



Australian Government

Assessment Requirements for SITEEVT035

Develop multi-venue event plans

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:

- determine requirements and select venues for at least one multi-venue event with multiple operational components
- conduct planning and risk analysis for the above event, giving consideration to:
 - risks associated with using multiple venues for events
 - geographical factors
 - communication requirements between venues
- develop and document details of the following operational procedures and information for the above multi-venue event:
 - communication protocols
 - key personnel in each venue
 - management structures
 - transport scheduling
 - contingency procedures
 - emergency information
 - event rosters, running sheets and schedules across venues
 - event uniformity requirements
 - route maps between venues and sites
 - information on venues, sites and local area
- evaluate stakeholder feedback on the success of the above multi-venue event operations against the following criteria:
 - communication
 - contingency management
 - operational efficiency
 - profitability
 - resource efficiency
 - success in meeting event objectives.

Knowledge Evidence

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

- types of events that require the use of multiple venues
- implications of multi-venue event operations and ways to address them:
 - communication
 - management structures
 - operational complexities
 - resources:
 - financial
 - human
 - physical
 - safety
 - geographical factors:
 - distance between venues
 - pick-up and drop-off points
 - terrain
 - traffic routes
 - transport requirements
- inter-venue communication options and relevant technologies to suit particular event requirements:
 - computer networks
 - telephone systems or teleconferencing
 - two-way radios
 - video links or videoconferencing
- risk management issues associated with the use of multiple venues for an event:
 - communication issues
 - contractor management
 - consistency of presentation and standards
 - crowd control
 - delays
 - emergency services access
 - security complications
- additional resource and production requirements of a multi-venue event
- organisational procedures to gather stakeholder feedback to evaluate events and report on improvements.

Assessment Conditions

Skills must be demonstrated in:

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

Assessment must ensure access to:

- multiple venues and sites where events are operated
- event budgets
- event plans
- current industry documentation and publications relating to venues and sites
- formal communications plans
- operational information for multi-venue events:
 - contingency procedures
 - emergency information
 - event rosters
 - event running sheets
 - event schedules across venues
 - maps and other geographical information:
 - route maps between venues and sites
 - information for venues, sites and local area
- an event operations team and event stakeholders with whom the individual consults and venue personnel with whom operational and communication strategies and procedures can be established. 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>