



Arrangements for:

HNC Events

Group Award Code: G918 15

HND Events Management

Group Award Code: G919 16

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Acknowledgement

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

LAPSING QUALIFICATION

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
13	<p>Revision of Unit: DE2E 34 'Preparing and Presenting a Business Plan' has been revised by H7V5 34 'Preparing a Formal Business Plan' and will finish on 31/07/2016.</p> <p>Revision of Unit: DE3N 34 'Communication: Analysing and Presenting' has been revised by H7TK 34 'Communication: Business Communication' and will finish on 31/07/2016.</p>	29/05/15
12	Revision of Unit: DE1K 33 Workplace Communication in English has been revised by H8T2 33 and finishes on 31/07/2016.	25/05/15
11	<i>Managing a Sport of Fitness Related Event</i> (FX9Y 35) added as an alternative to <i>Event Management in Sport</i> (DA8X 35).	12/03/14
10	<i>Research Skills</i> (F60A 34) has been added as an alternative to <i>Research and Methodology</i> (F1BS 34).	27/01/14
09	Addition of optional Unit: IT in Business: Desktop Publishing (FG67 34) as an alternative to Desk Top Publishing (DF5Y 34).	August 2013
08	<p>Change of Codes: <i>Human Resource Management</i> from DN78 34 (<i>lapse date 31/07/2012, finish date 31/07/2014</i>) to H1KP 34.</p> <p><i>Management of Human Resources in Hospitality 1</i> from F1F7 34 (<i>lapse date 31/07/2012, finish date 31/07/2014</i>) to H1VL 34. During the last version update <i>Managing Financial Resources in Hospitality</i> DL3A 35 was omitted. This has now been corrected.</p>	August 2012
07	<p><i>Digital Culture: Online Communication</i> (F86P 34) has been added as a limited option to both HNC and HND frameworks.</p> <p>Change of Codes: <i>Creating a Culture of Customer Care</i> from DJ42 34 (<i>lapse date 31/07/2013, finish date 31/07/2015</i>) to H1F0 34.</p> <p><i>Behavioural Skills for Business</i> from DE3L 35 (<i>lapse date 31/07/2012, finish date 31/07/2014</i>) to F84L 35. <i>Management: Leadership at Work</i> from DV88 34 (<i>lapse date 31/07/2013, finish date 31/7/2015</i>) to H1F2 34. <i>Public Relations: Principles and Practice</i> from DV7A 34 (<i>lapse date 31/07/2013, finish date 31/07/2015</i>) to FK8N 34. <i>Preparing Financial Forecasts</i> from DE3J 35 (<i>lapse date 31/07/2012, finish date 31/07/2014</i>) to F84R 35. All new codes can be used from August 2012.</p>	June 2012
06	<i>Project Management: An Introduction</i> (F1NH 34) has been added as an optional Unit to both the HNC and HND Frameworks.	September 2011
05	<i>Managing Financial Resources in Hospitality</i> (DL3A 35) added as an option to <i>Preparing Financial Forecasts</i> (F84R 35).	May 2011
04	<p><i>Creating a Culture of Customer Care</i> (DJ42 34) and <i>Public Relations: Principles and Practice</i> (DV7A 34) have been added, as optional Units, to both the HNC and HND frameworks.</p> <p>Both frameworks updated with revised Units <i>Preparing Financial Forecasts</i> (F84R 35) and <i>Behavioural Skills for Business</i> (F84KL 35). The 2004 versions of these Units end on 31/07/2014.</p>	September 2010
03	Change of code to Unit 'Marketing: An Introduction' — from DE3C 34 to F7BX 34.	December 2009

02	<p>Updated section 5 with the following changes to frameworks: An additional communication Unit has been added to both the HNC and HND frameworks. This means candidates must attain either the Unit <i>Communication: Analysing and Presenting Complex Communication</i> (DE3N 34) or Unit <i>Complex Oral Presentation</i> (DH49 34). <i>Communication: Using information Technology and Desktop Publishing</i> (D7LW 34) and <i>Management of Human Resources in Hospitality 1</i> (F1F7 34) have been added as additional optional Units to both the HNC and HND. Under section 6 amended a mistake on the credit transfer table.</p>	May 2009
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LAPSING QUALIFICATION

1 Introduction

This is the Arrangement Document for the revised HNC in Events/HND in Events Management, which were validated in May 2008. This document includes: background information on the development of the Group Awards, their aims, guidance on access, details of the Group Award structures, and guidance on delivery.

