

SIT50322 Diploma of Event Management

DESCRIPTION

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.

ELIGIBILITY/ENTRY REQUIREMENTS

There are no specific entry requirements for this course however, it is highly recommended that individuals hold the Certificate III in Events or have vocational experience in industry equivalent to a Certificate III level prior to enrolling into this course. Students that do not have pre-existing tourism industry knowledge will be encouraged to seek employment in the industry.

A pre-enrolment induction will be conducted, and students will be required to complete a learner support indicator to determine any learner support requirements. The Language, Literacy and Numeracy (LL&N) evaluation helps identify any areas where you may need additional support to help you achieve your goals.

DELIVERY DETAILS

Location(s)	Duration*	Study mode
Palmerston Campus	This program is delivered over a period of one (1) year on a full-time basis or two (2) years on a part-time basis.	Internal - Delivery of this program is a combination of face-to-face classes and online resources. External – self-paced, lecturer supported with online resources.

* Duration will vary depending on how long a student takes to reach the required competency level.

Students have access to all resources on LearnLine, CDU 24/7 online learning system.

FEES

Fee Type	2024 Course Fees
NT Government Supported*	\$3,800.00
Full Fee	\$11,875.00

*This course is supported by the NT Government for domestic eligible students who are NT residents. A limited number of NT Government supported places are available, so secure your place now.

Fees shown are indicative and subject to change annually. Actual course fees may vary depending on the units chosen. International non-student visa-holders; study eligibility needs to be verified before enrolment. Fees may vary depending on the visa type.

For further clarification and information on fees, fee exemptions, payment options, instalment plans, and refunds, contact CDU on 1800 061 963 or refer to [TAFE Fees and Payments](#)

VET STUDENT LOANS

Eligible students may access a VET Student Loan to pay for their course fees (up to capped amounts). [Determine your eligibility](#) using the VET Student Loan Eligibility Tool on the [myskills](#) website.

ASSESSMENT

Assessments vary with each unit. You will be provided with an assessment guide.

RECOGNITION OF PRIOR LEARNING (RPL)

RPL is a process that determines whether the skills, knowledge and experience you've gained through your previous study, work or life experience can count towards a vocational training qualification at CDU. For more information, [VET RPL](#).

RESOURCES

Students will access all learning and assessment materials through Learnline. Computer and internet access is required to source information and complete assessments.

STUDY AND CAREER PATHWAYS

On completion of this qualification credit(s) may be available into Higher Education courses. Possible occupations relevant to this qualification include:

- conference coordinator
- event or exhibition coordinator
- event or exhibition planner
- event sales coordinator
- event sales coordinator
- function coordinator
- in-house meetings coordinator
- meetings coordinator
- staging coordinator
- venue coordinator

QUALIFICATION CONTENT

To achieve a SIT50322 Diploma of Event Management a total of twenty (20) units of competency must be completed comprising thirteen (13) core and seven (7) elective units as detailed in the packaging rules and listed below. The electives offered may vary between campuses.

CORE UNITS

SITEEVT020	Source and use information on the events industry
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SITEEVT026	Manage event production components
SITEEVT028	Manage on-site event operations
SITXCCS015	Enhance customer service experiences
SITXFIN009	Manage finances within a budget
SITXHRM009	Lead and manage people
SITXHRM010	Recruit, select and induct staff
SITXMGT005	Establish and conduct business relationships
SITXMGT006	Manage projects
SITXMPR011	Plan and implement sales activities
SITXMPR012	Coordinate marketing activities
SITXMPR016	Prepare and present proposals
SITXWHS006	Identify hazards, assess and control safety risks

ELECTIVE UNITS

SITEEVT023	Plan in-house events
SITEEVT025	Select event venues and sites
SITEEVT021	Administer event registrations
SITXGLC002	Identify and manage legal risks and comply with law
SIRXOSM007	Manage risk to organisational reputation in an online setting
SITHFAB021	Provide responsible service of alcohol (unnamed)
BSBTEC301	Design and produce business documents (unnamed)

WITHDRAWING FROM A QUALIFICATION

You may withdraw from this qualification and receive, where relevant, a Statement of Attainment for all units of competency you have successfully completed.

SUPPORT SERVICES

The University supplies support for students in many areas, including Accommodation, Careers and Employability, Counselling, Disability Services, Student Advocacy, Indigenous Tutorial Support Services, International Student Support Services, Library Services, and VET Learner Support Services.

More information is available at [Student Support](#).

CONTACT DETAILS

Tourism, Recreation and Beauty Services

E. vet.thr@cdu.edu.au
 T. 08 8946 7800
 W. <https://www.cdu.edu.au/study/essentials>

For further information regarding student life at CDU, please refer to <https://www.cdu.edu.au/study/student-life>.