

## Attachment II: „Event Technology” Competence Matrix

(consolidated version, 30 September 2015)

Germany, Austria, Switzerland and Principality of Liechtenstein

### Introduction

The „Event Technology” competence matrix has been developed as part of the ECVAET project. The aim of this project is to bring transparency to vocational training in event technology, to promote international recognition of related qualifications, and to support international exchange of professionals in the future.

The „Event Technology” competence matrix is based on the principle of the VQTS model and is a structured description of work-related, technical competences related to event technology. The matrix encompasses a description of the competences related to the core tasks that are required in each occupational field, as well as the progress of competence development. The „Event Technology” competence matrix was developed on the basis of empirically collected, work-related competences in facilitated workshops with experts from the corresponding field.

The competence matrix is shown in a table. The left column includes all relevant areas of competence based on different core tasks identified in the field of event technology. For each area of competence, the competence acquisition is described starting from beginners’ level all the way to the project planning and project management level. Each competence described refers to a “step of competence development”. The descriptions of competences within the matrix are to be understood as “holistic”, i.e. not divided into a knowledge-skills-competences scheme. Moreover, each step of competence development includes the competences described in the previous stages, and is always related to the work context.<sup>1</sup>

<sup>1</sup> For more information on the VQTS model or the competence matrices based on this model please visit: [www.vocationalqualification.net](http://www.vocationalqualification.net)

Markowitsch Jörg / Luomi-Messerer Karin (Hrsg; 2006): VQTS model. A proposal for a structured description of work-related competences and their acquisition. Vienna.

Luomi-Messerer Karin (Hrsg; 2009): Using the VQTS model for mobility and permeability. Results of the Lifelong Learning project VQTS II. Vienna.

	AREAS OF COMPETENCE↓	STEPS OF COMPETENCE DEVELOPMENT →					
<b>A-Project Management</b>	A. Planning, organising and carrying out events	<b>A1.</b> a. He or she understands the schedule b. can perform the required tasks entrusted to him or her in time.	<b>A2.</b> a. He or she can recognize the significance of his or her duties related to the project, and can provide feedback.	<b>A3.</b> a. He or she can independently take on and perform required project tasks. b. He or she coordinates with others and coordinates the necessary tasks.	<b>A4.</b> a. He or she can plan, b. carry out, c. calculate, document, d. control a project both financially and substantively (the technical realisation of production). e. He or she can plan human and material resources, f. lead a project team g. and cooperate with commissioners, possibly by using project management tools.	<b>A5.</b> a. He or she can identify and b. control critical areas; c. he or she can identify general conditions for the project (e.g. order, laws and regulations, safety and environmental issues, audience areas) and d. incorporate them into the planning.	<b>A6.</b> a. In consultation with the commissioner, he or she can carry out a project to completion.
<b>B-Work Organisation</b>	B. Planning and organising work under consideration of safety rules and regulations	<b>B1.</b> a. He or she knows the necessary work equipment and tools, b. knows how to functionally use them, and c. ensures efficient workflow. d. He or she is able to keep the workplace clean and in order, and e. considers personal protective equipment, clothing regulations and safety measures. f. He or she knows and abides by the technical, environmental, health and security regulations. g. He or she knows and considers his or her limits and, if necessary, calls in other qualified persons.					<b>B2.</b> a. He or she can guide, support and assist auxiliary staff and team members in planning and organising their work in a goal-oriented manner.

