



Higher National Unit specification

General information for centres

Unit title: Event Legislation: Contracts and Protection

Unit code: F35T 34

Unit purpose: This Unit is designed to give candidates an understanding of the different areas of legislation relating to contracts and data protection required for events. It will provide candidates with knowledge of contract law, contractual obligations and protecting the rights of others. It will also introduce candidates to the following areas of legislation encountered within the events industry: data protection, intellectual property, copyright and employment legislation.

On completion of the Unit the candidate should be able to:

- 1 Explain the law of contract and its relevance to the organisation of events.
- 2 Explain the principles of the Data Protection Act.
- 3 Explain the importance of intellectual property on the event industry.
- 4 Explain the key areas in employment legislation.

Credit points and level: 1 HN credit at SCQF level 7: (8 SCQF credit points at SCQF level 7*)

**SCQF credit points are used to allocate credit to qualifications in the Scottish Credit and Qualifications Framework (SCQF). Each qualification in the Framework is allocated a number of SCQF credit points at an SCQF level. There are 12 SCQF levels, ranging from Access 1 to Doctorates.*

Recommended prior knowledge and skills: Entry to this Unit will be at the discretion of the centre, no prior knowledge of the subject area is required.

Core Skills: There are opportunities to develop the component 'Critical Thinking' of the Core Skill of Problem Solving at SCQF level 5 in this Unit, although there is no automatic certification of Core Skills or Core Skills components.

Context for delivery: If this Unit is delivered as part of a Group Award, it is recommended that it should be taught and assessed within the subject area of the Group Award to which it contributes.

Assessment: Outcome 1 is assessed through use of a case study with extended response questions. The assessment should be open-book and undertaken in supervised conditions, using sampling and should take no longer than one hour.

Outcomes 2 and 3 are based on restricted response questions. A series of mini case study scenarios may be used to apply the legislation to events. These Outcomes should be assessed together at one event taking no longer than one hour and thirty minutes, undertaken in supervised, open-book conditions.

General information for centres (cont)

Outcome 4 will be assessed by a series of mini case study scenarios with restricted response questions. The assessment should be open-book and undertaken in supervised conditions and should take no longer than one hour.

All assessment will be under open-book conditions; therefore candidates are permitted to bring notes with them to the assessment event. They may not bring textbooks, handouts or other material not prepared by them.

Higher National Unit specification: statement of standards

Unit title: Event Legislation: Contracts and Protection

Unit code: F35T 34

The sections of the Unit stating the Outcomes, Knowledge and/or Skills, and Evidence Requirements are mandatory.

Where evidence for Outcomes is assessed on a sample basis, the whole of the content listed in the Knowledge and/or Skills section must be taught and available for assessment. Candidates should not know in advance the items on which they will be assessed and different items should be sampled on each assessment occasion.

Outcome 1

Explain the law of contract and its relevance to the organisation of events

Knowledge and/or Skills

- ◆ Formation of a contract
- ◆ General terms of a contract
- ◆ Types of contracts within the event industry
- ◆ Breach of contract
- ◆ Misrepresentation

Evidence Requirements

Evidence for the Knowledge and/or Skills in this Outcome will be generated via sampling.

Candidates must provide evidence for the first two items in the Knowledge and/or Skills above to show that they can:

- ◆ explain the three main elements of a contract and how a contract is formed
- ◆ identify six general terms of a contract

In addition, they must provide evidence for a sample of 2 from the 3 remaining items, showing that they can:

- ◆ outline three different contracts within the event industry
- ◆ describe what is meant by breach of contract and give one example relating to the organisation of events
- ◆ explain the term misrepresentation and give one example of misrepresentation within events.

Higher National Unit specification: statement of standards (cont)

Unit title: Event Legislation: Contracts and Protection

Assessment Guidelines

Outcome 1 could be based on a case study given to candidates seven days prior to assessment to allow for preparation, covering situations involving the key areas of a contract, and assessed via extended response questions. The assessment should last for one hour and be undertaken in supervised, open-book conditions ie candidates may bring notes but not bring textbooks, handouts or other material not prepared by them, to the assessment event. For the reassessment the candidate may be provided with a different case study and a different sample of questions.

Outcome 2

Explain the principles of the Data Protection Act.

Knowledge and/or Skills

- ◆ Data protection
- ◆ Data Protection Act
- ◆ Event scenarios

Evidence Requirements

Candidates will need to provide evidence to demonstrate their Knowledge and/or Skills by showing that they can:

- ◆ define what is meant by data protection
- ◆ explain the eight principles applied to the Data Protection Act
- ◆ explain the impact of the Data Protection Act on two different event scenarios.

