



Australian Government

Department of Education, Employment and Workplace Relations

SITX EVT002B Provide event staging support

Revision Number: 1

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Modification History

Not applicable.

Unit Descriptor

Unit descriptor

This unit describes the performance outcomes, skills and knowledge required to provide assistance with the staging of an event, including general knowledge of event staging and production issues.

No licensing, legislative, regulatory or certification requirements apply to this unit at the time of endorsement.

Application of the Unit

Application of the unit

This unit applies to individuals working in event operations support roles across the full spectrum of business and community activity. It has particular relevance in the cultural, community hospitality, sporting and tourism sectors.

While the unit is broad in nature to capture a wide range of event operations, it requires the ability to apply specific knowledge of event technical production and staging requirements.

An individual undertaking this role would be required to use some discretion and judgement, and operate within an established framework of plans and procedures under some supervision.

Licensing/Regulatory Information

Not applicable.

Pre-Requisites

Prerequisite units Nil

Employability Skills Information

Employability skills The required outcomes described in this unit of competency contain applicable facets of employability skills. The Employability Skills Summary of the qualification in which this unit is packaged will assist in identifying employability skills requirements.

Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency. Performance criteria describe the required performance needed to demonstrate achievement of the element. Where ***bold italicised*** text is used, further information is detailed in the required skills and knowledge and/or the range statement. Assessment of performance is to be consistent with the evidence guide.

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1 Make preparations for event staging.	1.1 Clarify and confirm details of <i>event</i>, including necessary resources, roles, responsibilities and timelines. 1.2 Assess and correctly interpret <i>key event staging information</i> to confirm own and team work requirements. 1.3 Obtain or organise relevant <i>staging resources</i> ensuring all safety requirements are met. 1.4 Obtain staging resources according to staging plans to meet cost requirements, minimise waste and maximise

ELEMENT	PERFORMANCE CRITERIA
	profitability of the event.
2 Provide on-site staging and production assistance.	2.1 Use event operations knowledge and initiative to participate effectively in event set-up, operation and break-down. 2.2 Anticipate potential operational problems and take appropriate action to mitigate. 2.3 Provide required <i>assistance to meet technical production requirements.</i> 2.4 Identify and take opportunities to acquire new skills. 2.5 Safely dispose of all waste, especially hazardous substances, to minimise negative environmental impacts 2.6 Ensure <i>health, safety and security procedures</i> are integrated into all work procedures and <i>risk management issues</i> are addressed. 2.7 Maximise work efficiency and effectiveness through appropriate <i>liaison with colleagues on operational issues.</i> 2.8 Identify <i>operational problems</i> promptly and resolve within scope of individual responsibility or refer to supervisor. 2.9 Accurately complete all required <i>event documentation.</i>
3 Participate in event debrief.	3.1 Review event operation and factors impacting on its efficiency and success, including own role. 3.2 Provide input to event debrief regarding operational issues and areas for potential improvement.
4 Reduce negative environmental impacts.	4.1 Use energy, water and other resources efficiently during event set up, operation and break-down to reduce negative environmental impacts. 4.2 Safely dispose of all waste, especially hazardous substances, to minimise negative environmental impacts.

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

This section describes the essential skills and knowledge and their level, required for this unit.

The following skills must be assessed as part of this unit:

- literacy skills to interpret event documentation, including basic production documentation and work plans
- numeracy skills to work with attendance numbers, monitor time and schedules, and check resources and equipment
- problem-solving skills to anticipate and respond to typical event operational problems.

The following knowledge must be assessed as part of this unit:

- broad features and components of different types of events
- roles and responsibilities of various personnel involved in event staging in different work contexts
- product and service terminology and broad operational parameters for key areas of staging, including:
 - catering
 - venue or site services and set-ups
 - technical services, including audiovisual, lighting, sound, rigging and special effects
 - entertainers
 - registration requirements and set-ups
 - physical elements, including display, furniture and temporary structures
 - security
 - media coverage
 - safety equipment
 - typical procedures and practices for the set-up, operation and break-down of events in the relevant work context
 - overview of legal, security and risk management issues that impact on event operations across different contexts
 - safe manual handling procedures relevant to the work context
 - emergency procedures relevant to the work context.
- the environmental impacts of resource, water and energy use during event set-up, operation and break-down and minimal impact practices to reduce these
- correct and environmentally sound disposal methods for all types of waste and in particular for hazardous substances.

Evidence Guide

EVIDENCE GUIDE

The evidence guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, the range statement and the Assessment Guidelines for this Training Package.

Critical aspects for assessment and evidence required to demonstrate competency in this unit

Evidence of the following is essential:

- general knowledge of key operational, staging and production issues for different types of events
- knowledge of the different event management and operational roles and responsibilities in the relevant work context
- ability to provide efficient, resource effective and safe event operations support, including effective liaison and proactive identification of operational problems
- practical demonstration of skills through the provision of operational assistance at an event.

Context of and specific resources for assessment

Assessment must ensure:

- access to an event on which the candidate can work
- ***access to key event staging information***
- interaction with others to reflect the communication aspects of the unit
- presence of realistic time constraints for the completion of work activities.

EVIDENCE GUIDE

Methods of assessment

A range of assessment methods should be used to assess practical skills and knowledge. The following examples are appropriate for this unit:

- direct observation of the candidate completing tasks during set-up, operation and break-down of an event
- oral or written questioning to assess knowledge of event components, typical procedures and safety issues
- review of portfolios of evidence and third-party workplace reports of on-the-job performance by the candidate.

Holistic assessment with other units relevant to the industry sector, workplace and job role is recommended.

Assessing employability skills

Employability skills are integral to effective performance in the workplace and are broadly consistent across industry sectors. How these skills are applied varies between occupations and qualifications due to the different work functions and contexts.

Employability skills embedded in this unit should be assessed holistically with other relevant units that make up the skill set or qualification and in the context of the job role.

Range Statement

RANGE STATEMENT

The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. Bold italicised wording in the performance criteria is detailed below.

Event may include:

- conference
- symposium
- exhibition
- festival
- promotion
- show

RANGE STATEMENT

- sporting event
- parade
- cultural celebration
- trade and consumer show
- social event
- public event
- corporate event
- charitable, fundraising event.

Key event staging information
may provide details of:

- attendance numbers
- event timelines
- venue or stage set-up
- technical production, including:
 - lighting
 - sound
 - audiovisual
- sets
- props
- costumes
- itemised lists of resources and suppliers
- itemised maximum cost of resources.

Staging resources may include:

- technical equipment
- handouts
- props
- transportation
- furniture
- space
- catering
- security
- support materials.

RANGE STATEMENT

Assistance to meet technical production requirements may include:

- working with technicians
- working with venue staff
- running cables
- moving equipment
- assisting with stage or equipment set-up.

Health, safety and security procedures may relate to:

- food safety
- electrical safety
- ensuring clear access routes
- personal hygiene
- restricting access
- identifying potential hazards.

Risk management issues may relate to:

- security
- specific audience behaviour
- crowd control
- service quality.

Liaison with colleagues on operational issues may include:

- early discussion of potential problems
- seeking clarity on operational requirements
- developing a team approach to particular tasks.

Operational problems may include:

- delays
- equipment breakdown
- client dissatisfaction
- non-arrival of key talent, speakers, etc.
- inadequate supplies.

Event documentation may include:

- running sheets
- checklists
- equipment labelling
- attendance lists.

Unit Sector(s)

Sector Tourism and Events

Competency field

Competency field Event Management