Australian Government

SIT30516 Certificate III in Events

Release 2

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Modification History

Release	Comments
Release 2	Corrections to typographical errors

Qualification Description

This qualification reflects the role of individuals who use a range of well-developed events administration or operational skills and knowledge to complete event-related work activities. Using discretion and judgement, they work with some independence under the guidance of more senior event personnel, using plans, policies and procedures to guide work activities.

Events are diverse in nature and this qualification provides a pathway to work for event or exhibition organisations operating in a range of industries including the tourism and travel, hospitality, sport, cultural and community sectors.

The diversity of employers includes event or exhibition management companies, event venues, or organisations that organise their own events. Work could be undertaken in an office environment where the planning of events takes place, on-site at venues where events are staged or a combination of both.

Possible job titles include:

- conference assistant
- event or exhibition administrative assistant
- event or exhibition assistant
- event or exhibition operations assistant
- functions assistant
- in-house meetings assistant
- junior event or exhibition coordinator
- logistics assistant
- meetings assistant
- venue assistant.

No occupational licensing, certification or specific legislative requirements apply to this qualification at the time of publication.

Entry Requirements

There are no entry requirements for this qualification.

Packaging Rules

13 units must be completed:

- 6 core units
- 7 elective units, consisting of:
    - 2 units from Group A
    - 2 units from Group A or Group B
    - 3 units from Group A, Group B, elsewhere in the SIT Training Package, or any other current Training Package or accredited course.

The selection of electives must be guided by the job outcome sought, local industry requirements and the complexity of skills appropriate to the AQF level of this qualification.

Core units

BSBWOR203	Work effectively with others
SITEEVT001	Source and use information on the events industry
SITEEVT002	Process and monitor event registrations
SITXCCS006	Provide service to customers
SITXCOM002	Show social and cultural sensitivity
SITXWHS001	Participate in safe work practices

Elective units

Group A

SITEEVT003	Coordinate on-site event registrations
SITEEVT004	Provide event staging support
SITTTSL008	Book supplier products and services
SITTTSL010	Use a computerised reservations or operations system

Group B

Communication and Teamwork

SITXCOM004	Address protocol requirements

Computer Operations and ICT Management

BSBITU202	Create and use spreadsheets

BSBITU301	Create and use databases
BSBITU302	Create electronic presentations
BSBITU306	Design and produce business documents

Creative and Technical Production

CUAPRP401	Coordinate props
CUASET201	Develop basic skills in set construction
CUASOU201	Develop basic audio skills and knowledge
CUASTA201	Develop basic staging skills
CUASTA302	Install staging elements
CUASTA304	Maintain physical production elements
CUAVSS201	Develop basic vision system skills
CUALGT201	Develop basic lighting skills and knowledge
CUALGT301	Operate basic lighting
CUAEVP403	Install and dismantle exhibition elements

E-Business

BSBITU305	Conduct online transactions
SITXEBS001	Use social media in a business

Environmental Sustainability

BSBSUS201	Participate in environmentally sustainable work practices

Finance

BSBFIA301	Maintain financial records
BSBFIA303	Process accounts payable and receivable
SITXFIN001	Process financial transactions

Food and Beverage

SITHFAB002	Provide responsible service of alcohol

Human Resource Management

SITXHRM001   Coach others in job skills

Security

CPPSEC2012A   Monitor and control individual and crowd behaviour

Tourism Sales and Operations

SITTTSL001   Operate online information systems

SITTTSL002   Access and interpret product information

SITTTSL003   Provide advice on international destinations

SITTTSL004   Provide advice on Australian destinations

SITTTSL005   Sell tourism products and services

SITTTSL006   Prepare quotations

SITTTSL007   Process reservations

SITTTSL009   Process travel-related documentation

Work Health and Safety

SITXWHS002   Identify hazards, assess and control safety risks

Qualification Mapping Information

No equivalent qualification.

Links

Companion Volume Implementation Guide: - http://www.serviceskills.com.au/resources

Service Skills Australia