

Diploma of Event Management

SIT50316

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.

Possible job titles include conference coordinator, event or exhibition coordinator, event or exhibition planner, event sales coordinator, function coordinator, in-house meetings coordinator, meetings coordinator, staging coordinator, venue coordinator.

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



TRAINING REQUIREMENTS

To achieve the SIT50316 Diploma of Event Management, 20 units must be completed. This is made up of all 11 core units, plus a total of 9 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

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

PLUS 9 ELECTIVE UNITS CONSISTING OF 4 UNITS FROM GROUP A PLUS 5 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

CREATIVE AND TECHNICAL PRODUCTION

CUA EVP501	Coordinate the installation and dismantling of exhibitions
CUAPPM411	Compile production schedules
CUAPPM412	Organise and facilitate rehearsals
CUAPPM503	Incorporate creative and technical needs into management processes
CUAPPM504	Manage bump in and bump out of shows
CUASMT503	Develop and maintain production documents

EVENTS

SITEEVT002	Process and monitor event registrations
SITEEVT005	Plan in-house events or functions
SITEEVT006	Develop conference programs
SITEEVT007	Select event venues and sites
SITEEVT009	Organise event infrastructure

TOURISM SALES AND OPERATIONS

SITTTSL005	Sell tourism products and services
SITTTSL006	Prepare quotations
SITTTSL008	Book supplier products and services
SITTTSL010	Use a computerised reservations or operations system

VENUE AND FACILITY OPERATIONS

CPPDSM5027A	Provide facilities and amenities for property users
CUAFOH501	Manage front of house services

GROUP B

ADMINISTRATION

BSBADM502	Manage meetings
BSBWRT401	Write complex documents

COMMUNICATION AND CUSTOMER SERVICE

BSBCMM401	Make a presentation
SITXCOM004	Address protocol requirements
SITXCOM005	Manage conflict
SITXCRI001	Respond to a customer in crisis

COMPUTER OPERATIONS AND ICT MANAGEMENT

BSBITU301	Create and use databases
BSBITU302	Create electronic presentations
BSBITU306	Design and produce business documents
BSBITU402	Develop and use complex spreadsheets

E-BUSINESS

BSBEBU501	Investigate and design e-business solutions
SITXEBS002	Develop, implement and monitor the use of social media in a business

ENVIRONMENTAL SUSTAINABILITY

BSBSUS401	Implement and monitor environmentally sustainable work practices
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FOOD AND BEVERAGE

SITHFAB002	Provide responsible service of alcohol
SITHFAB016	Provide advice on food

FINANCE

BSBFIA303	Process accounts payable and receivable
BSBFIA401	Prepare financial reports
SITXFIN002	Interpret financial information
SITXFIN004	Prepare and monitor budgets

GOVERNANCE AND LEGAL COMPLIANCE

BSBSMB401	Establish legal and risk management requirements of small business
SITXGLC001	Research and comply with regulatory requirements

HUMAN RESOURCE MANAGEMENT

BSBDIV501	Manage diversity in the workplace
SITXHRM002	Roster staff
SITXHRM004	Recruit, select and induct staff
SITXHRM005	Manage volunteers
SITXHRM006	Monitor staff performance

MANAGEMENT AND LEADERSHIP

BSBMGT517	Manage operational plan
BSBRISK501	Manage risk
BSBSMB404	Undertake small business planning
CUACMP501	Manage copyright arrangements

MARKETING AND PUBLIC RELATIONS

BSBMKG401	Profile the market
BSBPUB402	Develop public relations campaigns
BSBREL401	Establish networks
BSBSMB403	Market the small business
SITXMPR001	Coordinate production of brochures and marketing materials
SITXMPR002	Create a promotional display or stand
SITXMPR003	Plan and implement sales activities
SITXMPR004	Coordinate marketing activities
SITXMPR006	Obtain and manage sponsorship
SITXMPR008	Prepare and present proposals

PLANNING AND PRODUCT DEVELOPMENT

SITPPD007	Research and analyse tourism data
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TOURISM SALES AND OPERATIONS

SITTTSL003	Provide advice on international destinations
SITTTSL004	Provide advice on Australian destinations
SITTTSL007	Process reservations
SITTTSL009	Process travel-related documentation

WORK HEALTH AND SAFETY

SITXWHS003	Implement and monitor work health and safety practices
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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