



DIPLOMA OF EVENT MANAGEMENT

TAKE A STEP INTO YOUR DREAM
CAREER IN EVENTS

DIPLOMA

Course Code: SIT50316 - CRICOS Code: 097920B

Develop the industry knowledge and know-how to become an expert Event Manager. Learn the core practical skills and technical insights and add this to your creative instincts and intuition to plan and host incredible events and make your mark on the industry. Learn from experienced industry trainers and become an expert in your field.

CERT IV

- Business
- Project Management

DIPLOMA OF EVENT MANAGEMENT

KEY HIGHLIGHTS



Industry Engagement

We offer students the chance to engage, meet and network with industry leaders through a variety of open channels including our own Pitch Night, Showcase, Info Night and Industry Insider.



Practical Experience

Through our expert trainers and real-life case study approach, our graduates are job-ready faster. Our Studio+ programme offers students industry internship placement opportunities.



Career Kickstart

Perfect if you are fresh out of college or looking to fast-track and reboot your career path. You will learn key skills to apply in the workplace and accelerate your progress.

TIMETABLE

COURSES	DAY			EVENING			FULL DAY			DURATION
	SYD	MELB	N. SYD	SYD	MELB	N. SYD	SYD	MELB	N. SYD	
Diploma of Event Management - SIT50316	✓							✓		6 TERMS 52 weeks

■ Skills Development classes available at all campus locations

DIPLOMA OF EVENT MANAGEMENT

SITEEVT001	SOURCE AND USE INFORMATION ON THE EVENTS INDUSTRY (CORE)
SITEEVT003	COORDINATE ON-SITE EVENT REGISTRATIONS (CORE)
SITEEVT008	MANAGE EVENT STAGING COMPONENTS (CORE)
SITEEVT010	MANAGE ON-SITE EVENT OPERATIONS (CORE)
SITXCCS007	ENHANCE CUSTOMER SERVICE EXPERIENCES (CORE)
SITXFIN003	MANAGE FINANCES WITHIN A BUDGET (CORE)
SITXHRM003	LEAD AND MANAGE PEOPLE (CORE)
SITXMGT001	MONITOR WORK OPERATIONS (CORE)
SITXMGT002	ESTABLISH AND CONDUCT BUSINESS RELATIONSHIPS (CORE)
SITXMGT003	MANAGE PROJECTS (CORE)
SITXWHS002	IDENTIFY HAZARDS, ASSESS AND CONTROL SAFETY RISKS (CORE)
SITEEVT005	PLAN IN-HOUSE EVENTS OR FUNCTIONS
SITEEVT006	DEVELOP CONFERENCE PROGRAMS
SITEEVT007	SELECT EVENT VENUES AND SITES
CUAFOH504	MANAGE FRONT OF HOUSE SERVICES
SITXHRM004	RECRUIT, SELECT AND INDUCT STAFF
SITXHRM006	MONITOR STAFF PERFORMANCE
SITXMPR004	COORDINATE MARKETING ACTIVITIES
SITXMPR006	OBTAIN AND MANAGE SPONSORSHIP
SITXMPR008	PREPARE AND PRESENT PROPOSALS

WHAT WILL I LEARN?

You will learn how to prepare and plan your event proposals and how best to pitch them to your clients. You will discover how to book the ideal venue for each event, ensuring that you are able to showcase your clients in the perfect setting. The course will also guide you in how to recruit and build your own dream team to staff your event. You will also learn elements of marketing, sponsorship, operations, budgets and how to maximise customer service experience.



Studio+: The Studio+ gives any Diploma or Advanced Diploma student the opportunity to undergo real life work experience, catered to them, with applications closing every quarter.

WHO IS THIS COURSE FOR? The Diploma of Event Management is the perfect choice for students who want to begin or further a career in tourism and travel, hospitality, sport, cultural, and community sectors.

This course will provide the practical and industry skills for students to be successful in the Events Industry. Students will learn how to select the perfect venue, how to obtain event sponsorship and how to assess and minimise risk. Students will also develop skills to market their events and how to prepare and plan event proposals.



CAREER OUTCOMES

EVENT PLANNER, EVENT COORDINATOR, EVENT OR EXHIBITION PLANNER, EVENT SALES COORDINATOR, FUNCTION COORDINATOR, STAGING COORDINATOR, VENUE MANAGER, CONFERENCE COORDINATOR, ONSITE EVENTS MANAGER, IN-HOUSE EVENTS MANAGER, EVENTS PROJECT TEAM LEADER AND MORE.

Your success starts at Greenwich | greenwichcollege.edu.au | info@greenwichcollege.edu.au