About this course

If your friends call you a born organiser then turn that natural talent into a career

The Diploma of Event Management will provide you with a range of events administration and operational skills, knowledge of event industry operations, sound knowledge of event management processes and a broad range of skills to coordinate event operations.

You will gain the confidence to work with some independence using plans, policies and procedures to guide work activities. You will also be equipped to work independently and make operational event management decisions.

Events are diverse in nature and this qualification provides a pathway to work in events in a range of industries including tourism and travel, hospitality, sport, cultural, and community sectors.

Gain these skills

- Prepare and present proposals
- Comply with regulations
- Organise and manage sponsorship
- Manage finances and budgets
- Manage volunteers
- Coordinate marketing activities

Is this course right for me?

I have the following attributes:

- Self-motivated and able to work well under pressure
- Outgoing and dynamic personality
- Attention to detail
• Strong organisation, time managements and administration skills

**Details**

**Entrance requirements**

<table>
<thead>
<tr>
<th>School Leaver</th>
<th>Non-School Leaver</th>
<th>AQF</th>
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<tbody>
<tr>
<td>Completion of WACE General or ATAR (Minimum C Grades) or equivalent</td>
<td>Completion of WACE General or ATAR or equivalent (minimum C Grades)</td>
<td>Certificate III</td>
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When applying for this course prior study within the industry will be considered. Where there is limited study, you may be directed into a more suitable level course.

**Job opportunities**

- Conference and Event Organiser
- Event Management Consultant
- Event Manager
- Exhibition Organiser
- Wedding Coordinator

Other job titles may include:
- Event Sales Coordinator
- Function Coordinator
- Venue Coordinator

*Please note this list should be used as a guide only as job titles and qualification requirements may vary between organisations.*

**Important information**

**Additonal costs:**
- Polo shirt

**Fees and charges**

View our [Indicative Fees list](http://www.northmetrotafe.wa.edu.au)

**Local full time students**

Course fees are made up of two components, tuition fees and resource fees.

**Tuition fees** are determined by multiplying the course fee rate by the nominal hours, which is the number of hours in which an average student could be expected to complete each unit. They are not the hours of training or instruction.

**Resource fees** are charges for material that are essential to a course or unit, and are purchased by NMT to be used by students during the course.

Fees may vary depending on the units you are enrolled in so an approximate amount has been shown. You will be
given the exact amount of your fees at enrolment. Part time student fees will vary depending on the number of units you are enrolled in.

Please note, you may also need to buy textbooks or equipment for your course.

**International Students**

Check [TAFE International WA](#) to confirm this course is available to international students. You will pay your tuition fees to TIWA.

**Please note, fees are subject to change.**