



Australian Government

Assessment Requirements for SITEEVT026 Manage event production components

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 develop production requirements for at least one event with multiple operational components
- source and select contractors for the above event to provide production components that meet stakeholder and event requirements
- monitor and evaluate event production components for the above event by:
 - ensuring work is completed against event requirements and schedules
 - confirming production requirements are delivered as required
 - obtaining feedback from stakeholders on contractor performance.

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
 - social
 - sports
- roles and responsibilities of organisations involved in event production
- suppliers of production products and services
- sources of information on production services and products
- product and service terminology, features and options, current technology and risk considerations in these key areas of event production:
 - catering
 - displays, stands and signage

- exhibitor services
- security
- talent
- technical equipment and services:
 - audio-visual
 - lighting
 - sets
 - sound
 - stage design
 - rigging
 - special effects
- venue or site requirements
- venue layout and styling
- regulatory considerations for organising event production:
 - contractor licensing
 - food safety
 - liquor licensing
 - local government authorities
- factors affecting production specifications:
 - performance standards
 - price
 - technical specifications
 - theme-related requirements
 - timelines
 - regulatory requirements
- requirements for contractor briefing and specification documents.

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:

- venues and sites where events are operated
- dedicated event budgets
- comprehensive event plans
- formal communications plans
- current industry documentation and publications relating to production products and services
- interaction with contractors to select and manage event production requirements

- stakeholders, for whom the event is organised. 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>