



DIPLOMA OF EVENT MANAGEMENT

OVERVIEW

Become an event management star! The Diploma of Event Management focuses on all aspects of event management and helps you develop a flexible skill-set relevant to many industry roles and event types. You will collaborate with industry and be involved in a range of in-house and external events from the initial concept and design stage, through to planning, styling, onsite management, and evaluation. You will learn a range of project management, marketing, budgeting, and hospitality skills to ensure you enter the workforce with well-rounded business knowledge and hands-on experience managing real-life events. From weddings to festivals and regional events, skilled event management staff are highly sought after!

LEARNING OUTCOMES

Gain both operational and strategic planning and management skills that can be utilised in the events, tourism and hospitality industry. Learning outcomes include:

- Front of house/customer service
- Event knowledge
- Event staging a registration support
- Effective work practices
- Styling and creative skills
- Project management skills

COMPULSORY 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 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
SITEEVT002 Process and monitor event registrations
SITEEVT005 Plan in-house events or functions
SITEEVT006 Develop conference programs
SITEEVT007 Select event venues and sites
SITXMPR004 Coordinate marketing activities
BSBITU306 Design and produce business documents
SITXMPR001 Coordinate production of brochures and marketing materials
BSBPUB402 Develop public relations campaigns
SITEEVT011 Research event industry trends and practice

ASSESSMENT

The assessments will enable students to demonstrate the underpinning knowledge, skills and attributes required to meet the course outcomes. A range of assessment strategies to meet different student's needs will be selected.

CERTIFICATION

By successfully completing this course you will receive a nationally recognised AQF Qualification.

CAREERS

Possible job titles 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

DELIVERY METHODS

- On-campus – Teaching is conducted on campus

LOCATIONS

- McKoy Street, Wodonga Vic (Main campus)

DURATION

Full time: 10 months

DELIVERY SCHEDULE

2022 course intake commencing 17 February, on campus 2 days per week (days to be advised).

REQUIREMENTS

Once you submit an application for this course you will receive a separate email from LLN Robot to complete a Learning, Reading, Writing, Oral and Numeracy test online. Please check your junk mail if this does not come to your inbox.

- Please allow one hour to complete the LLN Robot assessment. You will need a computer with speakers or headphones as there is an audio section in the assessment.
- Your LLN Assessment will need to be completed one week after receiving it to progress your application to the next stage, or your application may be withdrawn due to inactivity.
- If you are unable to access the LLN Robot link please contact our Customer Experience team **as soon as possible**.

Note: Completion of and passing the LLN Robot Assessment does not guarantee a place in the course at Wodonga TAFE. Numbers are limited and selected applicants will be contacted to attend an interview. If an applicant is not accepted into their preferred course they will be contacted and provided information on alternate pathways and/or courses.

FEES

Government Funded \$4,005.00 (Tuition \$4,005.00, Materials \$0.00)

Fee For Service \$5,340.00 (Tuition \$5,340.00, Materials \$0.00)

FEES ADDITIONAL INFORMATION

The student tuition fees published are indicative only and can be subject to change given individual circumstances at the time of enrolment. Funding made available to eligible individuals by State and Commonwealth Governments. If funding is utilised, this may affect future opportunities to access additional funding in the future. For more information see 'Fee information and eligibility' under the 'Apply Now' tab on the Wodonga TAFE website.

VET Student Loans may be available to eligible individuals. For more information, visit <https://www.education.gov.au/vet-student-loans> or see the 'VET Student Loans' page on our website under the 'Apply Now' tab.

HOW TO APPLY

Apply via the 'Apply Now' button in this course information page. If the course is not available for online application, you can submit your enquiry via the online form below. Also please feel free to contact our friendly Customer Experience team on 1300 69 8233 or email info@wodongatafe.edu.au

Please note: We reserve the right to close course intakes early. Many courses have limited places and high demand. Early applications are recommended. We reserve the right to cancel intakes and courses if there are insufficient student numbers.

PATHWAYS

Events are diverse in nature and this qualification provides you with 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.

WHEN YOU CAN ENROL

Apply online for our 2022 intake commencing in February. Applications open on 1 October 2021 and close on 3 March 2022.

Note: If applications are not open please register your details via the 'Enquire Now' button to be notified when future intakes are scheduled.