

Unit Title:	Co-ordinate an event
OCR unit number	321
Sector unit number	Y/601/2541
Level:	3
Credit value:	4
Guided learning hours:	30

Unit purpose and aim

This unit is about co-ordinating the delivery of an event.

Learning Outcomes	Assessment Criteria	Exemplification
<p>The Learner will:</p> <p>1. Understand the role of an event co-ordinator in managing an event to meet the objectives of the brief</p>	<p>The Learner can:</p> <p>1.1 Explain the responsibilities of an event co-ordinator</p> <p>1.2 Describe the purpose of agreeing a plan that meets the objectives of the event brief</p>	<p>Learning outcomes 1 and 2 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.</p>
<p>2. Understand the activities required when co-ordinating an event</p>	<p>2.1 Explain the role of the event co-ordinator during the event for:</p> <ul style="list-style-type: none"> a) all delegate provision and needs, b) meeting relevant health, safety and security requirements c) observing legal and organisational requirements for contracts d) co-ordinating resources and the use of event materials e) liaising with the venue and supporting team during an event to make sure all requirements are met and roles are carried out 	

	<ul style="list-style-type: none"> f) resolving problems g) overseeing the work of key staff <p>2.2 Explain the role of an event co-ordinator after an event for:</p> <ul style="list-style-type: none"> a) clearing and vacating the venue b) organising follow up papers and activities, if required c) reconciling accounts to budget d) evaluating an event and the methods that can be used to do this 	
<p>3. Be able to co-ordinate an event</p>	<ul style="list-style-type: none"> 3.1 Prepare the venue and make sure all necessary resources are in place 3.2 Co-ordinate activities during an event, in line with agreed plans 3.3 Help delegates to feel welcome 3.4 Respond to delegates' needs throughout an event 3.5 Resolve problems, as required 3.6 Oversee the work of key staff during the event 3.7 Monitor compliance with relevant health, safety and security requirements 3.8 Liaise with the management of the venue to make sure facility resources are in place 3.9 Arrange clearing, and vacating the venue according to the terms of the contract 3.10 Prepare and circulate papers, or complete other follow up actions following the event, if required 3.11 Reconcile accounts to budget, if required 	<p>Assessment should be planned to maximise the opportunities for the candidate to demonstrate their ability to co-ordinate and event.</p>

	<p>3.12 Evaluate an event identifying recommendations and passing these on to relevant colleagues, where relevant</p> <p>3.13 Agree key learning points and use these to improve the running of future events</p>	
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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
- Action plans indicating staff responsibilities
- Resource lists
- Staff rotas
- Health, safety and security checks
- Correspondence with venue management
- Delegate lists
- Event papers
- Feedback forms
- Event notes

- Action plans
- Post event papers (prepared by you)
- Circulation lists
- Reconciliation of accounts to budget
- Evaluation reports
- Communications relating to recommendations
- Development plans

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 BAA312 Organise and coordinate events.

Functional skills signposting

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

Link to functional skills standards <http://www.gcda.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 .