



Arrangements for:

National Certificate in Events Co-ordination at SCQF level 5

Group Award Code: GD0M 45

Validation date: May 2011

Date of original publication: September 2011

Version: 14 (May 2021)

Acknowledgement

SQA acknowledges the valuable contribution that Scotland's colleges have made to the development of National Qualification Group Awards.

History of changes

It is anticipated that changes will take place during the life of the qualification, and this section will record these changes. This document is the latest version and incorporates the changes summarised below.

Version number	Description	Date
14	Revision of Units: FM28 10 Working for Yourself (finish date 31/07/2023) has been replaced by J5CR 44 Working for Yourself	07/05/21
13	Revision of Units: F59L 11 Word Processing (finish date 31/07/2023) has been replaced by J4YR 45 Word Processing (start date 01/08/2020) F59P 11 Front of Office Skills (finish date 31/07/2023) has been replaced by J4YS 45 Front of Office Skills (start date 01/08/2020). F59T 11 Managing Your Time and resources (finish date 31/07/2023) has been replaced by J4YV 45 Managing Your Time, Resources and Wellbeing (start date 01/08/2020) F59W 11 Handling Business Documents (finish date 31/07/2023) has been replaced by J4YW 45 Processing Business Documents (start date 01/08/2020)	05/11/20
12	Revision of unit codes: Unit codes were updated for the following units: ESOL for Everyday Life H24H 75 (J25B75) ESOL in Context H24L 75 (J25R 75) Administrative Theory and Practice H4KB 76 (J1YB 76) IT Solutions for Administrators H1YW 75 (J1Y4 75) The unit content and assessment for all of the units is unchanged	25/09/2019
11	Revision of Units: DF47 10 Financial Accounting (finish date 31/07/2021) has been replaced by J1JW 44 Financial Accounting for Sole Traders (start date 01/08/2019) FN17 11 Recording Data in the ledger (finish date 31/07/2021) has been replaced by J1K4 45 Recording Cash Transactions (start date 01/08/2019)	28/11/2018
10	Revision on Unit: F3J3 11 Hospitality: Events has been replaced by J13F 75 Hospitality: Events	24/08/2018
09	Revision of Unit: F5G2 10 Marketing: An Introduction <i>has been revised by HJ2Y 44 Marketing: An Introduction and will finish on 31/07/2019.</i> Revision of Unit: F390 11 Marketing: Basic Principles <i>has been revised by HJ30 45 Marketing: Basic Principles and Applications and will finish on 31/07/2019.</i> Revision of Unit: F6V0 12 Marketing Mix <i>has been revised by HJ31 46 Marketing Mix and will finish on 31/07/2019.</i>	28/02/2017

08	Revision of Unit: D36H 11 Work Experience <i>has been revised by HF88 45 Work Placement and will finish on 31/07/2017.</i>	22/07/2016
07	Revision of Unit: DV35 11 English for Speakers of Other Languages: Work-Related Contexts <i>has been revised by H24L 75 ESOL in Context and will finish on 31/07/2016.</i>	26/03/2015
06	F181 11 Computing: Web Design Fundamentals <i>has been revised by H614 45 Computing: Website Graphics and will finish on 31/07/2016.</i> DM3R 11 Information Technology for Administrators <i>has been revised by H1YW 75 IT Solutions for Administrators and will finish on 31/07/2016.</i>	12/11/2014
05	Revision of Unit: DV34 11 English for Speakers of Other Languages: Everyday Communication <i>has been revised by H24H 75 ESOL for Everyday Life and will finish on 31/07/2016.</i> Revision of Unit: F2FV 11 Personal Development: Self Awareness <i>has been revised by H18X 45 Personal Development: Self Awareness and will finish on 31/07/2016.</i> Revision of Unit: F37X 11 Personal Development: Self and Work <i>has been revised by H18P 45 Personal Development: Self and Work and will finish on 31/07/2016.</i> H23W 75 Literacy <i>has been added as an alternative to F3GB 11 Communication</i> H225 74 Numeracy <i>has been added as an alternative to F3GF 10 Numeracy</i> H225 75 Numeracy <i>has been added as an alternative to F3GF 11 Numeracy</i>	16/05/2014
04	Scottish Context Unit added as an alternative: Rural Business Investigation with a Scottish Context (H6MR 75) added as an alternative to Rural Business Investigation (F6AF 11) Employment Law: An Introduction – Scotland (H6T1 46) added as an alternative to Employment Law: An Introduction (FR2C 12)	22/04/2014
03	Revision of Unit: D0W0 11 Recording of Cash Data has been revised by FN14 11 and will finish on 31/07/2013. DK2R 11 Customer Service Skills for the Entrepreneur has been revised by F5GB 11 and finished on 31/07/2011.	29/04/2013
02	Revision of Personal Development: Self and Work (F37X 11), (lapse date 31/07/2013, finish date 31/07/2015) Revision of Personal Development: Self Awareness (F2FV 11), (lapse date 31/07/2013, finish date 31/07/2015)	18/02/2013

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1 Introduction

This is the Arrangements Document for the new National Certificate in Events Co-ordination at SCQF level 5, which was validated in May 2011. This document includes background information on the development of the Group Award, its aims, guidance on access, details of the Group Award structure, and guidance on delivery.

