

Field Service Sector**Review of *Tourism Conventions and Incentives* unit standards**

Subfield	Domain	ID
Tourism	Tourism Conventions and Incentives	15681,15683,15684,15687-15690,15692,15693,15696-15700,18576,18578,18580,18581,18583,18584,25859, 25860-25870, 26299-26303

ServiceIQ has completed the review of the unit standards listed above.

Date new versions published

November 2016

Planned review date

December 2021

Summary

The purpose of this review is to update legislation, definitions and industry terminology to reflect the Health and Safety at Work Act 2015, which has regulations that came into force on 1 April 2016.

Main changes

- All explanatory notes have been updated to reflect current legislation requirements, including the new Health and Safety at Work Act 2015.
- The term “client” has been replaced by “event owner”.
- Unit standard 25863 has been designated expiring without replacement.

The last date for assessment of superseded versions of these standards is 31 December 2018. Results will not be accepted where the assessment date is after the last date for assessment of the superseded version of the standard.

Category D unit standards will expire at the end of December 2018**Detailed list of unit standards – classification, title, level, and credits**

All changes are in **bold**.

Key to review category	
A	Dates changed, but no other changes are made - the new version of the standard carries the same ID and a new version number
B	Changes made, but the overall outcome remains the same - the new version of the standard carries the same ID and a new version number
C	Major changes that necessitate the registration of a replacement standard with a new ID
D	Standard will expire and not be replaced

Service Sector >Tourism >Tourism Conventions and Incentives

ID	Title	Level	Credit	Review Category
15681	Demonstrate knowledge of the structures and functions of the conventions and incentives industry	4	6	B
15683	Select, engage, and work with suppliers for a conventions and incentives industry project	5	15	B
15684	Manage a business programme for a conventions and incentives industry project	6	10	B
15687	Create and manage a special event for a conventions and incentives industry project	6	20	B
15688	Manage financial arrangements for a conventions and incentives industry project	6	20	B
15689	Market a conventions and incentives industry project	5	15	B
15690	Manage registrations for a conventions and incentives industry project	5	10	B
15692	Manage an exhibition for a conventions and incentives industry project	6	20	B
15693	Manage sponsorship for a conventions and incentives industry project	6	20	B
15696	Manage and escort a familiarisation for the conventions and incentives industry	5	10	B
15697	Manage venue arrangements for a conventions and incentives industry project	5	6	B
15698	Manage accommodation bookings for a conventions and incentives industry project	5	6	B
15699	Demonstrate knowledge of the operational process for a conventions and incentives industry project	4	6	B
15700	Organise and coordinate participation in trade shows	5	10	B
18576	Source and qualify leads, and take follow-up action for a conventions and incentives industry project	5	8	B
18578	Prepare a venue quote and confirm a booking for a conventions and incentives industry project	5	8	B
18580	Generate and review function sheets	5	5	B
18581	Brief personnel involved in the delivery of services for a conventions and incentives industry project	5	3	B
18583	Manage staff and tasks related to conventions and incentives industry projects on guest arrival	6	10	B
18584	Undertake and complete post-conventions and incentives industry project follow-up action and administration	5	5	B
25859	Analyse financial reports and projections for conventions and incentives industry projects	5	6	B
25860	Brief clients on legislation and taxation matters for a conventions and incentives industry project	5	4	B
25861	Use event management software to manage a conventions and incentives industry project	4	5	B

ID	Title	Level	Credit	Review Category
25862	Demonstrate knowledge of environmental sustainability in the conventions and incentives industry	3	3	B
25863	Investigate and brief clients on insurance requirements for a conventions and incentives industry project	4	3	D
25864	Investigate venue arrangements for a conventions and incentives industry special event	4	6	B
25865	Produce a budget for a conventions and incentives industry special event	4	4	B
25866	Plan, manage, and log bookings, and formalise contracts for a conventions and incentives industry project	5	3	B
25867	Plan and manage logged bookings for conventions and incentives industry projects	5	3	B
25868	Manage risk for a conventions and incentives industry project	5	10	B
25869	Develop, implement, and evaluate a sustainability strategy for a conventions and incentives industry project	5	8	B
25870	Demonstrate knowledge of sponsorship for a conventions and incentives industry project	4	6	B
26299	Develop a marketing plan for a conventions and incentives industry project	4	12	B
26300	Develop, implement, and evaluate a communication plan for a conventions and incentives industry project	5	10	B
26301	Debrief clients and evaluate data for a conventions and incentives industry project Debrief event owner and evaluate data for a conventions and incentives industry project	5	6	B
26302	Produce a budget and cash flow projection for a conventions and incentives industry project	5	8	B
26303	Manage the operation of conventions and incentives industry projects prior to guest arrival	5	6	B