

Higher Nitec in Event Management

HF3EV

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3 month IA Duration

EV43008FPE

1. Apply communication skills to workplace tasks
2. Respond to customer/ stakeholder request and enquiry
3. Produce business document using software
4. Build relationship with customers/ stakeholders
5. Provide information on products and services
6. Manage service breakdown and recovery
7. Coordinate business meeting/ appointment/ activity
8. Manage and maintain documents and data, and prepare report
9. Manage and monitor event operation schedule
10. Liaise with suppliers and vendors/customers
11. Coordinate event programme and materials
12. Execute event programme/activities

HF3EV, HF2EV, HFXEV

Higher Nitec in Event Management

Specialisation / Option: New curriculum - From 2024 intake

6 month IA Duration

EV53005FPE|EV53006FPE

1. Apply communication skills to workplace tasks
2. Respond to customer/ stakeholder request and enquiry

3. Produce business document using software
4. Coordinate event logistics with suppliers and vendors/customers
5. Research and gather information for event programme
6. Prepare event proposal and budget
7. Develop and/or execute event promotion/marketing activity
8. Manage event/project timeline
9. Coordinate with event venue arrangements
10. Coordinate operational activities
11. Assist in event manpower planning
12. Manage on-site event
13. Manage event bump-in and out activities
14. Administer audience feedback survey for post event report
15. Prepare necessary documentation in support of project closure

HFEVZ21

Higher Nitec in Event Management

Specialisation / Option: Existing curriculum

6 month IA Duration

EV5014FPE

1. Apply communication skills to perform workplace tasks
2. Produce business documents using software
3. Manage customer needs and expectation
4. Build relationship with customers
5. Handle customer enquiries and requests
6. Provide information on products and services
7. Manage project timeline

8. Conduct research and gather information for proposal development
9. Prepare event proposal and budget
10. Generate ideas and/or carry out event promotion/marketing activity
11. Schedule and coordinate loan/rental of venue facility and equipment
12. Liaise with suppliers and customers/clients
13. Provide administrative and operational support
14. Coordinate event venue arrangements
15. Coordinate event programmes and prepare event materials
16. Manage onsite logistics
17. Coordinate activities between crew and/volunteers
18. Co-ordinate lighting/AV/and staging requirements
19. Coordinate bumping out activities
20. Administer customer feedback and prepare post event report
21. Conduct equipment check and carry out proper storage
22. Prepare necessary documentation in support of project closure