



Course Outline

CO:Conference and Event Organiser

Duration: 24 Months



SDP210525180103

SDP100326050733





Programme Title

Occupational Certificate:
Conference and Events Organiser

SAQA ID

102944

NQF Level

5

Minimum Credits

252

Entry Requirements

Grade 12 with communication



COURSE OVERVIEW

The purpose of this qualification is to prepare a learner to operate as a Conference and Events Organiser. This occupational qualification will enable creative assistance and coordination of professional, feasible and innovative events. A qualifying learner will be able to demonstrate knowledge of the event industry and put that knowledge into practice in coordinating and executing quality small, medium and micro events to a level of professionalism expected by the client. The learner will contribute positively towards supporting the event industry as a part of Southern Africa's services sector.

COURSE OUTCOMES

- Understand the client's needs and plan the event to meet their expectations.
- Manage the budget and suppliers by estimating costs and sourcing services.
- Communicate and coordinate with clients, stakeholders, and service providers.
- Ensure compliance and successful delivery by following regulations, conducting inspections, and managing the event effectively.



MODULES

Knowledge Modules

Module ID	Title
KM-01	Introduction to events industry
KM-02	Basic food and beverage service
KM-03	Resource and procurement management
KM-04	Event Planning
KM-05	Office protocol, deportment and etiquette
KM-06	Project management
KM-07	New Venture Creation





MODULES

Continuation of Knowledge Modules

Module ID	Title
KM-08	Social media and Digital literacy
KM-09	Business communication and customer services
KM-10	Ready for work standards
KM-11	End User Computing
KM-12	Basic business calculations
KM-13	Exhibition or Special Events Elements
KM-14	Marketing Events
KM-15	Conference and Event Administration



MODULES

Practical Skill Modules

Module ID	Title
PM-01	Manage a small project
PM-02	Address protocol requirements
PM-03	Prepare quotations
PM-04	Determine event feasibility
PM-05	Prepare,install and dismantle exhibition elements
PM-06	Plan and cost basic menus
PM-07	Undertake small business planning
PM-08	Plan in-house events or functions
PM-09	Plan a conference

3.Work Experience Modules

Module ID	Title
WM-01	Planning and coordinating processes for at least two conferences or events
WM-03	Handle customer and clients queries and liaison
WM-03	Apply ready for work standards to everyday work activities