

# Higher Level Skills

## Funded training for eligible Queenslanders

### Diploma of Event Management – SIT50316



**Career Training Institute of Australia (CTIA)** are offering hands on practical training which will provide you with the skills and knowledge required to work within the events industry. CTIA can provide students with current industry experience that will find them work ready. Higher Level Skills program is funded by the Queensland Government.

A participant can be unemployed and seeking work, or working on a full-time, part-time or casual basis.

Training is flexible it can take place within your workplace at a time that suits you; speak to one of our course consultants.

#### REAL SKILLS, REAL EVENTS AND REAL SITUATIONS

#### HOW MUCH WILL IT COST

Student Contribution Fee:

Student Fees	Concessional	Non-Concessional	Non-Funded
	\$140 (\$5 per unit)	\$280 (\$10 per unit)	\$6,145

\*Non-funded means student is not eligible for any government funding and is Fee For Service.  
\*co-contribution fees will be charged at the commencement of the course or on a per unit basis.

#### YOUR COURSE

This qualification reflects the role of individuals who use sound knowledge of event management processes and a broad range of skills to coordinate event operations. They operate independently and make operational event management decisions.

Participants undertaking the Diploma of Event Management will be required to undertake vocational placement and develop and manage a minimum of two (2) events of their own as these will form part of your assessment. This will require you to work (unpaid) through vocational placement or be working in an events environment.

#### Skilled but not qualified

Looking for a new job, a promotion, career change, a pay rise or just to have a qualification?

If you have the knowledge and skills but don't hold a nationally recognised qualification to back it up, this may be holding you back from gaining employment or progressing in your career.

Recognition of Prior Learning (RPL) is a process where you demonstrate that you currently have the required skills and knowledge, to gain a nationally recognised qualification. RPL focuses on your life and work experiences and how they meet the criteria of the national qualifications.

Through your industry experiences you may be able to gain a full or partial qualification.

If you are choosing to work within the events industry for the first time, then we can offer a range of learning styles to meet your needs. Delivery will be a combination of online and flexible learning. Have access to one of our industry trainers who will assist you each step of the way.

If you are wanting to study or RPL, contact one of our course consultants to arrange a convenient time to assist you to explore the best study option for you and to ensure that you receive the right qualification for your desired career path.



For enquires:



P: 07 5564 9044

[www.ctia.edu.au](http://www.ctia.edu.au)

E: [mabs@ctia.edu.au](mailto:mabs@ctia.edu.au)



# Frequently Asked Questions...





## WHAT ARE THE BENEFITS OF UNDERTAKING THIS QUALIFICATION?

When you complete the Diploma of Event Management graduate positions are diverse in nature and this qualification provides a pathway to work in events in a range of industries including the tourism and travel, hospitality, sport, cultural and community sectors.

These may be event 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.

## WHO IS ELIGIBLE TO PARTICIPATE?

To be eligible to receive a Government Contribution under the Higher Level Skills Program, prospective participants must meet the following eligibility criteria:

-  be aged 15 years or over, and no longer at school
-  permanently reside in Queensland
-  be an Australian citizen, Australian permanent resident (includes humanitarian entrant), temporary resident with the necessary visa and work permits on the pathway to permanent residency, or a New Zealand citizen
-  not hold, and not be enrolled in, a certificate IV or higher-level qualification, not including qualifications completed at school and foundation skills training.

Employment status does not matter - a Participant can be unemployed and seeking work, or working on a full-time, part-time or casual basis.

**CONCESSIONAL PARTICIPANTS:** Concessional student status applies when:

- (a) the student holds a health care concession card or pensioner concession card issued under Commonwealth law, or is the partner or a dependant of a person who holds a health care concession card or pensioner concession card, and is named on the card
- (b) the student provides the PQS with an official form under Commonwealth law confirming that the student, his or her partner or the person of whom the student is a dependant, is entitled to concessions under a health care or pensioner concession card
- (c) the student is an Aboriginal or Torres Strait Islander
- (d) the student has a disability
- (e) the student is an adult prisoner.

Students are only able to access funding for Higher Skills on one occasion, please read all the information on this course carefully so you can make an informed decision.

## WHAT ARE PARTICIPANTS AWARDED AT COMPLETION?

Upon successful completion of all units of competencies in the course, participants will be issued with a Diploma of Event Management SIT50316. Should a participant not complete the entire course then a Statement of Attainment will be given for the units successfully completed.

Students who successfully complete SIT50316 Diploma of Event Management, could progress to SIT60216 Advanced Diploma of Event Management or higher education qualifications in management. CTIA is responsible for quality training and assessment in compliance with the Standards for RTO (2015) and issuance of AQF qualifications.

NB: Students are required to complete a student training and employment survey within 3 months of completion or discontinuation of the course.

## HOW WILL PARTICIPANTS BE ASSESSED?

Assessment is competency based, in that the participant will be required to demonstrate competency in a range of tasks. Assessment procedures are transparent and address the key assessment principles of being valid, reliable, flexible and fair. Assessment strategies include a range of techniques, which include, but are not limited to the use of; direct observation, questions & answers, practical exercises, and case studies. Participants who can demonstrate that they are already competent in the knowledge and skills of a unit of competency, or have previously completed a course, may apply for Recognition of Prior Learning (RPL) or Credit Transfer.

## HOW IS THE COURSE DELIVERED AND HOW LONG WILL IT TAKE?

The above program is delivered flexibly, so you can study at a time and place that suits you. Dependent on RPL/Credit Transfers and the completion of the practical Industry service, where required CTIA endeavours to deliver the course within 12 months. Participants study via a combination of face-to-face tutorials; on line theory and practical workshops.

## SERVICES

As part of our ongoing commitment to provide advice and support services we provide to all our clients/students the following services upon request: Welfare and guidance services, complaints & appeals procedures, disciplinary procedures, access and equity, Recognition Prior Learning (RPL) & Credit transfer arrangements, client selection, enrolment and induction/orientation procedures, course information including content and vocational outcomes, fees/charges, including refund policy and exemptions (where applicable), provision for language, literacy and numeracy assessment, client support, including any external support the RTO has arranged for clients flexible learning and assessment procedures.

Further information is provided in the student handbook located at <http://www.ctia.edu.au/how-to-apply-further-information-2/>

## WHAT UNITS MAKE UP MY DIPLOMA?

SITEEVT001 Source and use information on the events industry	SITXHRM003 Lead and manage people	SITTTSL006 Prepare quotations
SITEEVT003 Coordinate on-site event registrations	SITXMGT001 Monitor work operations	BSBADM502 Manage meetings
SITEEVT008 Manage event staging components	SITXMGT002 Establish and conduct business relationships	SITXHRM002 Roster staff
SITEEVT010 Manage on-site event operations	SITXMGT003 Manage projects	SITHFAB002 Provide responsible service of alcohol
SITXCCS007 Enhance customer service experiences	SITXWHS002 Identify hazards, assess and control safety risks	SITEEVT007 Select event venues and sites
SITXFIN003 Manage finances within a budget	SITEEVT002 Process and monitor event registrations	SITXCOM005 Manage conflict
	SITEEVT005 Plan in-house events or functions	SITXHRM006 Monitor staff performance

## WHO DO I TALK TO IF I HAVE QUESTIONS?

Further information on the program please contact us on 07 5564 9044 or e-mail [mabs@ctia.edu.au](mailto:mabs@ctia.edu.au)

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