

# EXHIBITION AND EVENT INDUSTRY TRAINEESHIPS

DEVELOP AND GROW YOUR WORKFORCE

**TAFE NSW is pleased to offer tailored industry traineeships to the exhibition and event sector. This unique traineeship program has been developed with the support of the Exhibition and Event Association of Australasia (EEAA) and Apprenticeship Support Australia (ASA).**

## THE EXHIBITION AND EVENT INDUSTRY:

As part of the business events sector the exhibition and event industry is expanding in Australia and globally. It comprises a wide range of organisations including exhibition and event management companies, suppliers and support business as well as venues.

## ABOUT TAFE NSW:

TAFE NSW is the largest training provider in Australia. We provide award-winning training, nationally recognised qualifications to industry. We proudly partner with the EEAA to design and deliver exhibition and event industry training solutions.

## WHY TRAINEES?:

Attracting the right candidates to the exhibitions sector has been identified as a major priority by the EEAA. These proposed tailored traineeship programs are designed to attract new entrants to the industry while at the same time offering incentives and support to those businesses who seek to be involved.

## TRAINEESHIP OVERVIEW:

Traineeships combine paid work in a real job and structured training. This proposed tailored traineeship is based upon the nationally accredited SIT30516 Certificate III in Events qualification. It is aimed at entry level participants who once employed in exhibitions and events work with some independence under the guidance of more senior staff.

## EMPLOYER BENEFITS:

- Workforce development from the ground up and improved staff retention.
- Trainees can contribute to your bottom line with practical skills and knowledge gained through their training.

- Financial incentives and benefits are available to employers of trainees.
- Flexible training component delivered to suit industry and workplace demand.

## COURSE SNAPSHOT

**LOCATION:** Trainees spend the majority of time on the job in the workplace or on site. The formal training component can be delivered at TAFE NSW Ultimo Campus in blocks outside peak periods. This will enable trainees to be in the workplace and on site when needed most.

**COURSE:** Certificate III in Events SIT30516

**COST:** \$1,000 per trainee course fee paid by the trainee or employer.

**DURATION:** 12 months.

**DELIVERY START DATE:** Semester 1, 2018

## REGISTER YOUR INTEREST OR FOR MORE INFORMATION

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## EXHIBITION AND EVENT INDUSTRY TRAINEESHIP OVERVIEW

This traineeship is designed to equip young and new entrants to the exhibition industry with the knowledge, key skills and best practice required to contribute practically and effectively in their exhibition and event workplace. Content will be tailored to the trainee and their specific workplace requirements to ensure mutual benefit for the trainee and their host workplace. The Certificate III in Events traineeship focuses on practical skills and knowledge for those working for exhibition and event organisers, exhibition and event suppliers as well as venues in an administrative or operational role.

### General topic areas include:

- Exhibition and event industry knowledge including industry structure, terminology, key stakeholder roles
- Understanding of the workflows and interactions required to run a successful exhibition or event
- Assisting in the set up and staging of an exhibition or event from the bump-in stage through the operation and bump-out
- WHS and legal requirements in the general workplace and on-site at exhibitions and events
- Understanding and interpreting key documentation including budgets, floor plans and build plans
- Working effectively in a team and showing social and cultural sensitivity
- Customer service skills and knowledge including effective communication, working and negotiating with all stakeholders and dealing with conflict and difficult customers
- Exhibition and event industry trends including innovation and best practice
- Event curation and branding and applying creative thinking in the workplace
- Creation of professional administration documentation and templates
- Using online systems to manage exhibitions and events – based on the systems relevant to host organisations

## EXHIBITION AND EVENT INDUSTRY TRAINEESHIPS - FAQ'S

### What is the difference between an Apprenticeship and a Traineeship?

Apprentices are trained in a skilled trade, such as electrical work or cabinet making. On successful completion an apprentice becomes a qualified tradesperson. Trainees are trained in a vocational area, such as office administration, event and exhibition operations, technology and so on. On successful completion the trainee receives a Certificate qualification in their vocational area.

### What is the timeframe for the traineeship?

The traineeship has a nominal term of 24 months. The structured training is proposed to be completed over a 12 month period.

### How much does it cost?

The price of the course is subsidised by the NSW Department of Industry under the Smart and Skilled initiative. Trainee fee of \$1000 per trainee applies. The course fee may be paid by the trainee or the host employer organisation. A full-time trainee is employed under a training contract to work for 38 hours per week and must be paid trainee wage rates.

Traineeship wage rates can be accessed through the FairWork Ombudsman website - <https://www.fairwork.gov.au>

### When does the trainee attend TAFE?

There is flexibility in the timing of the training component. TAFE NSW liaise with industry to arrange the best options to benefit the workplace and the trainee.

### What possible jobs might trainees be suitable for after completion?

Exhibition or event administrative assistant, exhibition or event assistant, exhibition or event operations assistant, junior event or exhibition coordinator, logistics assistant.

Upon successful completion of the program, trainees will receive a SIT30516 qualification comprising the following nationally accredited units:

#### CORE UNITS:

SITEEVT001 Source and use information on the events industry, SITXWHS001 Participate in safe work practices BSBWOR203 Work effectively with others, SITXCCS006 Provide service to customers, SITXCOM002 Show social and cultural sensitivity, SITEEVT002 Process and monitor event registrations.

#### ELECTIVES:

SITEEVT004 Provide event staging support, CUA EVP403 Install and dismantle exhibition elements, CUA STA302 Install staging elements, CUA STA202 Assist with bump in and bump out of shows, SITTTSL008 Book supplier products and services, BSBITU306 Design and produce business documents, SITTTSL010 Use a computerised reservations or operations system.