sheets for delivery of event
 - signage
 - site maps
 - staffing rosters
 - venue access rules
- 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:
 - venue
 - permanent infrastructure
 - pop-up site
 - studio
- environmental and social sustainability procedures for:
 - recycling and disposing of waste, especially hazardous substances
 - 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 industry workplace; or
- a simulated event set up for the purpose of skills assessment.

Assessment must ensure access to:

- operational documentation used to manage event production
- technical equipment and production services as required for the event

- venue personnel, event production 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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