



PRE-ENROLMENT

WORKPLACEMENT CHECKLIST



Overview

Your work placement is an exciting opportunity to put your new knowledge gained from learning modules now into practice.

As part of your program you are required to either be in paid employment or do volunteer work in a workplace in order to complete the practical aspects of the course.

The workplace you select must provide you with the opportunity to do a range of tasks involved in planning, organising and coordinating events.

Suitable workplaces include:

- event management companies
- event venues
- organisations that organise their own events

Work could be undertaken in an office environment where the planning of events takes place, on-site at venues where events are staged or a combination of both.

Assessment events for this course will require verification that you can perform tasks to the required standard by your workplace supervisor.

Complete details of the requirements of the workplace are detailed in the following checklist.



You will also need to video certain practical tasks so will need access to a digital video recording device and/or a digital camera and associated software to save and upload video and image files. Many mobile phones and smart phones include this technology.

Criteria for choosing a workplace

Entry into this course requires students to have access to a workplace (or a group of workplaces) in which they can satisfactorily complete a range of assessment tasks.

You must ensure that your workplace can provide you with access to the following:

MODULE 1 - Event Concepts

SITEEVT001 Source and use information on the events industry

SITEEVT011 Research event trends and practice

SITEEVT012 Develop event concepts

- communication technology and information programs used to source industry information
- information on current events industry practice, products and services
- industry professionals with whom the individual can collaborate
- a live event
- industry current implementation specifications and templates for: briefs for work, concept specification, operational plan, resource breakdown, staging requirements

MODULE 2 -Event Budgeting

SITXFIN003 Manage finances within a budget

SITTTSL006 Prepare quotations

SITXFIN004 Prepare and monitor budgets

SITXMGTO02 Establish and conduct business relationships

- computers, printers, scanners, internet, email, storage, telephone and accounting software packages
- budgets for specific projects, events or operational activities
- others with whom the individual can discuss and negotiate draft and final budget components
- financial and operational data and reports used to prepare budgets
- materials that support the negotiation process, preparatory facts and statistics, key performance indicators, market information
- computers, information systems and software currently used by the tourism, travel, hospitality and event industries to produce and store quotations and product-related information
- operational documentation, details of supplier contracts and customer files, current plain English regulatory documents distributed by government consumer protection regulators
- customers with whom the individual can interact
- current costing information found within brochures, product manuals, tariffs, price lists, supplier information kits, information databases and computerised reservations systems (CRS)
- details of supplier contracts and customer files

MODULE 3 - Event Planning

SITEEVT007	Select event venues and sites
SITEEVT006	Develop conference programs
<ul style="list-style-type: none"> <input checked="" type="checkbox"/> a live event <input checked="" type="checkbox"/> dedicated conference and events budgets <input checked="" type="checkbox"/> computers and word processing software to produce conference programs <input checked="" type="checkbox"/> organisational templates booking forms, event running sheets, registration reports, risk assessments, sign-in and sign-out records <input checked="" type="checkbox"/> stakeholders with whom the individual consults and develops a conference program including venue personnel and an event operational team with whom the individual liaises during the selection process <input checked="" type="checkbox"/> current industry documentation relating to at least three different conference venues including AV, banquet event orders, floors plans, insurance and indemnity, menus, venue access information, venue requirements <input checked="" type="checkbox"/> current and comprehensive event venue and site information: product information in sales kits, brochures, product manuals, supplier information kits or information databases, site specifications, operational and capacity information, technical production and staging specifications 	

MODULE 4 - Event Infrastructure & Risk

BSBR501	Manage risk
SITXWHS002	Identify hazards, assess and control Safety risks
SITEEVT008	Manage event staging components
SITEEVT009	Organise event infrastructure
<ul style="list-style-type: none"> <input checked="" type="checkbox"/> a live event <input checked="" type="checkbox"/> venues and sites where events are operated and infrastructure is required <input checked="" type="checkbox"/> dedicated event budgets <input checked="" type="checkbox"/> comprehensive event plans <input checked="" type="checkbox"/> formal communications plans <input checked="" type="checkbox"/> current industry documentation and publications relating to staging products and services <input checked="" type="checkbox"/> interaction with contractors to select and manage event staging requirements <input checked="" type="checkbox"/> interaction with others including stakeholders, for whom the event is organised, suppliers, local authorities <input checked="" type="checkbox"/> relevant legislation, regulations, standards and codes <input checked="" type="checkbox"/> relevant workplace documentation and resources including current plain English regulatory documents distributed by the local WHS government regulator, WHS information and business management manuals issued by industry associations or commercial publishers, current commercial policies and procedures, and hazard identification and risk assessment template documents. 	

