

This qualification reflects the role of individuals who use a broad range of event-related skills and sound knowledge of event management processes to coordinate event operations. They operate independently and make operational event management decisions.

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 coordinator or planner, Function coordinator, Meetings staging or venue coordinator.

EDUCATIONAL PATHWAYS

After successful completion of this qualification, students may have the opportunity to progress into other qualifications in the SIT Training Package.

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

It is strongly recommended that individuals undertake lower level qualifications, and/or gain industry experience prior to entering this qualification.

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: \$4,000.00.

CORE UNITS

Students must successfully complete all 11 mandatory core units in order to achieve this qualification:

- SITEEVT001 Source and use information on the events industry
- SITEEVT003 Coordinate on-site event registrations
- SITEEVT008 Manage event staging components
- SITEEVT010 Manage on-site event operations
- SITXCCS007 Enhance customer service experiences
- SITXFIN003 Manage finances within a budget
- SITXHRM003 Lead and manage people
- SITXMGT001 Monitor work operations
- SITXMGT002 Establish and conduct business relationships
- SITXMGT003 Manage projects
- SITXWHS002 Identify hazards, assess and control safety risks

ELECTIVE UNITS

Students must successfully complete 9 elective units of competency in order to achieve this qualification:

- BSBADM502 Manage meetings
- BSBCMM401 Make a presentation
- BSBDIV501 Manage diversity in the workplace
- BSBRSK501 Manage Risk
- BSBSUS401 Implement and monitor environmentally sustainable work practices
- SITEEVT007 Select event venues and sites
- SITXFIN002 Interpret financial information
- SITXGLC001 Research and comply with regulatory requirements
- SITXCOM005 Manage conflict

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