



Introduction

People with this qualification will be able to coordinate and manage the broad spectrum of events in the MICE (Meetings, Incentive, Conferences and Exhibitions) industry. An Events Manager will be able to coordinate all event genres through all phases, namely conducting research, planning, designing, implementation and evaluation in different contexts. Learners will be equipped with the necessary entrepreneurial skills to establish their own businesses. The labour-intensive nature of the industry and the various skills levels in event organising will provide employment opportunities for many South Africans with varying degrees of skills development.

TUT strives to offer the best events management education in South Africa and to provide learners with affordable and relevant training. The Department encourages cooperation with the domestic and international events industry. Included in the programme is a third language and selected, certified industry-related courses.

Admission requirements

Minimum academic requirements for Tshwane University of Technology

In addition to the National Senior Certificate (general or vocational), with a minimum of 7 subjects, a candidate must meet the following subject requirements for this programme:

Subject requirements

Subject	Minimum Score
Specific subjects: • English (home language or first additional language) • Mathematics or Mathematical Literacy	3 3
Additional subjects: Any other four (20 credit) subjects*	4 x 3
Total APS Score (Excluding Life Orientation)	18

**A candidate may have a score of two in one of the additional subjects as long as the final score still adheres to the minimum total score stipulated for the programme.*

Academic requirements for this qualification

- Applications will be assessed against all the admission requirements.
- Applicants with a final APS score of 22 and more, will be accepted for the National Diploma. Acceptance is subjected to available capacity according to the Student Enrolment Plan (SEP).
- Applicants with a score between 18 and 21 will be invited to do the TUT-potential assessment (PA) test.

Duration

- Three years full-time (day classes only)

Career opportunities

The multidisciplinary nature of the industry offers a wide range of employment positions as well as internship opportunities for students. In addition to being employed by special event companies, people who work in the special

event industry can be found working for the hospitality industry in hotels (marketing, catering/banquets, casino marketing and human resource departments), destination management companies, catering companies, country clubs, non-profit organisations and government entities (universities, parks and recreation, political). Careers are available as event producers, planners, coordinators, meeting planners, managers or directors (associations, corporate, educational, government or non-profit); wedding consultants or party planners, fund raisers, festivals or concert managers, sporting events and convention and exposition managers.

Required skills

Successful event management requires professional skills, allied to proven experience. The event scope has changed, and the skilled professional will be able to advise on issues of event insurance, statutory requirements, protocol, security and corporate responsibility. Top quality meeting, conventions, functions and other events needs to deliver on corporate and government objectives and deliver within budget. Professional project management skills are required to coordinate elements of marketing, media, sponsorship, co-host exhibitions, budgets, financial management, speakers, plenary and breakaway sessions, banqueting, accommodation, dietary requirements, décor, audio visual, entertainment. Sophisticated IT systems are required to administer delegate registrations, transport, social and business program attendance, and to produce a minute-by-minute function plan covering every detail of the entire event. Learners will be equipped with the necessary entrepreneurial skills to establish their own businesses.



Subjects

First Year

Event Communication I
 Event Risk Management I
 Event Project Management I
 Event Management I
 Event Planning I
 Event Marketing I
 Event Technology I

Second Year

Event Risk Management II
 Event Project Management II
 Event Management II
 Event Planning II
 Event Marketing II
 Event Technology II
 Plus one of the following:
 French I, German I, Spanish I

Third Year

Event Management Practice II
 Event Management II
 Event Planning III

Note: The national qualification will be conferred only on students who have passed all the prescribed subjects (including industry certified courses).

Enquiries

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Website

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*Live your life.
 Create your destiny.*

diversity
 ethics
 relevance
 entrepreneurship
quality
 care
 partnerships
 professionalism



Faculty of Management Sciences
 Department of Tourism Management
 National Diploma: Event Management

