

Unit Title: **Support the Organisation of an Event**



Unit Credit Value:	2
Unit Level:	Two
Unit Guided Learning Hours:	15
Ofqual Unit Reference Number:	L/601/2505
Unit Review Date:	31/01/2017
Unit Sector:	15.2 Administration

Unit Summary

This unit is about supporting the organisation of an event.

Unit Information

It is expected that before the unit is delivered, the tutor will have read the Qualification Specification to ensure all conditions regarding Rules of Combination, delivery, assessment and internal quality assurance are fulfilled. Additional guidance is available below as Assessment Guidance for Learning Outcomes and Assessment Criteria in **bold**.

This unit has 2 learning outcomes

LEARNING OUTCOMES	ASSESSMENT CRITERIA
The learner will:	The learner can:
1. Understand the role and purpose of providing support with the organisation of an event	1.1. Describe the role and responsibilities required when supporting the organisation of an event 1.2. Identify a range of support activities that may be required when supporting the organisation of an event 1.3. Identify the purpose and value of giving assistance with organising an event 1.4. Describe the different types of events and their main features 1.5. Describe the types of risks associated with events and how to minimise these 1.6. Outline the types of information that delegates will need 1.7. Explain how to identify suitable venues for different types of events 1.8. Describe the types of resources needed to prepare for different types of events 1.9. Outline the different special requirements that delegates may have and how to meet these 1.10. Describe the health, safety and security requirements that need to be considered when organising events

LEARNING OUTCOMES	ASSESSMENT CRITERIA
The learner will:	The learner can:
<p>2. Be able to support the organisation of an event</p>	<p>2.1. Contribute to the organisation of an event by:</p> <ul style="list-style-type: none"> a) supporting the implementation of the plan for the event to meet agreed objectives b) identifying resources and support needed for organising an event c) identifying and costing suitable venues d) arranging resources and production of event materials e) preparing and sending of invitations to delegates f) co-ordinating delegate responses g) liaising with the venue to confirm event requirements h) providing delegates with joining instructions and event materials i) rehearsing arrangements to make sure the event runs smoothly, if required j) following all legal and contractual requirements k) following the relevant health, safety and security requirements for the event

Delivery Requirements

Appropriate physical resources will be required in order to deliver and assess this unit.

Evidence Requirements

Evidence of practical ability must be demonstrated.