ADVANCED DIPLOMA OF EVENTS  NATIONAL CODE: SIT60212

This qualification reflects the role of individuals operating at a senior level who use substantial knowledge of event management processes and a wide range of specialised managerial skills to conceive, plan and stage events.

Course delivery
This online program allows you to complete your Advanced Diploma of Events within six months. Studying online, anywhere, anytime means you can control your own learning at a pace you are comfortable with. We advise that each student’s workload will be approximately 7-10 hours per week (guideline only) in order to complete the qualification.

A dedicated online facilitator (teacher) manages the learning environment, communicates with students, supports student learning and provides feedback on work submitted.

Entry requirements
It is strongly recommended that those entering this qualification possess a Diploma qualification or vocational experience at a coordination or management level in events, or in fields such as business, creative industries, hospitality, sports, tourism or travel.

This course requires completion of 24 units consisting of 16 core units and 8 elective units. The units delivered in this course are:

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Unit Title</th>
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<tbody>
<tr>
<td>BSBADM502B</td>
<td>Manage meetings</td>
</tr>
<tr>
<td>BSBCCM401A</td>
<td>Make a presentation</td>
</tr>
<tr>
<td>BSBMGT608C</td>
<td>Manage innovation and continuous improvement</td>
</tr>
<tr>
<td>BSBRSK501B</td>
<td>Manage risk</td>
</tr>
<tr>
<td>BSBUSUS501A</td>
<td>Develop workplace policy and procedures for sustainability</td>
</tr>
<tr>
<td>BSBWRT401A</td>
<td>Write complex documents</td>
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<tr>
<td>SITXADM501</td>
<td>Prepare and present proposals</td>
</tr>
<tr>
<td>SITXCCS501</td>
<td>Manage quality customer service</td>
</tr>
<tr>
<td>SITXCOM301</td>
<td>Address protocol requirements</td>
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<tr>
<td>SITXCOM401</td>
<td>Manage conflict</td>
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<tr>
<td>SITXEVT502</td>
<td>Select event venues and sites</td>
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<td>SITXEVT503</td>
<td>Manage event staging components</td>
</tr>
<tr>
<td>SITXEVT601</td>
<td>Research event trends and practice</td>
</tr>
<tr>
<td>SITXEVT602</td>
<td>Develop event concepts</td>
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SITXEVT603  Determine event feasibility
SITXEVT604  Develop and implement event management plans
SITXFIN501  Prepare and monitor budgets
SITXGLC501  Research and comply with regulatory requirements
SITXHRM402  Lead and manage people
SITXHRM501  Recruit, select and induct staff
SITXMGMT501  Establish and conduct business relationships
SITXMPRS01  Obtain and manage sponsorship
SITXMPRS02  Develop and implement marketing strategies
SITXWHS601  Establish and maintain a work health and safety system

Units offered may be subject to change.

Assessments
A range of assessment methods are used in this course. These include case studies, research projects, practical exercises, online quizzes, video presentations and workplace learning activities each providing you with a portfolio of work experience.

Career opportunities
Job roles and titles vary across different industry sectors. Whether you want to work as manager in retail travel, tour operations, inbound group sales, this course allows you to learn and apply your skills and knowledge in a flexible way that suits you.

Career pathways
Students who complete this course may continue with a pathway that leads to the University of Canberra's Bachelor of Event and Tourism Management, run at the Northern Sydney Institute's St Leonards Campus.

Terms and conditions
» Withdrawals must be submitted on Withdrawal/Refund application form for VET FEE-HELP students.
» Students withdrawing from a Unit of Study after an advertised Census date, will be liable for the TAFE NSW full tuition fee or VET FEE-HELP debt for that Unit of Study.

TAFE NSW courses commence only if there are sufficient resources and demand. Every effort was made to ensure this information was accurate as at July 2016. Changes may have taken place since that time. Contact the Northern Sydney Institute, part of TAFE NSW to confirm course details and availability.

CONTACT US FOR MORE INFORMATION
(02) 9448 4518  nsi.onlinecourses@tafensw.edu.au  nsi.edu.au/studyonline

THE BENEFITS OF OUR ONLINE DIPLOMAS

ONLINE
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