



One Step Further
institute of excellence



ADVANCED DIPLOMA OF EVENTS

ST60207

ABOUT THE QUALIFICATION

The Advanced Diploma of Events is seen as the next step towards an exciting and fulfilling career in the Events Management industry.

Successful candidates who have completed this course have gone on to work in Professional Conference Organisations, Exhibition and Event Management Companies, Sporting Associations and related Hospitality organisations.

These are just a few of the exciting employment outcomes this qualification has enabled candidates to achieve.

This qualification gives you an insight into the Events Management industry as well as providing a platform for further study to enable a greater choice of employment

QUALIFICATION PATHWAYS

Candidates, who complete units of competency from within these qualifications can, subject to conditions at the time of applying, seek credit against Events courses at many of our leading universities.

Please speak with our Learning & Development Manager if you are interested in pursuing this option at the completion of your course.

COURSE CONTENT

For this qualification you are required to complete sixteen (16) core units of competency and eight (8) elective units of competency, making a total of 24 units of competency.

Your eight (8) elective units may be selected from the general elective units as set out in the qualification package or any endorsed Training Package.

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

We will be happy to sit and discuss these options with you prior to you enrolling in

COURSE DURATION

Each person undertaking this qualification brings their own education and skills levels to the table, impacting on the overall time taken to complete their course.

With the on-line web-based learning facilities and trainer support, all Institute of Excellence students have the capacity to complete their training in real-time yet at a pace that is reflective of their learning requirements.



NATIONALLY RECOGNISED
TRAINING



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16 CORE UNITS OF COMPETENCY

- Manage quality customer service
- Research and evaluate event industry trends and practices
- Determine event feasibility
- Develop event concepts
- Evaluate and address event regulatory requirements
- Select event venues and sites
- Manage event staging
- Provide on-site event management services
- Prepare and monitor budgets
- Obtain and manage sponsorship
- Manage financial operations
- Develop and update legal knowledge required for business compliance
- Manage projects
- Manage business risk
- Establish and conduct business relationships
- Manage people performance

8 ELECTIVE UNITS OF COMPETENCY

- Commercial cookery and catering
- Creative and technical production
- Events
- Finance
- Human resource management
- Management and leadership
- Marketing and public relations
- Planning and production development
- Venue and facility management

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