



# SIT50322 Diploma of Event Management CRICOS 111175J

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

➔ [www.envirotech.edu.au](http://www.envirotech.edu.au)

📷 [@envirotecheducation](https://www.instagram.com/envirotecheducation)

📘 [Envirotech Education](#)

✉ [admissions@envirotech.edu.au](mailto:admissions@envirotech.edu.au)

# 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 work 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



# Vocational Industry Placement (VIP)

Mandatory Vocational Placement program designed to enrich students' educational experience through practical, real-world engagement.

- 40 weeks and requiring a commitment of 16 hours per week (Face-to-face or online or combination of both).
- This program pairs students with an Industry Vocational Placement Host providing an invaluable opportunity to apply theoretical knowledge in a professional setting.
- Students have the flexibility to bring their own Vocational Placement Host (possible employers), allowing for a personalised experience that aligns with their career aspirations and interests.

The primary objectives of this placement are skills development, networking, and enhanced employability. Through hands-on experience, students will refine their professional skills, build meaningful industry connections, and significantly boost their job readiness, giving them a competitive edge in the job market.

This mandatory placement is a pivotal component of the Envirotech Education curriculum, ensuring students not only learn but also experience the realities of their chosen field.

# 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).

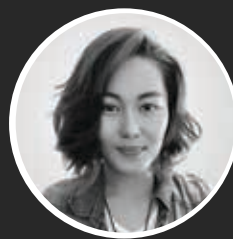
Envirotech VET accreditations are offered to: domestic, indigenous, international, and high school students.

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



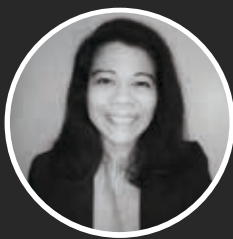
Catherine Charest  
Trainer  
& Assessor



Renee Rae Batallones  
Assessor



Jinlin Cai  
Assessor



Khressa Bentic  
Academic Expert



Bellie Grace Gomez  
Assessor



Cheene 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

| 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 |

## MARCH

| 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 |    |    |    |    |

## APRIL

| 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 |
| 27 | 26 | 28 | 29 | 30 |    |    |

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

## MAY

| 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 |    |    |    |    |    |    |

4 - Labour Day (QLD)

## JUNE

| 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 |    |    |    |    |

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

## JULY

| 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 |    |

## AUGUST

| 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 |    |    |    |    |    |

12 - Royal Queensland Show (QLD)

## SEPTEMBER

| 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 |    |    |    |

## OCTOBER

| 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 |

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

## NOVEMBER

| 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 |    |    |    |    |    |

## DECEMBER

| 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 |    |    |

25 - Christmas Day, 26 - Boxing Day



**ENVIROTECH EDUCATION**

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