SIT30522 Certificate III in Events

Release 1

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Modification History

Not applicable.

Qualification Description

This qualification reflects the role of individuals who use a range of 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.

The skills in this qualification must be applied in accordance with Commonwealth and State/Territory legislation, Australian standards and industry codes of practice.

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
    - 3 units from Group A or Group B
    - 2 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.

Note: Units marked with * have one or more prerequisites. Refer to individual units for details.

Core units

BSBTWK201   Work effectively with others

SITEEVT020   Source and use information on the events industry

SITEEVT022   Provide event production support

SITXCCS014   Provide service to customers

SITXCOM007   Show social and cultural sensitivity

SITXWHS005   Participate in safe work practices

Elective units

Group A - Events

SITEEVT021   Administer event registrations

SITEEVT023   Plan in-house events

SITEEVT024   Develop conference and event programs

SITEEVT025   Select event venues and sites

SITXCCS017   Use a computerised booking system

SITXMPR010   Create a promotional display or stand

Group B - General electives

Communication and Teamwork

SITXCOM009   Address protocol requirements

Computer Operations and ICT Management

BSBTEC201   Use business software applications

BSBTEC301   Design and produce business documents

BSBTEC302   Design and produce spreadsheets

BSBTEC303   Create electronic presentations

Creative and Technical Production

CUAEVP413	Install and dismantle exhibition elements
CUALGT211	Develop basic lighting skills
CUALGT311	Operate basic lighting
CUASET211	Develop basic skills in set construction
CUASOU211	Develop basic audio skills and knowledge
CUASTA211	Develop basic staging skills
CUASTA212	Assist with bump in and bump out of shows
CUASTA314	Maintain physical production elements
CUAVSS211	Develop basic vision system skills

E-Business

BSBTEC203	Research using the internet
SIRXOSM002	Maintain ethical and professional standards when using social media and online platforms
SIRXOSM003*	Use social media and online tools

Environmental Sustainability

BSBSUS211	Participate in sustainable work practices

Finance

BSBFIN302	Maintain financial records
SITXFIN007	Process financial transactions

Hospitality

SITHFAB021	Provide responsible service of alcohol

Venue and Facility Operations

CUAFOH511   Manage front of house services

Work Health and Safety

SITXWHS006   Identify hazards, assess and control safety risks

Qualification Mapping Information

Supersedes and is not equivalent to SIT30516 Certificate III in Events.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=68c40a93-e51d-4e0f-bc06-899dff092694