



Qualification Details

THT50202 - Diploma of Event management HT40102 -- Certificate IV in Tourism (Sales & Marketing)

This qualification provides the skills and knowledge for an individual to be competent in a broad range of event management skills, including significant communication, planning and organisational skills. This is underpinned by a detailed knowledge of the event management process.

Event organisation and management takes place across the full spectrum of business and community activity. The qualification has particular relevance in the community, cultural, hospitality, sporting and tourism sectors. Work would be undertaken in both an office environment where event planning and organisation takes place, and at an event site.

Units currently offered by MEA...

THHGLE13B – Manage finances within a Budget	Is your event running to budget? A Nationally recognised course, this unit will provide you with the skills and knowledge to prepare and manage a budget for your conference or event. Learning outcomes <ul style="list-style-type: none">• allocate budget resources• monitor financial activities against budget• identify and evaluate options for improved budget performance • Complete financial/statistical reports <p style="text-align: center;">For full details click here</p>
THHGLE22A – Manage risk	How risk free is your meeting or event? A Nationally recognised course, this unit will provide you with risk management strategies for identifying and controlling risks in a systematic way. Learning outcomes <ul style="list-style-type: none">• Develop risk management strategies• Implement risk management strategies

	<ul style="list-style-type: none"> • Monitor risk management strategies <p style="text-align: center;">For full details click here</p>
<p>THHGCS06B – Plan & Implement Sales Activities</p>	<p>Are you a good sales person?</p> <p>A Nationally recognised course, this unit will provide you with the skills to increase sales through planning and sales strategies.</p> <p>Learning outcomes</p> <ul style="list-style-type: none"> • Plan sales activities • Prepare for sales calls • Make sales calls • Review and report on sales activities <p style="text-align: center;">For full details click here</p>
<p>THTSOP04B – Sell Tourism Products & Services</p>	<p>Do you tourism products or services?</p> <p>A Nationally recognised course, this unit will equip you to deal with customers in a range of industry contexts.</p> <p>Learning outcomes</p> <ul style="list-style-type: none"> • Identify customer needs • Suggest products to meet customer needs • Provide product information and advice • Follow up sales opportunities <p style="text-align: center;">For full details click here</p>
<p>THHGLE20B - Develop and update the legal knowledge required for business compliance</p>	<p>Are you aware of all the legal traps & pitfalls? Do you understand all those contracts?</p> <p>A Nationally recognised course, this unit will assist you in finding out how to navigate legal issues in contracts and insurance.</p> <p>Learning outcomes</p> <ul style="list-style-type: none"> • research the information required • ensure compliance with the requirements • update your knowledge

	<p style="text-align: center;">For full details click here</p>
<p>THHGCS08B – Establish and Conduct Business relationships</p>	<p>Do you have great relationships with clients and suppliers?</p> <p>A Nationally recognised course, this unit will assist you in finding out how to manage your business relationships.</p> <p>Learning outcomes</p> <ul style="list-style-type: none">• Establish and conduct business relationships• Conduct negotiations• Make formal business agreements• Foster and maintain business relationships <p style="text-align: center;">For full details click here</p>