

VOCATIONAL SCHOOL

General Course

Event Planning



INTEC
COLLEGE
Leader in Distance Learning

Build your future the INTEC way

Learn the skill of planning and hosting successful events

Are you the person that people come to for ideas when they're throwing a party? Do you have an active imagination and are you well organised? Do you like working with people? And do you enjoy a systematic work environment? If you've answered yes to two or more of these questions, chances are you'll be great at Event Planning!

The world of events is a fast growing industry, and South Africa is a sought after destination for many international organisations – whether it is to do business, exhibit products, or get involved in sport events. An example of this, the 2010 Soccer World Cup! Private companies, large event companies, conference venues, sport stadiums and hotels need skilled staff to help them plan and organise their events.

Are you keen to get involved? Then read on!

Programme Types offered at INTEC College

NQF **National Qualifications** are credit-bearing qualifications registered on the NQF and accredited by a Quality Assurance Body, such as a SETA. A skills programme is an accredited component of a national qualification.

Provider Programme **INTEC Provider Programmes** are INTEC's vocational certificates and diplomas that enhance your skills and improve your career opportunities. Provider Programmes are not linked to the NQF, but they are in high demand and carry the approval of the INTEC Academic Board.

Agent Programme **Agent programmes** are programmes for which INTEC offers tuition, but where INTEC does not issue the final certificate. The agent body issues the final certificate and manages the final examinations.

Career Booster **INTEC CareerBooster courses** are continuous professional development (CPD) short courses that help you add to your current professional knowledge in a particular field, and hence boost your abilities within your career.

Career Starter **INTEC CareerStarter courses** are short courses that introduce you to a particular field or career, and that offer you the opportunity to explore an interest or skills set without having to enroll on a full programme.

Job Creator **INTEC JobCreator courses** were designed to refine your skills in a particular field of interest, to teach you how to make a living from a particular skill, interest or hobby and to help you start your own business.

Self Enrichment **INTEC Self-Enrichment courses** are offered for self-enrichment or job-seeking purposes. They will add value to your experience of life and of a particular chosen field of interest.

Event Planning

Self Enrichment

Career Opportunities

The knowledge and skills you gain from completing this 2 subject course will open doors to large event companies or specific venues where you could work as an event planner.

You could also consider starting your own business, assisting corporate companies in team building exercises, year-end functions, training courses or conference planning.

If you are currently employed in one of the following positions: secretarial, personal assistant or human resources, this course will greatly assist you when planning those corporate functions.

Entrance Requirements

We strongly recommend that you have an English language skill in reading and writing equivalent to Grade 10 (Std 8).

Programme Type

Event Planning is a Self-Enrichment Programme.

Course Content

You will be introduced to the different industry role players and learn what the contribution of each one is before you look at the planning and organisation of an event. Once all the basics have been covered, you will also be exposed to the coordination of a number of specific events.

Event Management

- Introduction to the world of events
- The event role players
- Organising accounting and financial management
- Event sponsorship
- Event programming
- Risk management
- Event planning and communication
- Catering management
- Meeting management
- Organising a carnival, sports event management, exhibition management or political event management



Start your own Small Business

- Record business financial transactions
- Perform value added tax calculations and complete returns
- Cost and price a product
- Complete PAYE documents

The second subject in our Event Planning course is 'How to Start a Small Business', which is a skills programme that leads to a National Qualification. In order to earn credits towards the full qualification you have the option of sitting for the ICB Summative Assessment (examination) which is set by the ICB (Institute of Certified Bookkeepers) and on successful completion you will be awarded 23 credits with the FASSET Seta.

PLEASE NOTE: Your enrolment with INTEC does not include the registration with ICB. For more information, please contact the institute for details on exam registration.

Course Duration

You should be able to complete this course within 18 months.

Assessment

You are required to hand in formative assessments.

Award

On successful completion of your assessments you will receive your INTEC Certificate in Event Planning.

Kit Item



- Event Management Textbook
- Filofax

*INTEC reserves the right to change kit items.



From the Principal's desk

Take your next step now!

Follow through on your decision to enhance your life and your future prospects by enrolling in INTEC's Event Planning course today!



Why study with us?

- Quality study material designed specifically for home-study.
- The freedom to study at YOUR pace, where and when it suits YOU.
- The widest range of courses for today's world.
- Free consultations with INTEC's career counselling and development specialists.
- Free study choice advice from INTEC's Student Consultants.
- The convenience of online enrolment, contact and advice.
- Affordable, easy payment options.
- Ongoing study support and individual attention from qualified tutors.

Umalusi Accreditation

INTEC College (Pty) Ltd has been awarded provisional accreditation by Umalusi and is a confirmed candidate for full accreditation. Umalusi is the Council for Quality Assurance in General and Further Education and Training in South Africa - see www.umalusi.org.za. We were among the first private education and training providers to receive provisional accreditation from Umalusi.

Employers are legally permitted to claim from the Skills Levy Fund for investing in their employees' education, and are required to quote the following accreditation number: FET 00037 PA.

DoE Registration

INTEC College (Pty) Ltd has been granted provisional registration by the Department of Education as a Private FET College, until 31 December 2014. Registration no. 2008/FE07/025 - see www.education.gov.za. For further information please refer to our website: www.intec.edu.za

INTEC College (Pty) Ltd is committed to meeting legislative requirements regarding accreditation and registration of private education and training providers in South Africa.

Wishing you every success in your studies and your future!

Phillip Slatter
INTEC College Principal



go to: www.intec.edu.za or email: info@intec.edu.za

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INTEC College (PTY) LTD FET 00037 PA is a member of both the National Association of Distance Education Organisations in South Africa (NADEOSA) and the Association of Private Providers of Education, Training and Development (APPETD).

