

**EVENT MANAGER – SIT50322 DIPLOMA OF EVENT MANAGEMENT
UNITS OF COMPETENCY 2024**

Event Foundation - EF	
SITEEVT020	Source and use information on the events industry
SITEEVT029	Research event industry trends and practice
Event Experience Design - EED	
SITEEVT030	Develop event concepts
SITEEVT025	Select event venues and sites
Event Software - ES	
SITXCCS017	Use a computerised booking system
Event Team Leadership - ETL	
SITXHRM009	Lead and manage people
Event Marketing- MKG	
SITXMPR012	Coordinate marketing activities
Event Operations - EO	
SITEEVT028	Manage on-site event operations
SITXCCS015	Enhance customer service experiences
SITEEVT026	Manage event production components
SITXWHS006	Identify hazards, assess and control safety risks
BSBSUS411	Implement and monitor environmentally sustainable work practices
Major Project - MP	
SITXMGT006	Manage projects
BSBWRT411	Write complex documents
BSBCMM411	Make presentations
SITXMPR016	Prepare and present proposals
Event Business - EB	
SITXMGT005	Establish and conduct business relationships
SITXMPR011	Plan and implement sales activities
SITXHRM010	Recruit, select and induct staff
SITXFIN009	Manage finances within a budget

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.