HELLO THERE, OUR DREAM IS TO HELP YOU MAKE GREAT HAPPEN

A qualification that can take you everywhere

Are you a stickler for details, organised, love planning and seeing a tangible outcome for all your hard work? Start your events career today with this course! On graduation you'll be job-ready, and qualified to work in a number of event-focused roles across the hospitality, sport, cultural and community sectors!

LOCATION/S
Bundamba, Toowoomba

DURATION
Full time: up to 9 months / up to 4 days per week

Entry requirements
Although there are no formal entry requirements for this qualification, it is recommended ...
...more online

Resources required
You will require access to a reliable internet connection to access TAFE Queensland's online systems, and a computer ...
...more online

What are my payment options?
No matter what your circumstances, TAFE Queensland South West has a payment option to suit you. If you are unsure of what's right for you, call us on 1300 914 754. We're here to help.

...more online

Accurate as at 26 February 2018. For the latest information see: tafesouthwest.edu.au/course/17706

RTO 0275
CRICOS 03020E
Outcome

SIT30516 Certificate III in Events

Job prospects
- Conference Assistant
- Event or Exhibition Operations Assistant
- Event or Exhibition Assistant
- Event or Exhibition Administrative Assistant
- Functions Assistant
- In-House Meetings Assistant
- Junior Event or Exhibition Coordinator
- Logistics Assistant
- Meetings Assistant
- Venue Assistant

Units

The successful achievement of this qualification requires you to complete 13 units in total, including 6 core units and 7 elective units.

<table>
<thead>
<tr>
<th>Code</th>
<th>Course Title</th>
<th>Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>SITEEVT001</td>
<td>Source and use information on the events industry</td>
<td>Core</td>
</tr>
<tr>
<td>BSBITU306</td>
<td>Design and produce business documents</td>
<td>Elective</td>
</tr>
<tr>
<td>SITXCCS006</td>
<td>Provide service to customers</td>
<td>Core</td>
</tr>
<tr>
<td>SITXWHS001</td>
<td>Participate in safe work practices</td>
<td>Core</td>
</tr>
<tr>
<td>BSBWOR203</td>
<td>Work effectively with others</td>
<td>Core</td>
</tr>
<tr>
<td>SITXCOM002</td>
<td>Show social and cultural sensitivity</td>
<td>Core</td>
</tr>
<tr>
<td>SITHFAB002</td>
<td>Provide responsible service of alcohol</td>
<td>Elective</td>
</tr>
<tr>
<td>SITEEVT002</td>
<td>Process and monitor event registrations</td>
<td>Core</td>
</tr>
<tr>
<td>SITTSSL010</td>
<td>Use a computerised reservations or operations system</td>
<td>Mandatory</td>
</tr>
<tr>
<td>SITEEVT003</td>
<td>Coordinate on-site event registrations</td>
<td>Core</td>
</tr>
<tr>
<td>SITTSSL007</td>
<td>Process reservations</td>
<td>Elective</td>
</tr>
<tr>
<td>SITXWHS002</td>
<td>Identify hazards, assess and control safety risks</td>
<td>Elective</td>
</tr>
<tr>
<td>SITEEVT004</td>
<td>Provide event staging support</td>
<td>Mandatory</td>
</tr>
</tbody>
</table>

Disclaimer

The elective units available may vary between locations, delivery modes and intakes.

ARE YOU READY TO TAKE THE NEXT STEP ON YOUR PATH TO GREAT?

Enrol today to secure your spot in this course.

HOW TO ENROL

Enrol now

You’re ready if you have:
- checked your meet the entry requirements (under the course details tab)
- checked your important dates (under the course details tab)
- checked your course costs and know which payment option is right for you (under the costs tab)
- checked your rights and responsibilities as a student, as detailed in the student handbook and refund policy
- Created your Unique Student Identifier and can provide this code to Customer Service TAFE Queensland

All done? Then head to the link below to complete your enrolment:
tafesouthwest.edu.au/study-with-us/enrolment-fees/enrol

Recognition of prior learning

Fast-track to a formal qualification by earning credit for the things you already know. Getting recognition for the skills you’ve gained from the workplace and/or previous learning means less study time for you and getting qualified a whole lot sooner.

More info:
tafesouthwest.edu.au/study-with-us/career-changers/jobseeker/recognition-prior-learning/

Make your future happen

Connect with TAFE on Facebook

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