



Australian Government

SITEEVT025 Select event venues and sites

Release: 1

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Modification History

Not applicable.

Application

This unit describes the performance outcomes, skills and knowledge required to source and select venues or sites for events. It requires the ability to analyse event plans to determine venue or site requirements; develop selection specifications; and assess, choose and contract venues or sites.

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 workers who operate independently and are responsible for making a range of operational decisions. They may work in event management companies or in organisations that 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. Determine venue or site requirements.

PERFORMANCE CRITERIA

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

- 1.1. Review and analyse event proposal or plan and determine overall venue or site requirements.
- 1.2. Develop and document detailed venue or site specifications to facilitate research and selection process.
- 1.3. Integrate stakeholder needs into venue or site specifications.

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| 2. Source event venue or site. | 2.1. Research potential venues and sites using appropriate information sources and research methods.
2.2. Assess the suitability of venues and sites against requirements outlined in venue specifications.
2.3. Consult with venue and site personnel to evaluate capacity to deliver a range of quality outcomes.
2.4. Identify risk, and regulatory and sustainability issues associated with venues and sites and evaluate during selection process.
2.5. Provide briefings on venue or site options to stakeholders that include recommendations, and gain approvals. |
| 3. Confirm venue or site bookings. | 3.1. Book venue or site when selection process is finalised.
3.2. Review and sign venue or site contracts within appropriate timeframes and within scope of individual responsibility.
3.3. Integrate venue or site issues into event management plans. |

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 plans and product and service specifications for venues and sites.
Writing skills to:	articulate venue and site selections based on the client brief.
Oral communication skills to:	communicate client needs with the venues and sites.
Numeracy skills to:	- calculate: - attendee capacity - size of assembly, storage and maintenance areas for event production items - size and capacity of various areas for seating, stands and on-site registration - pricing strategy and contract implications.
Problem-solving skills to:	evaluate venue or site options against complex specifications and make substantiated selection.
Planning and organising skills to:	access and collate all information required for venue or site selection and to source and select venues or sites within designated deadlines.

- Self-management skills to:
- address timelines and meet client expectations.
- Technology skills to:
- use calculators, computers, printers, word processing and spreadsheet software packages and other business technology.

Unit Mapping Information

Supersedes and is equivalent to SITEEVT007 Select event venues and sites.

Links

Companion Volume implementation guides are found in VETNet -
<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=68c40a93-e51d-4e0f-bc06-899dffa092694>

Assessment Requirements for SITEEVT025 Select event venues and sites

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:

- consult with stakeholders to identify and document venue or site requirements for at least one event with multiple operational components
- research and select appropriate venue or site for the above event using at least two of the following methods:
 - calling for tenders
 - conducting desk research
 - inspecting venues or sites
 - using own events industry networks
- source and select venue or site for the above event 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 events:
 - business and corporate
 - entertainment and leisure
 - exhibitions, expositions and fairs
 - festivals
 - fundraising
 - government and civic
 - meetings and conventions
 - sports
- operational and venue requirements for different types of events
- sources of information on event venues or sites
- processes for undertaking virtual site inspections
- key features of local event venues or sites and their capacity to service different types of events
- event production products and services offered by event venues or sites and their suitability for different types of events:

- accommodation
- catering
- technical equipment and services
- staffing
- security
- storage facilities
- technical equipment and production services:
 - audio-visual
 - costumes
 - props
 - pyrotechnics
 - rigging
 - sets
 - sound and lighting
 - special effects
 - stage design and construction
 - venue styling
- transportation
- risk and regulatory issues associated with different types of venues and sites, and methods of managing them:
 - access
 - liquor licensing
 - number of contractors to be coordinated
 - physical constraints
 - safety issues
 - security issues
 - venue or site appeal for intended audience
 - crowd control
- social and environmental sustainability issues associated with different venues and sites:
 - water and energy use
 - waste management
 - local community rights during operation of events
 - maintenance of natural and cultural integrity
- operational structures within venues and sites:
 - relevant personnel
 - organisational relationships
 - reporting structures
- formats for, inclusions, and uses of:
 - venue or site specifications for the production of events
 - venue or site contracts.

Assessment Conditions

Skills must be demonstrated in:

- a live event; or
- a simulated event set up for the purpose of skills assessment.

Assessment must ensure access to:

- dedicated event budgets
- venues and sites where events are operated
- comprehensive event plans
- current and comprehensive event venue and site information:
 - product information in sales kits, brochures, product manuals, supplier information kits or information databases
 - site specifications, operational and capacity information
 - technical production and staging specifications
- event stakeholders with whom the individual consults
- venue personnel and an event operational team with whom the individual liaises during the selection process. 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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