

Unit 226

Contribute to the organisation of an event

UAN:	L/506/1869
Level:	2
Credit value:	3
GLH:	23
Relationship to NOS:	This unit is linked to the Business & Administration (2013) National Occupational Standards: <ul style="list-style-type: none">• CFABAA311 Support the organisation and co-ordination of events.
Assessment requirements specified by a sector or regulatory body:	All Assessment Criteria must be met and assessed in line with Skills CFA Assessment Strategy.
Aim:	This unit aims to develop the knowledge and skills required to contribute to the organisation of an event. Upon completion of this unit, learners will be able to carry out pre-event actions, set up an event and then carry out post-event actions.

Learning outcome
The learner will: 1. Understand event organisation.
Assessment criteria
The learner can: 1.1 explain the: a. roles b. responsibilities c. accountabilities of individuals involved in the event 1.2 explain the purpose and features of different types of events 1.3 describe the type of resources needed for different types of events 1.4 describe the different needs attendees may have and how to meet these 1.5 explain the requirements of: a. health b. safety c. security

when organising events

1.6 describe the types of **problems** that may occur during events and how to deal with them.

Assessment Guidance

Types of Events:

eg

- Annual General Meeting (AGM)
- a trade show
- a training conference
- an academic conference
- a team building event
- an awards ceremony
- a seminar
- a wedding

Resources:

These will depend on the type of event, choose at least two from the list above and detail what resources would be required for each one.

Needs of attendees may include:

- overnight accommodation
- car parking permits
- special dietary requirements
- disabled access to venue

Problems:

eg

- equipment breakdown
- speaker is late
- refreshments late
- power cut

Evidence may be supplied by:

- report
- professional discussion
- questioning

Learning outcome

The learner will:

2. Be able to carry out pre-event actions.

Assessment criteria

The learner can:

2.1 identify venue requirements for an event

2.2 obtain resources within the agreed timescales

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| 2.3 | distribute pre-event documentation to delegates in accordance with the event plan |
| 2.4 | co-ordinate attendee responses within the agreed timescale |
| 2.5 | identify any special requirements of event attendees. |

Assessment Guidance

Evidence may be supplied by:

- product
- witness testimony
- professional discussion
- questioning
- observation

Learning outcome

The learner will:

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| 3. Be able to set up an event. |
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Assessment criteria

The learner can:

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| 3.1 set up layout and resources in accordance with the event plan |
| 3.2 confirm that all identified resources are in place and meet requirements |
| 3.3 behave in a way that maintains organisational values and standards. |

Assessment Guidance

Evidence may be supplied by:

- observation
- product
- witness testimony
- questioning

Learning outcome

The learner will:

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| 4. Be able to carry out post-event actions. |
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Assessment criteria

The learner can:

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| 4.1 ensure the venue is restored to the required conditions in accordance with the terms of the contract |
| 4.2 carry out follow-up actions in accordance with the event plan and agreements made at the event. |

Assessment Guidance

Evidence may be supplied by:

- observation
- product

- professional discussion
- witness testimony.