2 Rationale for the revision of the Group Award

Under the Higher National modernisation programme, a small consortia of colleges worked together to develop a single framework to replace a number of Higher National awards in the events area available since 1995.

Many authors have discussed the definition of events and the various terms used to describe these, however, there is only limited agreement on standardised terms, definitions or categories to use. Various terms are used to describe sectors or industries which may fall under the umbrella of the events industry, including:

- ◆ 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

These events originate from government, corporate and community sectors, together with serving individual private needs.

Within the document the term events industry will satisfy the above.

The areas of overlap between the sectors are, in 2008, now greater than ever before.

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.

Human resource managers within these rapidly expanding industries have stated that they are looking for multi-skilled staff with a wide range of experience, who are adaptable, flexible and who could be utilised in different areas of their organisations.

The qualifications embody two specific principles:

- ◆ firstly, they provide recognised qualifications that are now well established, understood and respected by employers in the diverse occupational areas. They will provide a sound educational and experiential background demanded by these sectors.

- ◆ secondly, it is anticipated that the new structure will provide a strong pathway of progression for candidates who have successfully completed a programme of National Qualification Units in a related area and also for those who wish to access degree programmes. This will be in line with the current Scottish Credit and Qualifications Framework (SCQF).

It had become evident to staff delivering the awards that a number of Units had become 'dated'. The modernisation of these awards reflects the broad changes that have occurred in these industries and in education.

The Qualification Design Team produced draft award structures and comprehensive research was undertaken. Questionnaires were sent to a representative sample of the target industries, students and also Higher Education Institutions.

Successful candidates will be well placed for employment across the diverse range of jobs within the events industry.

Organisations, from across the UK, viewed the courses extremely favourably. Without exception they agreed that the successful student would be well qualified to gain employment within their particular organisation as well as in the many diverse areas of the target industries. Furthermore, respondents acknowledged the awards would lead the students with an HNC into trainee or supervisory positions and those with an HND to junior or deputy management positions.

The revalidation of these awards continues to address the ongoing challenge faced by establishments of recruiting flexible, knowledgeable staff. It is expected that the successful candidate may become a potential manager capable of leadership in these broad areas of service offered by the events industries.

Employers, as well as requiring underpinning knowledge, are frequently demanding both managerial and practical skills from potential employees. Hence, there is still a recognised need for a qualification at HNC and HND level which as well as focusing on the role of practitioners, will provide the student with a managerial input which will enable graduates to progress into supervisory and managerial positions in their chosen discipline.

The awards are a blend of theoretical as well as practical Units. The theory will underpin the knowledge required to become an events manager. The awards will provide vocational education in events, allowing the graduates to leave college with a broad experience in organising as well as supporting events of all sizes. The mandatory *Work Experience* Unit will provide a vital opportunity for the candidate to develop vocational experience.

These awards will continue to:

- ◆ target school leavers who have a desire to enter the various associated industries
- ◆ satisfy the needs of those who wish to use it as a stepping-stone to related degree level courses
- ◆ positively encourage mature returnees to education who have a desire to change career and enhance their career prospects

- ◆ assist candidates to re-enter education after a break in either work or study
- ◆ assist candidates who wish to start their own business
- ◆ will clearly provide vocational education in events

The awards are complementary to current HN awards, namely:

- ◆ HND Hospitality Management
- ◆ HNC Hospitality
- ◆ HNC/HND Tourism and Travel and Tourism
- ◆ HNC/HND Sport Coaching with Development
- ◆ HNC Technical Theatre

Furthermore, the awards offer candidates a progression route from associated National Qualifications.

