# Diploma of Event Management

**SIT50316**

<table>
<thead>
<tr>
<th><strong>DURATION</strong></th>
<th>2 Years</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>ATTENDANCE</strong></td>
<td>Online</td>
</tr>
<tr>
<td><strong>DELIVERY</strong></td>
<td>COURSE-ONLINE CORR</td>
</tr>
<tr>
<td><strong>START DATE</strong></td>
<td>Enquire Now</td>
</tr>
</tbody>
</table>

| **LOCATION** | TAFE Digital  
Phone 131 601 |
|--------------|----------------|
| **STUDY COMMITMENT** | 12 Hours Per Week  
How much time on average each week you will need to commit to successfully complete this course.  
Hours include class attendance/participation, directed study, and any required work placements.  
You may also need to do additional hours of self-directed study |

## Studying with TAFE NSW

With over 25,000 industry connections*, teachers experienced in the latest industry trends plus state-of-the-art facilities, it’s easy to see why TAFE NSW is Australia's largest training provider. Want even more reasons to study with us?

* TAFE NSW current employer database as of May 2017

- **85.9% EMPLOYER SATISFACTION**
  - NSW EMPLOYERS ARE VERY SATISFIED WITH THE QUALITY OF THE NATIONALLY RECOGNISED TRAINING WE DELIVER*

- **83% GRADUATE SATISFACTION**
  - TAFE NSW ENJOYS A RATING WELL ABOVE THE NATIONAL AVERAGE FOR THE OVERALL QUALITY OF TRAINING*

- **80% OF GROWTH AREAS COVERED**
  - WE OFFER TRAINING IN 80% OF THE OCCUPATIONS PREDICTED TO HAVE THE GREATEST GROWTH OVER THE NEXT 5 YEARS**

- **93% WOULD RECOMMEND TAFE NSW**
  - AS A TRAINING PROVIDER – NATIONAL VET AVERAGE 90%**

---

**TAFE NSW | RTO 90003 | CRICOS 00591E | HEP PRV12049**  
Information as of 21 Jan 2022
OVERVIEW

The nationally recognised Diploma of Event Management will give you the full spectrum of skills and knowledge you need to succeed as an events coordinator. Learn to confidently coordinate events, grow your interpersonal skills and choose your events specialty with this engaging TAFE NSW course.

LEARN NEW SKILLS

Through a mix of theory and practical coursework, learn to:

- Respond to event needs and develop production schedules
- Lead and manage people
- Manage event staging, sponsorship and operations
- Manage finances within a budget
- Identify hazards, assess and control safety risks

DEVELOP YOUR TALENT

Develop the attributes to help you get ahead:

- Excellent communication skills
- Organisation and efficiency
- Collaboration and interpersonal skills
- Initiative, flexibility and a positive attitude
- Attention to detail

ACHIEVE YOUR GOALS

Completing this course provides you with:

- A nationally accredited qualification at Diploma level
- Strong pathways to continue your study and enhance your career opportunities

Career opportunities:

- Conference coordinator
- Event or exhibition planner
- Event sales coordinator
- Festival project coordinator
- Function coordinator
- Staging coordinator

GROW YOUR CAREER

Expand your opportunities with these further study options:

- Advanced Diploma of Events Management
- Diploma of Hospitality Management
- Diploma of Tourism
- Diploma of Business

TAFE NSW | RTO 90003 | CRICOS 00591E | HEP PRV12049
Information as of 21 Jan 2022
ENTRY REQUIREMENTS

When you study with TAFE NSW, we want you to succeed. Entry requirements allow us to make sure that you have the right pre-existing knowledge and skills to achieve your chosen qualification. You will need to provide evidence that you meet the requirements listed in this section.

ENTRY REQUIREMENTS

There are no entry requirements for this qualification. You can enrol now.

LICENCING REQUIREMENTS

NSW Liquor and Gaming regulations require students to be at least 18 years old if they undertake units that involve the service of alcohol and/or gaming operations.

You need to be at least 18 years old to complete the electives below:

- Provide responsible service of alcohol (RSA)
- Provide responsible gambling services (RCG)

Students who complete the RSA and RCG electives will receive a competency card from NSW Liquor and Gaming allowing you to serve or supply alcohol and/or work with gaming machines.

IS THIS COURSE RIGHT FOR YOU?

To be prepared for this course, we recommend that you have:

- An interest in the event industry
- A desire to progress your career in event management
- The capability to work well with people and in teams
- Intermediate literacy and numeracy skills
- Good computing skills with experience using the Microsoft Office Suite
- Great written and verbal communication skills
- Demonstrated time management skills

ADDITIONAL REQUIREMENTS

With 130 locations across the state, TAFE NSW tailors qualifications to meet the needs of the local community and specific student groups (like apprentices, fast-tracked and online students). To make sure this course is the right fit for you, we will need you to demonstrate that you can meet the additional requirements below.

