



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 6<sup>th</sup> subject

- Kids Party Planning
- Event Design Advanced (Décor)

**ELECT CONSULTING & TRAINING ACADEMY**

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