Pacific Training Group

EVENT MANAGEMENT

Event Management

- *Train on-site at real-life events*
- *Network with industry professionals*
- *RSA training and certificate included*

Seeking a rewarding career with a touch of glamour?

Successful careers start here.

Event Management...one of today's fastest growing employment sectors. Enjoy a rich and rewarding career where you'll play your part in the planning and staging of sporting, social, cultural and community events, exhibitions, trade shows and much more.

Strong employment growth

Earn 21% over the national average

24% increase by 2019

Median weekly earnings $1150

Source: http://joboutlook.gov.au

Plan and stage real-life events with Pacific Training Group

Pacific Training Group courses are structured around the planning and staging of real-life events. As a student, you'll be actively involved in a range of major events around the city, as well as boutique events conducted by PTG itself.

Practical, hands-on training made possible through **Pacific Training Group's** extensive industry partner network.

More reasons to choose Pacific Training Group

- *Centrally located, ultra-modern campuses*
- *Award-winning trainers and mentors*
- *Extensive connections to industry*
- *World-class eLearning resources with Didasko*
- *A range of timetable options combined with online learning*
- *Complimentary academic and language support classes*
- *Pathways to second year university*

Pacific Training Group

Course Options

SIT30516 Certificate III in Events

.75 academic years (3 terms of 10 weeks plus term breaks)

Get started by developing the administrative and operational skills required to carry out core event-related work activities.

Possible ASSISTANT positions: *conference assistant, event or exhibition operations assistant, event or exhibition administrative assistant, functions assistant, logistics assistant, meetings assistant, venue assistant, junior event or exhibition coordinator*

SIT50316 Diploma of Event Management

1.25 academic years (5 terms of 10 weeks plus term breaks)

Learn how to coordinate event operations. Gain a broad range of event-related skills and a sound knowledge of event management processes.

Possible COORDINATOR positions: *conference, event or exhibition coordinator, event or exhibition planner, event sales coordinator, functions coordinator, meetings coordinator, staging coordinator, venue coordinator*

SIT60216 Advanced Diploma of Event Management

1.75 academic years (7 terms of 10 weeks plus term breaks)

Prepare for senior management positions where you'll be responsible for conceiving, planning and staging events. Graduate with specialised management skills and substantial industry knowledge.

Possible MANAGER positions: *conference, event or exhibition manager, event producer or director, functions manager, meetings manager, project manager, venue manager*

Executive Package

Choose our Executive Package and earn three qualifications in just three years, with three terms of credit awarded towards SIT60216 Advanced Diploma of Event Management.

Year 1	Term 1 Term 2 Term 3 Term 4	**SIT30516 Certificate III in Events** *Earn your Certificate III qualification in 9 MONTHS*
Year 2	Term 5 Term 6 Term 7 Term 8	**SIT50316 Diploma of Event Management** *Option to exit with a Certificate III and Diploma after 2 YEARS*
Year 3	Term 9 Term 10 Term 11 Term 12	**SIT60216 Advanced Diploma of Event Management** *Earn three highly regarded qualifications in just 3 YEARS*

Study mode 20 hours per week including 15 hours in class and 5 hours online.
Entry requirements Minimum 18 years, IELTS 5.5 or equivalent, Australian Year 11 or equivalent.

For full details including terms and conditions visit **www.pacifictraining.edu.au**

Study Topics

Client and customer service	✸
Workplace effectiveness	✸
Work health and safety	✸
Responsible service of alcohol (RSA)	✸
Communication and teamwork	✸
Social media in business	✸
Event sales and operations	✸
Event registrations	✸
Production planning and management	✸
Exhibition and visitor programs	✸
Stage management	✸
Management and leadership	✸
Human resource management	✸
Finance	✸
Event design and development	✸
Marketing and public relations	✸
Administration	✸
Risk management	✸
Governance and legal compliance	✸
Sustainability	✸

✸ *Certificate* ✸ *Diploma* ✸ *Advanced Diploma*

For a price list and application form, visit www.pacifictraining.edu.au

UNITS OF COMPETENCY	SIT30516 Certificate III in Events	SIT50316 Diploma of Event Management	SIT60216 Advanced Diploma of Event Management
BSBWOR203 Work effectively with others	*		
SITXCCS006 Provide service to customers	*		
SITXWHS001 Participate in safe work practices	*		
SITXCOM002 Show social and cultural sensitivity	*		
SITXHRM001 Coach others in job skills	*		
SITTTSL006 Prepare quotations	*		
SITTTSL007 Process reservations	*		
SITXEBS001 Use social media in business	*		
SITEEVT001 Source and use information on the events industry	*	*	
SITXWHS002 Identify hazards, assess and control safety risks	*	*	
SITEEVT002 Process and monitor event registrations	*	*	
SITEEVT003 Coordinate on-site event registrations	*	*	
SITHFAB002 Provide responsible service of alcohol[#]	*	*	
SITXMGT001 Monitor work operations		*	
SITXCCS007 Enhance customer service experiences		*	
CUAPPM504 Manage bump in and bump out of shows		*	
CUASMT503 Develop and maintain production documents		*	
CUAEVP501 Coordinate the installation and dismantling of exhibitions		*	
SITXMGT003 Manage projects		*	*
SITXHRM003 Lead and manage people		*	*
SITXMGT002 Establish and conduct business relationships		*	*
SITEEVT008 Manage event staging components		*	*
SITEEVT010 Manage on-site event operations		*	*
SITXFIN003 Manage finances within a budget		*	*
SITXFIN004 Prepare and monitor budgets		*	*
BSBWRT401 Write complex documents		*	*
SITEEVT007 Select event venues and sites		*	*
CUAPPM411 Compile production schedules		*	*
BSBSUS501 Develop workplace policy and procedures for sustainability			*
SITEEVT014 Develop and implement event management plans			*
SITEEVT011 Research event trends and practice			*
SITEEVT012 Develop event concepts			*
SITEEVT013 Determine event feasibility			*
SITXCCS008 Develop and manage quality customer service practices			*
BSBRSK501 Manage risk			*
SITXGLC001 Research and comply with regulatory requirements			*
SITXMPR007 Develop and implement marketing strategies			*
BSBMGT608 Manage innovation and continuous improvement			*
BSBADM502 Manage meetings			*
SITXWHS004 Establish and maintain a work health and safety system			*
BSBCMM401 Make a presentation			*
SITXCOM005 Manage conflict			*

[#] Delivered by Ton Ton Song Pty Ltd ABN 92 115 419 988 trading as The Coffee School

OHS Media Services Pty Ltd trading as Pacific Training Group ABN 88 116 734 920 RTO 110071 CRICOS Provider 03448K
All information contained in this brochure is correct at time of printing and subject to change without notice.

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Pacific Training Group

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