



Executive Certificate in Event Management

Guidelines for applicants

Overview

Events Tasmania supports the ongoing work of the Australian Centre for Event Management (ACEM) at the University of Technology, Sydney (UTS).

ACEM provides research, consultancy, education, training and communication services and information resources for the Australian event industry. In performing this role, the Centre seeks to position Australia as a centre of excellence in the development of skills and knowledge associated with the creation, conduct and evaluation of events.

Events Tasmania are offering scholarships for up to six individuals to complete an Executive Certificate in Event Management with UTS. Applications are invited from Tasmanian event organisers, managers and administrators who wish to develop their skills and capabilities in the event sector.

When is the course run?

The current scholarships are being offered for the courses running in 2016. The dates and cities are:

Sydney 1 – 4 March 2016

Melbourne 12 – 15 April 2016

Brisbane 17 – 20 May 2016

Adelaide 9 – 12 August 2016

Perth 15 – 18 August 2016

Melbourne 20 – 23 September 2016

Sydney 25 – 28 October 2016

What does the scholarship cover?

The scholarship covers all course fees and \$500 towards your travel costs. All other costs are to be met by you or your sponsoring event.

Am I eligible?

The scholarship is open to Tasmanian residents currently working in the events industry.

Applicants must:

- be employed by, or act in an official volunteer capacity with, an event organisation, and
- obtain a Letter of Support of the Board or Committee of Management of that organisation. The Letter of Support should affirm their support of you undertaking the course and detail the benefits to the organisation if you are successful.

If you have questions regarding your eligibility, please email info@eventstasmania.com

Step by step guide to applying for Executive Certificate in Event Management

How to apply

Applicants are required to complete and submit the following documents:

1. Your application cover sheet – you'll find this at the end of this document
2. Your two-page (max) resume outlining your current role and event experience with your supporting organisation, as well as any past event experience
3. Your two-page (max) claim against the Selection Criteria – these are to the right
4. Your Letter of Support

Applications will be assessed on merit by a selection panel. The panel may choose to interview one or several applicants to make their final decision. The decision of the selection committee is final and no correspondence will be entered into. Applicants will be advised by letter.

After completing the course, the successful applicant will be required to provide a written review of their participation in the course, including detail of how they intend to apply the knowledge gained and any recommendations for the future.

Selection Criteria

1. Benefit to the applicant of gaining an Executive Certificate in Event Management
2. Benefit to the employer/organisation of the applicant gaining an Executive Certificate in Event Management, including transfer of knowledge and learning to others.
3. A demonstrated commitment to learning and the ability to put ideas into action.





Executive Certificate in Event Management

Application cover sheet

Information

Name

Postal address

Phone (1) Phone (2)

Email

Preferred course

Sydney 1 – 4 March 2016

Melbourne 12 – 15 April 2016

Brisbane 17 – 20 May 2016

Adelaide 9 – 12 August 2016

Perth 15 – 18 August 2016

Melbourne 20 – 23 September 2016

Sydney 25 – 28 October 2016

Organisation currently working/volunteering for

Person providing letter of support

Lodgement of Application

Applications must be received no later than 5.00pm on Friday 11 December 2015 by email to info@eventstasmania.com

Enquiries

More information about the Australian Centre for Event Management can be found at www.uts.edu.au/research-and-teaching/our-research/australian-centre-event-management

If you want to discuss this program further, please email info@eventstasmania.com and one of the team will be in touch.

How we manage your information

Personal Information Protection (PIP)

Your personal information will be used for the primary purpose for which it is collected and may be used for other purposes permitted by the *Tasmanian Development Act 1983*, as applicable, and may be disclosed to contractors and agents of the department or affiliated bodies, and other organisations authorised to collect it. Your basic personal information may be disclosed to other public sector bodies where necessary for the efficient storage and use of the information.

Personal information will be managed in accordance with the *Personal Information Protection Act 2004* and may be accessed by the individual to whom it relates on request to the department's Personal Information Protection Officer on 1800 030 688.

You may be charged a fee for this service.

Right To Information (RTI)

You should be aware that any information you provide to the department, and details of any financial assistance package you receive, may be subject to disclosure under the *Right to Information Act 2009*.

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Events Tasmania

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