



Group Award Specification for:

**National Progression Award (NPA) Events
at SCQF level 4: GM1Y 44**

**National Progression Award (NPA) Events
at SCQF level 6: GM20 46**

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1 Introduction

This document was previously known as the Arrangements document. The purpose of this document is to:

- ◆ assist centres to implement, deliver and manage the qualification
- ◆ provide a guide for new staff involved in offering the qualification
- ◆ inform course managers teaching staff, assessors, learners, employers and HEIs of the aims and purpose of the qualification
- ◆ provide details of the range of learners the qualification is suitable for and progression opportunities

The events industry in Scotland continues to grow, contributing an estimated £3.5 billion to the Scottish economy. Major hotels and hospitality operations are now operating events facilities within their complexes. In addition there has been a huge increase in the number of festivals, sporting events, outdoor concerts and purpose built venues for events.

This is a vibrant sector which is both exciting and fast moving. Human Resource Managers within these rapidly expanding industries have stated that they are looking for multi-skilled staff with a wide range of experience, that are adaptable, flexible and able to operate in different areas of their organisations.

In response to this expanding industry, The Scottish government published their revised events strategy 'Scotland the perfect stage' in September 2015. The strategy acknowledges Scotland is fortunate to have a strong vocational and university sector who are leading the field in terms of event education and professional development, but they cannot be complacent. A highly skilled, trained and motivated workforce in employment or voluntary sectors is critical to maintaining Scotland's pre-eminence as a world class events destination.

The new National Progression Awards (NPAs) in Events at SCQF level 4 and SCQF level 6 have been developed as a nationally recognised and certificated Group Award, which will continue to support the development of a multi-skilled, flexible and motivated workforce. These awards will ensure a consistent standard across schools and colleges, equipping learners with the skills and knowledge required for progression to further qualifications and/or employment in a wide range of roles across the events industry.

The NPA Events at SCQF level 4 has been developed to provide school age learners, or those with no formal qualifications, with a platform in which to pursue a career in the events industry. The award has deliberately been left open, allowing learners to develop a number of transferable and essential skills, which could be applied to a number of future career and/or further study options. The award has primarily been designed as a pre-employment qualification; however, it is suitable for anyone who wishes for a practical introduction to events and could be delivered as part of a school/college partnership.

The NPA Events at SCQF level 6 has been developed to bridge the knowledge gap between SCQF level 5 NC Events and SCQF level 7 HNC Events or as a return to work or part time learning course. Successful learners will be well placed for employment across the diverse range of jobs within the events industry.

2 Qualifications structure

2.1 Structure

NPA Events at SCQF level 4

4 code	2 code	Unit title	SQA credit	SCQF credit points	SCQF level
F5FJ or F19K	10 or 10	Assist with an Event or Hospitality: Introduction to Events	1	6	4
F38W	10	Skills for Customer Care	1	6	4
H1YW	74	IT Solutions for Administrators	1	6	4
F81P	10	Digital Culture: Social Software	1	6	4

Total required 4 SQA credits (24 SCQF points)

NPA Events at SCQF level 6

4 code	2 code	Unit title	SQA credit	SCQF credit points	SCQF level
Mandatory					
F3PN	12	Event Organisation	1	6	6
FN3A	11	Events Costing: An Introduction	1	6	5
HJ2X	46	Corporate Events: An Introduction	1	6	6
Optional (choose one)					
HJ30	45	Marketing: Basic Principles and Applications	1	6	5
HJ31	46	Marketing Mix	1	6	6
DM4R	12	Marketing in Travel and Tourism: An Introduction	1	6	6
FT8V	12	Branding: An Introduction	1	6	6

Total required: 4 SQA credits (24 SCQF points)

3 Aims of the qualifications

NPA Events SCQF level 4

The main purpose of the NPA Events at SCQF level 4 is to provide both theoretical knowledge and vocational skills necessary to gain access to further study and/or entry level employment in events or a similar sector. The award has been deliberately designed to develop both essential and transferable skills, which are not specific to the events industry and could be utilised when pursuing employment and/or further study in sectors including hospitality and travel and tourism.

