OCR
Oxford Cambridge and RSA

Unit Title:	**Provide administrative support for meetings**
OCR unit number:	22
Level:	2
Credit value:	4
Guided learning hours:	28
Unit reference number:	H/506/1876

Unit aim and purpose

This unit aims to develop the knowledge and skills required to provide administrative support for meetings. Upon completion of this unit, learners will be able to make administrative preparations for meetings and also support the administration of meetings.

Learning Outcomes	Assessment Criteria	Additional Guidance
The Learner will: 1 Understand the administration of meetings	**The Learner can:** 1.1 Describe the purpose of the meeting and who needs to attend 1.2 Explain why it is important to have a minimum number of attendees for a meeting 1.3 Explain ways to achieve maximum attendance at meetings 1.4 Explain the access, health, safety and security requirements relating to meetings 1.5 Describe how to set up the resources needed for a meeting 1.6 Explain the responsibilities of the meeting chair and meeting secretary 1.7 Explain the difference between formal and informal meetings 1.8 Explain the legal implications of formal meetings	
2 Be able to make administrative preparations for meetings	2.1 Book meeting venue, resources, and facilities in accordance with the brief 2.2 Collate documents needed for a meeting	

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Learning Outcomes	Assessment Criteria	Additional Guidance
	2.3 Distribute meeting invitations, documents and other meeting-related requirements within the timescale 2.4 Confirm meeting attendees and any special requirements	
3 Be able to support the administration of meetings	3.1 Take action to ensure that the equipment allocated for use at a meeting functions correctly 3.2 Provide support to meetings in accordance with requests 3.3 Ensure the venue is restored to the required conditions after the meeting 3.4 Distribute meeting records promptly to the agreed distribution list 3.5 Carry out any follow-up actions in accordance with the brief	

Assessment

This unit is internally assessed by centre staff and externally verified by OCR Assessors.

Guidance on assessment

Skills CFA Assessment Strategy Competence units (S/NVQ)

National Occupational Standards (NOS) mapping/signposting

The mapping in the table below provides an indication of where evidence might be available for assessment against some of the knowledge and understanding contained in the national occupational standards (NOS). It does not claim to guarantee that evidence will meet the NOS.

NOS can be viewed on the relevant Sector Skills Council's website or the Occupational standards directory at www.ukstandards.co.uk.

Occupational standards	Unit number	Title
Business & Administration (2013) National Occupational Standards:	CFABAA411 CFABAA412	• Support the organisation of meetings • Plan and organise meetings

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 .

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