



## EVENTS

### SIT30516 Certificate III in Events

#### About this course

This qualification is designed for Year 11 and 12 students, currently at school who would like to participate in a CareerLink program.

Learn the skills to assist in managing events from the planning through to show day and the follow up after the event. You'll be introduced to industry standard practices and begin to develop your creative skills so you can deliver professional events to your clients under the supervision of more senior staff.

Events are diverse in nature and this qualification provides a pathway to work in event or exhibition organisations, operating in a range of industries including tourism and travel, hospitality, sport, cultural and community sectors. Employers include event or exhibition management companies, event venues, or organisations that arrange their own events.

You could find yourself working in an office environment where the planning of events takes place, on-site at venues where events are staged or a combination of both.

This course prepares you for roles such as:

- Event assistant
- Event administrative assistant
- Event operations assistant
- Function assistant
- Festival assistant

#### Location

**North Metropolitan TAFE - Joondalup (Kendrew) campus | 35 Kendrew Crescent, Joondalup WA 6027**

Our Joondalup campus enjoys a tranquil lakeside location, set among the birds, kangaroos and colourful native flora. We are also co-located with ECU, the WA Police Academy and the City of Joondalup in the Joondalup Innovation Hub. Only a short walk from Joondalup's central business and shopping district, with convenient access to Joondalup bus and train station, connecting you to the city in less than 25 minutes.

#### Other requirements

- Writing pad and pen
- Polo shirt with embroidered logo - \$32 (flyer to be provided)

#### Day & time

This course is 3 terms (27 weeks) in duration and covers a total of 13 units, run on **Tuesdays 9am – 4:30pm.**

**Plus Mondays, 4:30pm – 8:30pm** (Term 1 and 2) working on an event to be staged at the end of Term 2. The practical hours worked here will count towards overall placement hours for the program.

You will also work on a minimum of two events, which could include:

- City to Surf
- CareerLink Expo
- Dams Challenge
- JDRF Gala Ball
- Joondalup Festival
- RSPCA Million Paws Walk
- Variety WA Events

You will be assessed for your practical event production skills and customer service. Practical placements will be organised and assessed by our lecturers to a maximum of 20 hours.



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### Units

The Certificate III in Events is made up of 6 core units and 7 preselected elective units.

The combination of these units will give you sound administrative skills covering two event registration units, report writing, banquet event orders, supplier order forms, event contracts, spread sheets and quotations. Along with food and beverage skills and knowledge delivered in our Pavilion Restaurant.

Core units	Code
BSBWOR203 Work effectively with others	AUH64
SITXCCS006 Provide service to customers	AWQ68
SITXCOM002 Show social and cultural sensitivity	AWQ66
SITXWHS001 Participate in safe work practices	AWQ17
SITEEVT001 Source and use information on the events industry	AWS55
SITEEVT002 Process and monitor event registrations	AWS56

Elective units	Code
SITEEVT004 Provide event staging support	AWS53
SITEEVT003 Coordinate on site event registrations	AWS54
BSBTEC201 Use business software applications	QCE05
BSBITU306 Design and produce business documents	AUJ88
SITTTSL008 Book supplier products and services	AWQ92
BSBSUS201 Participate in environmentally sustainable work practices	AUK77
SITHFAB002 Provide responsible service of alcohol	AWR87

### Dress requirements

- Events TAFE polo shirt
- Closed footwear

### Student responsibilities

Please refer to the leaflet provided at the course commencement which outlines policies in relation to access, minimum dress standards, use of personal protective equipment, and compliance with safety signs, smoking, behavior and visitors.

### Contact

For further information please contact:

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