



Scottish Qualifications Authority (trading as SQA)

Qualification Statement of Purpose

SQA Level 3 Diploma in Live Events and Promotion (QCF) 601/5126/2

Type of qualification QCF (Qualifications and Credit Framework)

Credit 39

Guided Learning Hours Minimum GLH 276 – Maximum GLH 337

Overview of the Qualification

The Level 3 Diploma in Live Events and Promotion is a competence based qualification, the primary purpose of which is to confirm that you have developed the knowledge and skills required to carry out job roles in technical, artistic or administrative areas of Live Events including indoor or outdoor events. Your job role will include seeking funding and promoting small and large scale Events.

This qualification is ideal for those of you who are assisting in Live Events and Promotions. This qualification will allow you to develop the skills and knowledge to enable you to participate in the construction of business plans for planning and setting up live events and promotion, identify funding streams for live events, assess legal obligations, manage fundraising and budgets for live events and follow health and safety practices.

As this is a competence based qualification, it will mainly be achieved on-the-job and can be assessed in a variety of ways such as:

- Portfolio of evidence containing:
 - Minutes of Meetings
 - Correspondence
 - Outputs such as spreadsheets using appropriate software packages
 - Forms and applications
 - Risk Assessments
 - Health and Safety Information
 - Photographic Evidence
- Observation from an assessor who will observe you carrying out your work and confirm that you can do the work-based tasks effectively whilst complying with any relevant health, safety and security regulations/requirements
- Witness testimonies and supporting evidence from your supervisor in the workplace
- question and answers sessions

Your assessor will work with you to confirm that you have met the requirements set out in this qualification and are therefore competent in your role.

The minimum total number of credits you will need to achieve to be awarded this qualification is 39.

There are five mandatory units worth 17 credits. The mandatory units are:

Assist in the identification of funding streams for live events: This unit is about providing support to those in the organisation who are responsible for securing funding. You will undertake research within given parameters and identify potential sources of income. You will also contribute to the preparation of funding applications.

Undertake activities to secure funding for a live event: This unit is about securing funding. You will research and evaluate potential funding streams to identify those that are most appropriate. You will review and evaluate the funding guidelines to ensure that the submission is compliant with any specified requirements/criteria. In addition you will contribute to the research, preparation and submission of appropriate funding applications. You will also develop networks to enhance future funding requests. For the purpose of this unit the term “funding” also includes sponsorship.

Prepare and maintain a budget for a live event: This unit is about preparing and maintaining a budget for live event within given parameters and according to a learner’s own responsibilities. You will demonstrate an understanding of why budgets are important and of the budgeting process through preparation and maintenance of budgets and the maintenance of event files.

Work effectively with other people in a creative and cultural context: This unit is about developing and maintaining effective working relationships with immediate colleagues as well as those in the wider organisation or from other organisations.

Ensure responsibilities for actions to reduce risks to health and safety: This Unit provides you with the knowledge, understanding and skills to understand the health and safety responsibilities in the workplace.

You must then achieve a minimum of 16 credits from the optional units.

Some of the optional units available include:

Assist with the implementation of safety and security at a live event, Support the licensing and permissions application process for a live event, Identify and gain alternative forms of publicity for a live event, Research and assess the appropriateness of different types of venues for different types of live events.

Who is the qualification for?

The qualification is ideal for those of you who:

- have completed a Level 2 Certificate in Supporting Live Events and Promotion (QCF) and now want to progress your career further within the industry
- work as an Events Manager, Events Co-ordinator Events Administrator and wish a qualification to progress your career further within the industry.
- are already volunteer in organising Live Events and who wish to gain recognition for the skills and knowledge previously achieved.

Age range	There are no formal age restrictions for this qualification.
Entry requirements	You don't need to have any specific prior learning requirements to take this qualification, but you may find it helpful if you've already completed a level 2 qualification.
Apprenticeships/ Other qualifications	<p>Although this qualification can form part of a Apprenticeship framework in Live Events and Promotion many learners will access this qualification outside of an apprenticeship, typically:</p> <ul style="list-style-type: none"> • those of you who are older and/or existing members of staff, who are using this qualification to gain recognition and certification for existing practice • as the basis for continuing professional development, either by gaining a more senior position or by progressing onto further qualifications in the Creative and Cultural Sector or Management Qualifications.
What can the qualification lead to?	This qualification provides you with the technical and specialist knowledge and skills to work as an Events Manager, Events Co-ordinator or Events Administration. Learners may progress to Senior Roles within the Live Events and Promotion sector.
Any other relevant Information	<p>The qualification is based on the National Occupational Standards (NOS) for Live Events and Promotion which define what employees must be able to do, how well, and in what circumstances, to show they are competent in their workplace and able to carry out activities in relation to their specific job role. The NOS are developed by the Sector Skills Council (SSC) for the Creative and Cultural industries to ensure they are 'fit for purpose' to meet the needs of employers.</p> <p>The qualification has been designed by Creative and Cultural Skills Sector Skills Council (SSC) who work with employer representatives from the Live Events and Promotion sector as well as educationalists, professional bodies and trade unions to ensure that successful learners meet the industry's specific needs and are "job ready".</p> <p>This qualification is also recognised and supported by professional bodies within the Live Events and Promotion sector such as the Association of British Theatre Technicians.</p>
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