

UNIT CODE	SISXFAM006
UNIT TITLE	Conduct sport, fitness or recreation events
APPLICATION	<p>This unit describes the performance outcomes, skills and knowledge required to organise and conduct a sport, fitness or recreation event. It requires the ability to plan, setup and conduct an event, supervise the event team, and monitor and evaluate the event outcomes. Event team members may be paid employees or volunteers. It applies to event organisation and coordination requirements at a single site or venue.</p> <p>This unit applies to personnel who are responsible for coordination of events at a single site or venue. It applies to sport, fitness, aquatic or recreation organisations including commercial, not-for-profit, community and government organisations.</p> <p>The skills in this unit must be applied in accordance with Commonwealth and State or Territory legislation, Australian standards and industry codes of practice.</p> <p>No occupational licensing, certification or specific legislative requirements apply to this unit at the time of publication.</p>
PREREQUISITE UNIT	Nil
COMPETENCY FIELD	Working in Industry
UNIT SECTOR	Cross-Sector

ELEMENTS	PERFORMANCE CRITERIA
<i>Elements describe the essential outcomes</i>	<i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>
1. Identify event scope.	1.1 Confirm purpose, objectives, budget and timeline of event with organisation management. 1.2 Determine event resource requirements. 1.3 Finalise event components, program or competition format consistent with the requirements of the relevant body. 1.4 Determine participation targets, selection and entry criteria. 1.5 Arrange event time and venue in the context of other scheduled and competing events or activities. 1.6 Identify potential event team members.

2. Plan the event.	<p>2.1 Prepare budget in line with allocated funds and event objectives.</p> <p>2.2 Establish event organisation team and clarify roles and responsibilities.</p> <p>2.3 Develop event coordination plan with documented tasks, responsibilities and timelines.</p> <p>2.4 Identify and seek required approvals to meet regulatory and organisational requirements.</p> <p>2.5 Develop systems and procedures in consultation with event team.</p> <p>2.6 Design event activities considering waste minimisation and efficient resource utilisation.</p> <p>2.7 Prepare competition draw or event schedule and distribute, as required.</p> <p>2.8 Identify event specific risks and prepare risk management strategy.</p> <p>2.9 Develop contingency and critical incident procedures.</p> <p>2.10 Organise promotional materials to generate interest and publicity.</p>
3. Coordinate implementation of the event.	<p>3.1 Provide participants with required information.</p> <p>3.2 Organise event briefings for all associated staff and volunteers.</p> <p>3.3 Oversee event setup according to prearranged operational requirements.</p> <p>3.4 Identify discrepancies and deficiencies, and take required remedial action.</p> <p>3.5 Monitor event operation through observation and communication with event team members.</p> <p>3.6 Implement contingency plans, as required.</p> <p>3.7 Ensure event break down is completed according to agreements with contractors and event team.</p> <p>3.8 Process results, communicate outcomes to participants and submit results to relevant body, as required.</p>
4. Evaluate the event.	<p>4.1 Determine event evaluation criteria prior to event in consultation with organisation management.</p> <p>4.2 Use a variety of evaluation methods to obtain feedback.</p> <p>4.3 Conduct an event debrief with event team.</p> <p>4.4 Analyse delivery of the event against evaluation criteria.</p> <p>4.5 Document event outcomes and recommendations for future similar events for organisation management.</p>

FOUNDATION SKILLS	
<i>Foundation skills essential to performance in this unit, but not explicit in the performance criteria are listed here, along with a brief context statement.</i>	
SKILLS	DESCRIPTION
Reading skills to:	<ul style="list-style-type: none"> ■ interpret familiar and unfamiliar documents, ■ research products and service required for event operation.
Writing skills to:	<ul style="list-style-type: none"> ■ write complex and detail event plans and communication documents.
Oral communication skills to:	<ul style="list-style-type: none"> ■ liaise with internal and external suppliers.

Numeracy skills to:	<ul style="list-style-type: none"> ■ use mathematical equations to develop event budget ■ prepare an event running sheet and monitor event timing.
Problem-solving skills to:	<ul style="list-style-type: none"> ■ analyse and anticipate event requirements and determine best options.
Planning and organising skills to:	<ul style="list-style-type: none"> ■ access and sort required information to include in event proposal.
Technology skills to:	<ul style="list-style-type: none"> ■ utilise software and equipment for event organisation.
UNIT MAPPING INFORMATION	Supersedes and is equivalent to SISXIND006 Conduct sport, fitness or recreation events.
LINKS	Companion Volume Implementation Guide