The primary research undertaken was by compiling and distributing a questionnaire to industry, students and universities, to receive comments regarding the revised awards. The secondary research was collected from the following sources:

The Sector Skills Council — People 1st; Association for Events Management Education (AEME); Scottish Government; and the UK Government.

The events industry responds to a diverse range of needs across entire communities. This sector has undergone significant changes within recent years, which have led to actual and forecasted growth in specific areas. Key Leisure Markets (2003) state that public interest in Sport and Fitness in the UK has probably never been higher, and that the Industry has experienced steady growth in the past twenty years. Further research (Key Leisure Markets 2003) has shown that there continues to be a need for the training of potential managers for this sector and argues that the industry needs to improve the level of training and qualifications of staff.

Scottish Government published its major events strategy — ‘Competing on an international stage’.

Their vision: ‘To become one of the world’s foremost events destinations by 2015.’

Their Mission: ‘To deliver a viable portfolio of major events to attract visitors to Scotland, to enhance Scotland’s international profile, to strengthen our sporting and cultural infrastructure and to maximise the economic, social, and environmental benefits of events to all parts of the country.’

Business Tourism Partnership in a press release issued in November highlighted the government support for business events.

Margaret Hodge MP, Minister for Tourism, has told business tourism leaders from the Business Tourism Partnership that she is prepared to offer her support for international events bids. Michael Hirst, Chairman of the Business Tourism Partnership added ‘Business Tourism will be the biggest beneficiary from these events (Olympics 2012, Commonwealth Games 2014). Major international conferences and exhibitions held in Britain similarly boost Britain’s standing, jobs, and trade well beyond that of many sporting events.’

Now more than ever before, these industries have received firm governmental backing, both from Westminster and Holyrood, in terms of policy making and finance, not least in the substantial amount of monies available through lottery funding and in Scotland the creation of EventScotland.

Both governments have recognised the tremendous benefits to the population at large through the events offered locally and nationally to cities and communities.

Government commitment has been further demonstrated by their support for the London Olympics in 2012, and their backing for the Commonwealth Games awarded to Glasgow for 2014.

These awards, according to market research, will continue to meet the demand by employers for flexible and adaptable staff who are equipped with the knowledge, understanding and the skills required for success in current and future employment or progression to further academic study and/or professional qualifications in these areas of employment.

References:

- ◆ People 1st, Identifying and analysing existing research undertaken in the events industry: a literature review for People1st: Glenn A J Bowdin, UK Centre for Events Management, Leeds Metropolitan University and Dr Gayle McPherson and Jenny Flinn, Caledonian Business School, Glasgow Caledonian University (2006)
- ◆ People 1st, Key Leisure Markets (2003)
- ◆ Scottish Government, 'Competing on an international stage'(1999)
- ◆ UK Government, November press release highlighted the government support for business events, Margaret Hodge MP, Minister for Tourism (2006)

3 Aims of the Group Award

3.1 General aims of the Group Award

All HNC/HNDs have a range of broad aims that are generally applicable to all equivalent HE qualifications.

- 1 To develop candidates' knowledge and skills in planning and analysis.
- 2 To develop problem solving skills.
- 3 To develop study and research skills.
- 4 To develop critical and evaluative thinking.
- 5 To develop communication skills and presentation techniques.
- 6 To develop IT skills.
- 7 To develop personal effectiveness.
- 8 To learn good practice from professionals at work.
- 9 To enable progression within the SCQF and allow progression to higher levels of education.
- 10 To meet the needs of the relevant industries.

- 11 To provide opportunities for career planning.
- 12 To develop the ability to be flexible and to work co-operatively with others.
- 13 To develop employment skills and enhance candidates' employment opportunities.
- 14 To enhance the candidate's speed of progression within an organisation.

