# EVENT ASSISTANT

**Level 3 Apprenticeship - 15 Month Programme**

## Introduction to Events
- How an event moves through its life cycle from research and planning to delivery and evaluation
- Investigate and research suitable, sustainable venues for events across a range of stakeholder needs
- Regulation and policies that are relevant to the event assistant role contextualised to the organisation

## Finance Budgeting and Negotiation
- How to structure an event budget
- Collecting data
- Supplier negotiation
- Managing relationships with all stakeholders

## Personal Management and Communications Skills
- The importance of time-keeping and attendance
- Effective communication to all stakeholders
- Building a personal and professional 'brand'

## Event Creation
- Why clients choose to hold events and what purpose they serve
- Evaluating different types of event
- Contribute to the event team to create, design and plan events.

## Event Logistics
- Respective roles of different functions; logistics, production, creative and design
- Contracts and the essentials of health and safety at an event
- Monitoring and managing onsite issues at an event

## Event Marketing and Event Technology
- The role of marketing in event management
- Social media within the management of an event
- The changing face of technology and its relevance to the events industry

## Professional and Commercial Skills
- Programme and project management
- Events evaluation
- Managing and mitigating risks

## End-to-End Project: Event Challenge
- Application of learning in work setting
- Gap analysis
- Development of portfolio evidence

## Gateway Readiness and End Point Assessment
- Project - a work-based project or practical case study that contains real activity done in the role
- Portfolio of Evidence - evidence from real work activity by the apprentice that has been built up progressively through the apprenticeship (6 to 12 items)
- Professional Discussion - a structured interview between the apprentice and an independent assessor as well as a representative from the apprentice’s employer

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**LIVE TUTOR LED SEMINARS FOR EACH MODULE PLUS 1-2-1 COACHING SESSIONS**

**SUPPORT FROM NEURODIVERSITY SPECIALIST**