



MODULE ONE 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

MODULE TWO PERSONAL MANAGEMENT AND COMMUNICATIONS SKILLS

- The importance of time-keeping and attendance
- Effective communication to all stakeholders
- Building a personal and professional 'brand'

MODULE THREE FINANCE BUDGETING AND NEGOTIATION

- How to structure an event budget
- Collecting data
- Supplier negotiation
- Managing relationships with all stakeholders

MODULE FOUR 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.

MODULE FIVE 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

MODULE SIX 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

MODULE SEVEN PROFESSIONAL AND COMMERCIAL SKILLS AND 360 DEGREE FEEDBACK

- Programme and project management
- Events evaluation
- Managing and mitigating risks

END-TO-END PROJECT: EVENT CHALLENGE

PORTFOLIO SHOWCASE

- Application of learning in work setting
- Gap analysis
- Development of portfolio evidence

2 Months

DEMONSTRATING HOLISTIC EVENT PLANNING AND MANAGEMENT WITHIN ROLE RESPONSIBILITY AND PREPARATION FOR EPA

2 Months

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

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



SUPPORT FROM NEURODIVERSITY SPECIALIST