<b>C-Audio Engineering</b>	<p>C. Planning, assembling, setting up, operating and dismantling sound systems according to specific requirements</p>	<p><b>C1.</b> a. He or she can prepare and assemble individual sound engineering components under supervision.</p>	<p><b>C2.</b> a. He or she can understand and implement sound reinforcement strategy. b. He or she can select, position, set up and operate individual sound engineering components, and d. guide assistants.</p>	<p><b>C3.</b> a. He or she can assemble, configure, connect, b. operate and maintain simple sound engineering devices and control systems, c. being able to detect and correct errors. d. He or she respects the guidelines of sound reinforcement and noise emission regulations. e. He or she works together with organizers, directors and other responsible persons, and implements their requirements.</p>	<p><b>C4.</b> a. He or she can build, configure, connect and operate complex sound control systems. b. He or she can examine the functioning of audio devices / examine audio signals and c. carry out a sound check.</p>	<p><b>C5.</b> a. He or she can assess the requirements of an event and implement appropriate sound technology solutions. b. He or she can independently plan and calculate sound engineering components and control systems, draw up appropriate plans and oversee the implementation of these plans as well as c. instruct workers and monitor their activities. d. He or she carries out quality assurance measures. e. He or she can implement the director's artistic ideas.</p>
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<p style="writing-mode: vertical-rl; transform: rotate(180deg);"><b>D-Video Technology</b></p>	<p>D. Planning, assembling, setting up, operating and dismantling video technology devices according to specific requirements.</p>	<p><b>D1.</b> a. He or she can, under supervision, prepare and assemble individual video technology components (camera, display, projectors, computers/servers).</p>	<p><b>D2.</b> a. He or she can independently select, assemble and operate individual video technology components as well as b. guide assistants according to specific requirements. c. He or she can understand and implement video system plans. d. He or she can assess, select and prepare video technology devices in accordance with specific requirements.</p>	<p><b>D3.</b> a. He or she can assemble, configure, connect, b. operate and maintain video technology devices and control systems, c. being able to detect and correct errors. d. He or she can process data signals correctly.</p>	<p><b>D4.</b> a. He or she works together with organizers, directors and other responsible persons, and b. implements their requirements. c. He or she can examine, assess and prepare video materials. d. In the case of small productions, he or she can act as video director.</p>	<p><b>D5.</b> a. He or she can build, configure, connect, examine and operate complex video technology control systems. b. He or she can examine the functioning and signals of video technology devices.</p>	<p><b>D6.</b> a. He or she can independently plan and calculate video technology components and control systems, draw up appropriate plans and b. oversee the implementation of these plans as well as c. instruct workers and monitor their activities. d. He or she carries out quality assurance measures. e. He or she can implement the director's artistic ideas.</p>

<p style="writing-mode: vertical-rl; transform: rotate(180deg);"><b>E-Lighting Technology</b></p>	<p>E. Planning, assembling, setting up, operating and dismantling lighting technology devices according to specific requirements.</p>	<p><b>E1.</b> a. He or she can, under supervision, prepare and b. set up individual lighting technology components. c. He or she can prepare and transport lighting technology components within a venue.</p>	<p><b>E2.</b> a. He or she can independently build and operate individual lighting technology components as well as b. guide assistants according to specific requirements. c. He or she can understand and implement lighting plans.</p>	<p><b>E3.</b> a. He or she can set up, configure, connect, b. operate and maintain simple lighting technology devices and control systems, c. being able to detect and correct errors. d. He or she can evaluate and select a lighting technology device in accordance with specific requirements. e. He or she works together with organizers, directors and other responsible persons, and f. implements their requirements.</p>	<p><b>E4.</b> a. He or she can build, configure, connect and operate complex lighting technology control systems. b. He or she can set up and maintain lighting systems. c. He or she can examine the functioning of a lighting technology device / lighting technology signals, d. measure photometric values.</p>	<p><b>E5.</b> a. He or she can assess the requirements of an event b. implement appropriate lighting technology solutions. c. He or she can independently evaluate lighting technology components and control systems, draw up appropriate plans and d. oversee the implementation of these plans as well as instruct workers and monitor their activities. e. He or she carries out quality assurance measures. f. He or she can implement the director's artistic ideas.</p>
<p style="writing-mode: vertical-rl; transform: rotate(180deg);"><b>F-Mobile Stage Construction</b></p>	<p>F. Erecting and dismantling mobile stages in accordance with site conditions and regulations.</p>	<p><b>F1.</b> a. He or she can erect and dismantle a mobile stage b. in compliance with the necessary safety measures.</p>	<p><b>F2.</b> a. He or she can operate a mobile stage after instruction. b. He or she can read and implement construction plans.</p>	<p><b>F3.</b> a. He or she can plan and erect mobile stage structures. b. He or she can plan workflows, assess, organise, evaluate and c. process required materials as well as d. guide assistants.</p>	<p><b>F4.</b> a. He or she can evaluate the safety of constructions and equipment (stability, load carrying capacity, etc.) and b. administer a test if needed. c. He or she can assess the event site conditions and infrastructure as well as the equipment to be used in order to determine the feasibility of holding an event d. and possibly select a suitable event site.</p>	

