



# Facilitate Online Meetings and Events Skill Set

State ID: EAB71

## About this course

### Adapt to managing digital meetings and events

A lot has changed lately and organisations need to adapt to a digital or remote way of doing business. Advances in digital technology are changing the future of work and Australian employers are increasingly looking for workers who can present creatively, and think critically to solve problems.

This course will introduce you to the technology and skills used to manage meetings and events remotely and online. Completion of this skill set gives you two of the units required to gain a Certificate IV or Diploma of Business.

### Gain these skills

- Managing meetings on-line
- Facilitating events on-line



This skill set is related to the Skills Ready program. Other skill sets can be found on our [Courses](#) page, using the *Refine course results>Study mode* filters.

## 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.

## Semester 2, 2020

## Perth (Northbridge) - Blended



When: **Semester 2, 2020**



How: **On campus**

## Units

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### Core

National ID	Unit Title
BSBADM502	Manage meetings
BSBMGT407	Apply digital solutions to work processes

## Further study



[Certificate IV in Business](#)

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[Diploma of Business](#)

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

## Job opportunities



[To explore job profiles](#)

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## 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



**North  
Metropolitan**

*We're working for  
Western Australia.*

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.**



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