Assessment Guidelines

A series of mini case study scenarios may be used to apply legislation to events. These Outcomes could be assessed together at one event lasting approximately one hour and thirty minutes, in which candidates have to correctly identify the appropriate detail of the data protection act and law of copyright. Candidates could be provided with restricted response questions, under supervised open-book conditions ie they are permitted to bring notes but not bring textbooks, handouts or other material not prepared by them.

The mini case study scenarios may be given to candidates seven days prior to assessment to allow for preparation

For the reassessment the candidate may be provided with different scenarios.

This Outcome could be integrated with Outcome 3

or

Outcomes 2, 3 and 4 assessments may be integrated.

Higher National Unit specification: statement of standards (cont)

Unit title: Event Legislation: Contracts and Protection

Outcome 3

Explain the importance of intellectual property on the event industry.

Knowledge and/or Skills

- ◆ Law of copyright
- ◆ Duration of copyright
- ◆ Intellectual property law

Evidence Requirements

Candidates will need to provide evidence to demonstrate their Knowledge and/or Skills by showing that they can:

- ◆ Explain four key features of the law of copyright
- ◆ Explain the duration of copyright to two event scenarios
- ◆ Explain the intellectual property law's importance to the event industry and outline two other types of intellectual property

Assessment Guidelines

A series of mini case study scenarios may be used to apply legislation to events. These Outcomes could be assessed together at one event lasting approximately one hour and thirty minutes, in which candidates have to correctly identify the appropriate detail of the data protection act and law of copyright. Candidates could be provided with restricted response questions, under supervised open-book conditions ie they are permitted to bring notes but not bring textbooks, handouts or other material not prepared by them.

The mini case study scenarios may be given to candidates seven days prior to assessment to allow for preparation.

For the reassessment the candidate may be provided with different scenarios.

This Outcome could be integrated with Outcome 2

or

Outcomes 2, 3 and 4 assessments may be integrated.

Higher National Unit specification: statement of standards (cont)

Unit title: Event Legislation: Contracts and Protection

Outcome 4

Explain the key areas in employment legislation

Knowledge and/or Skills

- ◆ Contracts of employment
- ◆ Terms and conditions
- ◆ Statutory rights of employees
- ◆ National minimum wage
- ◆ Discipline and dismissal legislation

Evidence Requirements

Candidates will need to provide evidence to demonstrate their Knowledge and/or Skills by showing that they can:

- ◆ Explain eight main terms and conditions expressed in an employment contract.
- ◆ Explain six statutory rights of employees
- ◆ State the national minimum wage for the three age ranges
- ◆ Explain employment legislation in relation to discipline and dismissal

Assessment Guidelines

Candidates could be provided with restricted response questions relating to mini case study scenarios covering situations involving the key areas of employment. For each scenario they will have to correctly identify the appropriate detail of employment legislation. The assessment will be undertaken in supervised, open-book conditions and will last a maximum of one hour. Candidates are permitted to bring notes but may not bring textbooks, handouts or other material not prepared by them to the assessment event.

The mini case study scenarios may be given to candidates seven days prior to assessment to allow for preparation.

For the reassessment the candidate may be provided with different scenarios.

Outcomes 2, 3 and 4 assessments may be integrated.

Administrative Information

Unit code: F35T 34

Unit title: Event Legislation: Contracts and Protection

Superclass category: EC

Original date of publication: July 2008

Version: 01

History of changes:

Version	Description of change	Date

Source: SQA

© Scottish Qualifications Authority 2008

This publication may be reproduced in whole or in part for educational purposes provided that no profit is derived from reproduction and that, if reproduced in part, the source is acknowledged.

SQA acknowledges the valuable contribution that Scotland's colleges have made to the development of Higher National qualifications.

Additional copies of this Unit specification can be purchased from the Scottish Qualifications Authority. Please contact the Customer Contact Centre for further details, telephone 0845 279 1000.

Higher National Unit specification: support notes

Unit title: Event Legislation: Contracts and Protection

This part of the Unit specification is offered as guidance. The support notes are not mandatory.

While the exact time allocated to this Unit is at the discretion of the centre, the notional design length is 40 hours.

Guidance on the content and context for this Unit

The Unit is designed to provide candidates with knowledge of legislation concerned with the organisation of events. It will enable the candidate to gain an understanding of the legislation particular to contracts and protection within an event. The delivery should reflect current industry standards. Candidates should continually be made aware of good practice in industry standards. The Unit should enable the candidate to demonstrate that they can holistically interpret the legislation, in relation to contracts and protection within the organisation of events. The evidence provided by the candidate should demonstrate that they are able to understand the legislation specific to a number of situations.

