

Certificate III in Events

SIT30516

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.

Possible job titles include 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.

No occupational licensing, certification or specific legislative requirements apply to this qualification at the time of publication.



TRAINING REQUIREMENTS

To achieve the SIT30516 Certificate III in Events, 13 units must be completed. This is made up of all 6 core units, plus a total of 7 elective units. For this qualification, electives may be selected to meet either a specialist or multi-skilled job outcome. These elective units can be chosen when consulting one of the Brisbane Business & Hospitality staff who can offer you guidance and assistance to choose the right stream for you.

LOCATION

Brisbane Business & Hospitality Training can deliver this training throughout Metropolitan and Regional Queensland.

COURSE DURATION

This course is structured through competency based training and assessment. Course duration is based on individual training requirements.

ENTRY REQUIREMENTS

Students who wish to enrol in Brisbane Business & Hospitality Training programs are required to obtain a copy of the Student Handbook before making a final decision on training. **There are no entry requirements for this qualification.**

DELIVERY MODES

This course may be delivered through a combination of class, workplace, self-paced and distance learning.

COURSE FEES

Please phone Brisbane Business & Hospitality Training to discuss fee details for this course.

ENROLMENTS

Brisbane Business & Hospitality Training has a rolling intake. Continuous enrolments allow students to commence training at any time. Enrolments for traineeships involve a consultant visiting your workplace to complete paperwork and answer questions. **Call Brisbane Business & Hospitality Training on 1300 170 434 or 0409 890 298 or email info@bbht.com.au for details.**

MANDATORY CORE UNITS

- 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

PLUS 7 ELECTIVE UNITS

**CONSISTING OF 2 UNITS FROM GROUP A
PLUS 2 UNITS FROM GROUP A OR B
PLUS 3 ADDITIONAL UNITS**

The selection of electives must be guided by the job outcome sought, local industry requirements and the complexity of skills appropriate to the AQF level of this qualification.

GROUP A

- SITEEVT003 Coordinate on-site event registrations
SITEEVT004 Provide event staging support
SITTTSL008 Book supplier products and services
SITTTSL010 Use a computerised reservations or operations system

GROUP B

COMMUNICATION AND TEAMWORK

- SITXCOM004 Address protocol requirements

COMPUTER OPERATIONS AND ICT MANAGEMENT

- BSBITU202 Create and use spreadsheets
BSBITU301 Create and use databases
BSBITU302 Create electronic presentations
BSBITU306 Design and produce business documents

CREATIVE AND TECHNICAL PRODUCTION

- CUAPRP401 Coordinate props
CUASET201 Develop basic skills in set construction
CUASOU201 Develop basic audio skills and knowledge
CUASTA201 Develop basic staging skills
CUASTA302 Install staging elements
CUASTA304 Maintain physical production elements
CUAVSS201 Develop basic vision system skills
CUALGT201 Develop basic lighting skills and knowledge
CUALGT301 Operate basic lighting
CUAEMP403 Install and dismantle exhibition elements

E-BUSINESS

- BSBITU305 Conduct online transactions
SITXEBS001 Use social media in a business

ENVIRONMENTAL SUSTAINABILITY

- BSBSUS201 Participate in environmentally sustainable work practices

FINANCE

- BSBFIA301 Maintain financial records
BSBFIA303 Process accounts payable and receivable
SITXFIN001 Process financial transactions

FOOD AND BEVERAGE

- SITHFAB002 Provide responsible service of alcohol

HUMAN RESOURCE MANAGEMENT

- SITXHRM001 Coach others in job skills

SECURITY

- CPPSEC2012A Monitor and control individual and crowd behaviour

TOURISM SALES AND OPERATIONS

- SITTTSL001 Operate online information systems
SITTTSL002 Access and interpret product information
SITTTSL003 Provide advice on international destinations
SITTTSL004 Provide advice on Australian destinations
SITTTSL005 Sell tourism products and services
SITTTSL006 Prepare quotations
SITTTSL007 Process reservations
SITTTSL009 Process travel-related documentation

WORK HEALTH AND SAFETY

- SITXWHS002 Identify hazards, assess and control safety risks



Other Quality Training Programs Offered by BBHT

Certificate II, III, IV in Hospitality | Diploma of Hospitality | Certificate II, III, IV in Retail | Certificate II in Kitchen Operations
Certificate III, IV in Commercial Cookery | Certificate II, III in Tourism | Certificate IV in Travel and Tourism
Diploma of Travel and Tourism Management | Certificate IV in Training and Assessment

Short Courses Programs on Offer include

Responsible Service of Alcohol | Responsible Gambling Services | Responsible Management of Licensed Venues
Customer Liaison Officer Training Program | Food Safety | Food Safety Supervisor | Coffee Making (Barista)
Introduction to Bar Operations | Introduction to Gaming Operations
Introduction to Accommodation Housekeeping | Custom Made Programs | First Aid Course