OCR
Oxford Cambridge and RSA

Unit Title:	**Plan and organise an event**
OCR unit number	320
Sector unit number	R/601/2540
Level:	3
Credit value:	4
Guided learning hours:	28

Unit purpose and aim

This unit is about planning and organising an event.

Learning Outcomes	Assessment Criteria	Exemplification
The Learner will:	**The Learner can:**	Learning outcomes 1 to 3 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 of an event organiser in planning an event	1.1 Explain the purpose and benefits of planning an event	
	1.2 Explain the role of the event organiser in:	
	a) meeting the objectives of the event	
	b) agreeing a brief and budget for the event	
	1.3 Identify and evaluate the types of risks associated with events and explain how to minimise these	
	1.4 Explain the purpose and benefits of a contingency plan for an event	
	1.5 Describe the types of problems that may occur when organising an event and how to solve them	
	1.6 Categorise different types of events and their main features	

2. Understand the arrangements to be made when planning and organising an event	2.1 Explain the role of the event organiser for a) anticipating and planning for all delegate provision and needs before and during the event, including investigating and providing for any special requirements b) meeting relevant health, safety and security arrangements c) meeting legal and organisational requirements for contracts d) organising resources and the production of event materials e) the types of activities and resources that may be needed during an event f) liaison with the venue and the supporting team to make sure all requirements are met and roles are understood	
3. Understand the different types of venues and resources needed for different types of events	3.1 Identify and evaluate different types of venue in terms of suitability for events and costs 3.2 Describe a range of resources that may be needed for events and illustrate how they may be used 3.3 Identify examples, and explain the purpose and benefits of selection criteria when choosing a venue and resources for an event	
4. Be able to plan and organise an event	4.1 Agree an event brief and budget 4.2 Agree a plan for an event, which will meet agreed objectives and address any identified risks and contingencies	Assessment should be planned to maximise the opportunities for the candidate to demonstrate their ability to plan and organise events.

	4.3 Identify and agree resources and support needed for organising an event	
	4.4 Agree requirements for venue(s)	
	4.5 Identify venue and agree costings	
	4.6 Liaise with the venue to confirm event requirements and / or any special delegate requirements	
	4.7 Agree requirements for resources	
	4.8 Co-ordinate resources and production of event materials	
	4.9 Make sure arrangements are in place for the event to meet relevant health, safety and security requirements	
	4.10 Make sure legal and organisational requirements for contracts are met	
	4.11 Make sure that all those involved are briefed and trained to fulfil their roles	
	4.12 Delegate functions to the event team as required	
	4.13 Make arrangements for rehearsals to make sure the event runs smoothly, if required	
	4.14 Make sure invitations are sent out to delegates	
	4.15 Manage delegate responses	
	4.16 Prepare joining instructions and event materials to be sent to delegates	

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 and budgetary requirements

- Action plans/checklist to ensure all arrangements/requirements are completed

- Event plans

- Resource and support plans

- Venue requirements

- Venue searches with costings

- Communications relating to allocation of roles in relation to the co-ordination of resources and event materials

- Correspondence with venue confirming arrangements including H&S requirements

- Contracts with suppliers of venue

- Minutes of briefing meetings with event team (including rehearsal if necessary)

- Invitations to attend

- Acceptance lists

- 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 BAA312 Organise and coordinate events.

Functional Skills

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 .