

## DIPLOMA OF EVENT MANAGEMENT SIT50316

### TERMS AND CONDITIONS

#### ELIGIBILITY CRITERIA FOR SCHOLARSHIP

In total there are six (6) scholarships available.

The scholarship program is open to:

- residents in one of the designated regional Victoria LGA's including Yarra Ranges Shire and Mornington Peninsula Shire.
- at least one participant will be selected from East Gippsland Shire Council and at least one from the following LGA's located in Victoria's High Country – Alpine Shire, Wangaratta Rural City, Towong Shire, Mansfield Shire and Indigo Shire.

Applicants to join the Diploma of Event Management SIT50316 (training partner, Meetings & Events Australia, RTO ID 91329) must be

- New applicants only and not already enrolled in the same course with any registered training provider,
- At least 18 years of age and cannot be a school student,
- Have at least one years (full time equivalent) experience working in events, tourism, hospitality or customer service
- Have successfully completed a Certificate III level qualification or higher,
- Be an Australian citizen or permanent resident of Australia,
- Must be living and/or working in the eligible regional area specified above.

#### APPLICATION PROCESS

- Applications are accepted only from those who meet the eligibility criteria noted above.
- The application process conducted by Business Events Victoria will include a panel evaluation of applications using a scoring mechanism.
- Shortlisted applicants will be invited to attend a panel interview.
- Successful scholarship recipients will be asked to confirm their acceptance in writing within 7 days of being notified.
- Unsuccessful applicants may request feedback on their application which will be provided by BEV.
- Successful applicants will be required to complete a mandatory Language, Literacy and Numeracy (LLN) assessment before entry into the course, as part of Meeting & Events Australia (MEA) course enrolment procedures. Applicants needing assistance in their learning is identified in this way and trainers and staff in MEA can provide support to students throughout the learning process.
  - Failure to complete this will result in the scholarship being rescinded.

## REGULATORY REQUIREMENTS

- All successful applicants are required to attend a Course Induction with MEA which will confirm rights and responsibilities under the relevant legislation and regulatory requirements, all as outlined in the MEA Student Handbook which will be provided to each student.
- Successful applicants are expected to adhere to MEA's policies and procedures as identified in the Student Handbook.
- Should there be any changes to units of competency within the course or any other changes to program, or delivery, MEA will advise the student as soon as is practicable.
- Students are required to study the MEA selected Units of Competency to ensure that the Diploma is a valid qualification. Alternative units are not usually offered, but students with prior study may apply to MEA or any credit transfer to be recognised if applicable.

## STUDY COMMITMENT

- Students should aim to fit between 12 and 20 hours of study a week (on average) in order to complete modules according to the set timetable.
- Students commit to joining most (if not all) Tuesday evening Bootcamp (a tutorial) (currently at 20:00 EST) for one (1) hour every teaching week.
- There are up to six (6) workshops as part of each module; the duration of each is two (2) days and these are offered either on Zoom or at a central location; students are required to attend these or access them online.
- A calendar of progress will be released for every module, indicating when key milestones need to be met for completion of units within the module. These calendars are a resource that students should use for their own benefit with workload planning.
- Students wishing to discuss aspects to the course should utilise the Monday check in during teaching weeks or Tuesday evening Bootcamp as a priority and may also request a one-on-one meeting with the trainer.
- Students will regularly engage with the online learning platform to access all study materials.
- Students will have access to the Diploma Group Facebook page which includes industry information, course updates and unit specific information. All students are encouraged (but not mandatory) to become an active party of this online community.
- Applicants must have digital devices – a computer – with access to the internet in order to access all learning materials, complete assessments and engage in learning sessions, Bootcamps and workshops.

- Students commit to keeping the trainers informed of their progress and any issues impacting on study and to responding in a timely manner to any correspondence from MEA.
- Students will be expected to attend study progress meetings on a regular basis with trainer; these are held in usual working hours.

## COURSE PROGRESSION

- Students are required to complete one unit of competency as part of their induction into the program – SITEEVT001 Source and use information on the event industry. Other units are not offered until this unit has been successfully completed.
- Students may request an individualised training plan should circumstances impact their ability to study; noting this may delay completion and understanding that they may need to wait till a unit of competency is timetabled before having access to the learning materials
  - Students wishing to defer the study of any unit or request a tailored study plan must formally apply for a program review/ revised program as soon as possible to ensure their application for extension is considered. Pre-existing conditions will not be considered application for extensions or program reviews
- Successful Applicants may officially defer a module / units of competency or take a study break due to hardship or adverse circumstances.
  - Students wishing to defer studies / take a study break must formally apply for a program review/ revised program as soon as possible to ensure their application for extension is considered. Pre-existing conditions will not be considered application for extensions or program reviews
- Notwithstanding formal deferral, each successful Applicant will be required to complete all twenty (20) Units of Competency in the SIT50316 Diploma of Event Management (‘the Diploma) to satisfy the Scholarship criteria within maximum of 2.5 years from the commencement date of the course. The successful Applicant must ensure they are fit and able to undertake the Scholarship prior to acceptance.
- Applicants who receive two formal warnings due to non-completion of two subsequent modules may be terminated from the course. No refund will be made available for non-completion of units.
  - Applicants who are required to withdraw from the Diploma may be asked to reimburse Business Events Victoria for the full cost of their course, less \$400 per unit successfully completed
  - If the Applicant wishes to re-enter the course for completion of outstanding modules, this cost will be the responsibility of the Applicant and may not be at the cost of Business Events Victoria or MEA.

## THE DIPLOMA – VALUE AND INCLUSIONS

- All course learning materials are provided at no additional cost.
- Workshops aligned to the Diploma (up to six) are included at no additional cost.
- Opportunity to complete a nationally, and internationally, recognised qualification in event management, SIT50316 diploma of Event Management, with a accredited Registered Training Organisation (RTO). This course is taught by suitably qualified education and event experts.
- MEA provides student membership for the duration of the course (capped at 2.5 years). Students who do not complete their course of study in this time frame may be asked to purchase their own subsequent student membership.
- Membership entitles students to attend MEA Professional Development events and any other networking or professional development events online or in person the relevant (discounted) student rate.
- Membership also entitles students to attend the MEA conference at the (discounted) student rate if one is offered.
- Students may request an academic statement at any time. This document confirms any units successfully completed and is provided as a PDF free of charge.
- On successful completion of the Diploma, students will receive a hard copy parchment document and printed academic statement confirming all units. This is a formal document and should be kept securely by the recipient.
  - Reissuance is available upon request; a re-issue fee of \$80 (AUD) will be charged.

## PRIVACY & DISCLAIMER

- Successful applicants must acknowledge that MEA will provide Business Events Victoria with a monthly report outlining each scholarship recipient's progress and participation.
- MEA collects information (including personal information) from all students in line with requirements and obligations for registered training organisations. MEA does not disclose this information to third parties outside this obligation.
- Under Australian Privacy legislation, students may access personal information that MEA holds and seek a correction at any time.
- Successful applicants may be asked to provide relevant content to promote the success of the Scholarship to relevant stakeholders.

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