OCR
Oxford Cambridge and RSA

Unit Title:	**Contribute to the organisation of an event**
OCR unit number:	20
Level:	2
Credit value:	3
Guided learning hours:	23
Unit reference number:	L/506/1869

Unit aim and purpose

This unit aims to develop the knowledge and skills required to contribute to the organisation of an event. Upon completion of this unit, learners will be able to carry out pre-event actions, set up an event and then carry out post-event actions.

Learning Outcomes	Assessment Criteria	Additional Guidance
The Learner will: 1 Understand event organisation	**The Learner can:** 1.1 Explain the roles, responsibilities and accountabilities of individuals involved in the **event** 1.2 Explain the purpose and features of different **types of events** 1.3 Describe the type of **resources** needed for different types of events 1.4 Describe the different needs attendees may have and how to meet these 1.5 Explain the requirements of health, safety and security when organising events 1.6 Describe the types of problems that may occur during events and how to deal with them	The **event** may include: • A meeting • An announcement • A celebration • A social occasion • A product launch **Resources** may include: • Human resource • Equipment • Materials • Public address systems • Information technology • Premises
2 Be able to carry out pre-event actions	2.1 Identify venue requirements for an event 2.2 Obtain resources within the agreed timescales 2.3 Distribute **pre-event documentation** to delegates in accordance with the event plan	**Pre-event documentation** may include: • Invitations • Meeting requests • Preparatory notes • Agenda • Menu • Health & safety forms

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Learning Outcomes	Assessment Criteria	Additional Guidance
	2.4 Co-ordinate attendee responses within the agreed timescale 2.5 Identify any **special requirements** of event attendees	**Special requirements** may include: • Mobility • Translation or interpretation services • Hearing loops • Special dietary requirements • Allergies • Travel and accommodation bookings • Religious or cultural requirements • Security requirements
3 Be able to set up an event	3.1 Set up **layout** and **resources** in accordance with the event plan 3.2 Confirm that all identified **resources** are in place and meet requirements 3.3 Behave in a way that maintains **organisational values and standards**	The **layout** includes the arrangement of furniture and other environmental features **Resources** as identified in 1.3 **Organisational values** are the general principles or standards of behaviour that are expected within an organisation **Organisational standards** are defined levels of expectation for a specific behaviour set by an organisation
4 Be able to carry out post-event actions	4.1 Ensure the venue is restored to the required conditions in accordance with the terms of the contract 4.2 Carry out follow-up actions in accordance with the event plan and agreements made at the event	

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)

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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:	CFABAA311	• Support the organisation and co-ordination of events

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 .