TITLE	Assessment Requirements for SISXFAM006 Conduct sport, fitness or recreation events
PERFORMANCE EVIDENCE	<p>Evidence of the ability to complete tasks outlined in elements and performance criteria of this unit in the context of the job role, and:</p> <ul style="list-style-type: none"> ■ plan, deliver, and evaluate at least two in-house events or functions ■ for the above two events develop and present comprehensive event proposals that cover: <ul style="list-style-type: none"> ○ purpose ○ description including: <ul style="list-style-type: none"> ● date ● theme, format, and duration ● potential venues ○ budget ○ risk assessment and contingencies plan ○ food and beverage requirements ■ develop and produce these comprehensive documents for each event: <ul style="list-style-type: none"> ○ event program and timings ○ event set up ○ styling of venue ○ technical equipment ○ briefing papers ○ risk management and emergency management plan ○ layout plan for venue or site ○ program ○ running sheet ○ schedules.

KNOWLEDGE EVIDENCE	Demonstrated knowledge required to complete the tasks outlined in elements and performance criteria of this unit:
---------------------------	---

- the primary components of state, territory and local council laws that impact on event delivery and actions that must be adhered to by event operators during event setup, conduct and break down, in particular laws that cover:
 - work health and safety
 - workers' compensation
- legal liability and duty of care of participants
- characteristics of these events staged in various locations:
 - banquets
 - business or corporate event
 - entertainment or leisure event
 - exhibition, exposition or fair
 - fundraising event
 - industry and other awards presentations
 - meetings and conventions
 - social events
 - sporting events
- for each event:
 - purpose and format
 - roles and responsibilities of team members
 - event running order
 - entertainment and speeches
 - service order and timing for food and beverage items to complement event activities
- key features and functions of these event staging products and services:
 - catering
 - displays, stands and signage
 - exhibitor services
 - security
 - talent:
 - entertainers
 - speakers
 - technical equipment and services:
 - audio-visual
 - lighting
 - rigging
 - sets
 - sound
 - special effects
 - stage design
 - venue or site:
 - furniture
 - layouts
 - registration areas and equipment
 - styling
- formats for, inclusions and uses of:
 - event proposals
 - specific event documentation:
 - booking conditions
 - confirmation letters
 - contracts and invoices
 - event operational documentation:
 - event orders
 - floor plans
 - menus

	<ul style="list-style-type: none"> ○ systems and procedures appropriate to the type of event: <ul style="list-style-type: none"> ● timeframe and running sheet ● contingency and critical incident procedures ● register of staff, officials and volunteers ● registration system ● participant or player database ● competition draw or schedule ● technical production (lighting, sound, audio, visual) ● communication strategy ● media access ● recording and processing of results or outcomes ● database of suppliers and contractors ● financial system such as cash handling and point of sale ○ contingency and critical incident procedures related to: <ul style="list-style-type: none"> ● equipment breakdown ● participant injury or illness ● facility and venue problems or changes ● traffic issues ● adverse weather ● modifications to draw ● late withdrawals ● event staff sickness ● insufficient officials ● lateness of VIPs ● number of registrations ■ key environmental and social sustainability impacts of event delivery and procedures for: <ul style="list-style-type: none"> ○ recycling and disposal of all waste and hazardous substances ○ ensuring safety for crowds and the movement of large numbers of attendees ○ minimising the use of energy, water and other resources during event set-up, operation and break-down.
--	---

ASSESSMENT CONDITIONS	<p>Skills must be demonstrated in:</p> <ul style="list-style-type: none"> ■ a sport, fitness or recreation environment. This can be a workplace or simulated environment with: <ul style="list-style-type: none"> ○ real events ○ a simulated industry activity or event created for the purpose of skills assessment that has commercial, community or business relevance in one or more of the following environments: <ul style="list-style-type: none"> ● auditoria ● exhibition areas ● conference rooms ● restaurants ● sporting facilities. <p>Assessment must ensure access to:</p> <ul style="list-style-type: none"> ■ current and comprehensive event venue information: <ul style="list-style-type: none"> ○ product information within sales kits, brochures, product manuals, information kits or information databases ○ site specifications, operational and capacity information ○ technical production and staging specifications ■ industry current template documents for: <ul style="list-style-type: none"> ○ event proposals ○ event documentation issued to customers including booking conditions, confirmation letters, contracts and invoices ○ event operational documentation including event orders ○ floor plans ■ procedures for preparing proposals ■ customers, internal personnel and external suppliers with whom the individual can interact; these can be: <ul style="list-style-type: none"> ○ individuals in an industry workplace, or ○ individuals who participate in project activities, role plays or simulated activities, set up for the purpose of assessment, within a training organisation. <p>Assessors must satisfy the Standards for Registered Training Organisations' requirements for assessors.</p>
LINKS	Companion Volume Implementation Guide