

# EVENT MANAGEMENT

The Diploma of Event Management will provide the practical skills for students to be successful in the events industry. Students will learn how to select the perfect venue, obtain event sponsorship, coordinate catering and how to assess and minimise risk. Students will also develop skills to market their events and how to prepare and plan event proposals.

## **PATHWAYS:**

- CERT IV IN BUSINESS
- CERT IV IN PROJECT MGMT



**DIPLOMA OF  
EVENT  
MANAGEMENT**

**PLAN AND  
COORDINATE  
WELL-EXECUTED,  
MEMORABLE  
EVENTS**



## **EVENT MANAGEMENT**

**DIPLOMA**

**SIT50316**

Develop the industry knowledge and know-how to become an expert event manager. Learn the core practical skills and technical insights and add this to your creative instincts and intuition to plan and host incredible events and make your mark on the industry. Learn from experienced industry trainers and become an expert in your field.

**52 WEEKS COURSE AT 20 HOURS PER WEEK**

*My trainer was knowledgeable and made the classes so fun. Even though I have extensive experience in events, the course introduced quite a lot of procedures and documentation that is useful for me in my current position. I have completed my course and I'm planning on undertaking another qualification at Greenwich as the experience has been great.*

**JAMES DEVLIN | DIPLOMA OF  
EVENT MANAGEMENT**

## **CAREER OPPORTUNITIES:**

- EVENT OR EXHIBITION PLANNER
- VENUE MANAGER
- CONFERENCE/FUNCTION/STAGING COORDINATOR
- ONSITE/IN-HOUSE EVENTS MANAGER
- EVENTS PROJECT TEAM LEADER



# WHAT WILL YOU LEARN?

Events that are memorable and successful start with great attention to details. You will learn how to plan, prepare and innovate your event proposals and how to best pitch them to your clients. You will discover the many different types of events and how to book the ideal venue for each event and manage it perfectly from start to finish, ensuring that you are able to showcase your clients in the perfect setting.

Our Diploma of Event Management will also guide you in how to recruit and build your own dream team to staff your event. You will also learn elements of marketing, sponsorship, operations, budgets and how to maximise customer service experience.

## DIPLOMA OF EVENT MANAGEMENT

SITEEVT001	SOURCE AND USE INFORMATION ON THE EVENTS INDUSTRY (CORE)
SITEEVT003	COORDINATE ON-SITE EVENT REGISTRATIONS (CORE)
SITEEVT008	MANAGE EVENT STAGING COMPONENTS (CORE)
SITEEVT010	MANAGE ON-SITE EVENT OPERATIONS (CORE)
SITXCCS007	ENHANCE CUSTOMER SERVICE EXPERIENCES (CORE)
SITXFIN003	MANAGE FINANCES WITHIN A BUDGET (CORE)
SITXHRM003	LEAD AND MANAGE PEOPLE (CORE)
SITXMGT001	MONITOR WORK OPERATIONS (CORE)
SITXMGT002	ESTABLISH AND CONDUCT BUSINESS RELATIONSHIPS (CORE)
SITXMGT003	MANAGE PROJECTS (CORE)
SITXWHS002	IDENTIFY HAZARDS, ASSESS AND CONTROL SAFETY RISKS (CORE)
SITEEVT005	PLAN IN-HOUSE EVENTS OR FUNCTIONS
SITEEVT006	DEVELOP CONFERENCE PROGRAMS
SITEEVT007	SELECT EVENT VENUES AND SITES
CUAFOH504	MANAGE FRONT OF HOUSE SERVICES
SITXHRM004	RECRUIT, SELECT AND INDUCT STAFF
SITXHRM006	MONITOR STAFF PERFORMANCE
SITXMPR004	COORDINATE MARKETING ACTIVITIES
SITXMPR006	OBTAIN AND MANAGE SPONSORSHIP
SITXMPR008	PREPARE AND PRESENT PROPOSALS

TAKE A STEP  
INTO  
YOUR **DREAM**  
**CAREER**  
IN EVENTS



### INDUSTRY ENGAGEMENT

We offer students the chance to engage, meet and network with industry leaders through a variety of open channels including our own Industry Insider.



### PRACTICAL LEARNING

Designed to help students develop practical, day-to-day skills. Through our expert trainers and real-life case study approach, our graduates are job-ready faster.



### CAREER KICKSTART

Perfect if you are fresh out of college or looking to fast-track or reboot your career path. You will learn key skills to apply in the workplace and accelerate your progress inside your industry.

#### SYDNEY PITT ST. CAMPUS

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