



Australian Government

SIT30612 Certificate III in Events

Release 2

SIT30612 Certificate III in Events

Modification History

The version details of this endorsed qualification are in the table below. The latest information is at the top.

Version	Comments
1.1	Updates to metadata.
1.0	E Replaces and is equivalent to SIT30607 Certificate III in Events. Intent of the qualification remains unchanged. Total number of units reduced by 2. Elective units reduced by 2. Some units removed from core as they did not apply to all job roles. They are now in elective list.

Description

This qualification reflects the role of individuals who use a range of events administrative or operational skills. They use discretion and judgement and have knowledge of industry operations. They work with some independence under the guidance of more senior event personnel, using plans, policies and procedures to guide work activities.

Job roles

Events are diverse in nature and this qualification provides a pathway to work in event operations 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 which 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 administrative assistant
- event assistant
- event operations assistant
- exhibitions assistant
- in-house meetings assistant
- junior event coordinator
- logistics assistant
- meetings assistant
- venue assistant.

Pathways Information

This qualification is suitable for an Australian Apprenticeship pathway.

Pathways into the qualification

Individuals may enter this qualification with limited or no vocational experience and without a lower level qualification.

Pathways from the qualification

After achieving SIT30612 Certificate III in Events, individuals could progress to Certificate IV, Diploma or Advanced Diploma qualifications in events, or fields such as business, creative industries, hospitality, sport, tourism or travel.

Licensing/Regulatory Information

No licensing, legislative, regulatory or certification requirements apply to this qualification at the time of endorsement.

Entry Requirements

There are no entry requirements for this qualification.

Employability Skills Summary

Employability Skill	Industry/enterprise requirements for this qualification include:
Communication	Communicating with colleagues, customers and suppliers to participate in event planning processes; interpreting verbal and written event planning information to determine key work activities and priorities for planning and staging events; negotiating acceptable solutions to customer problems and complaints; interpreting and providing clear and accurate information to customers and event staging team members to ensure efficient execution of events.
Initiative and enterprise	Identifying and suggesting ways to improve event operations and service efficiency; seeking information on new technologies and suggesting their use to supervisors; generating and suggesting creative ideas to improve event themes and formats.
Learning	Knowing own product knowledge and event planning skill strengths and weaknesses, being aware of opportunities to learn and participating in event industry professional development activities; seeking and sharing information with colleagues on new event trends, products, services and suppliers; coaching others in job skills.
Planning and organising	Collecting, analysing and organising customer, product, supplier and procedural information to efficiently participate in event planning processes; using event plans to guide all operational activities for specific events; setting timelines, planning and organising own work flow to meet event deadlines.
Problem-solving	Anticipating problems that may arise with event staging activities; mitigating problems by operational planning of event delivery; identifying and clarifying the extent of problems; taking responsibility for solving routine operational issues; referring high-level problems to supervisors and participating in the solution; using discretion and judgement as well as predetermined policies and procedures to guide solutions to operational and service problems.
Self-management	Understanding and following policies and procedures for legal compliance; organising own work priorities to meet event plan requirements and deadlines; taking responsibility for own job role in event planning and delivery and for resolving routine operational difficulties; thinking about own work performance and seeking feedback and guidance on success in event planning and staging activities.
Teamwork	Working as a skilled team member to deliver the quality service goals of the events business; taking responsibility for own role in

	event planning and delivery processes; working collaboratively as a team member by giving and receiving instructions and providing feedback and assistance to other team members; providing guidance and instruction to assistant or trainee team members; showing social and cultural sensitivity to team members.
Technology	Understanding the operating capability of, selecting and using tools, equipment, computer systems, software and information systems that assist in event planning and operational activities; selecting and using the right personal protective equipment to manage personal safety in the workplace.

Packaging Rules

13 units must be completed:

- 5 core units
- 8 elective units, consisting of:
 - 1 unit from Group A
 - 5 units from Group A or Group B
 - 2 units from Group A, Group B, elsewhere in this SIT12 Training Package, any other 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

BSBWOR203B Work effectively with others
SITXCCS303 Provide service to customers
SITXCOM201 Show social and cultural sensitivity
SITXEVT301 Access information on event operations
SITXWHS101 Participate in safe work practices

Elective units

Group A

SITTTSL306 Book supplier services
SITTTSL308 Use a computerised reservations or operations system
SITXEVT302 Process and monitor event registrations
SITXEVT303 Coordinate on-site event registrations
SITXEVT304 Provide event staging support