General aims

- 1 Provide the learner with the skills and knowledge required to progress in employment, training and/or study.
- 2 Provide the learner with a recognised, relevant and up-to-date qualification.
- 3 Provide work-based experiences, either through real life work experience or simulated practical activities.
- 4 To enable progression within the SCQF.
- 5 Develop knowledge and understanding of the skills required to progress in employment.
- 6 Motivate learners to develop a positive attitude to their own learning.

Specific aims

- 7 Assist in the planning and implementation of an event.
- 8 Review and evaluate own contribution to the completion of the event.
- 9 Explain the effects of good and bad customer care on an organisation.
- 10 Demonstrate skills in the organisation and processing of information with the use of IT applications and functions.
- 11 Demonstrate an awareness of digital technology and its impact in the areas of contemporary culture that are affected by this technology.
- 12 Use social software tools safely and effectively.

NPA Events SCQF level 6

The main aim of this group award is to provide a practical and flexible introduction to the events industry. The award will allow the learner to develop both the theoretical knowledge and vocational skills needed to pursue employment and/or further study in the events sector. The possibility of multiple exit routes provides learners 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.

General aims

- 1 Provide the learner with the skills and knowledge required to progress in employment, training and/or study.
- 2 Provide the learner with a recognised, relevant and up-to-date qualification.
- 3 Provide work-based experiences, either through real life work experience or simulated practical activities.
- 4 To enable progression within the SCQF.
- 5 Develop knowledge and understanding of the skills required to progress in employment.
- 6 Motivate learners to develop a positive attitude to their own learning.

Specific aims

- 7 Provide learners with skills and knowledge required to plan, organise and implement an event.
- 8 Demonstrate skills in working with others in planning and implementation of an event.
- 9 Review and evaluate the planning implementation and contributions made to the event.
- 10 Demonstrate an ability to carry out the costings and calculations related to an event.
- 11 Record and balance petty cash transactions.
- 12 Provide learners with knowledge of the resources required to plan and organise a corporate event.
- 13 Provide learners with knowledge of the importance of marketing for event success.

4 Recommended entry to the qualifications

NPA Events at SCQF level 4

Entry to this qualification is at the discretion of the centre. The NPA in events at SCQF level 4 is intended as an introductory level qualification and as such there are no recommended entry requirements. However, an interest in events and relevant workplace experience would be an obvious benefit to learners.

NPA Events at SCQF level 6

Entry to this qualification is at the discretion of the centre. The following information on prior knowledge, skills, experience or qualifications that provide suitable preparation for this qualification has been provided by the Qualification Design Team as guidance only:

- ◆ English at National 5 (SCQF level 5) or above
- ◆ Events units at SCQF level 5
- ◆ Relevant work/life experience

4.1 Core Skills entry profile

The Core Skill entry profile provides a summary of the associated assessment activities that exemplify why a particular level has been recommended for this qualification. The information should be used to identify if additional learning support needs should be put in place for learners whose Core Skills profile is below the recommended entry level or whether learners should be encouraged to do an alternative level or learning programme.

NPA Events as SCQF level 4

Core Skill	Recommended SCQF entry profile	Associated assessment activities
Communication	3	Provide information to external customers
Numeracy	3	Applying formulae to a workbook
Information and Communication Technology (ICT)	3	Processing of information with the use of IT applications and functions
Problem Solving	3	Identify needs of external customer through appropriate questions
Working with Others	3	Working co-operatively with others to carry out identified tasks for the event

NPA Events at SCQF level 6

Core Skill	Recommended SCQF entry profile	Associated assessment activities
Communication	4	Dealing with customers, Role play activity, Logging and recording
Numeracy	4	Costings and calculations, Break-even points, petty cash transactions
Information and Communication Technology (ICT)	4	Internet research
Problem Solving	4	Consider the resource options and agree the resource requirements of the event, within budget parameters.
Working with Others	4	Demonstrate skills in working with others

5 Additional benefits of the qualification in meeting employer needs

This qualification was designed to meet a specific purpose and what follows are details on how that purpose has been met through mapping of the units to the aims of the qualification. Through meeting the aims, additional value has been achieved by linking the unit standards with those defined in National Occupational Standards and/or trade/professional body requirements. In addition, significant opportunities exist for learners to develop the more generic skill, known as Core Skills through doing this qualification.

