



Training and Development Provider

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# Event Management Functions & Events

**COURSE CODE:** SIT20207 & SIT30307

**SEMESTER 1, 2012 COURSE PROGRAM**

**DAY OF COURSE:** WEDNESDAY

**TRAINER:** Carina Conlon

**CONTACT NUMBER:** 8351 9888

**LOCATION:** Wilderness School - 30 Hawkers Road, MEDINDIE

**Please meet the trainer at the gates on Hawkers Road on the first night**

WEEK	DATE OF CLASS	UNIT of COMPETENCY	COURSE OUTLINE	TIMES OF CLASS
1.	15 February	SITXOHS002A SITHCCC038B	Following Workplace hygiene procedures  Plan catering for an event or function  These 5 sessions will involve hygiene procedures and planning for an event	4 – 7pm
2.	22 February			4 – 7pm
3.	29 February			4 – 7pm
4.	7 March			4 – 7pm
5.	14 March			4 – 7pm
6.	21 March	BSBFLM303C	Contribute to effective workplace relationships	4 – 7pm
7.	28 March	<b>EXCURSION: Details TBA \$10 to \$20 may be required for excursion</b>		9am – 3pm
8.	4 April	BSBWOR301A	Organise Personal Work Priorities & Development	4 – 7pm
<b>SCHOOL HOLIDAYS</b>				
9.	2 May	BSBWOR301A	Organise Personal Work Priorities & Development	4 – 7pm
10.	9 May	SITHFAB003A	Serve Food and Beverage to Customers	4 – 7pm
11.	16 May	SITHFAB003A	Serve Food and Beverage to Customers – practical activities	4 – 7pm
12.	23 May		Host an Event	4 – 7pm
13.	30 May		Debrief Event	4 – 7pm
<b>INAP Graduation – Tuesday 26 June – Venue TBC</b>				

**REQUIREMENTS:** Black pants black shoes and a black top or **FULL** school uniform

Please bring: Writing pad  
Pens/pencils