



Australian College of  
Training & Employment

## SIT30612 CERTIFICATE III IN EVENTS

### BUILD YOUR **EVENTS** SKILLS!

#### Course overview

This qualification reflects the role of individuals who use a range of events administrative or operational skills. They use discretion and judgement and have knowledge of industry operations. They work with some independence under the guidance of more senior event personnel, using plans, policies and procedures to guide work activities.

#### Career outcomes

Possible job titles relevant to this qualification may include: conference assistant, event administrative assistant, event assistant, event operations assistant, exhibitions assistant, in-house meetings assistant, junior event coordinator, logistics assistant, meetings assistant, or venue assistant.

#### Entry requirements

There are no entry requirements for this qualification.

#### Study options

Evocca Workplace Training offer this course as a Traineeship. We are able to deliver this course as a traineeship in the workplace or via distance education.

#### How to enrol

Call our experienced course advisors, who will discuss your eligibility for any Government Traineeship Programs to fund or offset some of the costs of your course. Ask them about other study opportunities which may also be available for mature age workers. If you just want to get started, they can also arrange your enrolment over the phone now.



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## Course Units

This course can be completed in 12 months (based on a full-time workload) or up to 24 months through a traineeship. It requires the successful completion of thirteen (13) units consisting of five (5) core units and eight (8) elective units.

| Core Units |  |
|------------|--|
| Unit Code  | Unit Title                             |
| BSBWOR203B | Work effectively with others           |
| SITXCCS303 | Provide service to customers           |
| SITXCOM201 | Show social and cultural sensitivity   |
| SITXEVT301 | Access information on event operations |
| SITXWHS101 | Participate in safe work practices     |

| Elective Units |  |
|----------------|--|
| Unit Code      | Unit Title                               |
| SITTTSL306     | Book supplier services                   |
| SITXCOM301     | Address protocol requirements            |
| SITXFIN201     | Process financial transactions           |
| BSBCMM201      | Communicate in the workplace             |
| BSBINN201A     | Contribute to workplace innovation       |
| BSBINN301A     | Promote innovation in a team environment |
| SITTTSL303     | Sell tourism products and services       |
| SITHFAB201     | Provide responsible service of alcohol   |