This new National Certificate (NC) in Events Co-ordination is designed as a nationally recognised and certificated Group Award, which will ensure a consistent standard across colleges and equip candidates with the knowledge, skills and understanding required for employment at events administration or assistant level or for progression to further qualifications. In the design of this award, employer needs have been balanced with the need to provide candidates with the opportunity to maximise their potential to achieve a nationally recognised qualification, and to allow progression within the industry or to further academic study.

2 Rationale for the development of the Group Award

Tourism is a vitally important sector for Scotland and the visitor economy contributes over £11 billion in GDP to the country. The events industry is a vibrant and exciting part of tourism; it gives it colour and vitality, acting as the draw for visitors near and far. Working in the industry is exciting and fast moving, requiring excellent customer service and communication skills. Competing on the world stage is critical in the modern age and Scottish events help us do this with flair and energy.

The events industry has only really been identified as a discrete entity in the last 20 to 30 years. Originally, events organisers were either based within the organisation that required the event and mainly played a day to day operational management or administrative role, or they were based within the venue that was hosting. Whilst this pattern still exists, the intervening growth period has seen the emergence of a relatively large number of freelance event organisers or small operations whose primary business is the organisation of events for others. The events industry comprises the following sub-sectors:

- ◆ Business tourism/business events sub sector (conferences, meetings and exhibitions, incentive travel, corporate events and corporate hospitality, outdoor events)
- ◆ Leisure events sub-sector (community events, live entertainment events, sports events, party/celebration events/weddings)

The Scottish Government's Major Events Strategy document *Competing on an International Stage* states as their vision: 'To become one of the world's foremost events destinations by 2015.'

In addition the Tourism Framework for Change (TFFC) Skills Strategy 2006 identified among its Strategic Action Points:

- ◆ the need to reduce the number of employees in the sector, of which the events industry is a key area, who have no formal qualifications
- ◆ the need to improve the appeal of the industry to potential recruits.

Furthermore the Labour Market Review of the Events Industry (February 2010) estimated the events industry's contribution to the UK economy at currently £24.6 billion but highlighted a 'worrying lack of understanding among jobseekers and learners on the realities of working in the events industry and what it entails'. This NC seeks develop this understanding prior to candidate progression to further study at HN level or to employment and should provide a flexible framework within which current and future industry and technological changes can be accommodated. It will fill a previous gap in provision at non advanced level and contribute to the aims of the TFFC Skills Strategy.

- ◆ According to the Review, skills and attributes looked for include:
 - an understanding of the needs of event companies
 - IT skills
 - verbal and Written Communication skills
 - excellent organisation and administrative skills
 - time management
 - ability to express oneself in an articulate manner
 - approachability
 - customer service skills

Carefully planned delivery of this NC will contribute to the development of these skills and attributes.

3 Aims of the Group Award

The main aim of the Group Award is to provide a practical and flexible introduction to the events industry which will enable candidates to acquire and develop the skills and knowledge needed to access further study in events, or to move into the employment market in the events industry as trainees in event organization and event administration. The possibility of multiple exit routes provides candidates with achievable choices and will put them in a stronger position to move to the next stage of their study or career development and should increase their chances of doing this successfully.

Progression routes for the proposed qualification are well established, with modernised HNC and HND qualifications and possible degree provision available within several universities.

3.1 Principal aims of the Group Award

- ◆ Give candidates a background in events which will enable them to reflect on career opportunities at an operational level, in an events context.
- ◆ Prepare candidates for entry into further qualifications — in particular directly into HN Events.
- ◆ Provide candidates with specific events related knowledge and practical skills and the transferable skills demanded by employers.
- ◆ Provide candidates with Core Skills and essential skills for events related occupations and for further study in events.
- ◆ Allow candidates to be formally certificated by SQA for a nationally recognised Group Award.
- ◆ Respond to sector skills council and market demand for relevant skills development and qualifications at non advanced level.

The award will meet these principal aims through a robust, events focused mandatory core which will ensure that all candidates will acquire and develop key knowledge, understanding and skills relevant to further study and to employment in an events environment.

3.2 General aims of the Group Award

The general aim of the NC in Events Co-ordination at SCQF level 5 is to provide candidates with a practically focused award, which delivers robust development of knowledge, understanding and skills relevant to the events industry, with a high degree of emphasis upon transferable skills, employability and personal development. The Group Award will:

- ◆ provide opportunities for candidates to study optional Units at SCQF level 4, 5 6.
- ◆ provide a National Certificate which will be sufficiently flexible to allow for a number of different modes of delivery.
- ◆ provide the candidate with a recognised, relevant and up to date nationally recognised qualification.
- ◆ enable candidates to consider the various options open to them and to make informed choices for their future.