5.1 Mapping of qualification aims to units

NPA Events at SCQF level 4

Code	Unit title	Aims											
		1	2	3	4	5	6	7	8	9	10	11	12
F5FJ 10	Assist with an Event	X	X	X	X	X	X	X	X	X			
F19K 10	Hospitality: Introduction to Events	X	X	X	X	X	X	X	X	X			
F38W 10	Skills for Customer Care	X	X	X	X	X	X			X			
H1YW 74	IT Solutions for Administrators	X	X	X	X	X	X				X		
F81P 10	Digital Culture: Social Software	X	X	X	X	X	X					X	X

NPA Events at SCQF level 6

Code	Unit title	Aims												
		1	2	3	4	5	6	7	8	9	10	11	12	13
F3PN 12	Event Organisation	X	X	X	X	X	X	X	X	X	X		X	X
FN3A 11	Events Costing: An Introduction	X	X	X	X	X	X	X			X	X		
HJ2X 46	Introduction to Corporate Events	X	X	X	X	X	X	X	X	X			X	
HJ30 45	Marketing: Basic Principles and Applications	X	X	X	X	X	X							X
HJ31 46	Marketing Mix	X	X	X	X	X	X							X
DM4R 12	Marketing in Travel and Tourism: An Introduction	X	X	X	X	X	X							X
FT8V 12	Branding: An Introduction	X	X	X	X	X	X							X

5.2 Mapping of National Occupational Standards (NOS) and/or trade body standards

NPA Events at SCQF level 4

National Occupational Standards (NOS) are developed by the key employment sectors of the United Kingdom. These standards set the competences required for job roles within a particular employment sector. This NPA provides learners with the underpinning skills to consider undertaking SVQ's in areas such as Customer Service, Hospitality or an IT specialism.

NPA Events at SCQF level 6

Code	Unit title	National Occupational Standard	
F3PN 12	Event Organisation	A1	Develop and agree the concept for an event
		A2	Research and agree the scope of an event
		A6	Identify, negotiate and secure a venue for an event
		D3	Develop detailed plans for an event
		D12	Evaluate and report on the success of an event
		HSL2	Develop productive working relationships with colleagues
		HSL3	Contribute to the control of resources
		TT10	Develop and maintain your effectiveness at work
		TT21	Organise your work and personal development
		TT22	Contribute to supporting and developing colleagues
		BAA 312	Organise and co-ordinate events
FN3A 11	Events Costing: An Introduction	MA-1	Provide Cost And Revenue Information
		TM-1	Administer Cash Balances
		405	Negotiate and agree budgets
		CV18	Issue floats and petty cash
HJ2X 46	Introduction to Corporate Events	A2	Research and agree the scope of an event
		A6	Identify, negotiate and secure a venue for an event
		D3	Develop detailed plans for an event
		TT22	Contribute to supporting and developing colleagues

5.3 Mapping of Core Skills development opportunities across the qualifications

E = embedded within the unit, which means learners who achieve the unit will automatically have their Core Skills profile updated on their certificate

S = signposted, which means learners will be developing aspects of Core Skills through teaching and learning approaches but not enough to attract automatic certification

NPA Events at SCQF level 4

Unit code	Unit title	Communication			Numeracy		ICT		Problem Solving			Working with Others	
		Written (Reading)	Written (Writing)	Oral	Using Number	Using Graphical Information	Accessing Information	Providing/Creating Information	Critical Thinking	Planning and Organising	Reviewing and Evaluating	Working Co-operatively with Others	Reviewing Co-operative Contribution
F5FJ 10	Assist with an Event	S	S	S			S	S	S	S	S	E4	E4
F19K 10	Hospitality: Introduction to Events											E4	E4
F38W 10	Skills for Customer Care	S	S	S					S		S		
H1YW 74	IT Solutions for Administrators						S	S					
F81P 10	Digital Culture: Social Software								S			S	

