



T&T Business Etiquette & Protocol Specialists Ltd
Diploma in Event Management Services and Planning (Level 3)

January 2021 Intakes: Port of Spain, San Fernando and Tobago (online)

Overview:

Trinidad and Tobago Business Etiquette & Protocol Specialists Limited is dedicated to professional development in the field of event management. We are now pleased to present the **January 2021** cycle of our Diploma in Event Management Services and Planning.

At T&T Business Etiquette, our mission is “to provide premium Event Management, Customer Service, Etiquette & Protocol and Administrative Training and Consultancy services, tailored to the evolving global market”.

Our vision is “to be the leaders in delivering progressive training, education and best practices throughout the Region”.

**TTBEPS IS THE ONLY INSTITUTION IN TRINIDAD AND
TOBAGO APPROVED BY THE NATIONAL TRAINING
AGENCY AND THE ACCREDITATION COUNSEL OF TRINIDAD
AND TOBAGO TO ISSUE CERTIFICATION IN
EVENT MANAGEMENT.**

Course Structure

To receive the Caribbean Vocational Qualification Level 3 (Diploma) in Event Management, participants must complete the following:

1. All core courses listed
2. 1 elective course (chosen from a list of 2 options)
3. 50 practicum hours achieved from working at events
4. A final project
5. Maintain a 50% pass mark for all other forms of assessment administered, including essay questions, case studies, short-answer questions and oral questions.

Core Courses:

1. Develop Event Planning and Management Strategy
2. Demonstrate Professionalism
3. Coordinate Human Resource
4. Provide Motivation to Staff and Volunteers
5. Use Communication Skills
6. Plan for Risk Management
7. Develop and Use Financial Skills to Plan an Event
8. Manage and Negotiate Contracts
9. Manage Cash Handling
10. Prepare Quotations
11. Develop Financial Resources for an Event
12. Develop and Manage a Marketing Plan
13. Develop Public Relations and Publicity Strategies
14. Manage Marketing Material
15. Promote an Event
16. Develop Strategies to Host Media

Elective Courses:

1. Use Management Skills to Plan an Event
2. Manage Event Merchandise

Target Audience

- ✚ Individuals whose professional responsibilities include coordination of meetings, conferences, expositions, fairs, festivals, social programs, reunions, fundraises, sport function or any other type of event.
- ✚ Individuals requiring further knowledge and/or certification in Event Management as they are employed in a related field.

Entry Requirements:

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1. To be considered for admission, Candidates must have minimum of passes in three subjects at CSEC or approved equivalents, which must include English Language or English Literature.
2. Candidates must meet the age requirement of 16 years and over.
3. Candidates can also be accepted through the mature student entry route. This requirements will be a minimum of 21 years and at least three years working experience. Candidates will also be required to complete an entry assessment to determine eligibility for the programme.

Details:

Venues and Class Times:

-  **Tobago:** Green Palm Boutique Hotel, 17 Mt. Pleasant Boulevard, Bon Accord, Tobago
 - Mondays 4:45 pm to 7:45 pm (starting TBA)
-  **San Fernando:** Southern Academy for the Performing Arts (SAPA), Todd Street, San Fernando
 - Saturdays 1:00 pm to 4:00 pm (starting TBA)
-  **Port of Spain:** T&T Business Etiquette and Protocol Specialists Limited, Campus Plaza, Parkade, Mezzanine Floor, Richmond Street, Port of Spain
 - Monday 4:45pm to 7:45pm (starting TBA);
 - Wednesdays 9:00 am to 12 noon (starting TBA) OR
 - Saturdays 9:00 am to 12:00 noon (starting TBA).

Cost Structure

Registration Fee: TTD \$1,000.00 (non-refundable)
Tuition Fees: TTD \$16,500.00 (covered by GATE once qualified)

Tuition fees of TTD \$16,500, if not covered by GATE is payable via the following options:

1. One off payment of \$16,500, payable before the commencement of the Programme;
2. Payment of \$8,250 to start the Programme and of TTD \$1650 per month for 5 months; or
3. The payment broken down into 6 payments (1 payment of \$2,750 per month for the period of 6 months).

Payment is due the 1st class of every month.

The Registration Fee must be paid on the day of registration. Payment can be made by either direct deposit to intuition's bank account, or cheque.

Applications

- ✚ Application forms are now available.
- ✚ Applicants will be invited to register once accepted into the institution.
- ✚ Applicants going through the mature entry route and who have little to no qualifications, are required to attend an interview that would be scheduled one month before the start of the programme. This process is necessary to determine the competence of the Applicant in going forward into the programme.

GATE

1. GATE will apply to citizens of Trinidad and Tobago completing the ENTIRE Event Management Services (Planning) Level 3 with full tuition.
2. To apply for GATE, applicants will need copies of:
 - ✚ Birth Certificate and national ID or passport must be provided
 - ✚ Completed and signed application form
 - ✚ Acceptance letter from the Institution

Prerequisite to qualify for GATE:

1. Must be a National or Citizen of Trinidad and Tobago.
2. Must have resided in Trinidad and Tobago for at least five years.
3. Must **NOT** be enrolled in any other state funded programme.
4. Must **NOT** have been GATE funded previously for anything higher than a professional certificate.
5. Must be under the age of 50.

Contact Information:

Point of Contact	Position	Phone Number	Email
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