3.3 Target groups

The NC in Events Co-ordination is suitable for candidates who have no previous experience of the events industry and could be delivered to a range of candidates from school leavers to mature learners re-entering education.

3.4 Employment opportunities

The sector skills council, People 1st, has identified that generally those operating in the events industry fall within the following categories:

- ◆ event organisers
- ◆ venue providers
- ◆ exhibitors
- ◆ event suppliers
- ◆ temporary structures crew

In the business events sector there are four types of event organisers:

- ◆ corporate in-house organisers
- ◆ associations
- ◆ organisers who work for agencies/professional event management companies
- ◆ entrepreneurs

Employment may be gained within the following range of job opportunities- events co-ordinator, events administrator, temporary structures crew member, account assistant, client liaison, delegate co-ordinator, events marketing assistant, porters, catering staff, sales / business administrator. These are posts currently available within both private and publicly funded organisations.

Appendix 2 provides a mapping of mandatory Units to relevant National Occupational Standards.

4 Access to Group Award

There are no specific recommended entry requirements for this award and entry will be at the discretion of the centre. Some centres may, for example, choose to request that potential candidates have achieved relevant Standard Grades or Intermediate level qualifications or other equivalent qualifications or experience.

Individual Unit specifications may also recommend that the candidate has achieved some prior qualifications such as:

- ◆ National Courses including Intermediate 1 English and Mathematics/Numeracy
- ◆ Standard Grades at General level.
- ◆ Other equivalent qualifications and/or experience for example Hospitality Events Units, Skills for Work Courses.

Where demand exists from candidates whose first language is not English, there may be a need to develop English language skills in order for these candidates to become effective learners. In some cases, these candidates may benefit from prior study in English before embarking upon an NC in Events Co-ordination at SCQF level 5.

The SQA portfolio of ESOL courses would provide an appropriate entry point for such candidates though others may possess sufficient English language skills, particularly in terms of English speaking, to embark directly on the NC in Events Co-ordination at SCQF level 5. The recommended Core Skills entry level is at level 4.

5 Group Award structure

Candidates will be awarded the National Certificate in Events Co-ordination at SCQF 5 on successful completion of 12 SQA credits (72 SCQF credit points), made up of eight mandatory credits (48 SCQF points) and four credits (24 SCQF points) from a choice of optional Units.

Of the eight mandatory credits, seven are at SCQF level 5 and one is at level 6. The remaining four credits required to make up the Group Award may be at level 4, 5 or 6.

The eight mandatory Units ensure that, on completion of the Group Award, candidates will have the necessary hard and soft skills required to work in the events industry at an operative level. For example, they will have gained skills in event administration, event costing and organisation, an awareness of working safely and of the importance of customer care in the events, hospitality and tourism industry. They will also be able to work both independently and as a member of a team.

5.1 Framework

Mandatory Units — 8 credits

Unit title	Code	SCQF credit points	SCQF level	SQA credit value
Contribute to an Event	FP62 11	12	5	2
Events Industry: An Overview	FP61 11	6	5	1
Events Costing: An Introduction	FN3A 11	6	5	1
Processing Business Documents	J4YW 45*	6	5	1
Event Organisation	F3PN 12	6	6	1
Customer Care for the Hospitality and Tourism Industry	DV3A 11	3	5	0.5
IT Solutions for Administrators	J1Y4 75*	6	5	1
Working Safely	D11N 11	3	5	0.5
Total		48		8

*Refer to history of changes for revision details.

Optional Units — 4 credits

Group A (Events Units): From 1–2 credits required

Unit title	Code	SCQF credit points	SCQF level	SQA credit value
Events Investigative Project	FP63 12	6	6	1
Assist with an Event	F5FJ 10	6	4	1
Hospitality: Events*	J13F 75	6	5	1

Group B (Marketing): From 1–2 credits required

Unit title	Code	SCQF credit points	SCQF level	SQA credit value
*Marketing Mix	HJ31 46	6	6	1
*Marketing: An Introduction	HJ2Y 44	6	4	1
*Marketing: Basic Principles and Applications	HJ30 45	6	5	1

