

Training Package	Tourism, Hospitality and Events (SIT07)		HSC Requirements and Advice
Unit title	Provide event staging support		
Unit code	Competency field	Sector	HSC Indicative Hours
SITXEVT002A	Event Management	Tourism and Events	20

Unit descriptor	<p>This unit describes the performance outcomes, skills and knowledge required to provide assistance with the staging of an event, including general knowledge of event staging and production issues.</p> <p>No licensing, legislative, regulatory or certification requirements apply to this unit at the time of endorsement.</p>
Prerequisite units	Nil
Application of the unit	<p>This unit applies to individuals working in event operations support roles across the full spectrum of business and community activity. It has particular relevance in the cultural, community hospitality, sporting and tourism sectors.</p> <p>While the unit is broad in nature to capture a wide range of event operations, it requires the ability to apply specific knowledge of event technical production and staging requirements.</p> <p>An individual undertaking this role would be required to use some discretion and judgement, and operate within an established framework of plans and procedures under some supervision.</p>
Employability skills	The required outcomes described in this unit of competency contain applicable facets of employability skills. The <i>Employability Skills Summary</i> of the qualification in which this unit of competency is packaged, will assist in identifying employability skill requirements.

Evidence Guide

The evidence guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for this Training Package.

Critical aspects for assessment and evidence required to demonstrate competency in this unit	Context of and specific resources for assessment	Methods of assessment	Assessing employability skills
<p>Evidence of the following is essential:</p> <ul style="list-style-type: none"> • general knowledge of key operational, staging and production issues for different types of events • knowledge of the different event management and operational roles and responsibilities in the relevant work context 	<p>Assessment must ensure:</p> <ul style="list-style-type: none"> • access to an event on which the candidate can work • interaction with others to reflect the communication aspects of the unit • presence of realistic time constraints for the completion of work activities. 	<p>A range of assessment methods should be used to assess practical skills and knowledge. The following examples are appropriate for this unit:</p> <ul style="list-style-type: none"> • direct observation of the candidate completing tasks during set up, operation and break-down of an event • oral or written questioning to assess 	<p>Employability skills are integral to effective performance in the workplace and are broadly consistent across industry sectors. How these skills are applied varies between occupations and qualifications due to the different work functions and contexts.</p> <p>Employability skills embedded in this unit should be assessed holistically with other</p>

Critical aspects for assessment and evidence required to demonstrate competency in this unit cont/d		Methods of assessment cont/d	Assessing employability skills cont/d
<ul style="list-style-type: none"> • ability to provide efficient and safe event operations support, including effective liaison and proactive identification of operational problems • practical demonstration of skills through the provision of operational assistance at an event. 		<p>knowledge of event components, typical procedures and safety issues</p> <ul style="list-style-type: none"> • review of portfolios of evidence and third party workplace reports of on the job performance by the candidate. <p>Holistic assessment with other units relevant to the industry sector, workplace and job role is recommended.</p>	<p>relevant units that make up the skill set or qualification and in the context of the job role.</p>

Required Skills and Knowledge

This section describes the essential skills and knowledge and their level, required for this unit.

The following skills **must** be assessed as part of this unit:

- literacy skills to interpret event documentation, including basic production documentation and work plans
- numeracy skills to work with attendance numbers, monitor time and schedules, and check resources and equipment
- problem solving skills to anticipate and respond to typical event operational problems.

The following knowledge **must** be assessed as part of this unit:

- broad features and components of different types of events
- roles and responsibilities of various personnel involved in event staging in different work contexts
- product and service terminology and broad operational parameters for key areas of staging, including:
 - catering
 - venue or site services and set ups
 - technical services, including audiovisual, lighting, sound, rigging and special effects
 - entertainers
 - registration requirements and set ups
 - physical elements, including display, furniture and temporary structures
 - security
 - media coverage
 - safety equipment
- typical procedures and practices for the set up, operation and break down of events in the relevant work context
- overview of legal, security and risk management issues that impact on event operations across different contexts
- safe manual handling procedures relevant to the work context
- emergency procedures relevant to the work context.

Element	Performance Criteria	Range Statement
1 Make preparations for event staging.	1.1 Clarify and confirm details of <i>event</i> , including necessary resources, roles, responsibilities and timelines.	<p>The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. <i>Bold italicised</i> wording in the performance criteria is detailed below.</p> <p><i>Event</i> may include:</p> <ul style="list-style-type: none"> • conference • symposium • exhibition • festival • promotion • show • sporting event • parade • cultural celebration • trade and consumer show • social event • public event • corporate event • charitable, fundraising event.
	1.2 Assess and correctly interpret <i>key event staging information</i> to confirm own and team work requirements.	<p><i>Key event staging information</i> may relate to:</p> <ul style="list-style-type: none"> • attendance numbers • event timelines • venue or stage set up • technical production, including: <ul style="list-style-type: none"> - lighting - sound - audiovisual • sets • props • costumes.
	1.3 Obtain or organise relevant <i>staging resources</i> ensuring all safety requirements are met.	<p><i>Staging resources</i> may include:</p> <ul style="list-style-type: none"> • technical equipment • handouts • props • transportation • furniture • space

Element	Performance Criteria	Range Statement
		<ul style="list-style-type: none"> • catering • security • support materials.
2 Provide on site staging and production assistance.	2.1 Use event operations knowledge and initiative to participate effectively in event set up, operation and break-down.	
	2.2 Anticipate potential operational problems and take appropriate action to mitigate.	
	2.3 Provide required <i>assistance to meet technical production requirements</i> .	<p><i>Assistance to meet technical production requirements</i> may include:</p> <ul style="list-style-type: none"> • working with technicians • working with venue staff • running cables • moving equipment • assisting with stage or equipment set up.
	2.4 Identify and take opportunities to acquire new skills.	
	2.5 Ensure <i>health, safety and security procedures</i> are integrated into all work procedures and <i>risk management issues</i> are addressed.	<p><i>Health, safety and security procedures</i> may relate to:</p> <ul style="list-style-type: none"> • food safety • electrical safety • ensuring clear access routes • personal hygiene • restricting access • identifying potential hazards. <p><i>Risk management issues</i> may relate to:</p> <ul style="list-style-type: none"> • security • specific audience behaviour • crowd control • service quality.
	2.6 Maximise work efficiency and effectiveness through appropriate <i>liaison with colleagues on operational issues</i> .	<p><i>Liaison with colleagues on operational issues</i> may include:</p> <ul style="list-style-type: none"> • early discussion of potential problems • seeking clarity on operational requirements • developing a team approach to particular tasks.

Element	Performance Criteria	Range Statement
	2.7 Identify <i>operational problems</i> promptly and resolve within scope of individual responsibility or refer to supervisor.	<p><i>Operational problems</i> may include:</p> <ul style="list-style-type: none"> • delays • equipment breakdown • client dissatisfaction • non arrival of key talent, speakers, etc. • inadequate supplies.
	2.8 Accurately complete all required <i>event documentation</i> .	<p><i>Event documentation</i> may include:</p> <ul style="list-style-type: none"> • running sheets • checklists • equipment labelling • attendance lists.
3 Participate in event debrief.	3.1 Review event operation and factors impacting on its efficiency and success, including own role.	
	3.2 Provide input to event debrief regarding operational issues and areas for potential improvement.	