



# 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

*This course may be offered with a blended, flexible delivery model to enable social distancing measures to be undertaken during the COVID-19 pandemic. This approach may include a mix of online and classroom based delivery, as well as practical and work experience placements. Lecturers will provide any specific instructions if your training delivery style needs to change.*

## Semester 2, 2020

### Bentley - Full Time-Classroom

 When: **Semester 2, 2020**

 How: **Full Time**

## Units

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### Core

National ID	Unit Title
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

National ID	Unit Title
BSBADM502	Manage meetings
SITEEVT002	Process and monitor event registrations

National ID	Unit Title
SITEEVT005	Plan in-house events or functions
SITEEVT007	Select event venues and sites
SITEEVT012	Develop event concepts
SITTTSL006	Prepare quotations
SITXEBS002	Develop, implement and monitor the use of social media in a business
SITXGLC001	Research and comply with regulatory requirements
SITXHRM005	Manage volunteers

## 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

[2020 General Admission Fees List](#)

[2020 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 2020
- 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.

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.**