Group C: From 0–2 credits required

Unit title	Code	SCQF credit points	SCQF level	SQA credit value
Word Processing	J4YR 45*	6	5	1
Administrative Services	DM3P 12	6	6	1
Administrative Theory and Practice	J1YB 76*	6	6	1
Front of Office Skills	J4YS 45*	6	5	1
Financial Accounting for Sole Traders	J1JW 44*	9	4	1.5
Financial and Cost Accounting: An Introduction	F5G1 10	6	4	1
Recording of Cash Transactions	J1K4 45*	6	5	1
Numeracy	F3GF 11	6	5	1
or				
Numeracy	H225 75	6	5	1
Communications	F3GB 11	6	5	1
or				
Literacy	H23W 75	6	5	1
Information and Communication Technology	F3GC 11	6	5	1
*Computing: Website Graphics	H614 45	6	5	1
Alcoholic Beverages: An Introduction	F7E4 11	6	5	1
Local Hospitality Provision	F7DL 11	3	5	0.5
Service of Food and Drink	D04R 11	6	5	1
Service of Food and Drink- Table	D280 12	12	6	2
Selling Skills	F3PJ 11	6	5	1
Food Hygiene for the Hospitality Industry	F792 11	3	5	0.5
Human Resources: Administration	F5AG 12	6	6	1
*Customer Service Skills for the Entrepreneur	F5GB 11	6	5	1
The Scottish Tourism Product: An	DM4T 12	6	6	1

Introduction				
Leadership: An Introduction	F78C 12	3	6	0.5
Employment Law: An Introduction or	FR2C12	6	6	1
Employment Law: An Introduction- Scotland	H6T1 46	6	6	1
Law of Contract: An Introduction	FN4X 12	6	6	1

* Refer to history of changes for revision details

Unit title	Code	SCQF credit points	SCQF level	SQA credit value
Managing Your Time, Resources and Wellbeing	J4YV 45*	6	5	1
Developing Skills for Employment	F393 11	6	5	1
*Working for Yourself	J5CR 44	6	4	1
*Work Placement	HF88 45	6	5	1
*Personal Development: Self and Work	H18P 45	6	5	1
*Personal Development: Self Awareness	H18X 45	6	5	1
Rural Business Investigation or Rural Business Investigation with a Scottish Context	F6AF 11 H6MR 75	6 6	5 5	1 1
Land-based Industries: An Introduction	DX0V 10	6	4	1
Cantonese for Work Purposes	F3CF 10 or 11	6	4 or 5	1
French For Work Purposes	F3CG 10 or 11	6	4 or 5	1
Gaelic (Learners) For Work Purposes	F3CD 10 or 11	6	4 or 5	1
German For Work Purposes	F3CC 10 or 11	6	4 or 5	1
Italian For Work Purposes	F3CB 10 or 11	6	4 or 5	1
Spanish For Work Purposes	F3C7 10 or 11	6	4 or 5	1
Mandarin For Work Purposes	F3CA 10 or 11	6	4 or 5	1
Polish For Work Purposes	F3C9 10 or 11	6	4 or 5	1
*ESOL for Everyday Life	J25B 75	12	5	2
*ESOL in Context	J25R 75	6	5	1

*Refer to history of changes for revision details

5.2 Mapping information

Core Skills

The NC in Events Co-ordination at SCQF level 5 provides opportunities for candidates to either obtain or develop each of the five Core Skills or their components. The Core Skill mapping is shown in Appendix 4. Development of these skills is possible naturally through the Unit content or through specific learning and teaching approaches. This is based upon the principle that Core Skills development is more meaningful for learners and provides more benefit to employers if it is undertaken in the context of events. Dedicated Units to cover Core Skills in *Communication*, *Numeracy* and *ICT* are included in the optional section of this Group Award but it is strongly recommended that where these are selected, centres ensure that delivery is in the context of the events industry.

The recommended entry and anticipated exit levels for Core Skills are shown in the table below.

Core Skill	Recommended Entry Level	Anticipated Exit Level
Communication	SCQF level 4	SCQF level 5
Numeracy	SCQF level 4	SCQF level 5
Information and Communication Technology (ICT)	SCQF level 4	SCQF level 5
Problem Solving	SCQF level 4	SCQF level 5
Working with Others	SCQF level 4	SCQF level 5

Embedded Core Skills/Core Skill components have been identified in the following Units:

Mandatory Section

Unit Code	Unit Title	Core Skill/Core Skill Component
FP62 11	Contribute to an Event	Critical Thinking at SCQF level 5 Planning and Organising at SCQF level 5
FP61 11	Events Industry : An Overview	Critical Thinking at SCQF level 5
FN3A 11	Events Costing: An Introduction	Using Number at SCQF level 5
F3PN 12	Event Organisation	Problem Solving at SCQF level 5

Optional Section

Unit Code	Unit Title	Core Skill/Core Skill Component
J13F 75*	Hospitality Events	Working with Others at level 5
FP63 12	Events Investigative Project	Critical Thinking at SCQF level 6

In the mandatory section, Core Skills development has been signposted in the following Units:

Unit Code	Unit Title	Core Skill
FP62 11	Contribute to an Event	ICT Communication Working with Others at level 5
FP61 11	Events Industry : An Overview	ICT at level 5 Communication at level 5
FN3A 11	Events Costing: An Introduction	ICT at level 5
F3PN 12	Event Organisation	Communication Working with Others
D11N 11	Working Safely	Problem Solving
F59W 11	Handling Business Documents	Numeracy at level 4
DV3A 11	Customer Care for the Hospitality & Tourism Industry	Problem Solving
DM3R 11	IT for Administrators	Problem Solving ICT

Communication: Skills in Written Communication will be developed naturally as candidates produce well-structured written communication that presents all essential ideas/information and supporting detail in a logical and effective order taking account of purpose and target. Oral Communication skills may also be developed where candidates present findings by making short presentations.

