



Australian Government

Assessment Requirements for SITEEVT025

Select event venues and sites

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:

- consult with stakeholders to identify and document venue or site requirements for at least one event with multiple operational components
- research and select appropriate venue or site for the above event using at least two of the following methods:
 - calling for tenders
 - conducting desk research
 - inspecting venues or sites
 - using own events industry networks
- source and select venue or site for the above event within commercial time constraints and event deadlines.

Knowledge Evidence

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

- types of events:
 - business and corporate
 - entertainment and leisure
 - exhibitions, expositions and fairs
 - festivals
 - fundraising
 - government and civic
 - meetings and conventions
 - sports
- operational and venue requirements for different types of events
- sources of information on event venues or sites
- processes for undertaking virtual site inspections
- key features of local event venues or sites and their capacity to service different types of events
- event production products and services offered by event venues or sites and their suitability for different types of events:

- accommodation
- catering
- technical equipment and services
- staffing
- security
- storage facilities
- technical equipment and production services:
 - audio-visual
 - costumes
 - props
 - pyrotechnics
 - rigging
 - sets
 - sound and lighting
 - special effects
 - stage design and construction
 - venue styling
- transportation
- risk and regulatory issues associated with different types of venues and sites, and methods of managing them:
 - access
 - liquor licensing
 - number of contractors to be coordinated
 - physical constraints
 - safety issues
 - security issues
 - venue or site appeal for intended audience
 - crowd control
- social and environmental sustainability issues associated with different venues and sites:
 - water and energy use
 - waste management
 - local community rights during operation of events
 - maintenance of natural and cultural integrity
- operational structures within venues and sites:
 - relevant personnel
 - organisational relationships
 - reporting structures
- formats for, inclusions, and uses of:
 - venue or site specifications for the production of events
 - venue or site contracts.

Assessment Conditions

Skills must be demonstrated in:

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

Assessment must ensure access to:

- dedicated event budgets
- venues and sites where events are operated
- comprehensive event plans
- current and comprehensive event venue and site information:
 - product information in sales kits, brochures, product manuals, supplier information kits or information databases
 - site specifications, operational and capacity information
 - technical production and staging specifications
- event stakeholders with whom the individual consults
- venue personnel and an event operational team with whom the individual liaises during the selection process. 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>