

## MATRICES 2019



### CAREER IN EVENT PLANNING

The Good Universities Guide indicates that an **event planner** or **event coordinator** plans and organises special events, including parties, wedding receptions, product launches, banquets, sporting events, meetings, conferences, and conventions. Successful event planners –

- enjoy working with people
- good organisational and time management skills
- have every attention to detail
- good interpersonal and supervisory skills
- good communication skills
- neat personal appearance
- comfortable working with computers
- able to negotiate, delegate and work under pressure

Depending on the size of the establishment, events coordinators may work independently or as part of a team. They often work irregular hours, and on weekends and public holidays.

Learn more at [Good Universities Guide - Events](#)

There are a number of institutions in Victoria that offer courses, or majors, in event management, and some of these include –

INSTITUTION	COURSE	VCE ENTRY REQUIREMENTS
Box Hill Institute	<a href="#">Diploma of Events</a>	n/a
Holmesglen Institute	<a href="#">Diploma of Events/Certificate III in Live Production</a>	Year 12
La Trobe University	<a href="#">Bachelor of Business</a>	Units 3 and 4: a study score of at least 25 in English (EAL) or at least 20 in English other than EAL.
	<a href="#">Bachelor of Business (Event Management)</a>	Units 3 and 4: a study score of at least 25 in English (EAL) or at least 20 in English other than EAL.
	<a href="#">Bachelor of Business (Event Management/Marketing)</a>	Units 3 and 4: a study score of at least 25 in English (EAL) or at least 20 in English other than EAL.
Melbourne Polytechnic	<a href="#">Diploma of Event Management</a>	n/a
	<a href="#">Bachelor of Hospitality Management</a>	Units 3 and 4: a study score of at least 20 in any English.
Swinburne University	<a href="#">Diploma of Event Management</a>	n/a
Victoria University	<a href="#">Bachelor of Business (Event Management)</a>	Units 3 and 4: a study score of at least 25 in English (EAL) or at least 20 in English other than EAL.
William Angliss Institute	<a href="#">Diploma of Event Management</a>	n/a
	<a href="#">Advanced Diploma of Event Management</a>	n/a
	<a href="#">Bachelor of Event Management</a>	An ATAR is used as part of selection

For a comprehensive list of all events courses offered by all Victorian institutions, visit [VTAC](#)