



Valid 15 February 2012 – 31 December 2012

NATIONAL CERTIFICATE: EVENT SUPPORT

NQF Level 4

Program Type

Elect Training Academy, in association with Drum Beat Academy proudly present a SETA accredited Event Management course. This course will allow you to establish your own event management company or work as an event coordinator at an established company. The Events Management course that we present is very different from the normal events courses that you get at other institutes.

Entrance Requirements

Grade 12 Certificate or NQF Level 3 certificate

Duration

18 Months Part time

National Certificate Packages

We offer 3 different packages for the National Certificate. The theory of all three of these packages is the same. The differences in packages are the amount and type of short courses included in the specific package.

The theory for all three of the packages is:

Module 1: Event Industry and Organisation

- National and International Events Industry
- Legislation
- Employment opportunities
- Core and support functions of an events organisation
- Function in a team
- Professional conduct and business ethics
- Diversity and customer service
- Plan and conduct research

Module 2: Events genres and elements

- Event elements
- Event genres
- Co-ordinate meetings

Module 3: Practical event co-ordination

- The Aims and Objectives of an Event
- The five phases of event management
- Needs analysis / Research Phase
- Design
- Develop and implement an operations plan
- Prepare a task list, schedule and staffing
- Co-ordinate the implementation
- Evaluation and review
- Terminology

Module 4: Financial planning for starting own business

- Business plan
- Monitor performance against the budget
- Purchase of fixed assets
- Financial reporting

Assessment

- Research and Assessments
- Workplace Assessments

ELECT CONSULTING & TRAINING ACADEMY

12 Greenway Street, Gordon's Bay, 7150
elect@imagineevents.co.za / www.electtrainingacademy.co.za

- Written Final Exam
- Final practical event

Award

- SETA accredited Drum Beat Academy Certificate: National Certificate Event Support
- Elect Short Course certificates

STANDARD PACKAGE

- R 17 325.00

Subjects of this course:

- Module 1: Event Industry and Organisation
- Module 2: Events genres and elements
- Module 3: Practical event co-ordination
- Module 4: Financial planning for starting own business

Elect Modules

- Draping Foundation
- Draping Advance
- Décor Foundation
- Table Layout and Centre Pieces

WEDDING PACKAGE

- R 19 500.00

**** ONLY AVAILABLE IN PRETORIA / CAPE TOWN**

Subjects of this course:

- Module 1: Event Industry and Organisation
- Module 2: Events genres and elements
- Module 3: Practical event co-ordination
- Module 4: Financial planning for starting own business

Elect Modules

- Draping Foundation
- Draping Advance
- Event Design Foundation (Décor)
- Table Layout and Centre Pieces
- 5 Day Wedding Planning

EVENTS PACKAGE

- R 19 950.00

**** ONLY AVAILABLE IN PRETORIA / CAPE TOWN**

Subjects of this course:

- Module 1: Event Industry and Organisation
- Module 2: Events genres and elements
- Module 3: Practical event co-ordination
- Module 4: Financial planning for starting own business

Elect Modules

- Draping Foundation
- Draping Advance
- Event Design Foundation (Décor)
- Table Layout and Centre Pieces
- Basic Protocol & Etiquette

Choose only ONE 6th subject

- Kids Party Planning
- Event Design Advanced (Décor)

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