



# SIT50316 Diploma of Event Management

National ID: SIT50316 | State ID: AZU4

## About this course

### Do you want an eventful career?

When you complete the Diploma of Event Management you will be able to work as an events/conference organiser or functions coordinator in the community, cultural, hospitality, sporting, and tourism sectors.

You will gain the knowledge and skills to ensure successful events, including coordinating a diverse team, risk management, contingency planning, project management, working with sponsors, coordinating on-site operations, managing finances and budgets, and workplace health and safety.

## Overview

### Semester 1, 2019

#### Bentley Campus - Full Time-Classroom



Duration: **12 Months**



When: **Semester 1, 2019**



How: **Full Time**

## Units

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### Core

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

### Elective

Unit Title	National ID
Manage meetings	BSBADM502
Process and monitor event registrations	SITEEVT002
Plan in-house events or functions	SITEEVT005
Select event venues and sites	SITEEVT007
Develop event concepts	SITEEVT012

Unit Title	National ID
Develop, implement and monitor the use of social media in a business	SITXEBS002
Research and comply with regulatory requirements	SITXGLC001
Manage volunteers	SITXHRM005
Provide facilities and amenities for property users	CPPDSM5027A

## Entrance requirements

School Leaver	Non-School Leaver	AQF
Completion of WACE General or ATAR (Minimum C Grades) or equivalent	Completion of WACE General or ATAR or equivalent (minimum C Grades)	Certificate III

## Job opportunities

- When you complete the Diploma of Event Management you will be looking at a career as an events or conference organiser, or functions coordinator, in the community, cultural, hospitality, sporting, and tourism sectors.

For information about jobs and pathways, please see <http://joboutlook.gov.au/>

Further study opportunities:

- University

## Fees and charges

### Indicative fees and charges

[2019 general admission fees list](#)

[2019 apprenticeship/traineeship fees list](#)

Fees and charges published on our website are indicative. Your fees will depend on your eligibility for government funding or a concession rate, and the units you choose to study or seek to be recognised under Recognition of Prior Learning (RPL). Our Indicative fees lists show fees that are:

- Based on the full possible study plan of units, including the recommended electives

- Based on full time study in 2019
- Charged at the government funded rate for over 18 years of age students
- Based on unit electives designed to meet localised industry demand for skills
- Made up of course fees and resource fees, or RPL fees. Course fees are the cost of your tuition, while resource fees pay for consumables provided to you to aid your study (such as printing and paper). You may also be required to purchase text books or equipment that are not part of our tuition or resource fees.

Fees may vary between students and between educational providers. Other charges may apply.

Visit our [Fees and payment options](#) page for more information.

Call 1800 001 001 to get a more accurate fee indication based on your eligibility and study plan before applying.

## **VET Student Loans**

Selected courses are VET Student Loan eligible courses.

A VET Student Loan creates a debt that must be repaid to the Commonwealth and is only available to students who are eligible.

To find out if you are eligible or to see the list of eligible courses visit our [Student Loans](#) page.

## **International students**

Selected courses are available to International students for full time study only.

Fees, charges, available locations, applications and enrolment procedures for International students are different to those for students who have Australian permanent residency.

For more information or to find a course visit the [TAFE International WA](#) website.

## **Apprenticeships and traineeships**

Fees for apprenticeships and traineeships are charged at a rate per nominal hour of study.

This means that your fees will vary depending on the units you study as part of your training plan.

Apprentices and trainees are liable to pay for their own fees but some industrial agreements (awards) dictate that employers are required to reimburse their apprentice upon receipt of satisfactory progress. An employer may also opt to pay on behalf of the apprentice or trainee.

For more information visit our [Apprenticeships and traineeships](#) page.

## **Recognition of Prior Learning**

Recognition of Prior Learning (RPL) enrolments are charged at \$3.25 per nominal hour of study.



**South  
Metropolitan**

*We're working for  
Western Australia.*

No concession fees apply to RPL enrolments. Refer to the institutional or apprenticeship/traineeship fee lists for an indicative RPL course fee.

**Please note, fees are subject to change.**



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