



National Unit Specification: general information

UNIT Assist with an Event (SCQF level 4)

CODE F5FJ 10

SUMMARY

This Unit is designed to introduce candidates to the skills and knowledge required to assist with an event. On successful completion of this Unit, the candidate will be able to plan, organise and take part in an event by working as a member of a team. Candidates will follow instructions to obtain resources and make arrangements for people to attend an event. On completion of the event candidates will carry out a review and evaluate their contribution to the event.

This Unit may be part of a range of various programmes of study in schools, colleges of further education or other centres. This Unit is suitable for candidates who have no previous experience of assisting with an event.

OUTCOMES

- 1 Work cooperatively as a member of a team, to assist in the planning of an event.
- 2 Work cooperatively as a member of a team, to assist in the implementation of an event, seeking feedback from others.
- 3 Review and evaluate contribution to team working on completion of the event.

RECOMMENDED ENTRY

Entry is at the discretion of the centre.

CREDIT VALUE

1 credit at (Intermediate 1) (6 SCQF credit points at SCQF level 4*).

**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.*

Administrative Information

Superclass: BA

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National Unit Specification: general information (cont)

UNIT Assist with and Event (SCQF level 4)

CORE SKILLS

Achievement of this Unit gives automatic certification of the following Core Skill:

- ◆ Working with Others at SCQF level 4

The Unit also provides opportunities for candidates to develop aspects of the following Core Skills:

- ◆ Communication (SCQF level 4)
- ◆ Problem Solving (SCQF level 4)
- ◆ Information Technology (SCQF level 3)

These opportunities are highlighted in the Support Notes of this Unit Specification.

National Unit Specification: statement of standards

UNIT Assist with an Event (SCQF level 4)

Acceptable performance in this Unit will be the satisfactory achievement of the standards set out in this part of the Unit Specification. All sections of the statement of standards are mandatory and cannot be altered without reference to SQA.

OUTCOME 1

Work cooperatively as a member of a team, to assist in the planning of an event.

Performance Criteria

- (a) Contribute to the identification of appropriate events and cooperatively agree the specified event.
- (b) Agree on a suitable venue for the specified event.
- (c) Identify the tasks associated with the specified event.
- (d) Identify Health and Safety requirements for the specified event.
- (e) Contribute to the production of a plan which meets the needs of the specified event.
- (f) Agree roles and responsibilities for each member of the team, recognising skills and preferences.
- (g) Work co-operatively with others while contributing to the plan.

OUTCOME 2

Work co-operatively as a member of a team, to assist in the implementation of an event, seeking feedback from others.

Performance Criteria

- (a) Work co-operatively with others while contributing to the event.
- (b) In an agreed role, carry out identified task(s) for the specified event.
- (c) Be proactive in adapting own role where necessary.
- (d) Adhere to health and safety requirements throughout the event.
- (e) Gather and record feedback on the specified event.

OUTCOME 3

Review and evaluate contribution to team working on completion of the event.

Performance Criteria

- (a) Review own contribution to the event, taking account of feedback from others.
- (b) Identify strengths of own contribution to the event.
- (c) Review the contribution of self and other team members to working co-operatively throughout the event.
- (d) Identify areas for improvement in own contribution to the event and some future objectives.

National Unit Specification: statement of standards (cont)

UNIT Assist with an Event (SCQF level 4)

EVIDENCE REQUIREMENTS FOR THIS UNIT

Evidence is required to demonstrate that candidates have achieved all Outcomes and Performance Criteria.

Outcome 1 — Written and/or oral evidence

Candidates will gather information which will be used to identify the type of event to be carried out. Working co-operatively as a member of a team, candidates will produce a plan for the event. This must include:

- ◆ identification of the type of event which will be arranged
- ◆ identification of suitable venue
- ◆ identification of the tasks associated with the identified event
- ◆ identification of the health and safety requirements for the chosen event
- ◆ agreed roles and responsibilities

The evidence will be gathered in an individual folio under open-book conditions. The plan should be produced early on in the Unit, prior to the activity being carried out.

Outcome 2 — Performance evidence

Candidates as a member of a team will assist in a practical activity which clearly demonstrates the tasks associated with the identified event. The activity must provide evidence of candidates:

- ◆ working co-operatively with others to carry out identified tasks for the event
- ◆ complying to health and safety requirements
- ◆ contributing to the gathering of feedback on the event

Candidates must comply with health and safety regulation throughout the practical activity. An assessor observation checklist must be used to record individual candidate performance.

Outcome 3 — Written and/or oral evidence

On completion of the specified event the candidate will review and evaluate their own and other team members' contribution to team working throughout the practical event. The review will record:

- ◆ identification of own strengths and weaknesses as a member of a team:
 - planning and preparing
 - following instructions
 - adapting to changes
 - working cooperatively with others
 - communication skills
 - ability to work in a team
- ◆ feedback from the assessor and one other person
- ◆ evaluation of the event
- ◆ identification of areas for development

National Unit Specification: statement of standards (cont)

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Candidates may conduct their review and evaluation unsupervised, referring to any notes. Evidence should be gathered towards the end of the Unit, on completion of the practical event.