3.2 Specific aims of the Group Award

HNC Events:

- 15 To prepare for employment in the events industry in a supervisory level post.
- 16 To gain an understanding of the role and application of the skills required in the events industry.
- 17 To develop the candidate's knowledge and skills in the main occupational areas of the events industry.
- 18 To provide options which permit an element of vocational specialism in related areas to the events industry.
- 19 To develop key transferable skills, which are relevant to the events industry.
- 20 To enable progression to study the HND Events Management.
- 21 To enable progression to study at an HEI at year one.

HND Events Management will further develop the award in terms of the following aims:

- 22 To develop a wider range of competences and expanded knowledge which a candidate can achieve, by offering significant optional Units relating to events management.
- 23 To enhance the likely entry point to an events organisation.
- 24 To gain entry to HEIs at year two or three level of entry.
- 25 To enable candidates to enhance their understanding of the events industry from a managerial perspective.
- 26 To develop key transferable skills enabling candidates to investigate issues and problems relating to events management.

3.3 Target groups

The most popular entry routes to the awards are direct from school with one Higher and three Standard Grades at 3 or above and entry from college NQ Events and Pre-Entry NQ Business and Events courses. A number of candidates return to education following a change of career, wishing to pursue a career in the events industry. These candidates may have insufficient academic qualifications, but have relevant industrial experience. This will be assessed to ensure their suitability for the qualifications.

3.4 Employment opportunities

Listed below is a sample of the employment opportunities gained by college graduates over the last two to three years.

Job title	Employer
Events Manager	Maggie's Centre
Event Co-ordinator	Maggie's Centre
Events Assistant	Maggie's Centre
Event Organiser	SECC
Event Co-ordinator	Ingilston Showground
Event Co-ordinator	The Lighthouse
Event Co-ordinator	29, Glasgow
Event Assistant	Millennium Hotel
Event Co-ordinator	Corporate Hospitality
Event Manager	Cameron House
Event Sponsorship Officer	Edinburgh City Council
Event Manager	88 Events

Current labour market information and trends can be found at:

<http://www.people1st.co.uk>

<http://www.futureskillsscotland.org.uk/web/site/home/home.asp>

4 Access to Group Awards

It is anticipated that the awards would be delivered through a full-time or part-time course of study. Some candidates may come from school while others may be returnees or adults who wish a change of career.

As with all SQA qualifications, access to the awards will be at the discretion of the centre. The following recommendations are for guidance only. Examples of appropriate formal entry qualifications are specified below. They are not exhaustive or mutually exclusive and may be considered in a variety of combinations.

- ◆ a minimum of one SQA Higher (SCQF level 6) pass at grade C along with three Standard Grade passes at 3 or above
- ◆ an existing HNC award
- ◆ appropriate Scottish Group Awards at Intermediate 2 or Higher
- ◆ appropriate National Certificates at SCQF level 5 or 6
- ◆ appropriate groupings of National Units
- ◆ any two National Qualifications at Higher level, together with three Standard Grade passes at 3 or above
- ◆ an SVQ at level 2 or 3 in a relevant area
- ◆ different combinations of relevant National Qualifications, Vocational Qualifications and equivalent qualifications from other awarding bodies may also be acceptable
- ◆ relevant work experience
- ◆ equivalent overseas qualifications which are relevant to the awards
- ◆ IELTS score of 5.5 (additional support may be provided, in addition the Workplace Communication in English Unit could be chosen by the candidate)

5 Group Awards structure

HNC Events — Candidates must complete 12 SQA credits (96 SCQF points)

5.1 Framework

HNC Events

Mandatory Units:

Unit title	Code	SCQF credit points	SCQF level	SQA credit value
Events: Graded Unit 1	F4AP 34	8	7	1
Events Applications	F35R 34	16	7	2
Events Industry: An Introduction	F35W 34	16	7	2
Event Legislation: Safety and Licensing	F35V 34	8	7	1
Event Budgeting and Funding	F35S 34	8	7	1
Work Experience	DV0M 34	8	7	1
Marketing: An Introduction	F7BX 34	8	7	1

Candidates must attain 1 credit from limited option Group A and 1 credit from limited Option Group B.