Problem Solving: Critical Thinking, Planning, Organising, Reviewing and Evaluating: Decisions are made on venue, costs, documentation and media as an event plan is investigated. Candidates will plan, organise and evaluate approaches taken to a variety of tasks.

Numeracy: will be developed as candidates produce event costings involving a variety of calculations and present information in graphical or diagrammatical form.

Information and Communication Technology (ICT): Where candidates use the internet to research information and to carry out a range of processing tasks.

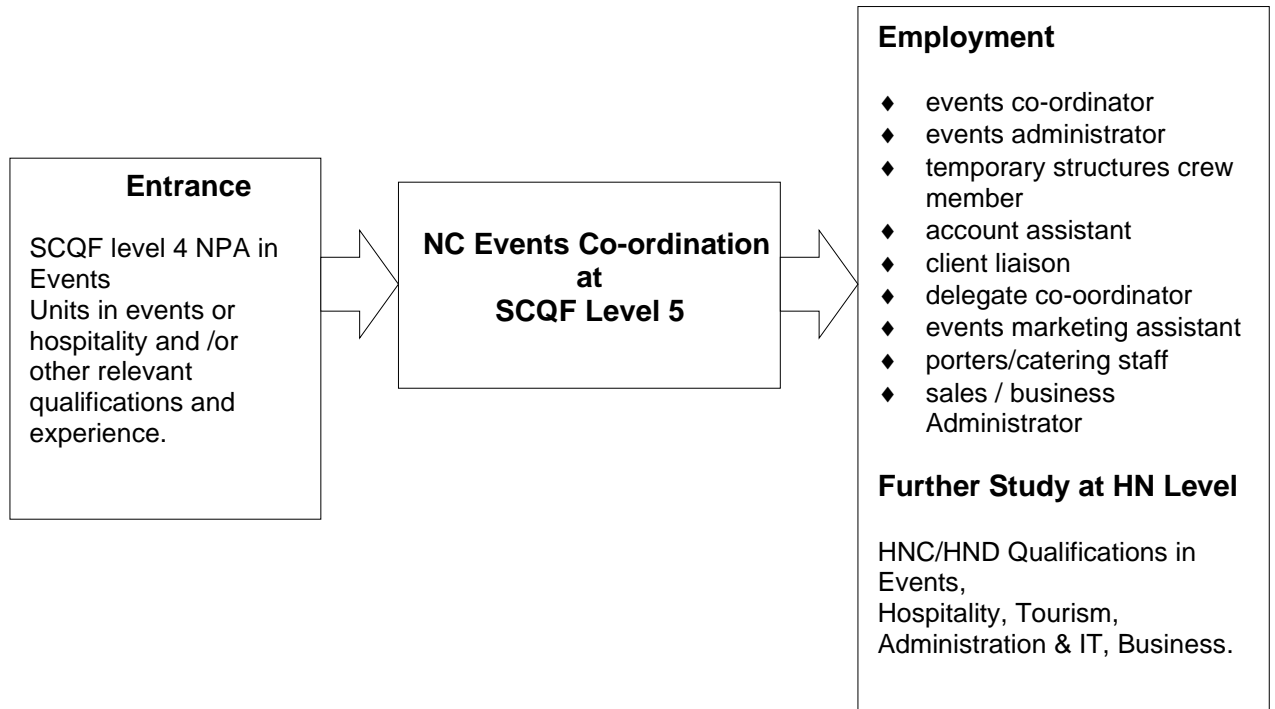
Working with Others: will be developed as candidates work in small groups in the Unit *Contribute to an Event*.

5.3 Articulation, professional recognition and credit transfer

The NC in *Events Co-ordination* at SCQF level 5 offers candidates the opportunity for progression both into the employment market and to further study. Specifically, it will articulate to the HNC Events and HND Events Management.

Candidates wishing to progress to study at SCQF level 7 should be encouraged to study optional Units at SCQF level 6 within the National Certificate in order to help them bridge the gap between SCQF level 5 and SCQF level 7. It is also possible that candidates in full time college programmes will complete more credits than the 12 required to attain the Group Award. The additional number of Units traditionally made available by colleges and how colleges choose to use those Units may also influence possible progression routes.

The diagram below illustrates possible progression routes into the NC and from the NC into employment or further study. For more information on progression routes for qualifications in the events sector please see Appendix 1.



6 Approaches to delivery and assessment

Content and context

The content of the mandatory section of the NC has been designed to sample fundamental principles and functions within the events industry which will enable the Group Award to reflect the needs and demands of learners, employers and centres. The Units *Customer Care for the Hospitality and Tourism Industry* and *Working Safely* will provide the learner with contextualised knowledge and skills of these important areas within the events industry. The Unit *Event Organisation* will raise awareness of the importance of planning in the context of events.

