

**EVENT MANAGER – SIT50316 DIPLOMA OF EVENT MANAGEMENT
UNITS OF COMPETENCY 2021**

Event Foundation - EF1	
SITEEVT001	Source and use information on the events industry
Event Experience Design 1 - EED1	
SITEEVT012	Develop event concepts
Registrations 1 - R1	
SITTTSL010	Use a computerised reservations or operations system
Marketing & Sponsorship - MS1	
BSBMKG521	Plan and implement sponsorship and event marketing
Team Leadership - TL1	
SITXHRM003	Lead and manage people
SITXMGT002	Establish and conduct business relationships
Registrations 2 - R2	
SITEEVT003	Coordinate on-site event registrations
Event Experience Design 2 - EED2	
SITXMGT003	Manage projects
SITEEVT007	Select event venues and sites
SITEEVT008	Manage event staging components
SITXFIN003	Manage finances within a budget
Event Operations - EO1	
SITXCCS007	Enhance customer service experiences
SITEEVT010	Manage on-site event operations
SITXWHS002	Identify hazards, assess and control safety risks
BSBSUS411	Implement and monitor environmentally sustainable work practices
Major Project - MP1	
SITEEVT005	Plan in-house events or functions
SITXMGT001	Monitor work operations
SITEEVT006	Develop conference programs
BSBWRT411	Write complex documents
BSBMM411	Make presentations

UNITS OF COMPETENCY – explanatory notes

CoEM offers nationally recognised qualifications under the regulatory auspices of the Australian Skills Quality Authority (ASQA). Nationally accredited courses are competency based which means training and assessment focuses on the development and recognition of a person's ability to apply relevant knowledge and skills to perform workplace tasks to a specified standard.

The specific skills and knowledge required are set out in units of competency and these can be grouped together to make up a nationally recognised qualification. Nationally recognised qualifications are set out in Training Packages can be viewed [HERE](#)

Each qualification has a list of skills, which describe the non-technical skills and competencies important for effective and successful participation in the workforce. These skill sets are referred to as Core Skills for Work (CSFW).

Each unit of competency is made up of the following:

- Elements
- Performance criteria
- Required knowledge and skills
- A range of variables
- Critical aspects of evidence

To be deemed 'competent' in any Unit of Competency you must be able to provide evidence of the required skills and knowledge to complete work tasks in a range of situations and environments, including simulated applications over a period of time.