To successfully complete this course, you will need:

- access to a computer, printer and software programs
- internet to access the TAFE Digital platform

Work Placement is a requirement of this course. You will need to complete:

- the industry experience required to gain practical skills and complete practical assessment tasks. Work placement is not a training package requirement.
- this is required to meet the performance evidence requirements of the units SITEEVT002, SITEEVT010, SITEEVT008, SITEEVT003
- Students need to participate in local event planning and coordination to build skills and complete the practical assessment tasks for...
Students organise industry placement themselves, with our advice if required.
OTHER COURSE INFORMATION

Discover the skills you need, for the job you want at a TAFE NSW Information Session.

INFORMATION SESSIONS

There are no information sessions currently scheduled for this course.

STUDY COMMITMENT

This is an online course. You will need to complete approximately 10 hours of online study, each week, for your enrolment duration of 2 years. You can increase the hours of online study per week to complete the course sooner.

You may also be required to complete approximately 2 hours of additional study each week outside of online study hours, including independent study, research, practice and assignments. Industry experience requirements apply to complete several units.

IS THIS COURSE RIGHT FOR YOU?

This course offering is designed for people who:

- want to upskill,
- have a career change or,
- may be returning to the hospitality industry

Through work, study and life experience, ideally you will have:

- good digital skills e.g. able to research on the Internet, email and conduct an online video session
- good time management and organisational skills to follow your timetable and manage your study schedule and complete the learning resources and assessments in a timely manner.

SERVICES AND STUDY SUPPORT

We offer student services and study support to ensure you can achieve your goals. Learn about TAFE NSW Student Services

As a TAFE NSW student in this course, you will have access to:

- LinkedIn Learning (formerly Lynda.com)
- Smarthinking - after hours online study support service
- Easy computing online short courses
- Access to local TAFE libraries
- Accessibility and Disability Support Services
- Access to Read&Write learning support software at TAFE and at home

ATTENDANCE

An individual training plan will be provided when you enrol in this course. Your plan will outline the recommended study timetable and detail your units and assessments.
FEE DETAILS

SUBSIDISED PRICES

<table>
<thead>
<tr>
<th>First Qualification</th>
<th>Subsequent Qualification</th>
</tr>
</thead>
<tbody>
<tr>
<td>$3,750.00</td>
<td>$4,230.00</td>
</tr>
</tbody>
</table>

WHAT DO THESE PRICES MEAN?

First Qualification Fee

Applies to a student who does not already hold a post-school qualification from any tertiary sector (TAFE, private provider or University), and includes any vocational (certificates, Diplomas, Advanced Diplomas) and higher education (degree) qualifications achieved in Australia or overseas previously.

Subsequent Qualification Fee

Applies to a student who already holds one or more post-school qualifications from any tertiary sector (TAFE, private provider or University), and includes any vocational (certificates, Diplomas, Advanced Diplomas) and higher education (degree) qualifications achieved in Australia or overseas previously.

Apprenticeship Fee

Eligible apprentices are exempt from fees when undertaking an apprenticeship under the NSW Government’s Fee Free Apprenticeship. For apprentices who are not eligible, apprenticeship qualification fees are capped at $2,000.

For more information visit the Fee Free Apprenticeships page.

Traineeship Fee

Applies to a student undertaking a traineeship qualification under a traineeship pathway, with fees are capped at $1,000.

For more information visit the Apprenticeships and Traineeships page.

Concession Fees

Applies to eligible disadvantaged students who receive a specified Commonwealth Government welfare benefit or allowance. Concession fees are discounted, with flat fees applied across a qualification level.

For more information on concessions and exemptions, visit the Smart and Skilled Fee Exemption and Concessions page on the Smart and Skilled website.

For more information on Smart and Skilled funding, visit the Smart and Skilled page.

SMART AND SKILLED FEES

This course is government-subsidised, meaning you pay a portion of the full course fee to TAFE NSW and the NSW Government will pay the balance. However, you must meet certain eligibility criteria for this to apply.

Depending on your previous qualifications and experience, your fee may be less than the maximum fee quoted.

TAFE NSW | RTO 90003 | CRICOS 00591E | HEP PRV12049
Information as of 21 Jan 2022
actual fee and eligibility for concession/exemption will be calculated and confirmed during the enrolment process.

For further information about eligibility and explanations of the different fee categories, visit Are You Eligible?

**PAYMENT OPTIONS AND ASSISTANCE**

This course is approved for a Commonwealth VET Student Loan (VSL). If you meet the VSL eligibility and academic suitability requirements, you are able to apply to the Commonwealth for a loan to cover all or part of your course fee. We will ask you whether you would like to apply for a VET Student Loan when you enrol and advise you of the process.

