



Australian Government

Department of Education, Employment and Workplace Relations

SIT30607 Certificate III in Events

Revision Number: 1

SIT30607 Certificate III in Events

Modification History

Not applicable.

Description

This qualification provides the skills and knowledge for an individual to be competent in an administrative or operational events support role. Event organisation and management takes place across the full spectrum of business and community activity. The qualification has particular relevance in the community, cultural, hospitality, sporting and tourism sectors. Work would be undertaken in an office environment where event planning and organisation takes place, at an event site or a combination of both.

The qualification reflects the role of skilled operators who apply a broad range of competencies in a varied work context, using some discretion and judgement and relevant theoretical knowledge. They may provide technical advice and support to a team.

The qualification is suitable for an Australian apprenticeship pathway.

Job roles

Individuals with this qualification are able to work in a range of organisations where event management takes place, and such organisations are diverse in nature. Examples include professional conference organisers, exhibition and event management companies, sporting associations, community organisations, hospitality and cultural venues.

Possible job titles include:

- event assistant
- event administrative assistant
- event operations assistant
- event operative
- conference assistant
- exhibitions assistant.

Prerequisite requirements

There are no prerequisites for entry to this qualification.

Pathways Information

Not applicable.

Licensing/Regulatory Information

Not applicable.

Entry Requirements

Not applicable.

Employability Skills Summary

EMPLOYABILITY SKILLS SUMMARY

SIT30607 Certificate III in Events

The following table contains a summary of the employability skills required by the events industry for this qualification. The employability skills facets described here are broad industry requirements that may vary depending on qualification packaging options.

Employability skill	Industry/enterprise requirements for this qualification include:
Communication	Liaising effectively with a diverse range of customers, other team members and event suppliers; providing key on the ground operational information to supervisors and managers; using event planning documentation to establish key work activities and priorities.
Teamwork	Working as a member of event operations team; providing assistance to other team members; working out different roles and responsibilities; using the different skills within the team to maximise efficiency.
Problem solving	Anticipating and responding to typical event operational problems; using other people and event procedures and systems to help avoid or respond effectively to problems.
Initiative and enterprise	Identifying and suggesting better and different ways of addressing operational issues; keeping up-to-date with industry trends and practices; being able to adapt to changing operational circumstances.
Planning and organising	Understanding the broad context in which different types of events take place; interpreting event documentation and plans; providing feedback and input into ways to improve future event operations.
Self-management	Understanding overall context for event operations and different roles of event staff and stakeholders; being aware of risk management, safety and other legal issues that impact on event operations.
Learning	Knowing and using opportunities to maintain currency of industry knowledge; sharing industry information with colleagues.
Technology	Working with and understanding the broad features of a range of different technologies used in event operations; choosing the best equipment for the job at hand based on

Employability skill	Industry/enterprise requirements for this qualification include:
	knowledge of the various options.

Due to the high proportion of electives required by this qualification, the industry/enterprise requirements described above for each employability skill are representative of the events industry in general and may not reflect specific job roles. Learning and assessment strategies for this qualification should be based on the requirements of the units of competency for this qualification.

Packaging Rules

QUALIFICATION RULES

To achieve a Certificate III in Events, 15 units must be completed:

- all 5 core units
- 10 elective units which may be selected from the list below, or from this or another endorsed Training Package or accredited course.

In all cases selection of electives must be guided by the job outcome sought, local industry requirements and the characteristics of this qualification.

CORE UNITS

SITXCOM001A	Work with colleagues and customers
SITXCOM002A	Work in a socially diverse environment
SITXEVT001B	Develop and update event industry knowledge
SITXEVT002B	Provide event staging support
SITXOHS001B	Follow health, safety and security procedures

ELECTIVE UNITS

Communication and Teamwork

SITXCOM006A	Address protocol requirements
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Computer Operations and ICT Management

BSBITU309A	Produce desktop published documents
BSBITU302A	Create electronic presentations
BSBWOR204A	Use business technology
BSBITU201A	Produce simple word processed documents
BSBITU306A	Design and produce business documents

Creative and Technical Production

CUEAUD06B	Apply a general knowledge of vision systems to work activities
CUELGT05B	Record and operate standard lighting cues
CUELGT09A	Apply a general knowledge of lighting to work activities
CUEPRP02B	Research, obtain and prepare props
CUESET05B	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
CUVCRS03B	Produce computer-aided drawings

Events	
SITXEVT003B	Process and monitor event registrations
SITXEVT004B	Coordinate on-site event registrations
Finance	
BSBFIA301A	Maintain financial records
Food and Beverage	
SITHFAB002C	Operate a bar
SITHFAB004A	Provide food and beverage service
SITHFAB005A	Provide table service of alcoholic beverages
SITHFAB009A	Provide responsible service of alcohol
Occupational Health and Safety	
SITXOHS003B	Identify hazards, and assess and control safety risks
Risk Management and Security	
CPPSEC2012A	Monitor and control individual and crowd behaviour

Tourism Sales and Operations

SITTTSL001A	Operate an online information system
SITTTSL002A	Access and interpret product information
SITTTSL004A	Source and provide Australian destination information and advice
SITTTSL006B	Prepare quotations
SITTTSL008B	Book and coordinate supplier services
SITTTSL009B	Process travel-related documentation
SITTTSL010B	Control reservations or operations using a computerised system

Venue and Facility Operations

SITTVAF001A	Provide venue information and assistance
CUEFOH03C	Provide seating and ticketing advice
CUEFOH04C	Usher patrons
CUEFOH08B	Process incoming customer orders
SRXFAC001B	Maintain equipment for activities
SRXFAC002B	Maintain sport and recreational facilities

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

Event administrative assistant

BSBITU302A Create electronic presentations
BSBITU306A Design and produce business documents
SITTTSL002A Access and interpret product information
SITTTSL006B Prepare quotations
SITTTSL008B Book and coordinate supplier services
SITTTSL010B Control reservations or operations using a computerised system
SITXCOM006A Address protocol requirements
SITXEVT003B Process and monitor event registrations
SITXEVT004B Coordinate on-site event registrations
SITXFIN002A Maintain financial records

Event operations assistant

BSBWOR204A Use business technology
CUEAUD03B Operate vision systems
CUEAUD06B Apply a general knowledge of vision systems 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
CUVCRS03B Produce computer-aided drawings
CPPSEC2012A Monitor and control individual and crowd behaviour
SITXOHS003B Identify hazards, and assess and control safety risks