

Appendix "C" - List of Training Modules that qualify for Accreditation

Plan and Manage Meetings
Manage Quality Customer Service
Develop and update event industry knowledge
Evaluate and address event regulatory requirements
Select event venues & sites
Manage event staging
Provide on-site event management services
Interpret financial information
Manage finances within a budget
Lead and manage people
Manage projects
Establish and conduct business relationships
Identify hazards and access and control safety risks
Use business technology
Coordinate on-site event registrations
Plan and develop event proposals and bids
Develop event concepts
Develop crowd control plans & procedures
Develop conference programs
Manage exhibitions
Organise & monitor event infrastructure
Develop a transport strategy for an event
Manage multi-venue events
Plan event touring
Prepare and monitor budgets
Obtain & manage sponsorship
Prepare budgets & financial plans
Finance a project
Research & utilise revenue and funding opportunities
Set up & operate a computerised accounting system
Recruit, select & induct staff
Facilitate continuous improvement
Manage business risk
Coordinate production of brochures & marketing materials
Create a promotional display or stand
Plan & implement sales activities
Coordinate marketing activities
Profile the market
Develop & maintain community/stakeholder relationships
Research tourism data
Source & package tourism products
Plan & develop ecologically sustainable tourism operations
Assess tourism opportunities for local communities
Source & provide international destination information & advice
Source & provide Australian destination information & advice
Book & coordinate supplier services
Manage venue services