<p style="writing-mode: vertical-rl; transform: rotate(180deg);"><b>G-Stage Equipment</b></p>	<p>G. Erecting and dismantling as well as operating stage structures and decoration using stage equipment.</p>	<p><b>G1.</b> a. He or she can erect and dismantle stage structures and decoration after instruction and b. in compliance with the necessary safety measures.</p>	<p><b>G2.</b> a. He or she can operate stage equipment and scenery after instruction. b. He or she can read and implement construction plans.</p>	<p><b>G3.</b> a. He or she can independently plan, evaluate and organise stage management processes; b. he or she can select, build, operate and monitor suitable materials and stage equipment. c. He or she can evaluate the type and quantity of materials needed for an event.</p>	<p><b>G4.</b> a. He or she can evaluate the type and quantity of materials needed for an event. b. He or she can evaluate the safety of constructions and equipment (stability, load carrying capacity, etc.) and c. administer a test if necessary. d. He or she can assess the event site conditions and infrastructure as well as the equipment to be used in order to determine the feasibility of holding an event and possibly select a suitable event site.</p>
<p style="writing-mode: vertical-rl; transform: rotate(180deg);"><b>H-Power Distribution</b></p>	<p>H. Planning and installing power supply for devices used.</p>	<p><b>H1.</b> a. He or she can connect a device to power supply in accordance with specifications.</p>	<p><b>H2.</b> a. He or she can select and lay the cables and distribution devices in accordance with circuit and connection diagrams, while b. considering safety aspects and risk factors (humidity, external heat, grounding, tripping hazard, etc.). c. He or she can select cable and fuse size according to energy demands.</p>	<p><b>H3.</b> a. He or she controls the power produced as well as the equipotential bonding, and b. can detect errors using measuring devices. c. In the case of problems and malfunctions, he or she decides whether and when a professional must be called in.</p>	<p><b>H4.</b> a. He or she can calculate the energy demand based on the planned event and venue, b. plan the power supply and distribution, and c. initiate the implementation in accordance with specific site regulations.</p>

<p style="writing-mode: vertical-rl; transform: rotate(180deg);"><b>I-Media Integration</b></p>	<p>I. Operating information and communication technology (ICT) devices and peripherals, and connecting them to internal and external networks.</p>	<p><b>I1.</b> a. He or she can, under supervision, plan ICT and peripherals, and b. connect them to internal and external networks.</p>	<p><b>I2.</b> a. He or she can independently transmit video and audio recordings, b. carry out standard and norm conversion, and c. play any media available using a server. d. He or she can detect and correct errors. e. He or she works together with organizers, directors and other responsible persons, and f. implements their requirements.</p>	<p><b>I3.</b> a. He or she can plan, carry out and control the implementation of the required media equipment.</p>
<p style="writing-mode: vertical-rl; transform: rotate(180deg);"><b>J-Special Effects</b></p>	<p>J. Evaluating and implementing scene effects.</p>	<p><b>J1.</b> a. He or she knows which special effects he or she is authorised to implement and carry out.</p>	<p><b>J2.</b> a. He or she can prepare and set up special effects after instruction.</p>	<p><b>J3.</b> a. He or she can operate and maintain special effects after instruction. b. He or she knows the risks, regulations and safety measures involved.</p>

<b>K-Logistics</b>	<p>K. Resource planning, provisioning, acquisition, warehousing, transportation, maintenance and disposal of required materials and devices.</p>	<p><b>K1.</b></p> <p>a. In accordance with specifications, he or she prepares materials and devices from the warehouse to be transported.</p> <p>b. He or she reports missing material and</p> <p>c. performs the tasks of warehouse management (e.g. inventory management, ratios, stocktaking).</p>	<p><b>K2.</b></p> <p>a. He or she accepts devices and materials,</p> <p>b. cleans them if necessary, and places them in storage.</p> <p>c. He or she ensures that materials are properly disposed of.</p> <p>d. He or she knows the logistic requirements for material and warehouse management.</p>	<p><b>K3.</b></p> <p>a. He or she can, in compliance with safety regulations, load, secure and unload materials and devices being transported.</p>	<p><b>K4.</b></p> <p>a. He or she recognizes the functional efficiency and operational readiness of materials and devices.</p> <p>b. He or she ensures the operational readiness and,</p> <p>c. if necessary, orders a repair or replacement.</p>	<p><b>K5.</b></p> <p>a. He or she is on site ensuring the operational readiness of materials and devices as well as</p> <p>b. protection from theft, weather, etc.</p>	<p><b>K6.</b></p> <p>a. He or she evaluates the type and quantity of devices and materials needed for the event,</p> <p>b. oversees the provisioning and</p> <p>c. acquisition, as well as</p> <p>d. the appropriate delivery and removal.</p>
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