

**EVENT MANAGER ONLINE – SIT50316 DIPLOMA OF EVENT MANAGEMENT
UNITS OF COMPETENCY 2020**

EM1 Introduction to Event Management	
SITEEVT001	Source and use information on the events industry
MK1 Marketing	
SITXMPR004	Coordinate marketing activities
PM1 Project Management	
SITXMGTO03	Manage projects
EP1 Event Production	
SITXFIN003	Manage finances within a budget
CUAPPM411	Compile production schedules
MQR1 Managing Quality Relationships	
SITXMGTO01	Monitor work operations
SITXMGTO02	Establish and conduct business relationships
SITXCCS007	Enhance customer service experiences
PP1 People and Performance	
SITXHRM003	Lead and manage people
SITEEVT010	Manage on site event operations
R1 Registrations	
SITEEVT003	Coordinate on-site event registrations
SITEEVT002	Process and monitor event registrations
SITTTSL010	Use a computerised reservations system
CD1 Concept Development	
SITEEVT012	Develop event concepts
BSBCMM401	Make a presentation
CDP1 Creative Design and Production	
MSFID5017	Develop event decoration proposals
SITEEVT008	Manage event staging components
SITEEVT007	Select event venues and sites
S1 Safety	
SITXWHS002	Identify hazards, assess and control safety risks
SEM1 Sustainable Event Management	
BSBSUS401	Implement and monitor environmentally sustainable work practices

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.