

Title	Plan, implement and evaluate a recreation event		
Level	4	Credits	10

Purpose	<p>This unit standard is intended for a person working in recreation or people who wish to work in a recreation role.</p> <p>People credited with this unit standard are able to: produce a proposal for a recreation event; develop and document an operational plan for the recreation event; manage the implementation of the recreation event; and evaluate and review the recreation event.</p>
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Classification	Recreation and Sport > Recreation and Sport - Programmes and Events
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Available grade	Achieved
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Guidance Information

- 1 A recreation event is an activity which has a set timeframe, involves participants, requires a plan and lead time of at least four weeks, and is for the purpose of individual, community, or social benefit.
- 2 Definitions

Organisational requirements refer to the organisation's policies and procedures and include compliance with any applicable legislation, standards, and codes.

Programme refers to a timetable of activities within the event.

Recreation is an activity through which leisure may be experienced and enjoyed. Recreation involves freely chosen activities engaged in for wellbeing. Recreation activities include: sport, fitness and health, art and crafts, outdoor pursuits, hobbies, continuing education, ngā mahi a te rēhia, and activities with a service orientation. Participation in recreation has individual, community, and social benefits.

Recreation event refers to sports events, festivals, competitions, community events, functions, conferences, holiday programmes, celebrations, arts events, and performances.

Outcomes and performance criteria

Outcome 1

Produce a proposal for a recreation event.

Performance criteria

- 1.1 A recreation event is identified, outlined, and documented in the proposal, in relation to its purpose and in accordance with organisational requirements.
- 1.2 The target group for the event is identified, and its characteristics are determined and documented in the proposal.
- 1.3 Objectives of the event are identified and documented in the proposal in accordance with organisational requirements.

Outcome 2

Develop and document an operational plan for the recreation event.

Performance criteria

- 2.1 The operational plan is consistent with the proposal.
- 2.2 A timeline covering all components is prepared and documented in accordance with organisational requirements.
- 2.3 A programme of activities for the event is identified and documented in accordance with organisational requirements.
- 2.4 Entry and/or registration criteria are developed and documented in accordance with organisational requirements.
- 2.5 Permits, approvals, and/or permission are identified and obtained as required in accordance with organisational requirements.
- 2.6 Venue(s) and facilities which meet the requirements of the event are selected and bookings are confirmed in accordance with organisational requirements.
- 2.7 Resource requirements are identified and documented in accordance with organisational requirements.

Range resource requirements may include but are not limited to –
personnel and their roles, budget, equipment, first aid, security.
- 2.8 Safety requirements are identified and documented in accordance with organisational requirements.
- 2.9 Promotional requirements are identified and documented in accordance with organisational requirements.

2.10 Evaluation needs and methods are identified and documented in accordance with organisational requirements.

Range evaluation methods may include – survey, questionnaire, inventory, participant feedback;
information sought may include – achievement of the event objectives, requirements of funders, number of participants, needs of participants, level of support from the community, effectiveness of promotion.

2.11 Contingencies that could influence the implementation of the event are planned for in accordance with organisational requirements.

Range contingencies may include – inclement weather, equipment, insufficient funding secured, number of entries, personnel, number of pre-sold tickets.

Outcome 3

Manage the implementation of the recreation event.

Performance criteria

3.1 The implementation of the event is managed in accordance with the operational plan.

Outcome 4

Evaluate and review the recreation event.

Performance criteria

4.1 The event is reviewed against the operational plan.

4.2 An evaluation report is provided which includes recommendations and is in accordance with organisational requirements.

This unit standard is expiring. Assessment against the standard must take place by the last date for assessment set out below.

Status information and last date for assessment for superseded versions

Process	Version	Date	Last Date for Assessment
Registration	1	29 June 1995	31 December 2012
Revision	2	24 July 1996	31 December 2012
Revision	3	19 February 1998	31 December 2012
Review	4	25 February 2000	31 December 2012
Review	5	22 January 2002	31 December 2012
Review	6	12 February 2010	31 December 2012
Rollover and Revision	7	20 May 2011	31 December 2021
Review	8	22 August 2019	31 December 2021

Consent and Moderation Requirements (CMR) reference	0099
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This CMR can be accessed at <http://www.nzqa.govt.nz/framework/search/index.do>.

This unit standard is expiring