



**Australian Government**

# **Assessment Requirements for SITEEVT023 Plan in-house events**

**Release: 1**

# Assessment Requirements for SITEEVT023 Plan in-house events

## 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 delivery of at least one face-to-face, virtual or hybrid event
- prepare and present accurate and comprehensive event proposals and operational documentation for the above event
- for the above event:
  - collaborate with internal personnel and external suppliers to facilitate effective event planning and booking of services
  - issue event orders and operational documents
  - complete activities within commercial time constraints and event deadlines.

## Knowledge Evidence

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

- types of in-house events
- characteristics of different types of events staged in commercial venues:
  - purpose and format
  - roles and responsibilities of different event clients
  - event running order
  - entertainment and speeches
  - service order and timing for food and beverage items to complement event activities
- key features and functions of event production products and services:
  - accommodation
  - catering
  - displays, stands and signage
  - exhibitor services
  - security
  - talent
  - technical equipment and services
  - venue or site
- styles used in venue room set-up, their purpose and their benefits and drawbacks
- different formats for, inclusions, and uses of:

- event proposals
- event documentation issued to clients:
  - booking conditions
  - confirmation letters
  - contracts
  - invoices
- event orders and operational documentation
- floor plans
- menus
- key environmental and social impacts of event delivery and minimal impact procedures to:
  - recycle and dispose of waste, especially hazardous substances
  - ensure crowd safety and the safe movement of large numbers of attendees
  - efficiently use energy, water and other resources during event set-up, operation and break-down
- for specific organisation or event:
  - comprehensive product knowledge of venue features and capacity to service different types of events
  - procedures and deadlines for preparing proposals and booking internal and external event services
  - role of different venue personnel in the event management process.

## 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:

- computerised operations system currently used in the events industry to administer event planning functions
- current event venue information:
  - product information in sales kits, brochures, product manuals, information kits or information databases
  - site specifications, operational and capacity information
  - technical production and staging specifications
  - access and security details
  - car parking facilities
- industry current template documents for:
  - event proposals
  - event running sheets
  - event documentation issued to clients:

- booking conditions
- confirmation letters
- contracts
- invoices
- event operational documentation
- floor plans
- menus
- technical equipment and services required for the event from the following:
  - audio-visual
  - stage design and construction
  - venue styling
- event operations team, internal personnel, external suppliers and clients 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.

## Links

Companion Volume implementation guides are found in VETNet -

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