The mandatory section places a high degree of emphasis upon employability and transferable skills (see Appendix 3). The practical focus of the Group Award is designed to promote learner development and confidence and enhance the positive contribution that candidates who complete it can offer to society as a whole. The NC provides opportunities to develop candidates' essential skills in employability, citizenship, sustainability and enterprise as well other generic skills for learning life and work:

- ◆ positive attitude to workplace and learning
- ◆ the importance of time-keeping and attendance
- ◆ the importance of good verbal communication
- ◆ the importance of good listening skills
- ◆ how to work co-operatively with others as a member of a team
- ◆ self-respect and showing respect and consideration for others
- ◆ adaptability and flexibility
- ◆ application of appropriate legislation, eg health and safety
- ◆ planning and preparing

- ◆ confidence to seek feedback
- ◆ confidence to give feedback
- ◆ self-review and evaluation
- ◆ customer care skills

Centres delivering the Group Award will have opportunities to provide a flexible programme which can accommodate the needs of a range of different learners and to tailor these to their interests and objectives.

6.2 Delivery and assessment

The Units chosen for NC in Events Co-ordination lend themselves to practical methods of delivery and of assessment. Specific learning and teaching methods will vary between and within Units, but there should be a consistent approach of presenting them in a way which will engage the interest of learners.

While the sequence of delivery of the Units is for individual centres to decide, it is suggested that the Units *Events Industry: An Overview* and *Working Safely* should be introduced at an early stage so that essential knowledge developed in these can be built upon during the delivery of the other Units.

There are opportunities for integration in the delivery and assessment of the Units. For example, the following Units lend themselves well to this approach:

- ◆ Contribute to an Event
- ◆ Handling Business Documents
- ◆ Customer Care for the Hospitality and Tourism Industry

A Sample Delivery Model is provided in **Appendix 5**.

The use of e-assessment such as e-testing, the use of e-portfolios or e-checklists may be appropriate in some Units. Centres which wish to use e-assessment must ensure that the national standard is applied to all candidate evidence and that conditions of assessment as specified in the Unit evidence requirements are met, regardless of the mode of gathering evidence.

Assessment Support Packs are available for the following Units:

- ◆ *Customer Care for the Hospitality and Tourism Industry*
- ◆ *Working Safely*
- ◆ *Hospitality Events*
- ◆ *Local Hospitality Provision*
- ◆ *Service of Food and Drink-Table*
- ◆ *Service of Food and Drink*
- ◆ *Food Hygiene for the Hospitality Industry*
- ◆ *Selling Skills*
- ◆ *Information Technology for Administrators*

The NC is likely to be delivered as a full time programme at most centres, however it is possible to offer the award on a part time and flexible mode of delivery using a blended learning approach. The opportunity for integrating the work based events could support the assessment in the Unit Event Organisation as well as possibly Handling Business Documents and IT for Administrators.

7 General information for centres

Disabled candidates and/or those with additional support needs

The additional support needs of individual candidates should be taken into account when planning learning experiences, selecting assessment instruments, or considering whether any reasonable adjustments may be required. Further advice can be found on our website www.sqa.org.uk/assessmentarrangements.

Internal and external verification

All instruments of assessment used within this/these Group Award(s) should be internally verified, using the appropriate policy within the centre and the guidelines set by SQA.

External verification will be carried out by SQA to ensure that internal assessment is within the national guidelines for these qualifications.

Further information on internal and external verification can be found in *SQA's Guide to Assessment* (www.sqa.org.uk).

8 General information for candidates

The NC in Events Co-ordination at SCQF level 5 is designed to enable you to acquire and develop knowledge, understanding and skills for working in the events industry. It will enable you to focus on key skills such as event administration, event organisation and customer care as well as providing you with information regarding working safely.

Depending upon your preferences, the NC in Events Co-ordination at SCQF level 5 will give you a platform which will enable you to progress through further education or pursue employment opportunities. There is the opportunity for choice in the optional section that will help you focus upon a variety of subjects, and a range of Units at SCQF level 6. This will allow you to develop additional skills that will increase your confidence and employability in events.

You may be able to combine options for different purposes for example; food service Units if the interest is in food and beverage events; land based industry Units for outdoor events and languages Units to complement tourism events.

The NC in Events Co-ordination at SCQF level 5 contains eight mandatory Units (eight SQA credits). In addition, you must undertake four more credits from the list of options. Together, the mandatory and optional sections make up the twelve credits you need to successfully complete the NC in Events Co-ordination at SCQF level 5.

The mandatory Units are designed to:

- ◆ give you a background in events which will enable you consider the various options open to you and to make informed career choices for your future.
- ◆ prepare you for entry into further qualifications eg directly into an HNC/D.
- ◆ provide you with specific events related skills and transferable skills demanded by employers.
- ◆ provide you with the opportunity to develop Core Skills for events related occupations and for further study in events subjects.
- ◆ provide you with the opportunity to develop a range of other skills which you will be able to use in many life, learning and work related situations.

