ENVIROTECH
EDUCATION

SIT50322 Diploma of Event Management

Experience the world of event management.
Shape experiences, bring visions to life, and find your passion.

Course Overview

This qualification reflects the role of individuals who apply a broad range of event-related skills, supported by a sound and practical understanding of event management processes, to plan, coordinate, and deliver event operations. Graduates are equipped to work independently, take responsibility for key operational tasks, and make informed event management decisions within established organisational frameworks.

Events covered under this qualification are diverse in scale, purpose, and setting, ranging from conferences and exhibitions to community, cultural, sporting, and tourism focused events. As such, the qualification provides a clear pathway to with event or exhibition organisations across a wide range of industries, including tourism and travel, hospitality, sport, cultural, and community sectors.

 It prepares individuals to contribute effectively to the successful delivery of events by managing logistics, coordinating stakeholders, and ensuring operations align with event objectives and client expectations.

Envirotech Mentors: 15 Hours/week

Lectures: 5 Hours/week

Vocational Industry Professional (VIP) Placement: 16 Hours/week

Online Support

Blended Delivery

Full Duration 62 Weeks

Accelerated 58 Weeks

20 Units

Paid/Unpaid WorkPlacement

Course Units

SITXCCS015	Enhance customer service experiences
SITXCOM010	Manage conflict
SITXFIN009	Manage finances within a budget
SITXFIN010	Prepare and monitor budgets
SITXGLC002	Identify and manage legal risks and comply with law
SITXHRM008	Roster staff
SITXHRM009	Lead and manage people
SITXMGT005	Establish and conduct business relationships
SITXCCS017	Use a computerised booking system
SITEEVT020	Source and use information on the events industry
SITEEVT023	Plan in-house events
SITEEVT026	Manage event production components
SITEEVT028	Manage on-site event operations
SITXHRM010	Recruit, select and induct staff
SITXMPR011	Plan and implement sales activities
SITXMPR012	Coordinate marketing activities
SITXWHS006	Identify hazards, assess and control safety risks
SITXMGT006	Manage projects
SITXMPR016	Prepare and present proposals
BSBSUS411	Implement and monitor environmentally sustainable work practices

Skill Sets

Skill Sets are combinations of units of competency which link to a licence or regulatory requirement or defined industry need. This program offer specialised accredited skill sets from the program start date to advance our students quality employment options.

- SITSS00069 Food Safety Supervisor Skill Set
- SITSS00068 Food Handling Skill Set
- SITSS00071 Responsible Service of Alcohol
- SITSS00079 Environmentally Sustainable Hospitality and Restaurant Operations
- SITSS00066 Kitchen Management Skill Set
- SITSS00087 Mentoring and Supervision in the skillsets

Skills and Knowledge Development

Upon completion of the course participants will be able to:

- Enhance customer service experiences
- Develop and manage quality customer service practices
- Prepare and monitor budgets
- Identify and manage legal risks and comply with law
- Lead and manage people
- Monitor work operations
- Establish and conduct business relationships
- Implement and monitor work health and safety practices
- Source and use information on the events industry
- Manage event production components
- Manage on-site event operations
- Recruit, select and induct staff
- Manage projects
- Plan and implement sales activities
- Coordinate marketing activities
- Prepare and present proposals

Career Outcomes

- Events Coordinator
- Meetings Co-ordinator

Program Benefits

Be a part of a workplace team from the get-go

Experience flexibility in learning from multiple industry sources

Gain hands-on learning experience to add to your CV

Determine if a certain project or job is a good fit early on

Flexible study, work and optional travel to support community projects

About Envirotech

Envirotech Education is an award-winning Australian Registered Training organization (RTO) endorsed by the Australian Skill Quality Authority (ASQA) for delivery of Vocational Education and Training (VET).

Envirotech VET accreditations are offered to: domestic, indigenous, international, and high school students.

The college has in-house expert trainers, mentors, and business developers, who are dedicated to connecting students to an industry journey and will facilitate engagement in real business initiatives and sustainable projects.

Our Hospitality & Events Team

Catherine Charest
Trainer
& Assessor

Renee Rae Batallones
Assessor

Jinlin Cai
Assessor

Khressa Bentic
Academic Expert

Bellie Grace Gomez
Assessor

Cheenee Lim
Academic &
Workplacement support

JANUARY

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

1 – New Year's Day, 26 – Australia Day

FEBRUARY

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MARCH

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APRIL

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3 – Good Friday 4 – Easter Saturday 5 – Easter Sunday 6 – Easter Monday
25 – Anzac Day

MAY

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31						

4 – Labour Day (QLD)

JUNE

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8 – King's Birthday (National Except QLD & WA)

JULY

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AUGUST

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12 – Royal Queensland Show (QLD)

SEPTEMBER

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OCTOBER

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05 – King's Birthday (QLD) & Labour Day (NSW)

NOVEMBER

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DECEMBER

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27	28	29	30	31		

25 – Christmas Day 26 – Boxing Day

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