

Skills Framework for Tourism

Programmes that broaden or deepen specific skills and knowledge
for the various job roles in the sector

Event Management and Operations

Job Role:

Assistant Event Operations Executive

Full Qualification Programmes	Providers
Specialist Diploma in MICE & Events Management	Temasek Polytechnic

Technical Skills and Competencies (TSC)			Modular Programmes	Providers
Category	Title	Proficiency Level		
Business Development, Sales and Marketing	Market Research	2	Marketing Analytics	National University of Singapore
			Event Operations Management	Republic Polytechnic
			Introduction to Events Industry	Republic Polytechnic
			Meetings, Incentives and Conference Management	Republic Polytechnic
			Post-Diploma Certificate in Events Management	Temasek Polytechnic
			Post-Diploma Certificate in Tourism Operations	Temasek Polytechnic
Business Management	Budgeting	2	Event Planning & Management	Institute of Technical Education
			Event Promotion and Operations	Institute of Technical Education
			MICE	Institute of Technical Education
			Financial Analysis and Business for Non-finance Managers	National University of Singapore
			Event Operations Management	Republic Polytechnic
			Introduction to Events Industry	Republic Polytechnic
			Meetings, Incentives and Conference Management	Republic Polytechnic
	Contract Development and Management	2	Event Planning & Management	Institute of Technical Education
			Meetings, Conventions and Events Planning	Institute of Technical Education
			MICE	Institute of Technical Education
			Event Operations Management	Republic Polytechnic
			Introduction to Events Industry	Republic Polytechnic
			Meetings, Incentives and Conference Management	Republic Polytechnic
			Contract & Agency Law	Singapore University of Social Sciences
	Productivity Improvement	2	LEAN Six Sigma Foundation (Yellow)	National University of Singapore
			Lean Six Sigma	Singapore University of Social Sciences
			Operations Management	Singapore University of Social Sciences
			Total Quality Management	Singapore University of Social Sciences
	Resource Management	2	Post-Diploma Certificate in Tourism Operations	Temasek Polytechnic
			Event Planning & Management	Institute of Technical Education
			MICE	Institute of Technical Education
			Data Analytics Begins with ME	National University of Singapore
			Data Visualisation Begins with ME	National University of Singapore
			HR Analytics	National University of Singapore
	Service Excellence	2	Post-Diploma Certificate in Tourism Operations	Temasek Polytechnic
			Customer Service and Communication	Institute of Technical Education
			Event Planning & Management	Institute of Technical Education
			MICE	Institute of Technical Education
			Tourism Service and Communication	Institute of Technical Education
			Data-driven Customer Experience	National University of Singapore
			Organisational Culture Change Begins with ME	National University of Singapore
			Event Operations Management	Republic Polytechnic
			Introduction to Events Industry	Republic Polytechnic
			Meetings, Incentives and Conference Management	Republic Polytechnic
			Business Excellence	Singapore University of Social Sciences
			MKT363 Services Marketing	Singapore University of Social Sciences
			WSQ Create Customer Experience (SFw)	Tourism Management Institute of Singapore
			WSQ Conduct Professional Correspondence (SFw)	Tourism Management Institute of Singapore
			Stakeholder Management	2
	Event Planning & Management	Institute of Technical Education		
	MICE	Institute of Technical Education		
	Tourism Service and Communication	Institute of Technical Education		
Future-Proof Leadership Begins with ME	National University of Singapore			
Event Operations Management	Republic Polytechnic			
Introduction to Events Industry	Republic Polytechnic			
Meetings, Incentives and Conference Management	Republic Polytechnic			
Business Excellence	Singapore University of Social Sciences			
MKT363 Services Marketing	Singapore University of Social Sciences			
WSQ Create Customer Experience (SFw)	Tourism Management Institute of Singapore			
WSQ Conduct Professional Correspondence (SFw)	Tourism Management Institute of Singapore			