NPA Events at SCQF level 6

Unit code	Unit title	Communication			Numeracy		ICT		Problem Solving			Working with Others	
		Written (Reading)	Written (Writing)	Oral	Using Number	Using Graphical Information	Accessing Information	Providing/Creating Information	Critical Thinking	Planning and Organising	Reviewing and Evaluating	Working Co-operatively with Others	Reviewing Co-operative Contribution
F3PN 12	Event Organisation		S	S					E5	E5	E5	S	
FN3A 11	Events Costing: An Introduction				E5		S	S					
HJ2X 46	Introduction to Corporate Events		S						S	S	S	S	
HJ30 45	Marketing: Basic Principles and Applications	S	S	S	S	S	S		S				
HJ31 46	Marketing Mix	S	S	S			S						
DM4R 12	Marketing in Travel and Tourism: An Introduction								E5				
FT8V 12	Branding: An Introduction	S	S	S					S	S	S		

5.4 Assessment Strategy for the qualification(s)

NPA Events at SCQF level 4

Unit	Assessment			
	Outcome 1	Outcome 2	Outcome 3	Outcome 4
Assist with an Event	Portfolio — open-book	Performance Evidence — open-book	Portfolio — open-book	
Hospitality: Introduction to Events	Individual folio under open-book conditions	Group folio under open-book conditions	Practical activity	Individual folio under open-book conditions
Skills for Customer Care	Assessor Checklist — Controlled open-book conditions	Performance Evidence — real or simulated practical activities.		
IT Solutions for Administrators	The evidence for all three outcomes in this unit will be generated through practical IT-based activities. Each outcome may be assessed separately or through a range of activities assessed holistically. If the latter approach is used, it must be clear how the evidence covers each outcome.			
Digital Culture: Social Software	Evidence of practical competence should be stored in an electronic portfolio, which must be implemented by using a regularly updated blog or another appropriate platform. On completion of this unit the portfolio should contain a range of evidence, drawn from the evidence requirements for each outcome.			

NPA Events at SCQF level 6

Unit	Assessment			
	Outcome 1	Outcome 2	Outcome 3	Outcome 4
Event Organisation	Individual folio and an assessor observation checklist under open-book conditions.	The evidence will be gathered in an individual folio under open-book conditions.	The evidence will be gathered in an individual folio In either a written or orally recorded format, under open-book conditions.	
Events Costing: An Introduction	This assessment should take place under open-book controlled conditions.	This assessment should take place under open-book controlled conditions.	This assessment should take place under open-book controlled conditions.	
Corporate Events: An Introduction	Outcomes 1 and 2 could be assessed by a variety of limited response question formats such as: multiple-choice, multiple select, drag and drop, matching, fill-in-the-blank(s) and short answer. This assessment should normally be conducted in an electronic format, however a paper based version could be used as required.		Outcomes 3 could be assessed in the form of a portfolio of evidence that the learners complete on an ongoing basis	

6 Guidance on approaches to delivery and assessment

The NPA Events at SCQF level 4 has been designed for learners who wish to pursue a career and/or further study in an events or similar service sector such as hospitality or travel and tourism. This award focuses on developing key skills which are regarded as desirable in the service sector industry, allowing learners to apply practical skills and knowledge to the relevant environment. Although developed from an events perspective, this award allows learners to develop a number of technical skills which can be utilised in any sector of the service industry.

In the delivery of this award, it is expected that all units will be delivered in the context of the event industry and be appropriate to the purpose of the award.

The NPA Events at SCQF level 6 has been designed for learners who wish to pursue a career and/or further study in the events sector. The award has been developed as a platform from which learners can develop a number of the key knowledge and/or skills, which would be desired by employers in the events sector. It has also been developed as a bridge between the NC Events Co-ordination award at SCQF level 5 and HNC Events at SCQF level 7. The introduction of this award will provide a more streamlined articulation for those looking to progress in the SCQF.

