"Learn to love your career"

DIPLOMA OF EVENTS

SIT50212
EMPLOYMENT FOR CONFERENCE AND EVENT ORGANISERS TO NOVEMBER 2017 IS EXPECTED TO GROW ‘STRONGLY’ AND IS RANKED 8/10 BY JOBOUTLOOK.GOV.AU.

College of Event Management

“Event Management is one of the most exciting and fastest growing industries in Australia.”

Ivy College offers flexible courses in Event Management. If you like a challenge, love working with people and have strong organisational skills, this could be the perfect career for you.
STUDY ONLINE WITH A QUALITY PROVIDER
Studying online is easy and convenient using myIVY, the College’s purpose-built learning management system. We’ll even provide a tuition session once you’ve enrolled.

SUPPORT WORKSHOPS
For added support, you have the option of attending our regular workshops - where you can meet face to face with your trainer and study peers to discuss course work and share challenges.

STUDY NOW & PAY LATER
With the Australian Government student loan scheme, VET FEE-HELP*, eligible students can defer all tuition fees. You’re not required to pay for your course until you reach the repayment threshold which is $54,126 for the 2015-16 income year. Repayments are then made via the taxation system. VET FEE-HELP is available on all courses delivered by Ivy College on behalf of Study Group Australia.

NATIONALLY RECOGNISED
Courses delivered by Ivy College are all nationally recognised, the same as TAFE courses.

START ANYTIME
Apply online and begin your course today.

STUDY ANYTIME
As an online student you can study anywhere! There are no timetables, no semesters and no deadlines. Courses are designed to meet your needs; not the needs of the College.

RECEIVE A "STUDY COACH FOR LIFE"
Our “Study Coach for life” policy means a single academic point of contact is allocated to you for the life of your enrolment. You can ask questions and receive a quick response from the one person throughout your study.

CAREER SUPPORT
Our job is to help you achieve the career you want; not just the course you need to qualify. Our career services can be tailored to include professional Résumé building, one-on-one career coaching sessions, personal career plan development and LinkedIn profile updates.

“FREEZE” YOUR STUDY
We know you have busy periods that prevent you from studying. At Ivy you can freeze your enrolment for up to 3 months, just like you would with your gym membership. If you advise us on or before the relevant census date, no fees will apply.

NO ADMINISTRATION OR ADMISSION FEES
Another reason to choose Ivy.

APPLY ONLINE AND START IMMEDIATELY
Provided you meet the minimum entry criteria, you can apply entirely online - no paperwork - and begin your course immediately.

* To find out more, visit: www.ivy.edu.au/get-started/vet-fee-help/
Ivy Institute Pty Ltd trading as Ivy College (RTO Code 40718) proudly delivering on behalf of Study Group Australia Pty Ltd (RTO Code 5806), an approved VET FEE-HELP provider.
DIPLOMA OF EVENTS
SIT50212

Qualification: Diploma of Events

Nationally Recognised: Yes

National Code: SIT50212

VET FEE-HELP available?: Yes, if you are an Australian citizen & meet the eligibility requirements, you can apply for VET FEE-HELP* funding. Study now, pay later. VET FEE-HELP is available on all courses delivered by Ivy College on behalf of Study Group Australia.

Course Duration:
- 7 months - Fast-track (24.5 study hours/week on average)
- 14 months - Part-time (12 study hours/week on average)

Number of Subjects: 15 (of which Ivy College delivers 14)

The Diploma of Events is a nationally recognised qualification that provides a great way in to the dynamic world of event management.

This flexible course allows you to study in your own time, at your own pace. And you will gain practical hands-on experience during your work placement and/or at Ivy College workshops.

Delivery Mode: Online + Work Placement. Includes access to support workshops.

Assessment: A variety of assessment methods form part of this course including written assignments, presentations, portfolios of work, Supervisor Observations reports, video demonstration, role plays and project. Students are responsible for securing and completing a suitable Work Placement. There are no formal written exams.

Start dates: Start anytime

Qualification awarded by: Study Group Australia Pty Ltd
RTO Code 5806

*To find out more, visit www.ivy.edu.au/get-started/vet-fee-help/
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Work Placement

Successfully completing the Event Project subject in this course involves planning and managing real events with real clients. Whilst it is the students' responsibility to secure an appropriate work placement, Ivy College will provide assistance. During your work placement, you will gain practical experience across a range of event production functions and event types.

If you can’t find an event, we’ll create one together.

If you’re unable to access a work placement, you can still fulfil the course requirements by attending our regular workshops where you will be organised into event operations teams, supervised by your trainer. Within these teams you will undertake an active role in the planning, coordinating and staging of a number of different types of ‘real’ Ivy College events.

Workshops

Whilst this is an online course, you will also have the opportunity to attend regular workshops at one of our training locations in Sydney, Brisbane, Melbourne, Perth or Adelaide. These workshops are designed for those events students:

- requiring personal support;
- unable to access a work placement; and/or
- electing to complete the required subject Responsible Service of Alcohol at an Ivy College workshop

Workshops are not compulsory unless you are unable to secure a work placement, in which case the workshops form an essential component of your study. Workshop dates and locations are subject to change and minimum numbers. Latest schedule is published online at www.ivy.edu.au/courses/event-management/diploma-of-events/
The table below outlines the subjects comprising the Diploma of Events qualification delivered by Ivy College.