Limited Option: Group A				
Unit title	Code	SCQF credit points	SCQF level	SQA credit value
Information Technology: Applications Software 1	D75X 34	8	7	1
OR				
Using Software Application Packages	D85F 34	8	7	1

Limited Option: Group B				
Unit title	Code	SCQF credit points	SCQF level	SQA credit value
Communication: Business Communication	H7TK 34	8	7	1
OR				
Complex Oral Presentation	DH49 34	8	7	1

Mandatory Units — Total = 11 SQA credits (88 SCQF credit points)

Candidates must attain 1 further SQA credit from the list of optional Units in Group C or group D.

Group C				
Unit title	Code	SCQF credit points	SCQF level	SQA credit value
Project Management: An Introduction	F1NH 34	8	7	1
Managing an Event	F35Y 35	16	8	2
Event Legislation: Contracts and Protection	F35T 34	8	7	1
Behavioural Skills for Business	F84L 35*	8	8	1
Preparing and Presenting a Business Plan	H7V5 35*	16	7	2
Conferences: An Introduction	F365 34	8	7	1
Food and Beverage Events	F35X 34	8	7	1
Management: Leadership at Work	H1F2 34*	8	7	1
Personal Development Planning	DE3R 34	8	7	1
Desk Top Publishing OR	DF5Y 34	8	7	1
IT in Business: Desktop Publishing	FG67 34*			
Human Resource Management: Introduction	H1KP 34*	8	7	1
Live Performance: Events	F3J4 34	8	7	1
Exhibition Planning and Organisation	F364 34	8	7	1
Research and Methodology OR	F1BS 34	8	7	1
Research Skills	F60A 34*			
Creative Industries Infrastructure	DJ21 34	8	7	1
Working in the Creative Industries	DJ3A 34	8	7	1
Music Law 1	DJ2V 34	8	7	1
Music Industry Promotions	DJ2R 34	8	7	1
Music Industry Infrastructure	DJ2M 34	8	7	1
Principles and Practices of Selling	DG6W 34	8	7	1
Marketing Planning in Travel and Tourism	DK04 35	8	8	1
Public Relations 1: Functions and Applications	D7M8 34	8	7	1
Public Relations 2: Planning and Implementing Public Relations Campaigns	D7XY 35	16	8	2
Entrepreneurship in the Creative Industries	DR0T 35	8	8	1
Event Management in Sport OR	DA8X 35	8	8	1
Managing a Sport of Fitness Related Event	FX9Y 35*			
Communication: Using Information Technology and Desktop Publishing	D7LW 34	8	7	1

*Refer to History of Changes for revision changes.

Group C				
Unit title	Code	SCQF credit points	SCQF level	SQA credit value
Management of Human Resources in Hospitality 1	H1VL 34*	8	7	1
Creating a Culture of Customer Care	H1F0 34*	8	7	1
Public Relations: Principles and Practice	FK8N 34*	8	7	1
Digital Culture: Online Communication	F86P 34	8	7	1
Finance (up to 1 credit needed)				
Preparing Financial Forecasts	F84R 35*	8	8	1
Managing Financial Resources in Hospitality	DL3A 35	8	8	1

Group D				
Unit title	Code	SCQF credit points	SCQF level	SQA credit value
Communication in French: Basic Operational Reading and Writing Skills	F2F9 33	8	6	1
Communication in French: Basic Operational Speaking and Listening Skills	F20P 33	8	6	1
Communication in Gaelic: Basic Operational Reading and Writing Skills	F2FA 33	8	6	1
Communication in Gaelic: Basic Operational Speaking and Listening Skills	F20R 33	8	6	1
Communication in German: Basic Operational Reading and Writing Skills	F2FB 33	8	6	1
Communication in German: Basic Operational Speaking and Listening Skills	F20S 33	8	6	1
Communication in Italian: Basic Operational Reading and Writing Skills	F2FC 33	8	6	1
Communication in Italian: Basic Operational Speaking and Listening Skills	F20T 33	8	6	1
Communication in Spanish: Basic Operational Reading and Writing Skills	F2FE 33	8	6	1
Communication in Spanish: Basic Operational Speaking and Listening Skills	F20W 33	8	6	1
Workplace Communication in English	H8T2 33*	8	6	1

*Refer to History of Changes for revision changes.

