



Contribute to the organisation of an event

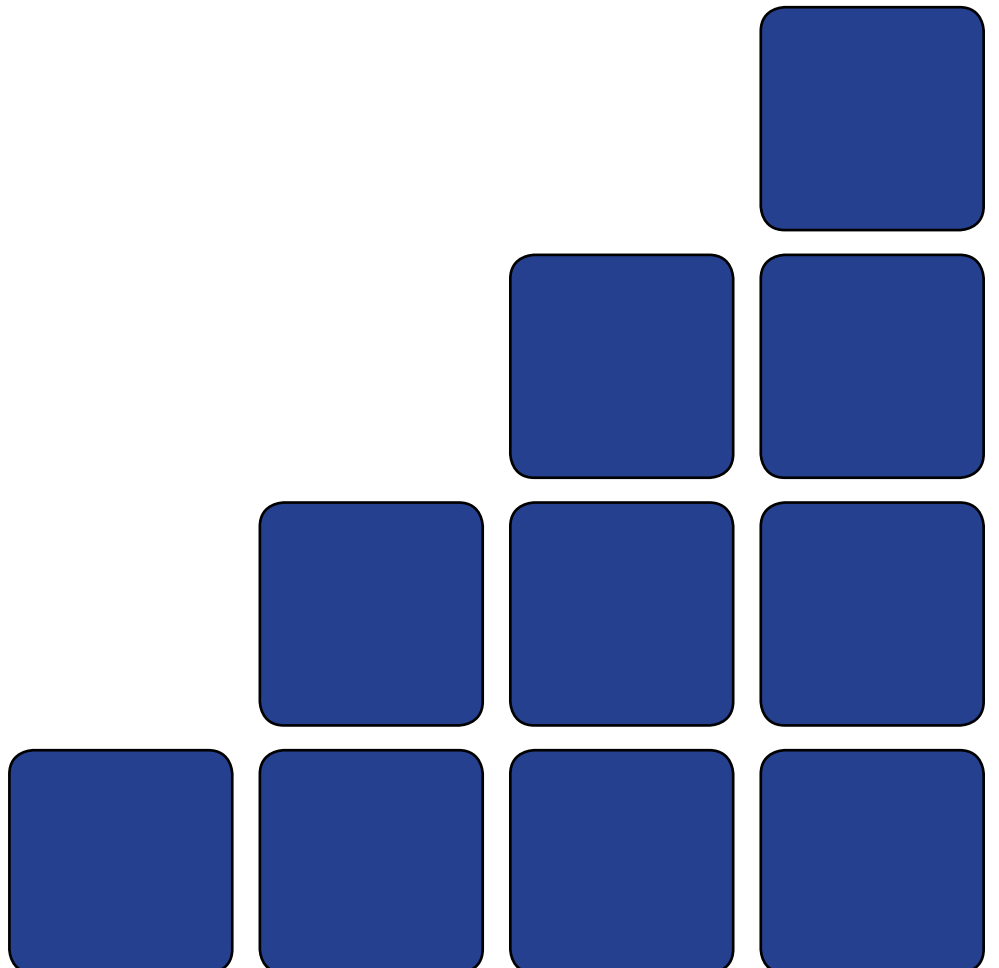
UBU42

L/506/1869

Learner name:

Learner number:

VRQ



UBU42

Contribute to the organisation of an event

The aim of this unit is to develop your knowledge, understanding and skills to assist with the organisation of an event. You will learn the features of different types of events and the resources needed. You will also learn how to identify any special requirements and co-ordinate attendee responses within agreed timescales.

Level

2

Credit value

3

GLH

23

Observation(s)

2

External paper(s)

0



Contribute to the organisation of an event

Learning outcomes

On completion of this unit you will:

1. Be able to set up an event
2. Be able to carry out post-event actions
3. Be able to carry out pre-event actions
4. Understand event organisation

Evidence requirements

1. *Environment*
Evidence for this unit may be gathered within the workplace or realistic working environment (RWE).
2. *Simulation*
Simulation is not allowed in this unit.
3. *Observation outcomes*
Competent performance of Observation outcomes must be demonstrated on **at least two occasions**. Assessor observations, witness testimonies and products of work are likely to be the most appropriate sources of performance evidence. Professional discussion may be used as supplementary evidence for those criteria that do not naturally occur.