Group B

Communication and Teamwork

SITXCOM301 Address protocol requirements

Computer Operations and ICT Management

BSBITU201A Produce simple word processed documents
BSBITU202A Create and use spreadsheets
BSBITU302B Create electronic presentations
BSBITU306A Design and produce business documents
BSBITU307A Develop keyboarding speed and accuracy
BSBITU309A Produce desktop published documents
BSBWOR204A Use business technology

Creative and Technical Production

CUEAUD06B Apply a general knowledge of vision systems to work activities
CUELGT05C Record and operate standard lighting cues
CUELGT09B Apply a general knowledge of lighting to work activities
CUEPRP02B Research, obtain and prepare props
CUESET05C Apply set construction techniques
CUESOU07B Apply a general knowledge of audio to work activities
CUESTA01C Install staging elements

CUESTA05C Apply a general knowledge of staging to work activities
CUETGE05C Maintain physical production elements
CUETGE15B Handle physical elements safely during bump-in/bump-out
CUFCMP301A Implement copyright arrangements
CUVACD302A Produce computer-aided drawings

E-Business

BSBITU305A Conduct online transactions

Environmental Sustainability

BSBSUS201A Participate in environmentally sustainable work practices

Exhibitions

CULEVP403A Install and dismantle exhibition elements

Finance

BSBFIA301A Maintain financial records

BSBFIA303A Process accounts payable and receivable

SITXFIN201 Process financial transactions

Food and Beverage

SITHFAB201 Provide responsible service of alcohol

SITHFAB202 Operate a bar *^

SITHFAB206 Serve food and beverage *

SITHFAB304 Provide advice on beers, spirits and liqueurs ^

SITHFAB305 Provide advice on Australian wines ^

SITHFAB306 Provide advice on imported wines ^

SITHFAB307 Provide table service of food and beverage *^

SITHFAB309 Provide advice on food

SITHFAB310 Provide advice on food and beverage matching ^

*Prerequisite is SITXFSA101A Use hygienic practices for food safety

^Prerequisite is SITHFAB201A Provide responsible service of alcohol

Food Safety

SITXFSA101 Use hygienic practices for food safety

Human Resource Management

SITXHRM301 Coach others in job skills

Kitchen Operations

SITHKOP302 Plan and cost basic menus

Languages other than English

SITXLAN21__ Conduct basic oral communication in a language other than English

SITXLAN22__ Conduct routine oral communication in a language other than English

SITXLAN31__ Conduct oral communication in a language other than English

SITXLAN32__ Conduct complex oral communication in a language other than English

SITXLAN33__ Read and write information in a language other than English

Marketing and Public Relations

CUSMKG301A Assist with the promotion of creative acts

Quality and Innovation

BSBCRT301A Develop and extend critical and creative thinking skills

BSBINN201A Contribute to workplace innovation

Risk Management and Security

CPPSEC2012A Monitor and control individual and crowd behaviour

Tourism Sales and Operations

SITTTSL201 Operate an online information system

SITTTSL202 Access and interpret product information
SITTTSL301 Provide advice on international destinations
SITTTSL302 Provide advice on Australian destinations
SITTTSL303 Sell tourism products and services
SITTTSL304 Prepare quotations
SITTTSL305 Process reservations
SITTTSL307 Process travel related documentation

Venue and Facility Operations

CUEFOH03C Provide seating and ticketing advice
CUEFOH04C Usher patrons
CUEFOH08B Process incoming customer orders
CUEFOH10B Monitor entry to a venue

Work Health and Safety

SITXWHS301 Identify hazards, assess and control safety risks

Examples of elective units relevant to specific job outcomes and contexts at this level are as follows:

Event administrative assistant

BSBFIA301A Maintain financial records
BSBITU306A Design and produce business documents
SITTTSL202 Access and interpret product information
SITTTSL304 Prepare quotations
SITTTSL308 Use a computerised reservations or operations system
SITXEVT302 Process and monitor event registrations
SITXEVT303 Coordinate on-site event registrations
SITXFIN201 Process financial transactions

Event operations assistant

BSBWOR204A Use business technology
CUEPRP02B Research, obtain and prepare props
CUESTA01C Install staging elements
CUESTA05C Apply a general knowledge of staging to work activities
CUETGE05C Maintain physical production elements
CUETGE15B Handle physical elements safely during bump-in/bump-out
SITXEVT304 Provide event staging support
SITXWHS301 Identify hazards, assess and control safety risks