Oxford Cambridge and RSA

Unit Title:	**Support the organisation of an event**
OCR unit number	223
Sector unit number	L/601/2505
Level:	2
Credit value:	2
Guided learning hours:	15

Unit purpose and aim

This unit is about supporting the organisation of an event.

Learning Outcomes	Assessment Criteria	Exemplification
The Learner will:	**The Learner can:**	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.
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	
2. Be able to support the organisation of an event	2.1 Contribute to the organisation of an event by: 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	Assessment should be planned to maximise the opportunities for the candidate to demonstrate their ability to support the organisation of events.

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:

- Details of the event

- Action plans/checklist

- Event plans

- Resource plans

- Venue searches with costings

- Event materials

- Invitations to attend

- Acceptance lists

- Correspondence with venue confirming arrangements

- Contracts if required

- Joining instructions

- Event materials

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 .