

2019

FACULTY  
Business & Management Sciences

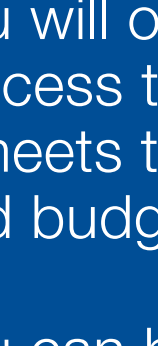
# Start your future career in Event management

## Diploma in Event Management



### CONTACT

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Cape Peninsula University of Technology  
creating futures

## Do you throw the best parties?

As an Event Manager it will be your duty to organise any type of event within any environment. You will oversee the entire process to ensure that it meets the client's brief and budget.

You can become your own boss or work in a corporate environment managing the company functions.

### YOU WILL LIKE THIS IF

You are well-organised and enjoy working with people.

### YOU WILL STUDY AT

District Six Campus

### YOU WILL STUDY FOR

Three years, full-time  
Four years, Extended Programme (ECP)

## WHAT YOU NEED

### Minimum Admission Requirements

**National Senior Certificate (Grade 12) with:**

- English (4) 50%
- Mathematics (2) 30% or Mathematical Literacy (4) 50%

**One of the following:**  
Economics, Tourism Studies, Hospitality Studies, Accounting, Business Studies, Consumer Studies, Information Technology, Computer Application Technology

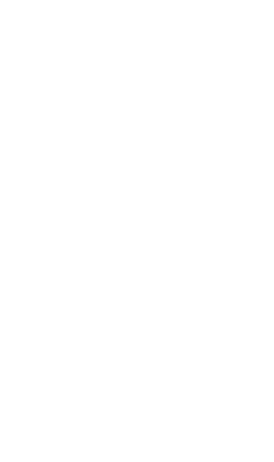
The department utilises an Admission Point Score (APS) as selection criteria once your minimum admission requirements are satisfied. You also have to score a minimum of **28** with Mathematics and **30** with Mathematical Literacy on the APS; **24** with Mathematics and **26** with Mathematical Literacy for the ECP.

**Additional Admission Requirements**

Motivation letter: Indicating reasons for applying, your understanding of the industry and possible career options.

### DISCLAIMER

Meeting the minimum requirements does not guarantee admission. This information is subject to change based on approval and accreditation of HEQSF aligned qualifications during 2018/ 2019. Admission requirements may therefore differ between the existing qualification and the HEQSF aligned qualification. Please consult the CPUT website or faculty for updated information. Every effort has been made to ensure the accuracy of the information in this pamphlet; however the University reserves the right at any time, if circumstances require to make changes to any of the published details.



## YOUR FUTURE SELF

### Future studies

Advanced Diploma in Event Management  
Postgraduate Diploma in Event Management  
MTech in Tourism & Hospitality  
DTech in Tourism & Hospitality

With the experience gained from the Event Management course, you also have an opportunity to apply for access to study management, project management, or marketing-related postgraduate qualifications.

### Future industries

Hotel conferencing and banqueting  
Cultural arts festivals and events  
Business events tourism  
Public relations and media  
Music and live entertainment  
Social life cycle events such as weddings  
Sports events  
Corporate industries  
Academics  
Entertainment industries

### Future career

Event coordinator  
Event manager  
Event assistant  
Marketing coordinator  
Marketing assistant  
Hospitality manager

creating futures in event management

## YOUR SUBJECTS

### FIRST YEAR

- Communication 1
- Business Computer Applications 1
- Event Business Management 1
- Event Project Management 1
- Event Planning and Practice 1
- Event Operations Management 1

### SECOND YEAR

- Event Business Management 2
- Event Project Management 2
- Event Planning and Practice 2
- Event Operations Management 2
- Event Marketing 2

### THIRD YEAR

- Event Business Management 3
- Event Planning and Practice 3
- Event Operations Management 3
- Event Marketing 3
- Structured Workplace Placement 3

**Your on-the-job training**

You will be required to attend educational activities over weekends, public holidays and during your vacation. Projects, assignments and tourism-related activities will also involve work after hours. These activities are all compulsory and form an integral part of your assessment system. In your third year of study, you will be placed at a suitable work station for six months during your first semester at reputable events companies or equivalent thereof. You will also be under the guidance of the experiential learning department in partnership with your industry mentor.

## HOW TO APPLY

**MANUAL APPLICATIONS**  
Do you qualify to apply manually?

**Please note:** a non-refundable application fee will be applicable. Manual applications are only available to the following persons:

- Applicants applying for RPL (Recognition of Prior Learning)
- Non-South African citizens
- South-African citizens with international qualifications
- Applicants with permanent residence in South Africa
- Refugee asylum seeker temporary permit/ formal recognition of refugee status in the RSA

- 1 Choose a qualification
- 2 Complete an application form
- 3 Gather your documents (i.e. certified copies less than three months old)
- 4 Fill in the application form
- 5 Pay the application fee
- 6 Hand deliver or post your form and certified copies of documents to our District Six, Bellville, Mowbray, or Wellington Campuses (Admin buildings)
- 7 Follow-up and get your admission status via the online application tracking system by visiting [www.cput.ac.za/study/track](http://www.cput.ac.za/study/track)

**ONLINE APPLICATIONS**  
Do you qualify to apply online?

The following persons may only apply online, i.e. no manual applications will be allowed:

- South African citizens with South African qualifications
- Returning students with a break in studies (more than 1-year break)

- 1 Choose your qualification by consulting this brochure or the website
- 2 Gather your documents (i.e. certified copies less than three months old)
- 3 Download the online application guide available on our website for information on how to apply online
- 4 Complete your application online by visiting [www.cput.ac.za/study/apply](http://www.cput.ac.za/study/apply)
- 5 Follow-up and get your admission status via the online application tracking system by visiting [www.cput.ac.za/study/track](http://www.cput.ac.za/study/track)

**CLOSING DATES**  
**31 AUGUST**  
International applicants  
**30 SEPTEMBER**  
South African citizens