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

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 one of INTEC’s Event Planning courses 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
Umalusi 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. 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

Call a Student Consultant:

<table>
<thead>
<tr>
<th>Location</th>
<th>Tel:</th>
<th>Fax:</th>
</tr>
</thead>
<tbody>
<tr>
<td>HEAD OFFICE</td>
<td>(+27) 21 417 6700</td>
<td>(+27) 21 419 6721</td>
</tr>
<tr>
<td>JOHANNESBURG</td>
<td>(+27) 11 712 2555</td>
<td>(+27) 11 712 2521</td>
</tr>
<tr>
<td>PRETORIA</td>
<td>(+27) 12 352 9000</td>
<td>(+27) 12 322 6369</td>
</tr>
<tr>
<td>BENONI</td>
<td>(+27) 11 749 2001</td>
<td>(+27) 86 609 2284</td>
</tr>
<tr>
<td>WITBANK</td>
<td>(+27) 13 692 5400</td>
<td>(+27) 86 557 3505</td>
</tr>
<tr>
<td>NELSPRUIT</td>
<td>(+27) 13 752 2427</td>
<td>(+27) 13 752 6184</td>
</tr>
<tr>
<td>ERMELQ</td>
<td>(+27) 17 811 2102</td>
<td>(+27) 17 811 2105</td>
</tr>
<tr>
<td>CAPE TOWN</td>
<td>(+27) 21 426 0626</td>
<td>(+27) 21 426 0771</td>
</tr>
<tr>
<td>PORT ELIZABETH</td>
<td>(+27) 41 585 0777</td>
<td>(+27) 86 262 1089</td>
</tr>
<tr>
<td>DURBAN</td>
<td>(+27) 31 374 9700</td>
<td>(+27) 31 301 8184</td>
</tr>
<tr>
<td>PHOENIX</td>
<td>OPENING SOON</td>
<td></td>
</tr>
<tr>
<td>PIETERMARITZBURG</td>
<td>(+27) 33 345 1665</td>
<td>(+27) 33 345 1055</td>
</tr>
<tr>
<td>VRYHEID</td>
<td>(+27) 34 980 9603</td>
<td>(+27) 34 980 8917</td>
</tr>
<tr>
<td>ESTCOURT</td>
<td>(+27) 36 352 5083</td>
<td>(+27) 36 352 5867</td>
</tr>
<tr>
<td>POLOKWANE</td>
<td>(+27) 15 291 4384</td>
<td>(+27) 15 291 1956</td>
</tr>
<tr>
<td>PHUTHADIJTJABA</td>
<td>(+27) 58 713 1336</td>
<td>(+27) 58 713 1352</td>
</tr>
<tr>
<td>BLOEMFONTEIN</td>
<td>(+27) 51 430 8030</td>
<td>(+27) 86 541 4614</td>
</tr>
<tr>
<td>WELKOM</td>
<td>(+27) 57 352 8599</td>
<td></td>
</tr>
<tr>
<td>WINDHOEK</td>
<td>(+263) 41 308 834</td>
<td>(+263) 41 308 691</td>
</tr>
<tr>
<td>NATIONAL CALL CENTRE</td>
<td>0800 012 311</td>
<td>0860 103 242</td>
</tr>
</tbody>
</table>

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

(E & OE)
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

**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 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 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:

- **INTEC Career Programmes** are INTEC’s own programmes that are designed to teach you the skills and knowledge to succeed in a particular career.
- **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.
- **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.
- **INTEC Job Creator courses** are 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.
- **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.
Career Opportunities
The knowledge and skills you gain from completing this course could open doors of opportunity.

You could consider starting your own business, assisting companies with year-end functions, special events or conference planning. If you are currently employed as a secretary, personal assistant or human resources officer, this 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. This programme is approved by the INTEC Academic Board.*

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
- Event planning and communication
- Catering management
- Meeting management
- Organising a carnival, sports event, exhibition or political event

* This programme does not lead to a qualification on the NQF.
Start your own Small Business
All INTEC Job Creator programmes include a subject called How to Start a Small Business. This subject covers the following:

• Entrepreneurship
• Needs analysis (market research)
• Business operations
• Management systems
• Personal resources
• Nature of marketing

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.*
Further Education And Training Certificate: Event Support

Qualification: CertEvntSppt (INTEC) NQF 4
SAQA ID: 67461
NQF Level 4
Credits: 149

The FETC: Event Support qualification enables understanding of the events industry, event-related business requirements as well as the business ethics and professional conduct requirements applicable to the events industry. In addition, the programme hones the relevant skills required to perform event administration functions by means of the handling of information, finances, logistics and records to support event planning, implementation and coordination. Skills and knowledge gained will support the ability to execute event support functions with due consideration of safety and security, customer service, marketing and operations.

Admission Requirements
Communication and Mathematical Literacy at Grade 11 (Std. 7) or equivalent or 2 years verifiable and relevant working experience.

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

Certification
On successful completion of this course, you will receive a Further Education and Training Certificate: Event Support.

Career Opportunities
This qualification will enable you to pursue a career in:

- Event Planning
- Event Administration
- Event Support
- Promotion Planning and Support
Further Education & Training Certificate:
Event Planning (NQF 4)

INTEC Event Planning Certificate
Grade 10 (Std. 8)