**To complete your VET Student Loan application, you need to provide:**

- Your Tax File Number (TFN). If you don’t have a TFN, click here for information on how to apply for one. You can complete your loan application with a Certificate of Application for a TFN, but must provide your TFN as soon as it is issued. If you don’t provide your TFN before your first census day, you will need to pay the tuition fees for that unit of study.

- Your Commonwealth Higher Education Student Support Number (CHESSN). If you have previously accessed a loan via the Higher Education Loan Program (HELP), either at TAFE or university, you will already have a CHESSN. You must use the same CHESSN whenever you access a student loan. If you don’t have CHESSN, we will allocate one on your behalf.

**To be eligible for a VET Student Loan, you need to be assessed as academically suitable to undertake high level VET study. You need to provide:**

- A copy of your Australian Year 12 Certificate; OR

- A copy of a certificate showing that you have been awarded a qualification at level 4 or above in the Australian Qualifications Framework (where the language of instruction was English). If you previously completed a Certificate IV or higher qualification at TAFE NSW, just let us know where and when you studied in your application; OR

- Display competence at Exit Level 3 in the Australian Core Skills Framework in both reading and numeracy through an approved Language, Literacy and Numeracy test. We will let you know if this is required once you apply.

If you intend to apply for a VET Student Loan, it’s important you know your student obligations.

**PAYMENT OPTIONS AND ASSISTANCE**

This course is approved for a Commonwealth VET Student Loan (VSL). If you meet the VSL eligibility and academic suitability requirements, you are able to apply to the Commonwealth for a loan to cover all or part of your course fee. We will ask you whether you would like to apply for a VET Student Loan when you enrol and advise you of the process.

Find out more about VET Student Loans.

Direct payment by Unit of Study instalments is available for this course.

The Units of Study and associated fees for this course are detailed below. Fees are charged on the census day for each Unit of Study. To secure a loan for part or all of your course, you must be eligible and submit a valid application to the Commonwealth for a VET Student Loan. You may withdraw prior to the census date without incurring a fee.

Find out more about VET Student Loans.

Direct payment by Unit of Study instalments is available for this course.

The Units of Study and associated fees for this course are detailed above. Fees are charged on the census day for each Unit of Study. To secure a loan for part or all of your course, you must be eligible and submit a valid application to the Commonwealth for a VET Student Loan. You may withdraw prior to the census date without incurring a fee.

TAFE NSW | RTO 90003 | CRICOS 00591E | HEP PRV12049
Information as of 21 Jan 2022
Enrolments for this course have now closed.

Enquire now and we will contact you when enrolments open. Visit our Online Courses to view our range of study options that you can start anytime.
## UNITS

<table>
<thead>
<tr>
<th>UNIT CODE</th>
<th>UNIT DESCRIPTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>SITXMGTO01</td>
<td>Monitor work operations</td>
</tr>
<tr>
<td>SITXFINO03</td>
<td>Manage finances within a budget</td>
</tr>
<tr>
<td>SITXHRM003</td>
<td>Lead and manage people</td>
</tr>
<tr>
<td>SITXMGTO02</td>
<td>Establish and conduct business relationships</td>
</tr>
<tr>
<td>SITXMGTO03</td>
<td>Manage projects</td>
</tr>
<tr>
<td>SITXWHSO02</td>
<td>Identify hazards, assess and control safety risks</td>
</tr>
<tr>
<td>SITEEVT001</td>
<td>Source and use information on the events industry</td>
</tr>
<tr>
<td>SITEEVT003</td>
<td>Coordinate on-site event registrations</td>
</tr>
<tr>
<td>SITEEVT008</td>
<td>Manage event staging components</td>
</tr>
<tr>
<td>SITEEVT010</td>
<td>Manage on-site event operations</td>
</tr>
<tr>
<td>SITXCCS007</td>
<td>Enhance customer service experiences</td>
</tr>
<tr>
<td>SITEEVT007</td>
<td>Select event venues and sites</td>
</tr>
<tr>
<td>SITTTSLO08</td>
<td>Book supplier products and services</td>
</tr>
<tr>
<td>SITEEVT006</td>
<td>Develop conference programs</td>
</tr>
<tr>
<td>SITEEVT002</td>
<td>Process and monitor event registrations</td>
</tr>
<tr>
<td>SITXEBS002</td>
<td>Develop, implement and monitor the use of social media in a business</td>
</tr>
<tr>
<td>SITXFINO04</td>
<td>Prepare and monitor budgets</td>
</tr>
<tr>
<td>SITXHRM002</td>
<td>Roster staff</td>
</tr>
<tr>
<td>SITXCOM005</td>
<td>Manage conflict</td>
</tr>
<tr>
<td>SITXWHSO03</td>
<td>Implement and monitor work health and safety practices</td>
</tr>
</tbody>
</table>
NEXT STEPS

Need more information? Call our customer support team on 131 601 or submit an enquiry.