

Training Package: SIT Tourism, Travel and Hospitality Training Package

Qualification: SIT50316 Diploma of Event Management - Release 1

Fees:

1. \$7,888 per Learner paid up front or
2. Two x lump sum payments at initial and halfway of \$4,250 each (total course cost of \$8,500) or
3. 12 x monthly payments (in advance) of \$750 (total course cost of \$9,000)
4. Please contact our [Course Advisors](#) for payment enquiries or alternate payment options.



Do you have a knack for organising parties and events? Are you the go to person and thrive in busy environments?

This qualification is for event gurus who will use a broad range of event management skills and processes to coordinate Events!

Conducting your training at Le Montage Bayside Events Centre, Lilyfield, NSW, part of the Navarra Venues group, exposes you to the busiest event centre in Sydney where you will gain hands on experience co-ordinating events under the guidance of AD1 College trainers. You will also have a hands-on role in coordinating and overseeing events for Dragone Productions including community events, charity events, emerging Australian band competitions as well as a number of other events.

With AD1 College, you learn with quality resources:

- Engaging online units with superb user experience and instructional design
- Responsive design
- 100% tablet friendly and mobile phone compatible AND OR
- Full colour workbooks if you prefer hard copy

Our units are carefully selected to give our Learners the best well – rounded education in the Events Industry. Our units are listed below. This is an important aspect in choosing your training provider as units offered vary greatly between providers. Please contact our [Course Advisors](#) to discuss our unit selection in greater detail, or to enrol.

There are lots of pathways in events and they include working for event venues, organisations organising their own events or event or exhibition organisations operating in a range of industries such as: tourism and travel; hospitality; sport; cultural and community sectors.

Work may be office based for event planning and co-ordinating jobs, on -site at venues where events are staged or a combination of both. You should enjoy being organised, be able to work independently and make decisions.

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.

Learners of this program are not required to be in employment, however, will need to arrange work experience with Navarra Venues or a similar employer to show evidence of competency of work skills.

Entry Requirements

No occupational licensing, certification or specific legislative requirements apply to this qualification at the time of publication. The entry requirement for our course is to pass a LLN interview/quiz and a pre-requisite for our course is the SITHFAB002 Responsible Service of Alcohol which requires you to be over eighteen years of age or over when working with alcohol.

To enrol, download an Enrolment Form and the Student Handbook from AD1 College website and follow the instructions or call the Administration Officer during normal business hours.

Delivery Strategies

The training program is conducted as flexible workplace learning and integrated delivery may occur with some units. For each unit of competence, the participants are provided with an E-Learning module that may also be printed that contains all worksheets, handouts, additional reading materials and the assessment tasks. The delivery and assessment will be in a simulated or real work environment with a high degree of supervision. The units are contextualised to Navarra Venues requirements.

AD1 has established agreements with Navarra Venues for Learners to have work experience at Le Montage in Lilyfield, Curzon Hall in Marsfield, Oatlands House in Oatlands and Conca D'oro in Riverwood at various times throughout the year.

Industry Liaison

The SIT50316 Diploma of Event Management course with AD1 College is offered with the requirement to gain work experience in the hospitality and events industry.

Learners attend College (based at Le Montage Events Centre, Lilyfield, NSW) for two days a week and then complete their work placement the remaining part of the week. Most Learners work an average of 20 hours per week.

Our Industry Liaison Manager assists in finding work free of charge in the first year at College. Learners typically work in a suitable establishment that offers one or more products or services listed below:

- Accommodation
- Food and Beverage
- Functions and Catering
- Meetings, Events, Conventions, Conferences, Seminars

Learners will most likely be offered an entry level position in their first year.

Course structure One thousand two hundred and eighty hours (1280) hours including:

- 480 hours of supervised instruction (four x six hour sessions with trainer per unit)
- 200 hours of unsupervised activities (allocated ten hours of Learner self-study per unit)
- 600 hours of working (allocated 30 hours per unit focused on achieving and demonstrating competency via observation and third party reports)

Twelve months to complete work place training and assessments. Please see the training schedule below.

Date of Assessment	Units Code	Unit Title	1280 Hours including: - 480 hours supervised instruction - 200 hours unsupervised activities including self-study and research - 600 hours of work (30 hours per unit focused on achieving and demonstrating competency via observation and third party report)
Alcohol service Pre-course 09:00 – 16:30	SITHFAB002 Pre-requisite to working in industry with alcohol served	<ul style="list-style-type: none"> Provide Responsible Service of Alcohol 	7 hours class
Introduction to Events 27, 28 February, 6, 7 March 2017 09:00 – 15:30	SITEEVT001 Core	<ul style="list-style-type: none"> Source and use information on the events industry 	64 (24 hours class, 10 hours unsupervised and 30 hours work experience)
Project Management All throughout the course.	SITXMGT003 Core	<ul style="list-style-type: none"> Manage projects 	64 (24 hours class, 10 hours unsupervised and 30 hours work experience)
Marketing 13, 14, 20, 21 March 2017 09:00 – 15:30	SITXMPR004 Core	<ul style="list-style-type: none"> Coordinate marketing activities 	64 (24 hours class, 10 hours unsupervised and 30 hours work experience)
Communication and sponsorship 27, 28 March, 3, 4, 10, 11, 18 April 2017 09:00 – 15:30	BSBCMM401 Elective SITXMPR006 Elective	<ul style="list-style-type: none"> Make a presentation Obtain and manage sponsorship 	128 (48 hours class, 20 hours unsupervised and 60 hours work experience)
Registrations 24 April 1, 2 May 2017 09:00 – 15:30	SITEEVT003 Core	<ul style="list-style-type: none"> Coordinate on-site event registrations 	64 (24 hours class, 10 hours unsupervised and 30 hours work experience)
Creative Design and Production 8, 9, 15, 16, 22, 23, 29, 30 May 09:00 – 15:30	SITEEVT008 Core SITEEVT009 Elective	<ul style="list-style-type: none"> Manage event staging components Organise event infrastructure 	128 (48 hours class, 20 hours unsupervised and 60 hours work experience)

