

Diploma of Events

SIT50212



A **Diploma of Events** will allow you to develop your skills, on exciting large-scale projects, to pull the creative vision together. You will be qualified to take on a supervisory or management role and work at a strategic level where you will research and identify target markets, and then develop, implement and manage strategies to suit that market.

You will gain insight into overall business management, how to manage clients, build client relationships, establish networks, plus coordinate and monitor event registrations.

POTENTIAL CAREER OPPORTUNITIES

- Conference Coordinator
- Event Coordinator / Manager
- Festival Manager
- Corporate Events Manager
- Functions Coordinator
- Exhibitions Coordinator
- Wedding Coordinator
- Venue Coordinator / Manager

ENTRY REQUIREMENTS

- Students must have computer literacy skills
- Access to a computer, the Internet and an active email address
- Have the required language, literacy and numeracy skills of Diploma level
- Capacity to complete the assessment items within the required timeframes

It is also strongly recommended that individuals enrolling in this course possess a Certificate III qualification or vocational experience in events, in fields such as business, the creative industries, hospitality, sport, tourism or travel.

Other entry requirements may be requested if you choose to access VET FEE-HELP* through our partner Registered Training Organisation, the Australian Institute of Personal Trainers (RTO ID: 32363)*.

COURSE DELIVERY

- Online - 24 months
- Delivered in a flexible learning package designed to suit you, our fully accredited course material is accessible anywhere and anytime, ready for completion at your own pace through our industry leading eCampus platform.
- 20 units of competency
- Practical work evidence through projects, activities and third party observation within an event management industry operation.

COURSE PAYMENT OPTIONS

Our Diplomas come with a range of different payment options to suit your lifestyle and budget. You can choose to pay for this course upfront or access one of our installment plans. VET FEE-HELP* is also available on this course through our partner Registered Training Organisation, the Australian Institute of Personal Trainers (RTO ID: 32363)*. To discuss what option would suit you best please speak to one of our Careers Advisors.

COURSE UNITS

Unit Code	Unit Name
BSBWOR501	Manage personal work priorities and professional development
BSBADM502B	Manage meetings
BSBREL401A	Establish networks
BSBREL402A	Build client relationships and business networks
BSBDIV501A	Manage diversity in the workplace
SITXWHS301	Identify hazards, assess and control safety risks
SITXMG502	Manage projects
SITXEVT503	Manage event staging components
SITXEVT302	Process and monitor event registrations
SITXEVT303	Coordinate on-site event registrations
SITXEVT401	Plan in-house events or functions
SITXEVT505	Manage on-site event operations
SITXHRM401	Roster staff
SITXHRM503	Monitor staff performance
SITXMG401	Monitor work operations
SITXMG501	Establish and conduct business relationships
SITXHRM402	Lead and manage people
SITXEVT301	Access information on event industry operations
SITXFIN402	Manage finances within a budget
SITXCCS401	Enhance the customer service experience

For more information visit www.foundationeducation.edu.au

Foundation Education Pty. Ltd. ABN 60 147 702 725 RTO Number 22557. *VET FEE-HELP is an Australian Government loan scheme, which can be used to help you pay for all or part of your tuition fees. Eligibility criteria apply. *If you enrol in a Diploma course with VET FEE-HELP you will automatically become a student of the Australian Institute of Personal Trainers and are subject to their Terms and Conditions.

Skills Certified Australia

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