SIT30516 Certificate III in Events

Release 2
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Modification History

<table>
<thead>
<tr>
<th>Release</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Release 2</td>
<td>Corrections to typographical errors</td>
</tr>
</tbody>
</table>

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
- SITTSSL008 Book supplier products and services
- SITTSSL010 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

SITTTSLO01 Operate online information systems
SITTTSLO02 Access and interpret product information
SITTTSLO03 Provide advice on international destinations
SITTTSLO04 Provide advice on Australian destinations
SITTTSLO05 Sell tourism products and services
SITTTSLO06 Prepare quotations
SITTTSLO07 Process reservations
SITTTSLO09 Process travel-related documentation

Work Health and Safety

SITXWHS002 Identify hazards, assess and control safety risks

Qualification Mapping Information

No equivalent qualification.

Links