

Events Planning NVQ Level 2



INTRODUCTION

What is an NVQ?

National Vocational Qualifications are occupation based qualifications which are developed using the National Occupational Standards (NOS). They are work-related, competency based qualifications which are designed specifically to define specific occupations.

Widely recognised by employers, NVQs are often used as the main focus of training as they demonstrate that an employee has the skills and knowledge necessary to perform competently and successfully. Our courses are assessed entirely in the workplace and employees are required to develop a portfolio of evidence that shows them carrying out work activities to an NVQ standard.

Events organisers plan, co-ordinate and publicise a wide range of promotional, corporate, educational, sporting and social events. They usually specialise in one or two areas, such as exhibitions, conferences, product launches, fundraising events, festivals, parties or wedding planning.

Why choose an Event Planning NVQ?

The NVQ we currently have on offer cover work within all areas of events planning, organising and co-ordination. Duties will vary according to the size and type of event, but typically include:

- Liaising with clients to determine exact requirements
- proposing budgets, ideas, timescales and venues
- researching venues, contacts and suppliers
- publicising the event and producing promotional materials
- booking venues, entertainment, equipment and suppliers, and managing contractors such as caterers and security
- making sure that everything runs smoothly on the day of the event
- ensuring that health and safety, insurance and security regulations are followed managing finances and contracts.

Vocational Qualifications are a great way of boosting skills and knowledge within the work place whilst creating a more competent and effective workforce. Of course, we think that everyone working within the event planning sector should take an NVQ but you might think us biased. Here are 10 good reasons to take up a Vocational Qualification:

- NVQs in Event Planning are designed to meet the requirements of providers across a range of service delivery models.
- NVQs develop employees into more motivated, better skilled and more flexible workers.
- NVQs increase the individual's understanding of planning responsibilities resulting in fewer dissatisfied customers and clients.
- NVQs provide a benchmark to evaluate business performance against national and legislative standards.

- Provide a base for identifying organisational policies, procedures and systems as well as training analysis for employees, departments and entire organisations.
- NVQs link with other quality initiatives such as liP, EFQM and ISO.
- NVQs support personnel departments in carrying out job analysis, designing job descriptions, recruiting new and training existing staff, designing appraisal and reward systems.
- Improved Event Planning practices result in significant cost savings, improved performance and increased productivity.
- NVQs provide a structure to deliver quality training schemes for Planning staff

NVQs create a common level of expectation across all employers.

HOW LONG WILL IT TAKE

The NVQs in Events Planning delivered within the workplace take between 6-12 months dependant on the learner's level of competency and their current job role.

All delivery takes places within the working environment on the employer's premises.

ENTRY QUALIFICATIONS

There are no pre-entry qualifications for this award, however learners must be able to study to the required levels (literacy & numeracy support can be provided) and be working within a suitably related job role.

WHERE COULD IT LEAD

The level 2 qualification provides a good working knowledge and understanding of an occupation. It demonstrates an employee's ability to perform a range of tasks with some guidance or supervision. Progression to level 3 standards would allow the candidate to obtain detailed knowledge, skills and understanding within a relevant field. It demonstrates team leading and specialist technical skills with competence in communication, problem solving and applied teamwork.

FEES

Eligible learners under Train to Gain will receive full fee remission against this qualification.

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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