Total credits required for HNC = 12 (96 SCQF credit points)

Higher National Diploma Events Management Framework

HND Events Management — Candidates must complete 30 SQA credits (240 SCQF points).

The framework has been created with limited options within the mandatory section to ensure that candidates gain some knowledge in both marketing and public relations areas. It is recommended that candidates choose one language Unit from Group E, though this is not essential.

Mandatory Units

Unit title	Code	SCQF credit points	SCQF level	SQA credit value
Events: Graded Unit 1	F4AP 34	8	7	1
Events Applications	F35R 34	16	7	2
Events Industry: An Introduction	F35W 34	16	7	2
Event Legislation: Safety and Licensing	F35V 34	8	7	1
Event Budgeting and Funding	F35S 34	8	7	1
Work Experience	DV0M 34	8	7	1
Events Management: Graded Unit 2	F4AR 35	16	8	2
Managing an Event	F35Y 35	16	8	2
Event Legislation: Contracts and Protection	F35T 34	8	7	1
Behavioural Skills for Business	F84L 35*	8	8	1
Preparing a Formal Business Plan	H7V5 34*	16	7	2
Conferences: An Introduction	F365 34	8	7	1
Food and Beverage Events	F35X 34	8	7	1
Marketing: An Introduction	F7BX 34	8	7	1
Finance (up to 1 credit needed)				
Preparing Financial Forecasts	F84R 35*	8	8	1
Managing Financial Resources in Hospitality	DL3A 35	8	8	1

*Refer to History of Changes for revision changes.

Candidates must attain 1 credit from limited option Group A and 1 credit from limited Option Group B.

Limited Option Group A				
Unit title	Code	SCQF credit points	SCQF level	SQA credit value
Information Technology: Applications Software 1 OR	D75X 34	8	7	1
Using Software Application Packages	D85F 34	8	7	1

Limited Option Group B				
Unit title	Code	SCQF credit points	SCQF level	SQA credit value
Communication: Business Communication OR	H7TK 34*	8	7	1
Complex Oral Presentation	DH49 34	8	7	1

Candidates must attain a minimum of 4 SQA credits and a maximum of 6 SQA credits from Group C:

Option Group C				
Unit title	Code	SCQF credit points	SCQF level	SQA credit value
Principles and Practices of Selling	DG6W 34	8	7	1
Marketing Planning in Travel and Tourism	DK04 35	8	8	1
Public Relations 1: Functions and Applications	D7M8 34	8	7	1
Public Relations 2: Planning and Implementing Public Relations Campaigns	D7XY 35	16	8	2
Entrepreneurship in the Creative Industries	DR0T 35	8	8	1
Public Relations: Principles and Practice	FK8N 34*	8	7	1

*Refer to History of Changes for revision changes.

Candidates must attain a minimum of 0 SQA credits and a maximum of 4 SQA credits from the list of optional Units in Group D.

Option Group D				
Unit title	Code	SCQF credit points	SCQF level	SQA credit value
Project Management: An Introduction	F1NH 34	8	7	1
Event Management in Sport	DA8X 35	8	8	1
OR Managing a Sport of Fitness Related Event	FX9Y 35*	8	8	1
Management: Leadership at Work	H1F2 34*	8	7	1
Personal Development Planning	DE3R 34	8	7	1
Desk Top Publishing	DF5Y 34	8	7	1
OR IT in Business: Desktop Publishing	FG67 34	8	7	1
Human Resource Management: Introduction	H1KP 34*	8	7	1
Live Performance: Events	F3J4 34	8	7	1
Exhibition Planning and Organisation	F364 34	8	7	1
Research and Methodology	F1BS 34	8	7	1
OR Research Skills	F60A 34*	8	7	1
Creative Industries Infrastructure	DJ21 34	8	7	1
Working in the Creative Industries	DJ3A 34	8	7	1
Music Law 1	DJ2V 34	8	7	1
Music Industry Promotions	DJ2R 34	8	7	1
Music Industry Infrastructure	DJ2M 34	8	7	1
Communication: Using Information Technology and Desktop Publishing	D7LW 34	8	7	1
Management of Human Resources in Hospitality 1	H1VL 34*	8	7	1
Creating a Culture of Customer Care	H1F0 34*	8	7	1
Digital Culture: Online Communication	F86P 34	8	7	1

