CATAPULT

# SITEEVT010

**Manage on-site event operations**

## Table of Contents (Extract)

**NOTE: This is a sample only. This cover page is not included in Catapult Smallprint's printed books.**

**This Table of Contents extract is taken from Catapult Smallprint's full hardcopy Trainer/Assessor Guide for the unit SITEEVT010.**

**For more information, including using our enhanced online version of this unit in Catapult LMS, or to purchase the Learner or Trainer printed books, please see this unit on our website by clicking this link:**

**https://catapultlearning.com.au/product/SITEEVT010/**

© Catapult Smallprint Pty Ltd

# Trainer/assessor guide

# SITEEVT010
# Manage on-site event operations

## Welcome to this unit of study

This unit describes the performance outcomes, skills and knowledge required to manage on-site operational activities for the staging of events. It requires the ability to finalise operational plans, oversee event set-up, execution and break-down, and evaluate the operational success of events.

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 event coordinators and managers as well as venue duty, front of house and operations managers who operate independently, and are responsible for operational decisions. They may work in event management companies, in event venues, or in organisations that organise their own events.

It may be undertaken as:

- part of a formal qualification nationally recognised through the Australian Qualifications Framework (AQF)
- a stand alone unit
- part of a formal skill set

© smallprint owns all copyright on its products as detailed in the Copyright Act 1968.
It does not issue licenses for reproduction of this material.

# Contents

**About this trainer/assessor guide** ..... **4**

**Learning resource** ..... **5**

Topic 1: Finalise event preparations. ..... 5

Checking final arrangements ..... 5

Developing event plans and procedures ..... 12

Preparing event documentation ..... 20

Providing event briefings ..... 25

Reducing waste ..... 33

Check your understanding ..... 35

Topic 2: Oversee event set-up. ..... 37

Communicating with contractors ..... 37

Deficiencies and discrepancies ..... 47

Conducting final event briefings ..... 49

Check your understanding ..... 51

Topic 3: Monitor event operation. ..... 53

Monitoring event operations ..... 53

Monitoring environmental and social sustainability ..... 57

Liaising with clients ..... 63

Check your understanding ..... 67

Topic 4: Oversee event break-down. ..... 69

Completing event break-down ..... 69

Invoicing and debriefing ..... 72

Check your understanding ..... 75

Topic 5: Evaluate operational success of event. ..... 77

Obtaining feedback ..... 77

Reflecting on operational problems ..... 84

Check your understanding ..... 91

References ..... 93

**Assessment workbook** ..... **95**

Unit information ..... 97

What is competency-based assessment? ..... 99

How will my competency be assessed? ..... 100

Assessment agreement ..... 101

Foundation skills checklist ..... 102

**Skills recognition** ..... **103**

Topic 1: Finalise event preparations ..... 104

Topic 2: Oversee event set-up ..... 105

Topic 3: Monitor event operation ..... 106

Topic 4: Oversee event break-down ..... 107

Topic 5: Evaluate operational success of event ..... 108


© smallprint V5 Jul 2019

**Knowledge questions** ..... **109**
Topic 1: Finalise event preparations ..... 112
Topic 2: Oversee event set-up ..... 118
Topic 3: Monitor event operation ..... 124
Topic 4: Oversee event break-down ..... 129
Topic 5: Evaluate operational success of event ..... 132
Topic 6: Specific knowledge evidence ..... 135
**Performance tasks** ..... **142**
Third party evidence collection agreement ..... 143
Topic 1: Finalise event preparations ..... 144
Topic 2: Oversee event set-up ..... 146
Topic 3: Monitor event operation ..... 147
Topic 4: Oversee event break-down ..... 148
Topic 5: Evaluate operational success of event ..... 149
**Completion record** ..... **150**
**Unit mapping and assessment checklist** ..... **151**
**Trainer/ assessor user instructions** ..... **156**


© smallprint V5 Jul 2019

# About this trainer/assessor guide

## Learning resource

The learning resource is divided into the following topics:

- Finalise event preparations
- Oversee event set-up
- Monitor event operation
- Oversee event break-down
- Evaluate operational success of event

Each topic provides information to help you gain the skills and knowledge required to perform the work tasks to which they refer. Read the information and practise the skills described. You should also take the opportunity to undertake additional independent research. Your trainer/assessor may also provide supplementary information including interpretation of the contents of this resource.

At the end of each topic is:

- a set of true or false questions
- a set of multiple choice questions

These questions provide an opportunity to check your understanding and progress. They are self-marking and do not form part of the assessment for the unit.

## Assessment workbook

To have this unit recognised as a formal qualification you need to have your skills and knowledge assessed. The assessment workbook provides:

- information on competency-based assessment
- instructions on how you will be assessed
- assessment tools to assess your competence
- instructions on how to complete the assessment tasks within each assessment tool

To be assessed as competent you need to provide evidence that you have the skills and knowledge to undertake the requirements of this unit. This assessment of competency is made by a qualified trainer/assessor from a registered training organisation. You must complete all the assessments as directed by your trainer/assessor to the required standard. It is not necessary to work through the guide in the order in which it is written. However this is at the discretion of your trainer/assessor.

## Disclaimer

Information contained in this resource is drawn from sources believed to be reliable. The firm, its employees, agents and contractors do not warrant the correctness of the sources used and accept no responsibility to any person for any errors or omissions or for any loss or damage howsoever caused from the use of this resource.


© smallprint V5 Jul 2019