



SIT30516 Certificate III in Events Course Information Brochure

Description of Course

This qualification reflects the role of individuals who use a range of events administrative or operational skills. They use discretion and judgement and have knowledge of industry operations. They work with some independence under the guidance of more senior event personnel, using plans, policies and procedures to guide work activities.

Activities / Tasks

The course provides both theoretical and practical training that is linked directly to the work that Events related employees undertake. The course includes:

- Work effectively with others
- Source and use information on the events industry
- Process and monitor event registrations
- Provide service to customers
- Show social and cultural sensitivity
- Participate in safe work practices

Assessment

Assessment is conducted using a combination of project based practical tasks, theory test and design folios/briefs. The assessment of your overall competence at this certificate level will be undertaken by a qualified assessor and your competence judge using all of these tasks. Students will be given a fair and adequate assessment process that include the option of an assessment re-sit.



Course Content

Units 1 & 2

Wednesday 9.00am – 12.30pm

Code	Unit of Competency	Nominal Hours
BSBWOR203	Work effectively with others	15
SITEEVT001	Source and use information on the events industry	25
SITEEVT002	Process and monitor event registrations	60
SITXCCS006	Provide service to customers	25
SITXCOM002	Show social and cultural sensitivity	20
SITXWHS001	Participate in safe work practices	12
SITTTSL006	Prepare quotations	30
SITTTSL008	Book supplier products and services	20
Total Nominal Hours		207

2019 Units 3 & 4

Wednesday 1.00pm – 4.30pm

Code	Unit of Competency	Nominal Hours
SITTTSL002	Access and interpret product information	65
SITHFAB002	Provide responsible service of alcohol (This unit must be delivered by an authorised VCGLR trainer, call AIET to book delivery of this unit)	10
SITTTSL004	Provide advice on Australian destinations	40
SITEEVT003	Coordinate on-site event registrations	40
SITEEVT004	Provide event staging support	31
SITTTSL002	Access and interpret product information	65
Total Nominal Hours		186



Pathways

- Certificate IV in Travel and Tourism
- Diploma of Event Management and Travel and Tourism
- With additional training and experiences possible future career opportunities
- 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

Length of the Course

This course runs for two years.

Auspicing Registered Training Organisation

Australian Institute of Education and Training

Enrolment Process

Students must apply through their VET coordinator at their home school and complete the enrolment form at the PLVC VET Enrolment evening.