

Diploma of Events Pathway

Stage 1: SIT30607 Certificate III in Events

	Subject	Embedded Unit(s) of Competency
Computing	Keyboarding Speed and Accuracy	BSBITU307A Develop keyboarding speed and accuracy
	Use Business Technology	BSBWOR204A Use business technology
	Presentation Graphics	BSBITU302A Create electronic presentations
	Produce Business Documents	BSBITU303A Design and produce text documents
	Databases	BSBITU301A Create and use databases
	Applied Computing - Events	SITTTSL010A Control reservations or operations using a computerised system
Events	Event Industry Knowledge	SITXEVT001A Develop and update event industry knowledge
	Provide Event Staging Support	SITXEVT002A Provide event staging support
Communication	Communicate in the Workplace	BSBCMM201A Communicate in the workplace
	Write Simple Documents	BSBWRT301 Write simple documents
Financial	Maintain Financial Records	BSBFIA301A Maintain financial records
Operational	Follow OHS Procedures	SITXOHS001A Follow health, safety and security procedures
	Work with Colleagues and Customers	SITXCOM001A Work with colleagues and customers
	Cultural Awareness	SITXCOM002A Work in a socially diverse environment
	Promote Innovation	BSBINN301A Promote innovation in a team environment

Stage 2: SIT50207 Diploma of Events

	Subject	Embedded Unit(s) of Competency
Computing		
	Use Business Technology ¹	BSBWOR204A Use business technology
	Applied Computing - Events ¹	SITTTSL010A Control reservations or operations using a computerised system
Events	Event Industry Knowledge ¹	SITXEVT001A Develop and update event industry knowledge
	Event Regulatory Requirements	SITXEVT010A Evaluate and address event regulatory requirements
	Select Event Venues and Sites	SITXEVT012A Select event venues and sites
	Manage Event Project	SITXEVT013A Manage event staging SITXMGT003A Manage projects
	Provide On-site Event Management Services	SITXEVT017A Provide on-site event management services
	Develop Conference Programs	SITXEVT014A Develop conference programs
	Plan and Develop Event Proposals	SITXEVT008A Plan and develop event proposals and bids
	Develop Event Concepts	SITXEVT009A Develop event concepts
Communication	Make a Presentation	BSBCMM401A Make a presentation BSBCRT401A Articulate, present and debate ideas
Financial	Interpret Financial Information ²	SITXFIN003A Interpret financial information
	Manage Finances within a Budget	SITXFIN004A Manage finances within a budget
	Maintain Financial Records ¹	BSBFIA301A Maintain financial records
	Computerised Accounting	FNSACCT407B Set up and operate a computerised accounting system SITXFIN003A Interpret financial information

Management	Manage Meetings	SITXADM004A Plan and manage meetings
	Manage Quality Customer Service	SITXCCS003A Manage quality customer service
	Lead and Manage People	SITXHRM005A Lead and manage people SITXHRM006A Monitor staff performance SITXHRM001A Coach others in job skills
	Establish and Conduct Business Relationships	SITXMGT006A Establish and conduct business relationships
	Identify Hazards, and Control Safety Risks	SITXOHS003A Identify hazards, and assess and control safety risks

⁴ Competency will be achieved within Stage 1

² This unit is incorporated within two subjects.