Assessed observations should not be carried out on the same day for the same learning outcome. There should be sufficient time between assessments for reflection and personal development.

You need to meet the same standard on a regular and consistent basis. Separating the assessments by a period of at least two weeks is recommended as competence must be demonstrated on a consistent and regular basis.

4. *Knowledge outcomes*

There must be evidence that you possess all the knowledge and understanding listed in the Knowledge section of this unit. In most cases this can be done by professional discussion and/or oral questioning. Other methods, such as projects, assignments and/or reflective accounts may also be used.

5. *Tutor/Assessor guidance*

Your tutor **must** refer to the '**Skills CFA Assessment Strategy**' when delivering this unit. This can be found on www.vtct.org.uk under the relevant qualification page.

You will be guided by your tutor/assessor on how to achieve learning outcomes in this unit. All outcomes must be achieved.

For guidance on the assessment material for some individual units please refer to the '**Assessment Guidance**'. This can be found on www.vtct.org.uk under the relevant qualification page.

6. *External paper*

There is no external paper requirement for this unit.

Achieving observations

Achieving observation outcomes

Your assessor will observe your performance of practical tasks. The minimum number of competent observations required is indicated in the Evidence requirements section of this unit.

Criteria may not always naturally occur during a practical observation. In such instances you will be asked questions to demonstrate your competence in this area. Your assessor will document the criteria that have been achieved through professional discussion and/or oral questioning. This evidence will be recorded by your assessor in written form or by other appropriate means.

Your assessor will sign off a learning outcome when all criteria have been competently achieved.

Relationship to National Occupational Standards

Business and Administration (2013) National Occupational Standards:

- CFABAA311 Support the organisation and co-ordination of events



Observations

Learning outcome 1

Be able to set up an event

You can:

- a. Set-up layout and resources in accordance with the event plan
- b. Confirm that all identified resources are in place and meet requirements
- c. Behave in a way that maintains organisational values and standards

** May be assessed by supplementary evidence.*

Observation	1	2	Optional
Date achieved			
Criteria questioned orally			
Portfolio reference			
Assessor initials			
Learner signature			



Learning outcome 2

Be able to carry out post-event actions

You can:

- a. Ensure the venue is restored to the required conditions in accordance with the terms of the contract
- b. Carry out follow-up actions in accordance with the event plan and agreements made at the event*

*May be assessed by supplementary evidence.

Observation	1	2	Optional
Date achieved			
Criteria questioned orally			
Portfolio reference			
Assessor initials			
Learner signature			

Achieving knowledge outcomes

You will be guided by your tutor and assessor on the evidence that needs to be produced. Your knowledge and understanding will be assessed using the assessment methods listed below*:

- Projects
- Observed work
- Witness statements
- Audio-visual media
- Evidence of prior learning or attainment
- Written questions
- Oral questions
- Assignments
- Case studies
- Professional discussion

Where applicable your assessor will integrate knowledge outcomes into practical observations through professional discussion and/or oral questioning.

When a criterion has been orally questioned and achieved, your assessor will record this evidence in written form or by other appropriate means. There is no need for you to produce additional evidence as this criterion has already been achieved.

Some knowledge and understanding outcomes may require you to show that you know and understand how to do something. If you have practical evidence from your own work that meets knowledge criteria, then there is no requirement for you to be questioned again on the same topic.

**This is not an exhaustive list.*

Knowledge



Learning outcome 3

Be able to carry out pre-event actions

You can:	Portfolio reference
a. Identify venue requirements for an event	
b. Obtain resources within the agreed timescales	
c. Distribute pre-event documentation to delegates in accordance with the event plan	
d. Co-ordinate attendee responses within the agreed timescale	
e. Identify any special requirements of event attendees	



Learning outcome 4

Understand event organisation

You can:	Portfolio reference
a. Explain the roles, responsibilities and accountabilities of individuals involved in the event	
b. Explain the purpose and features of different types of events	
c. Describe the type of resources needed for different types of events	
d. Describe the different needs attendees may have and how to meet these	
e. Explain the requirements of health, safety and security when organising events	
f. Describe the types of problems that may occur during events and how to deal with them	

Notes

Use this area for notes and diagrams