

Skills Framework for Tourism

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

Venue Management and Operations

Job Role:

Assistant Event Services 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	Event Planning & Management	Institute of Technical Education
			MICE	Institute of Technical Education
			Marketing Analytics	National University of Singapore
			Event Operations Management	Republic Polytechnic
			Introduction to Events Industry	Republic Polytechnic
			Meetings, Incentives and Conference Management	Republic Polytechnic
			MKT390 Marketing Research	Singapore University of Social Sciences
			Statistics	Singapore University of Social Sciences
			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
			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
	Continuous Improvement Management	2	LEAN Six Sigma Foundation (Yellow)	National University of Singapore
			Lean Six Sigma	Singapore University of Social Sciences
			Total Quality Management	Singapore University of Social Sciences
			Post-Diploma Certificate in Events Management	Temasek Polytechnic
			Post-Diploma Certificate in Tourism Operations	Temasek Polytechnic
	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
			Post-Diploma Certificate in Tourism Operations	Temasek Polytechnic
	Resource Management	2	Event Planning & Management	Institute of Technical Education
			Facilities and Venue Management	Institute of Technical Education
			MICE	Institute of Technical Education
			Post-Diploma Certificate in Tourism Operations	Temasek Polytechnic
	Service Excellence	2	Event Planning & Management	Institute of Technical Education
			Facilities and Venue 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
			Data-driven Customer Experience	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	
		Facilities and Venue Management	Institute of Technical Education	
		MICE	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	
		Post-Diploma Certificate in Events Management	Temasek Polytechnic	
		Post-Diploma Certificate in Tourism Operations	Temasek Polytechnic	
		Strategy Implementation	2	Event Operations Management
Introduction to Events Industry	Republic Polytechnic			
Meetings, Incentives and Conference Management	Republic Polytechnic			
Event Operations Management	Republic Polytechnic			

	Tourism and Economic Development	2	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	
	Vendor Management	2	Post-Diploma Certificate in Events Management	Temasek Polytechnic	
			Post-Diploma Certificate in Tourism Operations	Temasek Polytechnic	
			Event Operations Management	Republic Polytechnic	
			Introduction to Events Industry	Republic Polytechnic	
Enterprise Risk Management	Business Continuity Planning	2	Meetings, Incentives and Conference Management	Republic Polytechnic	
			Introduction to Events Industry	Republic Polytechnic	
			Event Operations Management	Republic Polytechnic	
Infocomm Technology Management	Technology Application	2	Event Planning & Management	Institute of Technical Education	
			Facilities and Venue Management	Institute of Technical Education	
			MICE	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	
	Technology Scanning	2	2	Meetings, Incentives and Conference Management	Republic Polytechnic
				IT-enabled Business Transformation	Singapore University of Social Sciences
				Post-Diploma Certificate in Events Management	Temasek Polytechnic
				Post-Diploma Certificate in Tourism Operations	Temasek Polytechnic
Meetings, Incentives, Conferences and Exhibitions (MICE) Operations	Events Planning and Management	2	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	
			MICE	Institute of Technical Education	
	Meetings, Incentives, Conferences and Exhibitions (MICE) Equipment Management and Venue Management	2	2	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
Project Management	Project Administration	2	Event Planning & Management	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	
	Project Feasibility Assessment	3	3	Post-Diploma Certificate in Tourism Operations	Temasek Polytechnic
				Event Planning & Management	Institute of Technical Education
				MICE	Institute of Technical Education
				Business Agility	National University of Singapore
				Marketing Analytics	National University of Singapore
				Event Operations Management	Republic Polytechnic
	Project Management	2	2	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
				Event Planning & Management	Institute of Technical Education
				MICE	Institute of Technical Education
Project Management	2	2	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	
			Project Management	Singapore University of Social Sciences	
			Post-Diploma Certificate in Tourism Operations	Temasek Polytechnic	