

VOCATIONAL SCHOOL

Events

# Event Planning



**INTEC**  
**COLLEGE**  
Leader In Distance Learning

Build your future the INTEC way

# Learn the skills 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 dynamic work environment? If you've answered yes to two or more of these questions, chances are you could be great at Event Planning!

The world of events is an exciting 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. 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 (National Qualifications Framework) and accredited by a Quality Assurance Body, such as a SETA (Sector Education and Training Authority). A skills programme is an accredited component of a national qualification.

### 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.

### INTEC Programme

**INTEC Programmes** are INTEC's own programmes that are not linked to the NQF and are not credit-bearing. However, they are in high demand and carry the approval of the INTEC Academic Board. INTEC Programmes fall into FIVE categories:

### Career Programme

- **INTEC Career Programmes** are INTEC's own programmes that are designed to teach you the skills and knowledge to succeed in a particular career.

### Career Booster

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

### Job Creator

- **INTEC Job Creator 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 purposes. They will add value to your experience of life in a particular chosen field of interest.

# INTEC Event Planning Certificate

Job  
Creator

## Career Opportunities

The knowledge and skills you gain from completing this course could open doors to work as an Event Planner for companies or specific events.

You could also consider starting your own business, assisting corporate companies with year-end functions, special events or conference planning.

If you are currently employed as a secretary, personal assistant or human resources officer, the course could greatly assist you when planning corporate functions.

## Programme Type

The INTEC Event Planning Certificate is part of the INTEC Job Creator Series. The INTEC Event Planning Certificate is an INTEC Certificate, which is not an accredited NQF qualification.

## Entrance Requirements

Grade 10 (Std. 8) or equivalent, or relevant work experience.

## 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 Planning

- 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

All INTEC Job Creator programmes include a subject called **How to Start a Small Business**. This subject will teach you the following:

- How to start your own small business
- Record business financial transactions
- Perform VAT calculations and complete tax returns
- Cost and price a product
- Complete PAYE documents

## Course Duration

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

## Assessment

All the required assignments must be completed and sent to the College for marking. All assignments must be successfully passed in order to obtain the award.

## Award

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

## Included in your Course



- 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 attention from qualified tutors.

### Umalusi Accreditation

INTEC College (Pty) Ltd has been awarded provisional accreditation by Umalusi. Umalusi is the Council for Quality Assurance in General and Further Education and Training in South Africa

- see [www.umalusi.org.za](http://www.umalusi.org.za)

Employers are legally permitted to claim from the Skills Levy Fund for investing in their employees' education, and are required to quote the following Provisional Accreditation No.: FET 00037 PA.

### DHET Registration

INTEC College (Pty) Ltd has been granted provisional registration by the Department of Higher Education and Training as a private FET College, until 31 December 2014.

Provisional registration No. 2008/FE07/025 - see [www.dhet.gov.za](http://www.dhet.gov.za). For further information please refer to our website: [www.intec.edu.za](http://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](http://www.intec.edu.za) or email: [info@intec.edu.za](mailto:info@intec.edu.za)

### Call a Student Consultant:

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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).

INTEC is a Registered Credit Provider: NCRCP 2325

