SIT30516 Certificate III in Events
National ID: SIT30516 | State ID: AZV9

About this course

This qualification is part of the Lower fees, local skills program where you'll pay only half of the standard course fees.

Activate your career in events

Events enrich our culture and are held to educate, celebrate, inform and entertain.

The Certificate III in events will give you the skills to assist in managing events, from the planning through to show day and the follow up after the event.

You'll be introduced to industry standard technologies for lighting, sound and audio-visual and begin to develop your creative skills so you can deliver professional events to your clients.

Gain these skills

- Participate in safe work practices
- Process and monitor event registrations
- Provide service to customers
- Show social and cultural sensitivity

Is this course right for me?

I have the following attributes:

- Creativity, imagination and innovation
- Able to meet deadlines and work well under pressure
- Good people and communication skills
- Good organisational skills
The following people will be entitled to a concession rate on the half price course fees under **Lower fees, local skills**.

- All students aged 15-24 years
- Persons and dependents of persons holding:
  - a pensioner concession card;
  - a repatriation health benefits card issued by the Department of Veterans’ Affairs; or
  - a Health Care Card
- Persons and dependents of persons in receipt of the Youth Allowance, AUSTUDY or ABSTUDY
- Dependents of persons who are inmates of a custodial institution
- Secondary school-aged persons, not enrolled at school.

If you are not eligible, please see our [Skill sets](#) page.

**Details**

During your course of study, NMTAFE may use a variety of learning practices to ensure you get the best outcome for your learning journey.

This may include online learning, face-to-face classroom, laboratory/workshop delivery, work placement or a combination of these, depending on which is most appropriate.

### Continuous enrolment, 2020

**Perth (Northbridge) - Traineeship**

- **Duration:** 6 Months
- **When:** Continuous enrolment
- **How:** Employer-based

### Units

**Core**

<table>
<thead>
<tr>
<th>National ID</th>
<th>Unit Title</th>
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</thead>
<tbody>
<tr>
<td>BSBWOR203</td>
<td>Work effectively with others</td>
</tr>
<tr>
<td>SITEEVT001</td>
<td>Source and use information on the events industry</td>
</tr>
<tr>
<td>SITEEVT002</td>
<td>Process and monitor event registrations</td>
</tr>
<tr>
<td>SITXCCS006</td>
<td>Provide service to customers</td>
</tr>
<tr>
<td>SITXCOM002</td>
<td>Show social and cultural sensitivity</td>
</tr>
</tbody>
</table>
National ID  Unit Title
SITXWHS001  Participate in safe work practices

**Elective**

National ID  Unit Title
BSBITU306  Design and produce business documents
SITEEVT003  Coordinate on-site event registrations
SITTTSL005  Sell tourism products and services
SITTTSL010  Use a computerised reservations or operations system
SITXEBS001  Use social media in a business
SITXFIN001  Process financial transactions
BSBITU202  Create and use spreadsheets

**Entrance requirements**

<table>
<thead>
<tr>
<th>School Leaver</th>
<th>Non-School Leaver</th>
<th>AQF</th>
</tr>
</thead>
<tbody>
<tr>
<td>OLNA or NAPLAN 9 Band 8</td>
<td>C Grades in Year 10 English and Maths or equivalent</td>
<td>Certificate I or Certificate II</td>
</tr>
</tbody>
</table>

**Further study**

North Metropolitan TAFE offers you a range of further study opportunities, see below for a list of related courses.

**Job opportunities**

- Conference Assistant
- Event / Exhibition Administrative Assistant
- Event / Exhibition Assistant
- Event / Exhibition Operations Assistant
- Junior Event or Exhibition Coordinator
- In-house Functions Assistant | Functions Assistant
- In-house Meetings Assistant | Meetings Assistant
- Logistics Assistant
- Venue Assistant

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

Fees and charges

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.**