To achieve the NPA Events at SCQF level 6, learners must achieve the three mandatory units in the award and one of the units from the optional units. All units in the optional section are marketing related. The most relevant units to learners' interests and/or educational objectives should be chosen to enhance prospects of employment and/or further study.

6.1 Sequencing/integration of units

NPA Events at SCQF level 4

There is no prescribed sequence of delivery of the units in the NPA Events at SCQF level 4. Each unit included in the NPA can be delivered as a 'stand-alone' unit, however if delivered as part of the NPA then delivery should commence with one of the events specific units. This will assist learners to relate the content of the other units to the wider aims of the Group Award and help reduce the assessment burden on learners and centres alike.

NPA Events at SCQF level 6

There is no prescribed sequence of delivery of the units in the NPA Events at SCQF level 6. Each unit included in the NPA can be delivered as a 'stand-alone' unit, however if delivered as part of the NPA then it might be an idea to begin with an events related unit. This will help learners to gain an understanding of the organisation of events, allowing this knowledge to be incorporated to the other units. This would help reduce the assessment burden on learners and centres alike.

6.2 Recognition of Prior Learning

SQA recognises that learners gain knowledge and skills acquired through formal, non-formal and informal learning contexts.

In some instances, a full group award may be achieved through the recognition of prior learning. However, it is unlikely that a learner would have the appropriate prior learning and experience to meet all the requirements of a full group award.

The recognition of prior learning may **not** be used as a method of assessing in the following types of units and assessments:

- ◆ HN Graded units
- ◆ Course and/or external assessments
- ◆ Other integrative assessment units (which may or not be graded)
- ◆ Certain types of assessment instruments where the standard may be compromised by not using the same assessment method outlined in the unit
- ◆ Where there is an existing requirement for a licence to practice
- ◆ Where there are specific health and safety requirements
- ◆ Where there are regulatory, professional or other statutory requirements
- ◆ Where otherwise specified in an assessment strategy

More information and guidance on the *Recognition of Prior Learning* (RPL) may be found on our website www.sqa.org.uk.

6.2.1 Articulation and/or progression

The NPA Events at SCQF level 4 has been developed as an entry level award for those who wish to pursue a career in the events or similar service sector industry. The award has been developed to provide learners with a qualification which would provide a platform from which a learner could seamlessly articulate through the SCQF toward a degree level qualification. This particular award would allow access to NC Events Co-ordination at SCQF level 5. This award would also provide a range of key knowledge and skills which would enhance learner's opportunities of entry level employment in a service sector role.

The NPA Events at SCQF level 6 has been developed to bridge the gap between Events Co-ordination at SCQF level 5 and HNC Events at SCQF level 7. The completion of this award would allow the learner an opportunity to seamlessly articulate through the SCQF toward a degree level qualifications. The award would also provide the learner with a range of specific skills which would enhance a learners opportunities in pursuing an entry level employment opportunity in the events industry.

6.3 Opportunities for e-assessment

E-portfolios could be used to record and store evidence of learners' performance during the delivery and assessment of practical activities.

Where e-assessment is used, centres should consider how they will ensure the authentication of learner evidence. This can be achieved through a variety of methods such as discussion with the learner, video or testimony from a responsible person who can verify the learner's work.

6.4 Support materials

A list of existing ASPs is available to view on SQA's website.

6.5 Resource requirements

No specialist resources are required to deliver the NPA Events at SCQF levels 4 or 6.

7 General information for centres

Equality and inclusion

The unit specifications making up this group award have been designed to ensure that there are no unnecessary barriers to learning or assessment. The individual needs of learners will be taken into account when planning learning experiences, selecting assessment methods or considering alternative evidence. 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 qualification(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/GuideToAssessment).

8 Glossary of terms

Embedded Core Skills: is where the assessment evidence for the unit also includes full evidence for complete Core Skill or Core Skill components. A learner successfully completing the unit will be automatically certificated for the Core Skill. (This depends on the unit having been successfully audited and validated for Core Skills certification.)