The mandatory Units will equip you with skills such as:

- ◆ skills and knowledge for working in the events industry
- ◆ customer care practices
- ◆ working safely
- ◆ organisational skills
- ◆ employability skills
- ◆ positive attitude to workplace and learning
- ◆ the importance of time-keeping and attendance
- ◆ the importance of good verbal communication
- ◆ the importance of good listening skills
- ◆ how to work co-operatively with others as a member of a team
- ◆ self-respect and showing respect and consideration for others
- ◆ adaptability and flexibility
- ◆ application of appropriate legislation, eg health and safety
- ◆ planning and preparing
- ◆ confidence to seek feedback
- ◆ confidence to give feedback
- ◆ self-review and evaluation
- ◆ customer care skills

There are no specific entry requirements for the NC in Events Co-ordination at SCQF level 5. However, for some Units, you may be able to relate what you are learning to other subjects you have studied, work experience you have had or simply to your own experience or ideas about the subject if you have previously studied it in school or worked in the events industry.

You can discuss your particular situation with college staff, who will be pleased to offer you guidance, support and advice on how the NC might suit your interests and abilities.

9 Glossary of terms

SCQF: This stands for the Scottish Credit and Qualification Framework, which is a new way of speaking about qualifications and how they inter-relate. We use SCQF terminology throughout this guide to refer to credits and levels. For further information on the SCQF visit the SCQF website at www.scqf.org.uk

SCQF credit points: One SCQF credit point equates to 10 hours of learning. NQ Units at SCQF levels 2–6 are worth 6 SCQF credit points, NQ Units at level 7 are worth 8 SCQF points.

SCQF levels: The SCQF covers 12 levels of learning. National Qualification Group Awards are available at SCQF levels 2–6 and will normally be made up of National Units which are available from SCQF levels 2–7.

Dedicated Unit to cover Core Skills: This is a non-subject Unit that is written to cover one or more particular Core Skills.

Embedded Core Skills: This is where the development of a Core Skill is incorporated into the Unit and where the Unit assessment also covers the requirements of Core Skill assessment at a particular level.

Signposted Core Skills: This refers to the opportunities to develop a particular Core Skill at a specified level that lie outwith automatic certification.

Qualification Design Team: The QDT works in conjunction with a Qualification Manager/Development Manager to steer the development of the National Certificate/National Progression Award from its inception/revision through to validation. The group is made up of key stakeholders representing the interests of centres, employers, universities and other relevant organisations.

Consortium-devised National Certificates/National Progression Awards are those developments or revisions undertaken by a group of centres in partnership with SQ

10 Appendices

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Appendix 1: Possible progression pathways

SCQF	SQA National Courses and Group Awards	Higher Education	Scottish Vocational Qualifications (SVQs)	SCQF
8		◆ HND Events Management		8
7		◆ HNC Events	None currently available	7
6	NPA Events		None currently available	6
5	◆ National Certificate Events Co-ordination			5
4	◆ Hospitality Skills for Work ◆ NPA Events			4

*There are no sector specific Events qualifications as SCQF level 4, but the Skills for Work course in Hospitality at this level would provide a suitably broad foundation for access purposes.

Appendix 2: Mapping of mandatory Units to National Occupational Standards

Unit code	Unit title	NOS title
FP62 11	Contribute to an Event	<p>BAA311 Support the organisation and co-ordination of events</p> <p>HSL2 Develop productive working relationships with colleagues</p> <p>HSL3 Contribute to the control of resources</p> <p>TT10 Develop and maintain your effectiveness at work</p> <p>TT21 Organise your work and personal development</p> <p>TT22 Contribute to supporting and developing colleagues</p>
FN3A 11	Events Costing: An Introduction	<p>MA-1 Provide Cost And Revenue Information</p> <p>TM-1 Administer Cash Balances</p> <p>405 Negotiate and agree budgets</p> <p>CV18 Issue floats and petty cash</p>
F59W 11	Handling Business Documents	<p>BAC122 Deliver, monitor and evaluate customer service to external customers</p> <p>BAA207 Process customer financial transactions</p>
F3PN 12	Event Organisation	<p>A1 Develop and agree the concept for an event</p> <p>A2 Research and agree the scope of an event</p> <p>A6 Identify, negotiate and secure a venue for an event</p> <p>D3 Develop detailed plans for an event</p> <p>D12 Evaluate and report on the success of an event</p> <p>HSL2 Develop productive working relationships with colleagues</p> <p>HSL3 Contribute to the control of resources</p> <p>TT10 Develop and maintain your effectiveness at work</p> <p>TT21 Organise your work and personal development</p>