<table>
<thead>
<tr>
<th>Subject</th>
<th>Alignment with training package competency</th>
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<tbody>
<tr>
<td>Customer Relationships</td>
<td>Enhance the customer service experience (SITXCCS401)</td>
</tr>
<tr>
<td>Event Industry Research</td>
<td>Access information on event industry operations (SITXEVT301)</td>
</tr>
<tr>
<td>Event Project</td>
<td>Manage event staging components (SITXEVT503)</td>
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<tr>
<td></td>
<td>Manage projects (SITXMGT502)</td>
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<tr>
<td>Budget Management and Control</td>
<td>Manage finances within a budget (SITXFIN402)</td>
</tr>
<tr>
<td>Effective Leadership</td>
<td>Lead and manage people (SITXHRM402)</td>
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<tr>
<td></td>
<td>Monitor staff performance (SITXHRM503)</td>
</tr>
<tr>
<td>Workplace Operations</td>
<td>Monitor work operations (SITXMGT401)</td>
</tr>
<tr>
<td>Business Relationships</td>
<td>Establish and conduct business relationships (SITXMGT501)</td>
</tr>
<tr>
<td>Controlling WHS Hazards and Risks</td>
<td>Identify hazards, assess and control safety risks (SITXWHS301)</td>
</tr>
<tr>
<td>Event Registrations</td>
<td>Process and monitor event registrations (SITXEVT302)</td>
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<tr>
<td></td>
<td>Use a computerised reservations or operations system (SITTTS308)</td>
</tr>
<tr>
<td>Coordinate Event Marketing</td>
<td>Coordinate marketing activities (SITXMPR404)</td>
</tr>
<tr>
<td>Applied Computing (Spreadsheets)</td>
<td>Develop and use complex spreadsheets (BSBITU402A)</td>
</tr>
<tr>
<td>Event Concepts and Proposals</td>
<td>Prepare and present proposals (SITXADM501)</td>
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<tr>
<td></td>
<td>Develop event concepts (SITXEVT602)</td>
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<tr>
<td>Venue Selection</td>
<td>Manage meetings (BSBADM502B)</td>
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<tr>
<td></td>
<td>Select event venues and sites (SITXEVT502)</td>
</tr>
<tr>
<td>Responsible Service of Alcohol**</td>
<td>Provide responsible service of alcohol (SITHFAB201)</td>
</tr>
<tr>
<td>Event Sponsorship</td>
<td>Obtain and manage sponsorship (SITXMPT501)</td>
</tr>
</tbody>
</table>

** Ivy College does not deliver or assess Responsible Service of Alcohol (i.e. SITHFAB201 Provide responsible service of alcohol), but we organise for this unit to be delivered by another provider at our workshops, bi-annually. Students may elect to complete this unit by attending our workshops or alternatively complete it with another provider (at the student’s own expense). Students are required to provide evidence of having attained the unit of competency in order to be eligible for the qualification.
Follow these 6 easy steps to launch your new career in event management.

1. Apply and commence online study immediately. Study now and pay later with VET FEE-HELP.

2. Complete subjects at your own pace and at a time you choose. Receive support from your dedicated trainer, even outside business hours. If life gets too busy, “freeze” your study for up to 3 months, at no cost (provided you advise us on or before the relevant census date).

3. Interact with other students via online discussion forums. Submit assessments as you go and receive feedback within 72 hours.

4. Attend regular workshops, to:
   (i) receive personal support
   (ii) complete Responsible Service of Alcohol subject, and/or
   (iii) in place of a formal work placement

5. Complete an approved work placement OR participate in staging real Ivy College events, supervised by your trainer.

6. Before you graduate receive career coaching and support services to help land your dream job.
**Entry Requirements**

To enrol in any of Ivy’s Diploma-level courses you will need to have one of the following:

- Australian Year 12 or equivalent; or
- a Certificate IV; or
- during the enrolment process be able to demonstrate that you have the skills and capability to succeed in the course.

All students are also required to have a unique email address.

**Technology Requirements**

Once enrolled, you will gain access to myIVY, your purpose-built learning management system, in order to complete your coursework and assessment tasks. To do this you will need access to a computer satisfying the following minimum systems requirements:

**Operating system:** Windows, Mac OS X, Linux

**Software:** Adobe Acrobat Reader (latest versions available for free download at Adobe website)

**Internet:** Supported browsers include Firefox 3+, Google Chrome 4+, Microsoft Internet Explorer 7 and 8, Opera 9+, Safari 3+ (download latest browser software for free online). You will need a reliable internet connection, preferably Broadband (64 Kbit/sec or faster)

Access to a printer and digital camera/recording device is also required.

**RPL & Mutual Recognition**

Recognition of Prior Learning (RPL) is the formal acknowledgment of your existing skills and knowledge, gained from work and life experience. It’s based on the premise that you do not need to undertake training for skills you already possess.

The RPL application process requires you to provide evidence of, or demonstrate, your current ability to competently perform the requirements of a unit(s) of competency within your course.

Qualifications and VET Statements of Attainments issued by another Registered Training Organisation will be recognised by Ivy College via our Mutual Recognition process. You will be asked if you would like to apply for RPL or Mutual Recognition on the enrolment form.

| Recognition of Prior Learning (RPL) | 30% of each unit fee - refer to www.ivy.edu.au/get-started/recognition-of-prior-learning/ for detail |

**Additional Fees**

| Mutual Recognition | No Charge |
| Incidental Fees | Refer to ivy.edu.au/get-started/faqs/ |
If you’re ready to take the step towards a more satisfying career, there’s nothing stopping you.

Our courses have no semester intakes so you can literally begin whenever you like, and if eligible you can defer payment by applying for VET FEE-HELP.

Enrol online anytime today by visiting ivy.edu.au or call 1300 659 157

Contact Ivy

☎ 1300 659 157

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🌐 ivy.edu.au