MODULE 5 - Event Registrations

SITEEVT002	Process and monitor event registrations
SITEEVT003	Coordinate on-site event registrations
<ul style="list-style-type: none"> <input checked="" type="checkbox"/> venues or sites where events are operated with a designated on-site registration area <input checked="" type="checkbox"/> industry current technology and software for processing on-site event registrations <input checked="" type="checkbox"/> industry current templates for attendee lists, financial administration of on-site event payments, registration reports <input checked="" type="checkbox"/> event registration documentation such as attendance lists, programs, schedules, agreements, lists, inclusions and costs, payment status, special requests, confirmation letters, credit notes, invoices, sponsor advertisements <input checked="" type="checkbox"/> organisational procedures for processing on-site registrations <input checked="" type="checkbox"/> registration equipment and materials such as attendee kits, cash float, computer, display stands event program and running sheet, lanyards, name badge or identification documents, promotional display materials, receipts, service vouchers, signage, site maps, stationery, tickets <input checked="" type="checkbox"/> venue or site personnel with whom the individual can interact <input checked="" type="checkbox"/> event registrants with whom the individual can interact <input checked="" type="checkbox"/> industry-realistic ratios of registration staff to attendees who assist by the individual in workplace <input checked="" type="checkbox"/> comprehensive operational and capacity information for venues and sites for events 	

MODULE 6 - Manage Events

SITXMGT003	Manage projects
SITEEVT010	Manage on-site event operations
SITXMGT001	Monitor work operations
SITXHRM003	Lead and Manage people
SITXCCS007	Enhance customer service experiences
<ul style="list-style-type: none"> <input checked="" type="checkbox"/> venues and sites where events are operated <input checked="" type="checkbox"/> projects to be managed by the individual <input checked="" type="checkbox"/> information and communications technology currently used to manage projects, customer profiles and promotional activities and to prepare event documentation <input checked="" type="checkbox"/> physical and financial resources to support the project including two-way communication equipment for on-site management <input checked="" type="checkbox"/> project stakeholders with whom the individual can interact, a project team for whom the individual is a leader, a team for whom the individual can plan and organise workflow, a team whose overall performance is the responsibility of the individual (simulated or actual) <input checked="" type="checkbox"/> organisational policies and procedures, documents and templates including performance reports, rosters, staff reports, customer service standards, designated response times, presentation standards, procedures for dealing with customer complaints, customer surveys and feedback collection, recording and reporting customer feedback, dedicated event budgets, briefing papers, contact numbers for contractors and/or emergency services, copies of agreements with contractors and/or clients, event program and scheduled time for activities, event orders, incident reports, itemised lists of resources, suppliers and costs, layout plan for venue or site, plans and procedures, registration reports, risk assessments, running sheet for delivery of event, service vouchers, signage, sign-in and sign-out sheets, site maps, staffing rosters <input checked="" type="checkbox"/> client’s internal event team members, venue personnel and external contractors, internal and external customers with different cultural backgrounds and special service needs with whom the individual can interact 	

Supervisor requirements

You will need to conduct your workplacement under the supervision of a 'supervisor'.

You will need to nominate a supervisor in your organisation who can authenticate your workplace documents and provide a third party report about your work in the organisation that is used as part of your course assessment.



Your supervisor must meet the following criteria:

- Hold a Diploma of Event Management or higher **OR** have worked in industry for at least three years where they have applied the skills and knowledge of the units of competency in this qualification
- Must be an event manager and/or have a broad spectrum of experience in either internal, external or agency roles. Could be a number of supervisors to meet the criteria in a larger organisation with discreet functions.
- Be willing to authenticate work, and provide a third party report about your work in the organisation and if required be contacted by your trainer for further questions.



If you have any questions about your selection of workplacement before you enrol please contact us for support.