Unit code	Unit title	NOS title	
		TT22	Contribute to supporting and developing colleagues
		BAA 312	Organise and co-ordinate events
DV3A 11	Customer Care for the Hospitality and Tourism Industry	BAC122	Deliver, monitor and evaluate customer service to external customers
		TT06	Give customers a positive impression of yourself and your organisation
DM3R 11	Information Technology for Administrators	BA 209	Store, Retrieve and archive information
		BA 214	Word processing software
		BA 215	Spreadsheet software
		BA 216	Database software

Appendix 3: Mapping of mandatory Units to the development of employability and transferable skills

Unit Name	Positive attitude to workplace and learning	The importance of time-keeping and attendance	The importance of good verbal communication	The importance of good listening skills	How to work co-operatively with others as a member of a team	Self-respect and showing respect and consideration for others
Contribute to an Event	✓	✓	✓	✓	✓	✓
Events Industry : An Overview	✓	✓	✓	✓	✓	✓
Events Costing: An Introduction				✓		
Handling Business Documents				✓		
Event Organisation	✓	✓	✓	✓	✓	✓
Customer Care for the Hospitality & Tourism Industry	✓	✓	✓	✓	✓	✓
IT for Administrators			✓	✓		
Working Safely	✓			✓		

Unit Name	Adaptability and flexibility	Application of appropriate legislation, eg health and safety	Planning and preparing	Confidence to seek feedback	Confidence to give feedback	Self-review and evaluation	Customer care skills
Contribute to an Event	✓	✓	✓	✓	✓	✓	✓
Events Industry : An Overview	✓	✓	✓	✓	✓	✓	✓
Events Costing: An Introduction	✓		✓	✓	✓	✓	
Handling Business Documents	✓		✓	✓	✓	✓	
Event Organisation	✓	✓	✓	✓	✓	✓	✓
Customer Care for the Hospitality & Tourism Industry	✓	✓	✓	✓	✓	✓	✓
IT for Administrators	✓		✓	✓	✓	✓	
Working Safely	✓	✓	✓	✓		✓	

Appendix 4: Core Skills mapping of mandatory Units

		Communication			Numeracy		Information and Communication Technology (ICT)		Problem Solving			Working with Others	
Unit Code	Unit title	Reading	Written	Oral	Using Graphical Info.	Using Number	Accessing Information	Processing Information	Critical Thinking	Planning and Organising	Reviewing and Evaluating	Working co-operatively with others	Reviewing co-operative contribution
FP6211	Contribute to an Event	Level 5 S	Level 5 S	Level 5 S			Level 5 S	Level 5 S	Level 5 C	Level 5 C	Level 5 S	Level 5 S	Level 5 S
FP6111	Events Industry: An Overview	Level 5 S	Level 5 S	Level 5 S			Level 5 S	Level 5 S	Level 5 C				
J13F 75	Hospitality Events											Level 5 C	Level 5 C
FN3A11	Events Costing: An Introduction	Level 5 S	Level 5 S	Level 5 S		Level 5 C	Level 5 S	Level 5 S	Level 5 S	Level 5 S	Level 5 S		
F59W11	Handling Business Documents				Level 4 S	Level 4 S							
F3PN12	Event Organisation	Level 5 S	Level 5 S	Level 5 S					Level 5 C	Level 5 C	Level 5 C		
DV3A11	Customer Care for the Hospitality and Tourism Industry												
DM3R11	Information Technology for Administrators												
D11N11	Working Safely								Level 4 S	Level 4 S	Level 4 S		

S = signposted
C = certificated

Appendix 5: Sample delivery model

This is an example of how the 12 credit NC in Events Co-ordination could be delivered in a wider full time college programme.

NC in Events Co-ordination		
Code	Unit	Block
D04R 11	Service of Food and Drink	Block 1
F3PJ 11	Selling Skills	Block 1
D11N 11	Working Safely	Block 1
F792 11	Food Hygiene for the Hospitality Industry	Block 1
F3C7 10/ F3C7 11	Spanish for Work Purposes	Block 1
J13F 75*	Hospitality Events	Block 1
FP61 11	Events Industry: An Overview	Block 1
Tutorial	Tutorial	Block 1
F7E4 11	Alcoholic Beverages: An Introduction	Block 2
F6VO 12	Marketing Mix	Block 2
F7DL 11	Local Hospitality Provision	Block 2
F3PN 12	Event Organisation	Block 2
DV3A 11	Customer Care for the Hospitality and Tourism	Block 2
FP62 11	Contribute to an Event	Block 2
F3GB 11	<i>Communication</i>	Block 2
DM3R 11	Information Technology For Administrators	Block 2
Tutorial	Tutorial	Block 2
FP63 12	Events Investigative Project	Block 3
FN3A 11	Events Costing: An Introduction	Block 3
F59W 11	Handling Business documents	Block 3
F3GF11	Numeracy	Block 3
Tutorial	Tutorial	Block 3
D280 12	Service of Food and Drink - Table	Block 2 & 3