SITEEVT026 Manage event production components

Release: 1

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Modification History

Not applicable.

Application

This unit describes the performance outcomes, skills and knowledge required to analyse event production requirements and organise and monitor different production services and products. It requires the ability to use advanced planning, organisation and communication skills combined with detailed knowledge of the event management process and broad understanding of specialist component services.

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 are responsible for making a range of operational decisions. They may work in event management companies, in event venues, 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. Analyse production requirements.	1.1. Analyse event production requirements based on detailed review of proposed event.
	1.2. Develop an accurate summary of production requirements for each event component in consultation with key

	stakeholders.
	1.3. Develop a work schedule to address production requirements, identifying key activities, interrelationships and timelines.
	1.4. Incorporate regulatory, safety, risk and sustainability issues into planning processes.
2. Source and organise production contractors.	2.1. Identify and source contractors according to work schedule.
	2.2. Provide production specifications detailing contractor requirements.
	2.3. Obtain quotations for provision of products and services.
	2.4. Evaluate quotations against specifications and relevant quality criteria.
	2.5. Select contractors or suppliers to acquire goods and services.
3. Monitor production preparations.	3.1. Monitor event preparations through ongoing liaison with contractors and other stakeholders.
	3.2. Evaluate work completed against event requirements and schedules and take appropriate action to address delays or other problems.
	3.3. Assess need for production adjustments to maintain event quality and integrity.
4. Evaluate production components.	4.1. Obtain feedback from stakeholders according to predetermined evaluation criteria.
	4.2. Evaluate production components in terms of operational efficiency and service quality.
	4.3. Use information to enhance future event planning.

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 documentation.
Oral communication skills to:	• conduct negotiations for the supply of products and services.
Numeracy skills to:	• evaluate event budgets • assess contractor quotations and negotiate costs.
Learning skills to:	• maintain and expand knowledge of production services.

SkillsIQ

| Planning and organising skills to: | • integrate potentially competing operational and management requirements. |
| Self-management skills to: | • take responsibility for the complete process of organising event production and contractor management. |

Unit Mapping Information

Supersedes and is equivalent to SITEEVT008 Manage event staging components.

Links

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