Finish date: The end of a group award's lapsing period is known as the finish date. After the finish date, the group award will no longer be live and the following applies:

- ◆ learners may not be entered for the group award
- ◆ the group award will continue to exist only as an archive record on the Awards Processing System (APS)

Graded unit: Graded units assess learners' ability to integrate what they have learned while working towards the units of the group award. Their purpose is to add value to the group award, making it more than the sum of its parts, and to encourage learners to retain and adapt their skills and knowledge.

Lapsing date: When a group award is entered into its lapsing period, the following will apply:

- ◆ the group award will be deleted from the relevant catalogue
- ◆ the group award specification will remain until the qualification reaches its finish date at which point it will be removed from SQA's website and archived
- ◆ no new centres may be approved to offer the group award
- ◆ centres should only enter learners whom they expect to complete the group award during the defined lapsing period

SQA credit value: The credit value allocated to a unit gives an indication of the contribution the unit makes to an SQA group award. An SQA credit value of 1 given to an SQA unit represents approximately 40 hours of programmed learning, teaching and assessment.

SCQF: The Scottish Credit and Qualification Framework (SCQF) provides the national common framework for describing all relevant programmes of learning and qualifications in Scotland. SCQF terminology is used 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: SCQF credit points provide a means of describing and comparing the amount of learning that is required to complete a qualification at a given level of the Framework. One National unit credit is equivalent to 6 SCQF credit points. One National Unit credit at Advanced Higher and one Higher National unit credit (irrespective of level) is equivalent to 8 SCQF credit points.

SCQF levels: The level a qualification is assigned within the framework is an indication of how hard it is to achieve. The SCQF covers 12 levels of learning. HNCs and HNDs are available at SCQF levels 7 and 8 respectively. Higher National Units will normally be at levels 6–9 and graded units will be at level 7 and 8. 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.

Subject unit: Subject units contain vocational/subject content and are designed to test a specific set of knowledge and skills.

Signposted Core Skills: refers to opportunities to develop Core Skills arise in learning and teaching but are not automatically certificated.

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. Centres are advised to check SQA's APS Navigator to confirm they are using the up to date qualification structure.

NOTE: Where a unit is revised by another unit:

- ◆ No new centres may be approved to offer the unit which has been revised.
- ◆ Centres should only enter learners for the unit which has been revised where they are expected to complete the unit before its finish date.

Version Number	Description	Date

Acknowledgement

SQA acknowledges the valuable contribution that Scotland's colleges have made to the development of this qualification.

9 General information for learners

The Events industry is an important and growing industry in Scotland and the UK and career opportunities are wide and varied. The sector includes:

- ◆ business events/business tourism (conferences/meetings, exhibitions, incentive travel, corporate events/corporate hospitality)
- ◆ festivals/fairs/cultural events
- ◆ community events
- ◆ outdoor events
- ◆ entertainment/live music events/concerts/theatre/shows
- ◆ sports events/spectator sports
- ◆ charity events/fundraising/voluntary sector
- ◆ party planning/wedding planning/social lifecycle
- ◆ events/special events

Major hotels and hospitality operations operate events facilities within their complexes. In addition there has been a huge increase in the number of festivals, sporting events, outdoor concerts and purpose built venues for events.

There are two National Progression Awards (NPAs), both designed to enable you to obtain the key competencies required for progression in the SCQF framework, or to support your employment ambitions at different levels.

The **NPA Events at SCQF level 4** has been developed to provide an entry level award for school age learners or those who have no formal qualifications, who may wish to pursue a career in the events or similar service sector industry. The award has been developed to provide learners with the skills and knowledge required to progress in employment, training and/or study in events or similar service sector industry, such as hospitality or travel and tourism. On completion of this award, the learner will have access to Events Co-ordination at SCQF level 5.

The **NPA Events at SCQF level 6** has been developed to provide learners who wish to pursue a career in the events industry with a range of skills, which are regarded as desirable in establishing a career in the sector. This award will also provide a bridge between Events Co-ordination at SCQF level 5 to HNC Events at SCQF level 7, developing the skills and knowledge you will need as you progress through the SCQF. This award is also designed to support entrance to and/or develop the skills and knowledge required for entry level employment in the events industry.