The other person giving feedback may be: Army personnel; Charity volunteer; another member of staff from delivering centre.

The activity should take place in a realistic environment.

An Assessment Support Pack has been produced for this Unit. This pack includes a sample of event plans, a template for a plan, candidate review sheets and an observation checklist. Centres wishing to produce their own instruments of assessment should refer to the Assessment Support Pack to ensure that they are of a comparable standard.

National Unit Specification: support notes

UNIT Assist with an Event (SCQF level 4)

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

This Unit is a mandatory Unit in the National Certificate Group Award Army Preparation at (SCQF level 4) but can also be taken as a free-standing Unit.

The Unit will help with assisting in the arranging and implementation of an event. The tasks will include the identification of an event, the tasks associated with the organisation of the event and the review and evaluation of the event. This Unit is suitable for candidates with no previous knowledge of assisting with an event.

This Unit is aimed at enabling candidates to work co-operatively with others in planning, carrying out and reviewing a specified event. They will work co-operatively to identify tasks associated with the identified event, participate and evaluate a specified event. This should be carried out in a real situation. Examples: Charity event; Promotional event; Fund Raising; Display of candidates work or skills.

It is important that candidates are supported by their teacher/lecturer when considering the type of events which may be arranged and the tasks involved.

Health and safety practices should be reinforced throughout this Unit in relation to self, event arrangements and the people attending the event. Although candidates are not required to know all the regulations, an overview of the range of regulations would be valuable. The current regulations that cover practical events are:

- ◆ the Health and Safety at Work Act
- ◆ the Workplace (Health, Safety and Welfare) Regulations
- ◆ the Manual Handling Operations Regulations
- ◆ the Personal Protective Equipment at Work Regulations
- ◆ the Provision and Use of Work Equipment Regulations
- ◆ the Control of Substances Hazardous to Health Regulations (COSHH)
- ◆ the Electricity at Work Regulations
- ◆ Reporting of Injuries, Diseases and Dangerous Occurrences Regulations
- ◆ Food Hygiene Regulations

It would be useful for the teacher/lecturer to support group discussion to aid the candidates in working co-operatively to develop self evaluation on the practical event they have undertaken. The lecturer will support the candidates to plan an appropriate practical event to meet the needs identified. The order which the assessments should be taken is — identifying, planning including identification of tasks for the practical event, carry out plan, review and evaluate. However, it is important that the identification of the practical event to be carried out is done early in the Unit.

National Unit Specification: support notes (cont)

UNIT Assist with an Event (SCQF level 4)

GUIDANCE ON LEARNING AND TEACHING APPROACHES FOR THIS UNIT

Group discussion and activities could be used to allow the candidates to consider various types of events which may be arranged.

This Unit should be delivered in a real environment, with the candidate assisting under supervision.

An example plan produced by the teacher/lecturer of an event identifying tasks would support candidate learning.

The identification process should be delivered early in the Unit to allow the candidate the means to identify the skills required. The teacher/lecturer should support the candidate in the selection of a practical event to allow a feasible choice.

OPPORTUNITIES FOR CORE SKILL DEVELOPMENT

Candidates will assist in the planning of an event and participate in a practical team task. Candidates will also be encouraged to take responsibility for improving their own performance through self-evaluation, seeking feedback from others, reflecting and evaluating. Dependent on resources, these are good opportunities for developing aspects of Core Skills in:

- ◆ Communication
- ◆ Problem Solving

If candidates use the internet as part of their planning, this will also provide a good opportunity to develop aspect of: Using Information Technology.

Achievement of this Unit gives candidates automatic certification of the Core Skill of *Working with Others* at SCQF level 4.

GUIDANCE ON APPROACHES TO ASSESSMENT FOR THIS UNIT

A suitable instrument of assessment for generating the evidence for Outcomes 1 and 3 would be in the form of a folio and should include the identification of the types of events, the plan of the practical event to include Food Hygiene regulations if dealing with food, feedback from others including the assessor, self evaluation on completion of the event, identification of areas for improvement while working co-operatively. Outcome 2 will be assessed, while the candidates are working co-operatively, by performance evidence through an assessor observation checklist in a real situation and a suitable instrument of assessment would be a practical assignment.

National Unit Specification: support notes (cont)

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Opportunities for the use of e-assessment

E-assessment may be appropriate for some assessments in this Unit. By e-assessment we mean assessment which is supported by information and communications technology (ICT), such as e-testing or the use of e-portfolios or e-checklists. 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 Evidence Requirements are met, regardless of the mode of gathering evidence. Further advice is available in *SQA Guidelines on Online Assessment for Further Education (AA1641, March 2003)*, *SQA Guidelines on e-assessment for Schools (BD2625, June 2005)*.

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