SIT30516 Certificate III in Events

This program provides students with the knowledge and skills to enter the Events industry.

National or State Accreditation
National

Course Aims
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.

Contribution to VCAL/VCE
VCAL: One credit towards a VCAL learning program is awarded on successful completion of 90 nominal hours of accredited VET curriculum.

VCE: Students who complete this program may be eligible for recognition of two or more units at units 1 & 2 level and a units 3 & 4 sequence. Students may not be recognised for all eligible credit until the completion of the second year.

ATAR: This subject does not have a study score and therefore cannot contribute towards the student's primary four. Where a units 3 & 4 sequence is available and satisfactorily completed, it may be counted as a 5th or 6th subject and contribute towards their ATAR (10% of the average of the primary four scaled).
Please note: The student must already have English and three other fully scored VCE/VET subjects to create the primary four.

Potential Pathways
- Diploma of Event Management

Potential Occupations
- Conference assistant
- Event or exhibition administrative assistant
- Event or exhibition assistant
- Event or exhibition operations assistant
- Functions assistant
- In-house meetings assistant
- Junior event or exhibition coordinator
- Logistics assistant
- Meetings assistant
- Venue assistant.

Additional Requirements/Information
Students will be required to complete 5 days' work placement during semester two each year.

Occupational Health & Safety
Students are required to wear protective footwear and other protective items as required under OH&S legislation. More information will be provided at commencement of the program.

Cluster Provider
Australian College of Event Management t/a College of Event Management
Classes delivered in Ballarat

Registered Training Organisation
Australian College of Event Management t/a College of Event Management

RTO Code
70229

Program Length
2 years

Day and Time
1st year – Thursday 1.45pm to 5.00pm
2nd year – Tuesday 1.45pm to 5.00pm

Program Material Costs (approximate only)
1st year – Nil
2nd year – Nil

Structured Workplace Learning
Recommended – 80 hrs minimum over total program

Outcomes
Satisfactory completion of this two year program entitles the student to a Certificate III in Events

Enrolment Type
VFE

1st year Units of Competency

SITEEVT001	Source and use information on the events industry
SITXEBS001	Use social media in a business
SITTTSL010	Use a computerised reservations or operations system
SITEEVT003	Coordinate on-site event registrations
SITEEVT002	Process and monitor event registrations

2nd year Units of Competency

BSBCRT301	Develop and extend critical and creative thinking skills
CUAPPR402	Select sites for creative projects and plan work
BSBSUS201	Participate in environmentally sustainable work practices
BSBWOR203	Work effectively with others
SITXCOM002	Show social and cultural sensitivity
SITXWHS001	Participate in safe work practices
SITEEVT004	Provide event staging support
SITXCCS006	Provide service to customers

Commencement of program will be dependent on adequate student numbers for enrolment and funding.
Programs and units of competency are subject to change prior to commencement.

NATIONALLY RECOGNISED TRAINING

College Of Event Management