



Australian Government

SITX EVT504 Organise event infrastructure

Release 1

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Modification History

The version details of this endorsed unit of competency set are in the table below. The latest information is at the top.

Version	Comments
1.0	E Replaces and is equivalent to SITX EVT 016B Organise and monitor event infrastructure. Simplified title. Re-worked Elements, Performance Criteria, Required skills and Required knowledge to more fully articulate content. Re-worked Evidence Guide to better articulate rigorous assessment requirements.

Unit Descriptor

This unit describes the performance outcomes, skills and knowledge required to organise event infrastructure and facilities, where these do not already exist at a venue or site. The unit focuses only on the additional knowledge and skills required in this context. The unit SITX EVT 503 Manage event staging components covers the coordination of all other event products and services.

Application of the Unit

Events are diverse in nature and this unit is relevant to any type of event coordinated in any industry context, including the tourism, hospitality, sport, cultural and community sectors. This unit applies to event coordinators who operate independently, and are responsible for making a range of operational decisions. They may work in event management companies, in event venues, or in organisations that organise their own events.

Licensing/Regulatory Information

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

Pre-Requisites

Not applicable.

Employability Skills Information

This unit contains employability skills.

Elements and Performance Criteria Pre-Content

Elements and Performance Criteria

Elements describe the essential outcomes of a unit of competency.

Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the required skills and knowledge section and the range statement. Assessment of performance is to be consistent with the evidence guide.

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| <p>1. Analyse infrastructure requirements.</p> | <p>1.1 Evaluate <i>infrastructure and facility requirements</i> based on detailed review of the proposed <i>event</i> and <i>venue</i>.</p> <p>1.2 Liaise with <i>relevant authorities</i> at the commencement of the event management cycle and integrate regulatory requirements into the planning process.</p> <p>1.3 Develop an accurate summary of infrastructure requirements for each event component in consultation with <i>key stakeholders</i>.</p> <p>1.4 Develop a work schedule to address staging requirements identifying key activities, interrelationships and timelines.</p> <p>1.5 Incorporate risk and sustainability issues into planning processes.</p> |
| <p>2. Source and organise infrastructure requirements.</p> | <p>2.1 Identify and source infrastructure and facilities contractors according to work schedule.</p> <p>2.2 Provide accurate and complete specifications to contractors about infrastructure requirements.</p> <p>2.3 Obtain complete and timely quotations for the provision of products and services.</p> <p>2.4 Evaluate quotations against specifications and other relevant quality criteria.</p> <p>2.5 Involve relevant authorities in the planning process by providing relevant and timely information.</p> <p>2.6 Confirm agreements with contractors in writing to include details and costs of all services.</p> |
| <p>3. Monitor event infrastructure.</p> | <p>3.1 Monitor event preparations through ongoing liaison with contractors and other stakeholders.</p> <p>3.2 Evaluate work completed against event requirements and schedules, and take appropriate action to address delays or other problems.</p> <p>3.3 Assess the need for staging adjustments to maintain event quality and integrity.</p> <p>3.4 Negotiate and confirm required changes.</p> |
| <p>4. Evaluate success of event infrastructure</p> | <p>4.1 Obtain feedback from stakeholders according to predetermined <i>evaluation criteria</i>.</p> |

operations.

4.2 Evaluate infrastructure arrangements in terms of operational efficiency and service quality.

4.3 Use information to enhance future event planning.

Required Skills and Knowledge

This section describes the skills and knowledge required for this unit.

Required skills

- communication and negotiation skills to:
 - conduct negotiations for the supply of products and services
 - manage relationships with staging contractors and other stakeholders
- critical thinking skills to analyse complex event requirements and make assessments about most appropriate infrastructure options
- learning skills to maintain and expand knowledge of infrastructure options and services
- initiative and enterprise skills to pro-actively identify potential for innovative approaches
- literacy skills to:
 - interpret complex event documentation
 - develop contractor specifications
- numeracy skills to:
 - evaluate event budgets
 - assess contractor quotations and negotiate costs
- planning and organising skills to:
 - organise and monitor varying infrastructure requirements
 - integrate potentially competing operational and management requirements
- problem-solving skills to:
 - anticipate and analyse risks associated with event infrastructure
 - monitor progress and develop responses to potentially complex operational problems
- self-management skills to take responsibility for the complete process of organising infrastructure.

