CUAEVP211 Assist with the staging of public activities or events

Release: 1

CUAEVP211 Assist with the staging of public activities or events

Modification History

Release	Comments
Release 1	This version first released with CUA Creative Arts and Culture Training Package Version 4.0.

Application

This unit describes the skills and knowledge required to complete a range of tasks associated with setting up and staging public activities or events.

It applies to individuals who provide basic assistance at any type of public activity or event while under direct supervision.

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

Unit Sector

Cultural services - exhibitions and visitor programs

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Prepare for public activities or events	1.1 Determine the type of public activity or event and identify own role with regard to preparation activity
	1.2 Discuss the activity or event set-up and staging details with supervisor
	1.3 Discuss work plans; workplace procedures, including safe work practices, security arrangements and emergency procedures; and resource requirements with supervisor
	1.4 Complete allocated tasks within given timeframes and in accordance with work instructions
2. Undertake on-site activities	2.1 Set up and maintain activities according to work plan and workplace procedures, communicating effectively with supervisor,

ELEMENT	PERFORMANCE CRITERIA
	work colleagues and other relevant personnel
	2.2 Assist delivery of activities in line with workplace procedures
	2.3 Identify public activity or event related problems and resolve or refer to supervisor
3. Finalise on-site activities	3.1 Conduct pack-up and clean-up of materials and site according to work plan and workplace procedures
	3.2 Complete and submit relevant documentation

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential to performance but not explicit in the performance criteria.

Skill	Description
Reading	• Interprets work instructions and requirements from key workplace information
Writing	• Records information in a sequential manner using clear and appropriate terminology
Oral Communication	• Articulates clearly using language appropriate to environment and audience • Uses listening and questioning techniques to clarify and confirm understanding of routine work issues
Numeracy	• Correctly interprets and follows numerical information in work plans, timelines and other documentation
Navigate the world of work	• Follows organisational procedures relevant to own role, seeking clarification when required
Interact with others	• Follows accepted communication practices and protocols for reporting matters to supervisors
Get the work done	• Follows clearly defined instructions and sequencing, and monitors own progress in meeting requirements, seeking assistance when necessary • Responds to predictable routine problems according to required procedures

PwC's Skills for Australia

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
CUAEVP211 Assist with the staging of public activities or events (Release 1)	CUAEVP201 Assist with the staging of public activities and events (Release 1)	Incorporated knowledge evidence on communication techniques and language. Minor edit to unit title.	Equivalent Unit
CUAEVP201 Assist with the staging of public activities and events (Release 1)	CULEVP201A Assist with the presentation of public activities and events	Updated to meet Standards for Training Packages Change to unit title. Minor edits to performance criteria and elements to clarify intent.	Equivalent Unit

Links

Companion Volumes are available from VETNet -
https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=1db201d9-4006-4430-839f-382ef6b803d5