



# Executive Certificate in Event Management



# Guidelines for applicants

## Overview

Key to the Event Sector Support program is Events Tasmania's partnership with the Australian Centre for Event Management (ACEM) at the University of Technology Sydney. ACEM provides research, consultancy, education, training and communication services and information resources for the Australian event industry.

Our partnership enables Events Tasmania to offer scholarships for the Tasmanian events sector to undertake the Executive Certificate in Event Management with ACEM. This four-day course aims to give you the skills and confidence to produce all types of events. You will cover the event management life cycle from concept development through to planning, implementation, shutdown and evaluation.

Applications are invited from Tasmanian event organisers, managers and administrators who wish to develop their skills and capabilities in the event sector.

## What does the scholarship cover?

The scholarship covers all course fees and \$1,000 (ex-GST) towards your travel costs. The total value of the scholarship is \$2,890.

All other costs relating to attending the course are to be met by you or your employer.

All travel arrangements are to be made by the individual.

## How many scholarships are available?

In 2017 Events Tasmania is offering six scholarships.

## When is the course run?

The courses available in 2017 are as follows:

**Sydney** 19-22 September 2017

**Melbourne** 17-20 October 2017

## 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, or be self-employed in the events sector; and
- have the support of your event management team and/or board or, if you are self employed in the events sector, the support of your Regional Tourism Organisation.

If you have questions regarding your eligibility to apply for a scholarship, please email [info@eventstasmania.com](mailto:info@eventstasmania.com)

## **Step by step guide to applying for an Event Management Scholarship**

### **How to apply**

The application process for an Event Management Scholarship is simple. Applicants are required to submit the following three documents by 11.00pm on Sunday 27 August 2017 by email to [info@eventstasmania.com](mailto:info@eventstasmania.com):

1. The application form contained in this document, including your claims against the three selection criteria (below);
2. Your current CV with a focus on your event experience; and
3. A Letter of Support from your employer or, if you are self-employed, your Regional Tourism Organisation. The Letter of Support should detail the benefits to the organisation or region should you be successful in obtaining a scholarship.

### **Selection Criteria**

1. Benefit to the applicant of undertaking the Executive Certificate in Event Management (personal professional development).
2. Benefit brought to the event by the applicant undertaking the Executive Certificate in Event Management (organisational development).
3. Benefit brought to your region by the applicant undertaking the Executive Certificate in Event Management, including a commitment to sharing your learnings with the broader events industry (sectoral development).

### **Assessment Process**

Applications will be assessed by a selection panel, and applicants advised of the outcomes shortly after. Panel feedback will be offered to all applicants.

### **Post-course feedback**

Events Tasmania will conduct a short survey upon completion of the course seeking feedback on the course content and structure, and to understand better your plans to share your knowledge with the broader events sector.





# Executive Certificate in Event Management

## Application form

### Applicant information

Name

Email address

Phone

Postal address

### Event sector involvement

Please select one option

Event employee/board member/volunteer

Which event/s do you currently work or volunteer for?\*

Self-employed in the events sector

In which Regional Tourism Organisation area/s do you conduct business?\*

\*if more than one employer or region, please advise which one is providing your Letter of Support.

### Preferred course

Rank your first and second choice by placing a 1 next to your first choice and 2 next to your second.

**Sydney** 19-22 September 2017

**Melbourne** 17-20 October 2017

**Criterion one**

Maximum 500 words

Benefit to the applicant of undertaking the Executive Certificate in Event Management (personal professional development).

[Empty response box for writing the answer]

**Criterion two**

Maximum 500 words

Benefit brought to the event by the applicant undertaking the Executive Certificate in Event Management (organisational development).

A large empty rectangular box intended for the applicant to write their response.

**Criterion three**

Maximum 500 words

Benefit brought to your region by the applicant undertaking the Executive Certificate in Event Management, including a commitment to sharing your learnings with the broader events industry (sectoral development).

## **Lodgement of Application**

Applications must be received no later than 11.00pm on Sunday 27 August 2017 by email to [info@eventstasmania.com](mailto:info@eventstasmania.com)

## **More information**

More information about the Australian Centre for Event Management can be found at [bit.ly/acem-uts](http://bit.ly/acem-uts)

If you want to discuss this program further, please email [info@eventstasmania.com](mailto: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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