

SIT30516 - Certificate III in Events

ASMI

This qualification reflects the role of individuals who use a range of well-developed events administration or operational skills and knowledge to complete event-related work activities. Using discretion and judgement, they work with some independence under the guidance of more senior event personnel, using plans, policies and procedures to guide work activities.

Events are diverse in nature and this qualification provides a pathway to work for event or exhibition organisations operating in a range of industries including the tourism and travel, hospitality, sport, cultural and community sectors.

The diversity of employers includes event or exhibition management companies, event venues, or 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.

EMPLOYMENT PATHWAYS

Conference, event or exhibition assistant, Functions assistant, In-house meetings assistant, Junior event or exhibition coordinator, Logistics or venue assistant.

EDUCATIONAL PATHWAYS

After successful completion of this qualification, students may have the opportunity to progress into SIT50316 - Diploma of Event Management.

MATERIALS REQUIRED

Students are required to have access to a computer with suitable word processing software and will require access to the internet for research purposes.

COURSE CREDIT

Credit may be assigned for the recognition of equivalence in content and learning outcomes between different types of learning and/or qualifications. Credit reduces the amount of learning required to achieve a qualification and may be acquired through Credit Transfer or Recognition of Prior Learning (RPL).

ENTRY REQUIREMENTS

Students applying to access funded places will be required to meet the eligibility requirements applicable to the funding program, this may include undertaking a Language, Literacy and Numeracy test.

DELIVERY MODELS

Workplace Based - offered in Queensland, workplace based (combination of training and assessment delivery methods, including written assessment, portfolio of evidence and practical observation), 12 months full time or 24 months part time.

RPL - offered in Australia, external based (combination of assessment of written evidence, practical observation and competency conversations), duration and fees will be determined by quality of evidence submitted and amount of gap training required. For more information on the RPL process please visit our website asmitraining.edu.au.

FEES AND FUNDING ARRANGEMENTS

Workplace Based (Fee for Service): Administration Fee: \$30.00, Tuition Fees: \$2,500.00.

CORE UNITS

Students must successfully complete all 6 mandatory core units in order to achieve this qualification:

- BSBWOR203 Work effectively with others
- SITEEVT001 Source and use information on the events industry
- SITEEVT002 Process and monitor event registrations
- SITXCCS006 Provide service to customers
- SITXCOM002 Show social and cultural sensitivity
- SITXWHS001 Participate in safe work practices

ELECTIVE UNITS

Students must successfully complete 7 elective units of competency in order to achieve this qualification:

- SITTTSL008 Book supplier products and services
- SITTTSL010 Use a computerised reservations or operations system
- SITEEVT003 Coordinate on-site event registrations
- SITTTSL005 Sell tourism products and services
- SITEEVT004 Provide event staging support
- BSBITU306 Design and produce business documents
- BSBITU202 Create and use spreadsheets
- BSBSUS201 Participate in environmentally sustainable work practices

CONTEXTUALISATION

Elective unit selection may be contextualised to business requirements. All electives chosen must contribute to a valid, industry-supported vocational outcome.

CONTACT US

Phone: 1300 400 269

Email: admin@asmitraining.edu.au

Website: asmitraining.edu.au