



EVENTS

SIT30522 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
- Event Production Assistant (Film and TV)
- Event Registration Assistant
- Events Promotions Assistant
- Event Setup Crew
- Events Styling 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.

Informed choices - is this course right for me?

I have the following attributes:

- Creativity, imagination and innovation
- Able to meet deadlines and work well under pressure
- Good people and communication skills
- Good organisational skills
- Able to work well in a team

Other requirements

- Writing pad and pen
- Polo shirt with embroidered logo - \$40 (flyer to be provided)

Day & time

This course is 6 terms in duration and covers a total of 13 units, run on **Tuesdays 9am – 4:30pm.**

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

- Activ City to Surf
- Business News
- Career Expo
- HBF Run for a Reason
- JDRF Gala Ball
- Joondalup Festival
- Perth Garden and Outdoor Festival

You will be assessed on your practical event production and registration units. Practical placements will be organised and assessed by our lecturers to a maximum of 20 hours.



EVENTS

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
SITXCCS014 Provide service to customers	OEA19
BSBTWK201 Work effectively with others	OCD94
SITXCOM007 Show social and cultural sensitivity	OEB22
SITEEVT022 Provide event production support	OEA68
SITXWHS005 Participate in safe work practices	OEC43
SITEEVT020 Source and use information on the events industry	OEA69

Elective units	Code
BSBTEC301 Design and produce business documents	OCD56
CUALGT211 Develop basic lighting skills	ODD92
CUASOU211 Develop basic audio skills and knowledge	ODD03
BSBTEC303 Create electronic presentations	OCE01
SITEEVT021 Administer event registrations	OEA10
SITXMPRO10 Create a promotional display or stand	OEA07
CUAMKG311 Assist with marketing and promotion	ODG76

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, behaviour and visitors.

Contact

For further information please contact:

Jeff Fullelove

CareerLink Program Coordinator

M 0417392343

E Jeff.Fullelove@careerlink.net.au