

CONFERENCE AND EVENT ORGANISER (ANZSCO Code: 149311)

The following Information Sheet is for your reference only and should be used as a guide to assist with your Skills Assessment application to VETASSESS. This information is subject to change.

Please note that a Skills Assessment of the qualification involves assessment of both the qualification level and content. Qualifications are assessed according to the guidelines published by the Australian Government Department of Education and Training.

The employment assessment involves determining the skill level and relevance of the tasks undertaken. Integrity checks may be conducted to verify the qualification and employment claims made in an application.

Occupation description

A Conference and Event Organiser organises and coordinates services for conferences, events, functions, banquets and seminars.

Alternative Titles:

- Event Manager

Specialisations:

- Event Planner
- Exhibition Organiser
- Wedding Coordinator

Occupations NOT considered highly relevant under this ANZSCO code:

- Marketing Specialist
- Public Relations Professional
- Food and Beverage Manager
- Personal Assistant
- Venue Sales Manager
- Event Sales Manager
- Venue Banquet Manager

These occupations are classified elsewhere in ANZSCO or not at the required skill level.

CONFERENCE AND EVENT ORGANISER (ANZSCO Code: 149311) Requirements for Skills Assessment

This occupation requires a qualification which is assessed as comparable to the educational level an Australian Qualifications Framework (AQF) Diploma or higher.

If the qualification is in a field highly relevant to the occupation, then one year of highly relevant, post-qualification employment is required. This must be within the past five years.

If the qualification is not in a highly relevant field, two years of highly relevant, post-qualification employment is required. This must be within the past five years.

This is reduced to one year if there is an additional qualification at least at AQF Certificate IV level in a highly relevant field.

If employment is not post-qualification, then three additional years of relevant employment are required. This is in addition to one year of highly relevant employment within the past five years.

A positive assessment of both qualifications and employment is required for a positive Skills Assessment Outcome.

Qualification

AQF Diploma or higher

Highly relevant major fields of study include:

- Conference or Event Management

Conference or Event Management focuses on knowledge of event management processes and skills to make operational event management decisions. It covers areas such as business and negotiation skills, critical thinking, communications, marketing and project management.

Bachelor degrees in Hospitality, Marketing, Media, Communications or Public Relations must have sufficient units in Events or Conference Management to be considered highly relevant.

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Employment

Pre-qualification employment can be considered for this occupation.

Event management is an interdisciplinary industry, requiring skills in a broad range of areas such as project management, budget management, marketing, catering, OHS and communications. Event Managers may be responsible for budgeting, scheduling, site selection, logistics, security, catering and arranging speakers and décor.

Conference and Event Organisers can work in a variety of employment contexts, ranging from in-house event or marketing departments to specialised event management companies.

Event management tasks can be performed at various levels, ranging from Event Assistant to Event Coordinator, Event Manager and Senior Event Manager. In line with ANZSCO, managerial duties are expected when nominating Conference and Event Organiser. This should involve some level of budget monitoring or budget management.

Highly relevant tasks include, but are not limited to:

- promoting conferences, conventions and trade shows to potential customers
- responding to inquiries concerning services provided and costs for room and equipment hire, catering and related services
- meeting with clients to discuss their needs and outlining package options to meet these needs
- arranging and coordinating services, such as conference facilities, catering, signage, displays, audio-visual equipment, accommodation, transport and social events, for participants
- organising registration of participants
- negotiating the type and costs of services to be provided within budget
- overseeing work by contractors and reporting on variations to work orders