*Refer to History of Changes for revision changes.

Candidates must attain a minimum of 0 SQA credits and a maximum of 2 SQA credits from the list of optional Units in Group E.

Option Group E				
Unit title	Code	SCQF credit points	SCQF level	SQA credit value
Communication in French: Basic Operational Reading and Writing Skills	F2F9 33	8	6	1
Communication in French: Basic Operational Speaking and Listening Skills	F20P 33	8	6	1
Communication in Gaelic: Basic Operational Reading and Writing Skills	F2FA 33	8	6	1
Communication in Gaelic: Basic Operational Speaking and Listening Skills	F20R 33	8	6	1
Communication in German: Basic Operational Reading and Writing Skills	F2FB 33	8	6	1
Communication in German: Basic Operational Speaking and Listening Skills	F20S 33	8	6	1
Communication in Italian: Basic Operational Reading and Writing Skills	F2FC 33	8	6	1
Communication in Italian: Basic Operational Speaking and Listening Skills	F20T 33	8	6	1
Communication in Spanish: Basic Operational Reading and Writing Skills	F2FE 33	8	6	1
Communication in Spanish: Basic Operational Speaking and Listening Skills	F20W 33	8	6	1
Workplace Communication in English	H8T2 33*	8	6	1

Total credits required for HND = 30 (240 SCQF credit points)

5.2 Mapping information

Unit code	Unit title	Aims of the qualification — Aim Number reference																									
		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26
F4AP 34	Events: Graded Unit 1	x	x	x	x	x	x	x		x	x		x	x	x		x		x	x	x						
F35R 34	Events Applications	x	x	x	x	x		x	x	x	x			X													
F35W 34	Events Industry: An Introduction			x	x				x	x	x	x	x	x	x												
F35V 34	Event Legislation: Safety and Licensing			x					x		X					x				x							
DE3N 34	Communication: Analysing and Presenting Complex Communication			x	x	X																					
F35S 34	Event Budgeting and Funding		X	x	x		x				x		x		x	x	x		x								
DV0M 34	Work Experience		x		x			x	x			x		x	x	x	x	x	x			x	x				
D75X 34	Information Technology: Applications Software 1				x		X			x	x			x			x			x							
D85F 34	Using Software Application Packages				x		X			x	x			x			x			x							

5.2 Mapping information (cont)

Unit code	Unit title	Aims of the qualification — Aim Number reference																										
		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	
F7BX 34	Marketing: An Introduction			x	x					x	x			x		x	x											
F4AR 35	Events Management: Graded Unit 2	x	x	x	x	x		x		x	x		x	x	x	x	x		x			x	x	x	x	x	x	
F35Y 35	Managing an Event	x	x	x	x	x		x	x	x	x		x	x	x	x	x	x	x			x	x	x	x	x	x	
F35T 34	Event Legislation: Contracts and Protection			x					x		x					x				x								
F84R 35	Preparing Financial Forecasts	x	x	x	x					x			x		x	x						x						
DL3A 35	Managing Financial Resources in Hospitality	x	x	x	x					x			x		x	x						x						
F84L 35	Behavioural Skills for Business		x	x	x			x		x				x		x	x					x					x	x

