SITEEVT025 Select event venues and sites

Release: 1

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Modification History

Not applicable.

Application

This unit describes the performance outcomes, skills and knowledge required to source and select venues or sites for events. It requires the ability to analyse event plans to determine venue or site requirements; develop selection specifications; and assess, choose and contract venues or sites.

This unit is relevant to events that are diverse in nature and are coordinated in many industry contexts, including the tourism, hospitality, sport, cultural and community sectors.

It applies to workers who operate independently and are responsible for making a range of operational decisions. They may work in event management companies or in organisations that organise their own events.

The skills in this unit of competency must be applied in accordance with Commonwealth and State/Territory legislation, Australian standards and industry codes of practice.

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

Pre-requisite Unit

Nil

Competency Field

Unit Sector

Events

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Determine venue or site requirements.	1.1. Review and analyse event proposal or plan and determine overall venue or site requirements.
	1.2. Develop and document detailed venue or site specifications to facilitate research and selection process.
	1.3. Integrate stakeholder needs into venue or site specifications.

SkillsIQ

2. Source event venue or site.	2.1. Research potential venues and sites using appropriate information sources and research methods.
	2.2. Assess the suitability of venues and sites against requirements outlined in venue specifications.
	2.3. Consult with venue and site personnel to evaluate capacity to deliver a range of quality outcomes.
	2.4. Identify risk, and regulatory and sustainability issues associated with venues and sites and evaluate during selection process.
	2.5. Provide briefings on venue or site options to stakeholders that include recommendations, and gain approvals.
3. Confirm venue or site bookings.	3.1. Book venue or site when selection process is finalised.
	3.2. Review and sign venue or site contracts within appropriate timeframes and within scope of individual responsibility.
	3.3. Integrate venue or site issues into event management plans.

Foundation Skills

Foundation skills essential to performance in this unit, but not explicit in the performance criteria are listed here, along with a brief context statement.

SKILLS	DESCRIPTION
Reading skills to:	• interpret complex event plans and product and service specifications for venues and sites.
Writing skills to:	• articulate venue and site selections based on the client brief.
Oral communication skills to:	• communicate client needs with the venues and sites.

Numeracy skills to:	• calculate:
	  • attendee capacity
	  • size of assembly, storage and maintenance areas for event production items
	  • size and capacity of various areas for seating, stands and on-site registration
	  • pricing strategy and contract implications.

Problem-solving skills to:	• evaluate venue or site options against complex specifications and make substantiated selection.
Planning and organising skills to:	• access and collate all information required for venue or site selection and to source and select venues or sites within designated deadlines.

SkillsIQ

| Self-management skills to: | • address timelines and meet client expectations. |
| Technology skills to: | • use calculators, computers, printers, word processing and spreadsheet software packages and other business technology. |

Unit Mapping Information

Supersedes and is equivalent to SITEEVT007 Select event venues and sites.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=68c40a93-e51d-4e0f-bc06-899dff092694