Outcome 1

Outcome 1 examines the formation of a contract, and in particular the nature of contracts within events, where much of the business can be sub-contracted. The main terms of a contract should be discussed such as obligations, timing/duration, cancellation etc. The different types of contracts that can exist within the organisation of an event such as catering, venue, equipment hire, entertainment, etc may be examined. Breach of contract and misrepresentation should also be considered in terms of organising events.

Outcome 2

Outcome 2 considers the Data Protection Act and the principles involved in data protection. The application of data protection to event situations should be explained, considering the type of data used, what it is used for and how long it should be kept by the event organiser.

Outcome 3

Outcome 3 examines the different types of intellectual property including trademarks, patents and designs and in particular, copyright law. The application of copyright to the events industry should be discussed including protecting copyright, the duration of copyright and obtaining permission etc. Candidates need to consider the importance of copyright law to the event industry.

Outcome 4

Outcome 4 will examine the law relating to contracts of employment including written statements of terms and conditions. The statutory rights of employees should be discussed, as well as the national minimum wage, in relation to different age groups and the conditions attached. Discipline and dismissal should be examined in relation to employment legislation and the correct procedures required to ensure fairness.

Higher National Unit specification: support notes (cont)

Guidance on the delivery and assessment of this Unit

It is expected that this Unit will be delivered through lecturer led discussion, the provision of appropriate examples and case studies, and by reading appropriate texts, journals and magazines.

The Unit aims to focus on the practical application of legislation and describe different approaches to its use. Guest speakers or visiting lecturers should be encouraged to allow an up-to-date approach to the learning, eg a Human Resource specialist. It would be beneficial to cover any impending changes to legislation.

All assessments are open-book assessments therefore the candidates are permitted to bring notes with them to the assessment. The candidate may not bring textbooks, handouts or other material not prepared by them to the assessment.

Opportunities for developing Core Skills

The delivery and assessment of this Unit may offer opportunities to develop the component ‘Critical Thinking’ of the Core Skill of Problem Solving at SCQF level 5. The general skill required is the ability to ‘analyse a complex situation or issue’. Specific skills required at SCQF level 6 include identifying the factors involved in the situation, assessing their relevance, and developing and justifying an approach to deal with the situation.

Over the course of this Unit candidates may use these skills, for example in dealing with complex topics such as the principles of the Data Protection Act, intellectual property and other learning and assessment requirements of the Unit. Candidates will be required to think critically about these issues, for example, Outcome 2 will require analysis of situations in order to ‘explain the impact of the Data Protection Act on two different event scenarios’.

Open learning

If this Unit is delivered by open or distance learning methods, additional resources will be required for candidate support, assessment and quality assurance.

Candidates with disabilities and/or additional support needs

The additional support needs of individual candidates should be taken into account when planning learning experiences, selecting assessment instruments, or considering alternative Outcomes for Units. Further advice can be found in the SQA document *Guidance on Assessment Arrangements for Candidates with Disabilities and/or Additional Support Needs* (www.sqa.org.uk).

General information for candidates

Unit title: Event Legislation: Contracts and Protection

This Unit will introduce you to areas of legislation within the events industry in relation to contracts and data protection.

It will provide you with an understanding of the laws supporting the areas of contracts and protection and allow you to be able to apply these to events. It is important that you understand the importance of the law and the implications of non-compliance.

On completion of this Unit you will be able to:

- 1 Explain the law of contract and its relevance to the organisation of events.
- 2 Explain the principles of Data Protection Act.
- 3 Explain the importance of intellectual property on the event industry.
- 4 Explain the key areas in employment legislation.

In Outcome 1 you will consider the elements of a contract and how contracts are formed. You will be given examples of different types of contract used within the event industry and investigate breaches of contract and misrepresentation.

In Outcome 2 you will examine data protection legislation with particular reference to the use of information when organising events and your obligations regarding data protection.

In Outcome 3, you will learn about copyright law and the key features of copyright and how it affects event organising. You will also consider other intellectual property such as patents, design and trademarks.

In Outcome 4, you will learn about employment legislation with reference to contracts, statutory rights, the minimum wage and discipline and dismissal.

Assessments will be undertaken in supervised, open-book conditions and may comprise a mixture of case studies with extended and restricted response questions.

During the course of the Unit you will have the opportunity to develop the Core Skills component of 'Critical Thinking' at SCQF level 5.