

Conference and Event Organiser

ANZSCO: 149311

Group C

About this document

- 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.
- 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.

Job description

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

Occupations considered suitable under this ANZSCO code:

- Event Manager or Planner
- Exhibition Organiser
- Wedding Coordinator

Occupations not considered 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 are not at the required skill level.

Conference or Event Organiser is a VETASSESS Group C occupation

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

Applicants must have fulfilled at least one of the following four criteria (1–4):

GROUP C	Criteria for a positive Skills Assessment						
	Minimum comparable Diploma or higher AQF level		With highly relevant major field of study		Additional highly relevant qualifications*		Highly relevant employment duration**
1		+		+	N/A	+	
2		+	No highly relevant major	+	 Minimum AQF Certificate IV level with highly relevant major	+	
3		+	No highly relevant major	+	No additional highly relevant qualifications	+	
Pre-qualification methodology can apply to Group C occupations							
	Highly relevant employment duration**		With or without highly relevant major field of study		Additional highly relevant qualifications*		Minimum comparable Diploma or higher AQF level
4	 +  Within last 5 years	+	N/A	+	N/A	+	

* Additional qualifications in a highly relevant field of study include those comparable to the following levels:

- > AQF Diploma
- > AQF Advanced Diploma
- > AQF Associate Degree or
- > AQF Graduate Diploma

** Highly relevant paid employment duration (20 hours or more per week)

1-3

minimum years of employment highly relevant to the nominated occupation, completed at an appropriate skill level in the five years before the date of application for a Skills Assessment.

4

minimum 4 years of relevant employment required – three years of relevant employment (can be outside the last 5-year period) in addition to at least one year of highly relevant employment within the last five years before applying.

*If employment is prior to the completion of the qualification at the required level, an applicant must have at least one year of highly relevant employment at an appropriate skill level within the last five years. The remaining three years of pre-qualifying period may be within the last ten years.

A positive assessment of both qualification level and employment duration is required for a positive Skills Assessment outcome.

Qualification

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

*This includes qualifications assessed at AQF Advanced Diploma, Associate Degree, Bachelor, Master and Doctoral level.

Highly relevant major fields of study include:

- Event Management

Employment

Highly relevant tasks include:

- 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.

Employment information

Event Management is an interdisciplinary industry, requiring skills in a broad range of areas such as Project Management, Budget Management, Marketing, Catering, Occupational Health and Safety 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.

Supporting material for assessment

Applicants nominating this occupation are encouraged to provide evidence of events they have managed, including details of clients, key stakeholders, event duration and project scope.

