

Become a Leader in Events and Hospitality

Our full-time Occupational Certificate in Conference and Event Organising is designed to shape future leaders who will plan world-class events or launch their own businesses. This qualification, registered at NQF Level 5 (SAQA ID 102944), equips learners with the skills to plan, manage, and execute high-quality events that meet client expectations and industry standards

Through hands-on training and real-world application, students gain the confidence and capability to design, manage, and deliver exceptional events from concept to execution. This is where creativity meets strategy

We focus on developing resourceful, well-rounded creatives who not only excel in event coordination but also embrace the entrepreneurial mindset needed to thrive in today's dynamic hospitality industry

Whether it is a corporate conference, a boutique gathering, or a community celebration, graduates will be ready to deliver creative, professional, and client-focused experiences

Graduates can also seamlessly transition into other areas of tourism and hospitality or advance within the events industry through further learning and specialisation

CAREER PATHS

A qualification in conferencing and events opens doors across a wide range of industries where planning, coordination and guest experience are key. From brand activations to academic conferences, professionals in this field bring people together with purpose and creativity

Corporate and Trade Sectors

Play a key role in business culture by planning product launches, brand activations, workshops, trade fairs, client events and onboarding programmes. These events are essential to internal engagement and external growth

Hotel, Resorts and Theme Parks

Manage bookings, logistics and client services for hosted events. Work directly with client briefs, coordinate suppliers and assist with on-site delivery including guest services, event setup and basic food and beverage arrangements

Creative and Media Industries

Bring brand storytelling to life by coordinating premieres, influencer events, and cultural festivals. Roles often include event promotion across social media, email campaigns and brand partnerships

Cruise Industry

Plan and manage onboard experiences such as themed parties, cultural nights, daily activities and guest workshops. This sector combines logistics with entertainment and guest engagement

Fashion and Lifestyle Brands

Support brand presence by coordinating pop-ups, launches and fashion shows. These fast-moving events require attention to detail, trend awareness and strong coordination skills

Education and Academia

Help create meaningful moments through the planning of academic conferences, student events, graduations and institutional gatherings

ADMISSION REQUIREMENTS

18 years of age
NQF Level 4 with
Communication

INTAKE
February
July

DURATION
18 Months
Full-Time

QUALIFICATION
OCTO Occupational
Certification:
Conference & Events Organiser
NQF 5
SAQA ID 102944

CULINARY MASTERY MEMORABLE HOSPITALITY

GROWTH OPPORTUNITIES

- Corporate Events Manager
- Events Company Owner
- Wedding and Social Events Manager
- Digital Events Production Manager
- Sustainable Event Planner
- Experiential Marketing and Brand Activation Manager
- Exhibition or Conference Director
- Destination Manager

COURSE OVERVIEW

- Introduction to Events and Exhibitions
- Basic Food and Beverage Service
- Professionalism and Workplace Readiness
- Business Fundamentals
- Practical Skills (Project management basics, feasibility studies, menu costing, exhibition elements, quotations, etc.)
- Event Administration and Digital Skills
- Event Planning
- Project Management
- Entrepreneurship and Marketing
- Planning and co-ordinating all key processes involved in delivering at least two conferences or events
- Handling client queries and liaison
- Work Integrated Learning (WIL)

OPTIONAL SPECIALISATIONS

- Bar and Beverage Management
- Advanced Mixology

WHAT IS INCLUDED

- Scarf/Tie, Waiter Apron, Golf Shirt, Name Badge
- Barware set featuring a classic shaker and core accessories
- Digital Study Material
- Talent Exchange - Capsicum's Employment Programme
- Workshops: Social Media, Wine Appreciation
- Mastery Module: Entrepreneurship, Cultural Awareness and Inclusivity

FURTHER STUDIES

- City & Guilds Diploma in Reception Services
- City & Guilds Diploma in Food & Beverage Services
- Assistant Baker
- Professional Chef

CONTACT US

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Visit our website for more course information:

capsicumcooking.com

**BOKSBURG - JHB | RUIMSIG - JHB | ROSEBANK - JHB | MENLYN - PTA |
NELSON MANDELA BAY | UMLANGA - DBN | SALT RIVER - CPT**



International Students

Capsicum is not permitted to register you until you have produced your VALID study visa. It could take 6 to 8 weeks for your study visa application to be processed. The study visa has to be issued to study at the institution. Please check the international student admissions requirements for the programme of study you are applying for and ensure you meet the requirements.

NSFAS only provides funding for South African students who plan to study at public universities or Technical and Vocational Education and Training (TVET) institutions.

Capsicum is an accredited skills development provider with the Quality Council for Trades and Occupations (QCTO) and the Culture Arts Tourism Hospitality and Sports Sector Education and Training Authority (CATHSSETA). Capsicum is also an accredited City & Guilds centre.

The qualifications aligned to our programmes of study are accredited, quality assured and certified by the relevant accrediting body as per the above.

Errors and omissions excepted

