

# SIT50316 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.

## ELIGIBILITY/ENTRY REQUIREMENTS

To gain entry into *SIT50316 Diploma of Event Management* candidates require:

Domestic students are encouraged to either undertake SIT30516 Certificate III in Events or be currently working in the industry prior to commencing the SIT50316 Diploma of Event Management.

## 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.	<b>Internal</b> - Delivery of this program is a combination of face-to-face classes and online delivery. <b>External</b> – self-paced online delivery.

## 2019 FEES

This course is subsidised by the NT Government. The NT subsidy applies to eligible domestic students living in the NT and is **subject to available places**. The **full fee** will apply when funded places have been filled and for students that are ineligible for the NT Government subsidised rate.

Based on course nominal hours of 860 hours, approximate 2019 course fees will be:

- NT Government subsidised place: \$2752.00
- Full fees: \$12,900.00

VET Student Loans (VSL) for new students commencing in 2019 may be available. For more information about VET Student Loans, please visit <http://www.cdu.edu.au/cdu-vet/vet-student-loans>.

For more information on fees, payment options, instalment plans and refunds contact CDU on 1800 061 963 or refer to [www.cdu.edu.au/cdu-vet/student-guide/fees](http://www.cdu.edu.au/cdu-vet/student-guide/fees)

## ASSESSMENT

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

## RECOGNITION OF PRIOR LEARNING (RPL)

Students can apply for RPL during pre-enrolment or after enrolment. Students are provided with an RPL Self-Assessment before application and followed through with and an initial interview with an assessor.

## RESOURCES

Students will access all learning and assessment materials through Learnline.

## 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
- function coordinator
- in-house meetings coordinator
- meetings coordinator
- staging coordinator
- venue coordinator.

## QUALIFICATION CONTENT

To achieve SIT50316 Diploma of Event Management a total of twenty (20) units of competency must be completed comprising eleven (11) core and nine (9) elective units as detailed in the packaging rules and listed below. The electives offered may vary between campuses.

### CORE UNITS

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 the 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 UNITS

SITEEVT006	Develop conference programs
SITEEVT007	Select event venues and sites
SITEEVT002	Process and monitor event registrations
SITEEVT005	Plan in-house events or functions
BSBADM502	Manage meetings
SITXMPR004	Coordinate marketing activities
BSBMGT617	Develop and implement a business plan
SITXGLC001	Research and comply with regulatory requirements
SITXHRM002	Roster staff

## 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 Employment, Counselling, Disability Service, Equal Opportunity, Discrimination and Harassment advice, Australian Indigenous Student Support Services, Information Technology Services, International Student Support Services, Library Services, and Learner Support Services.

More information is available at - [www.cdu.edu.au/study/student-life/student-support](http://www.cdu.edu.au/study/student-life/student-support)

## CONTACT DETAILS

SCHOOL OF TOURISM, HOSPITALITY AND SERVICE INDUSTRIES

Tourism, Hospitality and Recreation

T. 08 8946 7525

E. [VET.THR@cdu.edu.au](mailto:VET.THR@cdu.edu.au)

W. <http://www.cdu.edu.au/cdu-vet>

Refer to the **VET Student Guide** [www.cdu.edu.au/cdu-vet/student-guide](http://www.cdu.edu.au/cdu-vet/student-guide) for information regarding the enrolment process, student support services, student rights and responsibilities, previous studies recognition and the A-Z of other information.