Date of Assessment	Units Code	Unit Title	1280 Hours including: - 480 hours supervised instruction - 200 hours unsupervised activities including self-study and research - 600 hours of work (30 hours per unit focused on achieving and demonstrating competency via observation and third party report)
Finances 5, 6, 13 June 2017 09:00 -15:30	SITXFIN003 Core	<ul style="list-style-type: none"> Manage finances within a budget 	64 (24 hours class, 10 hours unsupervised and 30 hours work experience)
Events 19, 20, 26, 27 June (mid year holidays) 17, 18, 24, 25, 31 July, 1, 7, 8, 14, 15, 21, 22 August 2017 09:00 – 15:30	SITEEVT007 Elective SITEEVT005 Elective SITEEVT006 Elective SITEEVT010 Core	<ul style="list-style-type: none"> Select event venues and sites Plan in-house events or functions Develop conference programs Manage on-site event operations 	256 (96 hours class, 40 hours unsupervised and 120 hours work experience)
Food and Beverage 28, 29 August, 4, 5, 11, 12, 18, 19 September 2017 09:00 – 15:30	SITHFAB016 Elective SITHFAB017 Elective	<ul style="list-style-type: none"> Provide advice on food Provide advice on food and beverage matching 	128 (48 hours class, 20 hours unsupervised and 60 hours work experience)
Manage Quality Relationships (Spring holidays) 9, 10, 16, 17, 23, 24, 30, 31 October, 6, 7, 13, 14 November 2017 09:00 – 15:30	SITXMGT001 Core SITXCCS007 Core SITXMGT002 Core	<ul style="list-style-type: none"> Monitor work operations Enhance customer service experiences Establish and conduct business relationships 	192 (72 hours class, 30 hours unsupervised and 90 hours work experience)
Management 20, 21, 27, 28 November 2017 09:00 – 15:30	SITXHRM003 Core	<ul style="list-style-type: none"> Lead and manage people 	64 (24 hours class, 10 hours unsupervised and 30 hours work experience)

Date of Assessment	Units Code	Unit Title	1280 Hours including: <ul style="list-style-type: none"> - 480 hours supervised instruction - 200 hours unsupervised activities including self-study and research - 600 hours of work (30 hours per unit focused on achieving and demonstrating competency via observation and third party report)
Safety 4, 5, 11, 12 December 2017 09:00 – 15:30	SITXWHS002 Core	<ul style="list-style-type: none"> • Identify hazards, assess and control safety risks 	64 (24 hours class, 10 hours unsupervised and 30 hours work experience)

Assessment

Assessment is carried out by the comparison of your skills and knowledge, against the requirements of the Standards. To allow this to take place, AD1 will enter into an agreement with your employer or work experience venue. Part of this is a guarantee by your employer that you will be freed from your day to day work.

Assessment is determined over a period of time and activity

Assessment may include the following methodologies or a combination:

- RPL/ Credit Transfer
- Host Employer/ Third party/ Assessor reports of Observation/ Demonstration
- Written/ Oral questions and answers
- Projects

Students will earn either a relevant Statement of Attainment or the qualification SIT50316 Diploma of Event Management.

AQF Qualifications and Statements of Attainment are recognised at enrolment or during the course through the Recognition of Prior Learning and Credit Transfer process provided qualifications are relevant to the course undertaken.

Assessments are not a stressful activity. They are conducted in a relaxed and friendly atmosphere. Do not regard your assessment as an examination. Your Assessor simply needs to know which competencies from your course you have mastered, and which competencies require further practice and will be flexible in the assessment method used. In many cases, your assessment will be done while you are actually completing work for the employer. The aim is to see you working over a period of time and applying the skills to your existing employer's workplace. It is in your long term interests to ensure that all of the skills necessary for the job have been mastered; our aim is to help you to learn those skills in the right way.

Our Assessors are available via phone and email support during normal business hours.

Recognition of Prior Learning and Credit Transfer

Learners can apply for recognition of previous study, work, life and educational experience that matches the units of competency or qualification being considered.

Learners applying for recognition of existing skills and knowledge must provide evidence to support their claim.

Examples of evidence might include but is not limited to: documentation such as certificates issued by other training organisations, support letters from employers; job description, resume or an outline of previous training and development. It is up to the Learner to decide on what evidence they feel is sufficient.

We also recognise the credentials issued by other training organisations operating under the VET Quality Framework.

Refund Policy

The terms and conditions, process and application form for fee refunds can be [downloaded from](#) our website. Learners are provided with the refund policy and application form prior to enrolment. Refund information is always available from Administration.

Please see our handbook and our website for more information.