

| | |
|------------------------|---|
| Unit Title: | Support the organisation of meetings |
| OCR unit number | 226 |
| Sector unit number | T/601/2515 |
| Level: | 2 |
| Credit value: | 4 |
| Guided learning hours: | 18 |

Unit purpose and aim

This unit is about supporting the planning and organisation of meetings.

| Learning Outcomes | Assessment Criteria | Exemplification |
|---|--|--|
| <p>The Learner will:</p> <p>1. Understand the arrangements to be made to support the planning and organising of meetings</p> | <p>The Learner can:</p> <p>1.1 Describe the role and responsibilities for supporting the organiser of the meeting</p> <p>1.2 Describe different types of meetings and their main features</p> <p>1.3 Describe how to help plan meetings to meet agreed aims and objectives</p> <p>1.4 Describe the types of resources that may be needed for different types of meetings</p> <p>1.5 Describe health, safety and security arrangements to follow when organising meetings</p> <p>1.6 Explain the purpose of following the agreed brief, plan and the resources required, for arranging a meeting</p> <p>1.7 Identify the sources and types of information and services needed to arrange a meeting</p> | <p>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.</p> |

| | | |
|-------------------------------------|---|--|
| | <p>1.8 Describe how to help the meeting organiser during the meeting</p> <p>1.9 Describe the organisational procedures for clearing and vacating a meeting room</p> | |
| 2. Be able to prepare for a meeting | <p>2.1 Confirm the purpose and venue of a meeting</p> <p>2.2 Confirm a budget for a meeting, if required</p> <p>2.3 Organise and confirm venue, equipment and catering requirement, if required requirements</p> <p>2.4 Invite attendees and confirm attendance</p> <p>2.5 Collate and dispatch papers for a meeting within agreed timescales</p> <p>2.6 Make sure attendees' needs are met</p> <p>2.7 Make sure equipment and layout of the rooms meets the meeting brief</p> <p>2.8 Keep records of arrangements made and services used</p> <p>2.9 Attend to any requirements during the meeting as directed by the meeting organiser</p> | Assessment should be planned to maximise the opportunities for the candidate to demonstrate their ability to support the organisation of meetings. |
| 3. Be able to follow up a meeting | <p>3.1 Follow organisation procedures for clearing a meeting room</p> <p>3.2 Circulate a meeting record to agreed timescales</p> <p>3.3 Make sure arrangements for payments have been met, if required</p> <p>3.4 Contribute to the evaluation of arrangements made for meetings, as required</p> | |

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:

- Meeting brief, venue and budget requirements where required
- Room layout/seating plan
- Equipment and catering requirements (if required)
- Correspondence relating to venue confirmation including equipment and catering requirements as required
- Meeting papers, agenda, minutes of previous meeting, etc
- Attendee list
- Invitation letters/emails
- Acceptance list
- Meeting notes
- Meeting record
- Circulation list
- Correspondence relating to payments if required
- Evaluation records

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 BAA411 Support the organisation of meetings.

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 .