OCR
Oxford Cambridge and RSA

Unit Title:	**Support the co-ordination of an event**
OCR unit number	224
Sector unit number	D/601/2508
Level:	2
Credit value:	3
Guided learning hours:	20

Unit purpose and aim

This unit is about supporting the co-ordination and delivery of an event.

Learning Outcomes	Assessment Criteria	Exemplification
The Learner will: 1. Understand the role and purpose of supporting the co-ordination of an event	**The Learner can:** 1.1 Describe the range of support activities that may be required when supporting the co-ordination of an event 1.2 Identify the responsibilities involved in supporting the co-ordination of an event 1.3 Describe the types of problems that may occur during events and how to deal with these 1.4 Describe the points to observe when clearing and vacating an event 1.5 Describe the types of follow-up activities that may be required to carry out the co-ordination of an event	This learning outcome must be assessed using methods appropriate to the assessment of knowledge and understanding. A holistic approach to assessment should be adopted so that one piece of evidence covers more than one learning outcome and several assessment criteria.
2. Be able to support the co-ordination of an event	2.1 Contribute to the co-ordination of an event by: a) preparing the venue and making sure all necessary resources and supporting activities are in place	Assessment should be planned to maximise the opportunities for the candidate to demonstrate their ability to support the co-ordination of an event.

	b) arranging resources during an event, in line with agreed plans	
	c) helping delegates to feel welcome	
	d) meeting delegates' needs throughout an event	
	e) resolving or referring problems, as required	
	f) liaising with the management of the venue to make sure facility resources are in place	
	g) clearing, and vacating the venue according to the terms of the contract	
	h) preparing and circulating papers, or completing other follow up actions following the event, if required	

Assessment

This unit is centre assessed and externally verified. A holistic approach to assessment should be adopted so that one piece of evidence covers more than one learning outcome and several assessment criteria and where appropriate, provides evidence across several units. Your assessor will use a range of assessment methods which may include:

- observation of performance in the work environment
- examination of work products
- questioning the learner
- discussing with the learner
- use of others (witness testimony)
- looking at learner statements
- recognising prior learning

Evidence requirements

A range of evidence should be gathered to cover the Learning Outcomes and Assessment Criteria. Examples may include:

- Room layout plans
- Seating plans
- Resource lists

- Correspondence with venue management

- Delegate lists

- Event papers

- Feedback forms

- Event notes

- Action plans

- Post event papers

- Circulation lists

Guidance on assessment and evidence requirements

Refer to sections on Assessment and Evidence requirements above.

National Occupational Standards (NOS) mapping/signposting

This unit is based on the NOS BAA311 Support the organisation and co-ordination of an event.

Functional skills signposting

This section indicates where candidates may have an opportunity to develop their functional skills.

Link to functional skills standards http://www.qcda.gov.uk/15565.aspx

Functional Skills Standards					
English		**Mathematics**		**ICT**	
Speaking and Listening	✓	Representing		Use ICT systems	
Reading	✓	Analysing		Find and select information	
Writing	✓	Interpreting		Develop, present and communicate information	

Resources

Access to a working environment with associated equipment and resources

Additional information

For further information regarding administration for this qualification, please refer to the OCR document '*Admin Guide: Vocational Qualifications' (A850)* on the OCR website www.ocr.org.uk.