



Australian Government

Department of Education, Employment and Workplace Relations

SRX EVT003B Coordinate events

Release: 1

SRXEVT003B Coordinate events

Modification History

Not applicable.

Unit Descriptor

This unit has been developed for the Community Recreation, Fitness, Outdoor Recreation and Sport Industry Training Packages.

This unit covers the knowledge and skills required to conduct market research and identify possible gaps in the delivery of special events, and the coordination and evaluation of such a special event.

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Application of the Unit

Not applicable.

Licensing/Regulatory Information

Not applicable.

Pre-Requisites

Not applicable.

Employability Skills Information

Not applicable.

Elements and Performance Criteria Pre-Content

Not applicable.

Elements and Performance Criteria

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Element	Performance Criteria
1 Analyse opportunities to organise special events	1.1 Assess the current market for events planned in a similar field and identify gaps in the delivery of service 1.2 Prepare recommendations based on research and present to designated person(s)
2 Prepare brief	2.1 Identify available resources, assess the financial situation and consider timeframes 2.2 Draft brief, budgets and timeframes in line with research results and in accordance with the goals and objectives of the organisation
3 Coordinate details and delegate duties to team members	3.1 Delegate various details of the event organisation to team members with guidelines provided for achieving goals within designated timelines 3.2 Identify individual differences and abilities from appropriate roles and responsibilities and then allocate to suitable team members 3.3 Establish performance requirements and evaluation criteria for the team and team members, agreed upon and recorded 3.4 Monitor and evaluate progress of team members to ensure work is progressing to expectations
4 Develop contingency plans	4.1 Formulate and implement contingency plans after an assessment of possible deviations from the norm
5 Conduct post-event evaluations	5.1 Assess delivery of event to determine whether the original needs were met effectively and efficiently 5.2 Prepare reports and make recommendations are made

Required Skills and Knowledge

Not applicable.

Evidence Guide

Evidence Guide

The Evidence Guide identifies the critical aspects, knowledge and skills to be demonstrated to confirm competence for this unit. This is an integral part of the assessment of competence and should be read in conjunction with the Range Statements

Critical aspects of evidence to be considered

Assessment must confirm sufficient knowledge of coordinating special events in the work environment

Assessment of performance should be over a period of time covering the prescribed number of categories from the Range Statements

In particular, assessment must confirm the ability to

identify gaps in the market for the delivery of special events

plan, budget and set timelines for a special event that is in line with goals and objectives of the organisation

coordinate the activities of team members during a special event

contingency plans are developed to be implemented in the event of a deviation from set operating procedures during the special event

prepare reports detailing an assessment of the special event

finalise financial accounts and prepare financial records for inspection by the auditor

Interdependent assessment of units

This unit must be assessed after attainment of competency in the following unit(s)

SRXEVT002B Organise meeting/event and provide on-site meeting/event management services

This unit must be assessed in conjunction with the following unit(s)

Nil

For the purpose of integrated assessment, this unit may be assessed in conjunction with the following unit(s)

SRXEVT004B Plan and manage conferences on behalf of management to achieve identified goals

SRXEVT008A Process and monitor event registrations

SRXEVT009A Develop a transport strategy for an event

SRXEVT010A Manage an event across a number of facilities

SRXEVT011A Environmental issues and events

SRXEVT012A Liaise with state/local government agencies

THHGCS05B Organise in-house functions

THTFME05A Select event venues and sites

THTFME06A Manage event contractors

THTFME07A Organise and monitor infrastructure for outdoor events

THTFME08A Integrate technology into the event management process

THTFME09A Develop and update knowledge of protocol

THTPPD08B Plan and develop event proposals and bids

THTPPD09B Develop conference programs

THTPPD10B Develop and implement sponsorship plans

Required knowledge and skills

Required knowledge

Organisation's policy and procedures for the management of meetings/events

Organisation's policy and procedures for contracting suppliers

Organisation's procedures for coordinating a

function or event

Occupational Health and Safety (OH&S) and risk management procedures for coordination of functions and events

