

## Conference & Event Operations Level 3



### INTRODUCTION

This is a Level 3 qualification from City & Guilds; this unit introduces you to the conference and event industry. The unit covers feasibility of conferences and events, and looks at the allocation of resources and the complex action planning required. It also covers scheduling of events, monitoring progress and resolving problems coupled with evaluation methods.

### WHAT WILL I DO?

You will study three areas:

1. Plan conferences or events
2. Co-ordinate conferences or events
3. Evaluate conferences or events

The course is assessed by written assessments and participation for the planning and contribution to the final event.

### HOW LONG WILL IT TAKE

The course will cover 60 hours altogether, comprising of 2 hours for 30 weeks.

### ENTRY QUALIFICATIONS

There are no specific qualifications required for this course although a good standard of literacy and previous experience within a customer service environment would be beneficial.

### WHERE COULD IT LEAD

Successful candidates can progress to work in a customer service or event operations environment or it may lead to further training within this field.

### FEES

This course is currently offered as part of the full time BTEC National Certificate in Travel and Tourism.

### ADDITIONAL INFORMATION

Where courses last for more than one year, only the first year's fees are shown

### HOW TO APPLY

You can apply for this course by applying [online](#), by filling out an application form from the College prospectus or by contacting the Information Officer on 01205 313218 for further information. The Information on this Course Information Sheet is correct at time of print, but can be subject to change at anytime.

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