	Strategy Implementation	2	Introduction to Events Industry	Republic Polytechnic
			Meetings, Incentives and Conference Management	Republic Polytechnic
	Tourism and Economic Development	2	Event Planning & Management	Institute of Technical Education
			Introduction to Leisure and Tourism	Institute of Technical Education
			Introduction to Tourism	Institute of Technical Education
			MICE	Institute of Technical Education
			Event Operations Management	Republic Polytechnic
			Introduction to Events Industry	Republic Polytechnic
			Meetings, Incentives and Conference Management	Republic Polytechnic
			Doing Business with China	Singapore University of Social Sciences
			International Economics	Singapore University of Social Sciences
			Managerial Economics	Singapore University of Social Sciences
	Political Economy of Asia	Singapore University of Social Sciences		
	Post-Diploma Certificate in Events Management	Temasek Polytechnic		
	Post-Diploma Certificate in Tourism Operations	Temasek Polytechnic		
	Vendor Management	2	Event Planning & Management	Institute of Technical Education
			Meetings, Conventions and Events Planning	Institute of Technical Education
			MICE	Institute of Technical Education
			Event Operations Management	Republic Polytechnic
			Introduction to Events Industry	Republic Polytechnic
Meetings, Incentives and Conference Management			Republic Polytechnic	
Workplace Safety and Health Performance Management	2	Post-Diploma Certificate in Events Management	Temasek Polytechnic	
		Event Planning & Management	Institute of Technical Education	
		Introduction to Leisure and Tourism	Institute of Technical Education	
		MICE	Institute of Technical Education	
		Event Operations Management	Republic Polytechnic	
		Introduction to Events Industry	Republic Polytechnic	
Enterprise Risk Management	Accident and Incident Response	2	Meetings, Incentives and Conference Management	Republic Polytechnic
			Post-Diploma Certificate in Events Management	Temasek Polytechnic
			Introduction to Leisure and Tourism	Institute of Technical Education
			Event Operations Management	Republic Polytechnic
	Business Continuity Planning	2	Introduction to Events Industry	Republic Polytechnic
			Event Planning & Management	Institute of Technical Education
	Crowd Control and Planning	2	MICE	Institute of Technical Education
			Event Planning & Management	Institute of Technical Education
			Event Promotion and Operations	Institute of Technical Education
			Meetings, Conventions and Events Planning	Institute of Technical Education
			MICE	Institute of Technical Education
			Event Operations Management	Republic Polytechnic
	Risk Management and Administration	2	Introduction to Events Industry	Republic Polytechnic
			Meetings, Incentives and Conference Management	Republic Polytechnic
			Post-Diploma Certificate in Events Management	Temasek Polytechnic
			Event Planning & Management	Institute of Technical Education
Human Resource Management	Volunteer Management	1	Event Operations Management	Republic Polytechnic
			Meetings, Conventions and Events Planning	Institute of Technical Education
			MICE	Institute of Technical Education
Infocomm Technology Management	Technology Application	2	Event Planning & Management	Institute of Technical Education
			Managing Disruption with Future-proof Workplace Communication Skills	National University of Singapore
			Event Operations Management	Republic Polytechnic
			Introduction to Events Industry	Republic Polytechnic
			Meetings, Incentives and Conference Management	Republic Polytechnic
			IT-enabled Business Transformation	Singapore University of Social Sciences
	Technology Scanning	2	Post-Diploma Certificate in Events Management	Temasek Polytechnic
			Post-Diploma Certificate in Tourism Operations	Temasek Polytechnic
			Introduction to Leisure and Tourism	Institute of Technical Education
			Introduction to Tourism	Institute of Technical Education
			Event Operations Management	Republic Polytechnic
			Introduction to Events Industry	Republic Polytechnic
Delegate and Participant Management	2	Meetings, Incentives and Conference Management	Republic Polytechnic	
		Post-Diploma Certificate in Events Management	Temasek Polytechnic	
		Post-Diploma Certificate in Tourism Operations	Temasek Polytechnic	
		Event Planning & Management	Institute of Technical Education	
		Meetings, Conventions and Events Planning	Institute of Technical Education	
			MICE	Institute of Technical Education
			Event Planning & Management	Institute of Technical Education

Meetings, Incentives, Conferences and Exhibitions (MICE) Operations	Events Planning and Management	2	Event Promotion and Operations	Institute of Technical Education
			Meetings, Conventions and Events Planning	Institute of Technical Education
			MICE	Institute of Technical Education
			Event Operations Management	Republic Polytechnic
			Introduction to Events Industry	Republic Polytechnic
			Meetings, Incentives and Conference Management	Republic Polytechnic
			Post-Diploma Certificate in Events Management	Temasek Polytechnic
Project Management	Project Administration	2	Event Planning & Management	Institute of Technical Education
			Meetings, Conventions and Events Planning	Institute of Technical Education
			MICE	Institute of Technical Education
			Event Operations Management	Republic Polytechnic
			Introduction to Events Industry	Republic Polytechnic
			Meetings, Incentives and Conference Management	Republic Polytechnic
			Project Management	Singapore University of Social Sciences
	Post-Diploma Certificate in Tourism Operations	Temasek Polytechnic		
	Project Feasibility Assessment	3	Business Agility	National University of Singapore
			Event Operations Management	Republic Polytechnic
			Introduction to Events Industry	Republic Polytechnic
			Meetings, Incentives and Conference Management	Republic Polytechnic
			Project Management	Singapore University of Social Sciences
	Post-Diploma Certificate in Tourism Operations	Temasek Polytechnic		
	Project Management	2	Event Planning & Management	Institute of Technical Education
Meetings, Conventions and Events Planning			Institute of Technical Education	
MICE			Institute of Technical Education	
Financial Analysis and Business for Non-finance Managers			National University of Singapore	
Event Operations Management			Republic Polytechnic	
Introduction to Events Industry			Republic Polytechnic	
Meetings, Incentives and Conference Management			Republic Polytechnic	
Project Management	Singapore University of Social Sciences			
Post-Diploma Certificate in Tourism Operations	Temasek Polytechnic			