Knowledge of typical technical requirements for functions

Knowledge of typical layouts for functions

Development of promotional displays and material

Public relations knowledge for servicing of clients

Organisation's procedures for processing of accounts to be paid

Industrial Relations Act

Insurance laws

Local government by-laws

Required skills

Organisational skills in terms of event planning

Use of technology and equipment for coordination of events

Referral skills to identify to whom to refer difficulties with the venue or equipment

Research skills to seek information on the current market for events

Problem solving skills to identify the best course of action if equipment does not work during an event and/or insufficient staff or food arrives

Literacy skills to clarify information on current market gaps for special events

Resource implications

Physical resources - assessment of this competency requires access to

market research on special events

Human resources - assessment of this unit of competency will require human resources consistent with those outlined in the

Assessment Guidelines. That is, assessors (or persons within the assessment team) must

be competent in this unit but preferably be competent in the unit at the level above

be current in their knowledge and understanding of the industry through provision of evidence of professional activity in the relevant area

have attained the mandatory competency requirements for assessors under the Australian Quality Training Framework (AQTF) as specified in Standard 7.3 of the **Standards for Registered Training Organisations**

Consistency in performance

Due to issues such as dealing with various sectors within the market, this unit of competency must be assessed over a period of time in order to ensure consistency of performance over the Range Statements and contexts applicable to conducting market research and identifying possible gaps in the delivery of special events

Context for assessment

This unit of competency must be assessed in the context of a sport or recreation activity with a range of real clients. For valid and reliable assessment the sport or recreation activity should closely replicate the work environment. The environment should be safe with the hazards, circumstances and equipment likely to be encountered in a real workplace

Assessment of this unit of competence will usually include observation of processes and procedures, oral and/or written questioning on required knowledge and skills and consideration of required attitudes

Where performance is not directly observed and/or is required to be demonstrated over a "period of time" and/or in a "number of locations", any evidence should be authenticated by colleagues, supervisors, clients or other appropriate persons

KEY COMPET ENCIES

Collect, Analyse&O rganise Information	Communic ate Ideas&Info rmation	Plan&Orga nise Activities	Work with Others&in Teams	Use Mathematic al Ideas&Tec hniques	Solve Problems	Use Technology
2	2	3	2	-	2	1

These levels do not relate to the Australian Qualifications Framework. They relate to the seven areas of generic competency that underpin effective workplace practices.

The three levels of performance (1, 2 and 3) denote the level of competency required to perform the task:

Use routine approaches

Select from routine approaches

Establish

new
approaches

**Collecting,
analysing
and
organising
informatio
n -**

Analysing
information
to
determine
trends and
'gaps' in the
market

**Communic
ating ideas
and
informatio
n -** Writing

reports and
making
recommend
ations on
findings

**Planning
and
organising
activities -**

Making
contingenc
y plans
after
market
research

**Working
with teams
and others**

- Working
with other
organisatio
nal
members

**Using
mathemati
cal ideas**

**and
techniques**

- Not
applicable

**Solving
problems -**

Dealing
with staff
problems at
an event

**Using
technology**

- Using a
computer
for report
writing

Please refer
to the
Assessment
Guidelines
for advice
on how to
use the Key
Competenci
es.

Range Statement

Range Statements

The Range Statements provide advice to interpret the scope and context of this unit of competence, allowing for differences between enterprises and workplaces. The Range Statements relate to the unit as a whole and helps facilitate holistic assessment. In addition, the following variables may be present for this particular unit of competency

RANGE STATEMENT

CATEGORIES

Details

[all categories]
dates
venue
type of activity
format
entertainment
catering
travel arrangements
accommodation
marketing and promotion
specialised equipment
single event
multiple event
sanctions
first aid
individual participant needs

Deviations from the norm

[all categories]
weather conditions
duty of care
legal considerations
catering
numbers fluctuating from expected
staffing factors
disputes
internal

	external
	other factors outside the control of the organisation
Gaps in delivery of service	[all relevant categories] location venue type of activity categories dates
Reports	[all categories] financial acquittals post event evaluation and recommendations
Resources	[all categories] personnel finances facilities sponsorship
Special events	[one category] carnivals/sports tournament/matches/races swimming marathon fun runs triathlons
	single event multiple event knockout contests round robins
Team members	[four categories] paid employees

volunteers
contractors
interested parties
organisation members
media outlets

Unit Sector(s)

Not applicable.