



Training and Development Provider

Medindie House
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www.inap.org.au

Semester 2, 2010

Dear Student,

Thank you for your enrolment and terms and conditions forms. We would like to confirm that you have been accepted into the INAP Training and Development **Event Management - Music** course.

This course will commence on **Tuesday 20 July** at **Music House, Corner of North Terrace and Morphett Street, Adelaide** from 4pm to 6.45pm for 15 weeks. This course will conclude on **Tuesday 9 November** 2010.

Please meet the trainer in the reception/administration area on the first night (see map enclosed).

Specific requirements for your training will be discussed during the first session with your trainer, along with the INAP and in-house Induction explaining the specific requirements and expectation of participation in your VET course. **At your first session your parent/guardian is expected to attend for the first half an hour to hear the induction and course specific requirements.**

Please familiarise yourself with the terms and conditions form that you, your parent/guardian and school have signed and returned to INAP. Please take note of the cancellation conditions. Your terms and conditions form are your acceptance of these conditions and approval of your enrolment into this VET course.

Please find enclosed specific course information for your first lesson. This will include the following:

- A map of the venue
- Course schedule
- Information sheet showing your trainers contact details

May I please take this opportunity to thank you for your enrolment with INAP and to ensure that you are fully aware of the commitment you have made to your VET course? Please note that you are required to contact your trainer if you are unable to attend any VET lesson and have a signed note of explanation from a parent/guardian or your school for your absence. Please be aware that your VET course takes priority over sporting commitments and casual employment and missing 3 classes may result in withdrawal from your course.

If you require any further information pertaining to your course please see our website www.inap.org.au or see your school VET coordinator. The information enclosed with this letter (which you need to retain throughout the duration of your course) is available from our website. If you have any queries or concerns, please contact me via email on rachel@inap.org.au.

We trust you will have a productive and enjoyable experience and wish you all the very best.

Yours sincerely

Rachel Rowett

Rachel Rowett
Manager

Please note that all Semester 2, 2010 students will GRADUATE on Wednesday 24 November 2010 at Blackfriars Priory School – official invitations will be distributed in September.



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Music Event Management

SEMESTER 2, 2010 COURSE PROGRAM

DAY OF COURSE: Tuesday

TRAINER: Nev De Boar

Contact Number: 0401 092 271

WEEK	DATE OF CLASS	UNIT of COMPETENCY	COURSE OUTLINE	TIMES OF CLASS
1.	20 July	CUECOR2A	Events and their economic and cultural impact	4 - 6.45pm
2.	27 July	CUECOR2A	Plan an Event	4 - 6.45pm
3.	3 August	CUECOR2A	Plan an Event	4 - 6.45pm
4.	10 August	CUECOR2A	Event Sponsorship & Funding	4 - 6.45pm
5.	17 August	CUECOR2A CUETGE2A	Employing Staff Workplace communications	4 - 6.45pm
6.	24 August	CUECOR2A	Marketing Events	4 - 6.45pm
7.	31 August	CUECOR2A	Marketing Events	4 - 6.45pm
8.	7 September	CUSADM01A	Budgets and Financial Control	4 - 6.45pm
9.	14 September	CUETGE2A	Workplace communication	4 - 6.45pm
10.	21 September	CUSADM01A CUETGE2A	Legal requirements and risk management	4 - 6.45pm
SCHOOL HOLIDAYS				
11.	12 October	CUSADM01A CUETGE2A	Getting the right lighting for your show Setting up and operating a lighting system (held at Nexus Theatre)	4 - 6.45pm
12.	19 October	CUSADM01A CUETGE2A	Logistics and co-ordination of the event	4 - 6.45pm
13.	26 October	CUSADM01A CUETGE2A	Logistics and co-ordination of the event	4 - 6.45pm
14.	2 November	CUETGE2A	Stage the event (held at Nexus Theatre)	4 - 6.45pm
15.	9 November	CUSADM01A	Evaluation and reporting	4 - 6.45pm

LOCATION: MUSICHOUSE (Corner North Terrace & Morphett Street, ADELAIDE)
Except week 11 and 14, held at NEXUS THEATRE

The Event Management course will culminate in an event designed by the students at a date and location to be decided by the students.



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Course Name: **Music Event Management**

Training location and a map attached

Ausmusic

Level 1, Music House, Cnr North Terrace & Morphett Street
ADELAIDE

Day of the week:	Tuesday		
Start Date:	20 July 2010	Finish Date:	9 November 2010
# Weeks:	15		
Start time:	4pm	Finish Time:	6.45pm
Trainer's Name:	Nev De Boar		
Trainer's Contact:	0401 092 271		
Course Outline:	Good management of events is a crucial ingredient for their success. This unit covers the principles of good management. You will be expected to organise, under minimal supervision, a local event.		
What to bring:	Pen / Paper / Folder		
Uniform/Dress standard required:	School uniform.		
Is Work Placement required?			
If so details:	No		
Work place learning agreement required:	No		
Excursion dates:			
(see attachment if applicable)			
Other information relating to the course:	N/A		
Do I need to pack a meal/snack:	Yes, drink & small snack		

Event Management – Music Map

Music SA - Music House
Level 1 - Corner North Terrace & Morphett Street
(next to City West Campus)
ADELAIDE

(Please go to the back of the building and up the metal stairs and meet at reception on the first night)