Required knowledge

- roles and responsibilities of organisations involved in staging of events
- infrastructure requirements for a range of event types, including suitability of infrastructure for different venues
- suppliers of event infrastructure and facilities
- sources of information on infrastructure and facilities
- product and service terminology, features and options, current technology and risk considerations in key areas related to event infrastructure and facilities, including:
 - temporary water and power supply
 - portable and demountable toilets
 - temporary structures, including marquees and demountables
 - mobile catering outlets
 - waste disposal and recycling
- sustainability considerations when introducing event infrastructure and facilities to venues and sites:

- community and cultural values
- environmental impacts
- regulatory considerations associated with event infrastructure and facilities, including those related to:
 - builders
 - catering facilities
 - electricians
 - plumbers
 - local government noise regulations
 - special effects
 - waste management
- typical problems that occur in event contractor management, and ways to avoid or manage these
- key inclusions for contractor briefing and specification documents.

Evidence Guide

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

Overview of assessment

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

Evidence of the ability to:

- organise infrastructure for events involving:
 - staging at a venue or site without existing infrastructure
 - comprehensive event plans
 - dedicated event budgets
 - formal communications plans
 - multiple operational components
 - an event operations team
 - a wide range of stakeholders
- organise infrastructure for multiple and diverse events
- liaise with contractors and other stakeholders during the event organisation process
- integrate knowledge of:
 - issues that impact on the organisation of events in venues without infrastructure, including:
 - range of options available
 - regulatory requirements
 - sustainability considerations.

Context of and specific resources for assessment

Assessment must ensure use of:

- actual events for which infrastructure is organised. Events may be created for the specific purpose of skills assessment, but must still meet the requirements outlined under Critical aspects of assessment, and have commercial, community or business relevance. Small personal events are not appropriate as a means of assessing an individual's skills and knowledge
- venues and sites that require infrastructure; these can be:
 - real event venues and sites
 - event venues and sites within a training organisation where real events are staged
- comprehensive event plans
- dedicated event budgets formal communications plans
- suppliers, local authorities and stakeholders with whom the individual can interact.

- Method of assessment** A range of assessment methods should be used to assess practical skills and knowledge. The following examples are appropriate for this unit:
- evaluation of event infrastructure through attendance at an event managed by the individual
 - review of documentation used to coordinate infrastructure prepared by the individual
 - questioning of contractors to assess the organisational skills of the individual
 - use of case studies to assess individual's ability to determine infrastructure requirements for different events
 - written or oral questioning to assess individual's knowledge of infrastructure services and terminology
 - review of portfolios of evidence and third-party workplace reports of on-the-job performance by the individual.
- Guidance information for assessment** The assessor should design integrated assessment activities to holistically assess this unit with other units relevant to the industry sector, organisation and job role, for example:
- SITX EVT 502 Select event venues and sites.

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, if used in the performance criteria, is detailed below. Essential operating conditions that may be present with training and assessment (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) may also be included.

Infrastructure and facility requirements may include:

- emergency services:
 - first aid stations
 - police
- parking
- signage
- temporary structures:
 - access structures (disabled access)
 - accommodation
 - camping
 - catering
 - dining
 - marquees
 - scaffolding
 - tents
 - toilets
- utilities:
 - air conditioning or heating
 - power supply
 - waste disposal and recycling facilities
 - water supply.

Event may include:

- business and corporate
- entertainment and leisure
- exhibitions, expositions and fairs
- festivals
- fundraising
- government and civic
- marketing
- meetings and conventions
- social
- sports.

Venue may be:

- established event location
- indoor
- outdoor
- untested event location.

Relevant authorities may include:

- emergency services
- land management and protection authorities
- local government
- state or territory government.

Key stakeholders may include:

- business associations
- clients
- local businesses
- local residents
- organising committees
- potential and actual attendees
- sponsors.

Evaluation criteria may relate to:

- communication
- contingency management
- operational efficiency
- profitability
- resource efficiency
- success in meeting event objectives
- stakeholder feedback.

Unit Sector(s)

Cross-Sector

Competency Field

Events