5.2 Mapping information (cont)

Unit code	Unit title	Aims of the qualification — Aim Number reference																									
		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26
DE2E 34	Preparing and Presenting a Business Plan	x	x		x	x					x					x						x					
F36S 34	Conferences: An Introduction			x	x				x	x		x	x	x	x				x			x	x	X			
F35X 34	Food and Beverage Events			x	X				x	x		x	x	x	x				x			x	x	x			
DK04 35	Marketing Planning in Travel and Tourism		x	x	x	x					x		x	x	x	x			x			x	x	x	X		
DG6W 34	Principles and Practices of Selling			x		x	x			x	x		x	x	x	x				x			x	x	x		
F3J4 34	Live Performance: Events			x		x			x	x		x	x	x	x				x			x					
F364 34	Exhibition Planning and Organisation			x		x			x	x		x	x	x	x				x			x					

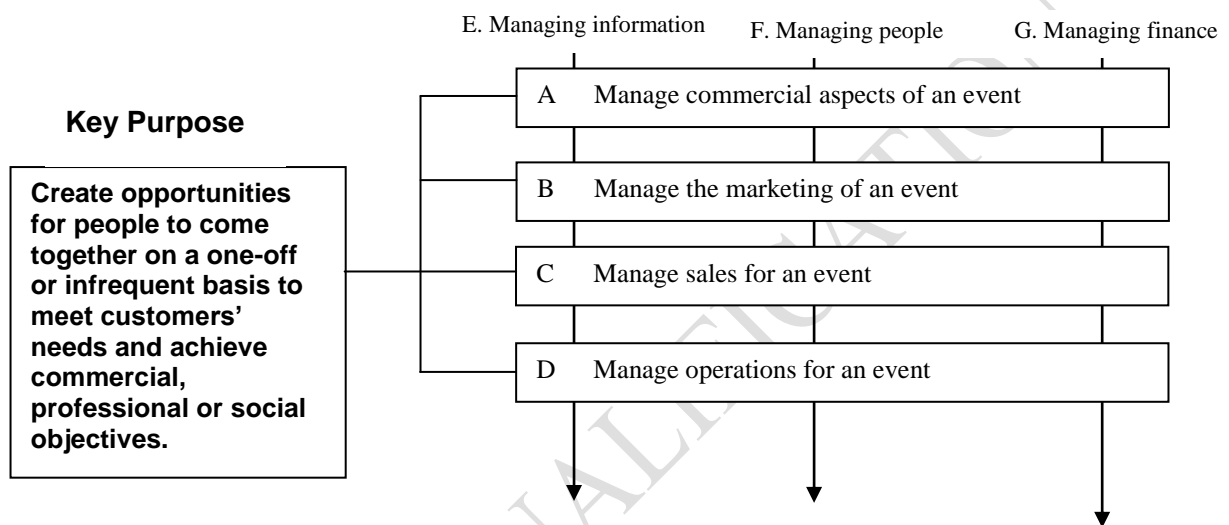
Mapping to National Occupational Standards

The attached mapping was based on the National Occupational Standards for Events.

Functional Map of Events Sector: April 2008

Key Purpose: 'Create opportunities for people to come together on a one-off or infrequent basis to meet customers' needs and achieve commercial, professional or social objectives.'

What needs to happen to achieve the Key Purpose?



Key Role A: Manage the commercial aspects of an event	
National occupational standards	Source and Notes
A1 Develop and agree the concept for an event	level 4 Unit on first stage planning, developed within the project
A2 Research and agree the scope of an event	level 4 Unit on second stage planning, developed within the project
A3 Develop and agree a business plan for an event	level 4 Unit on detailed business planning, developed within the project
A4 Manage risk	level 4 Unit on generic risk management appears as B10 in MSC Management suite
A5 Ensure compliance with legal, regulatory, ethical and social requirements	level 4 Unit on managing in a responsible manner appears as B8 in the MSC Management suite
A6 Identify, negotiate and secure a venue for an event	level 4 Unit on securing venue for event developed within the project
A7 Identify and negotiate contracts for an event	level 4 Unit on selecting and negotiating with contractors for a range of goods and services developed within the project

Key Role B: Manage the marketing of an event	
National occupational standards	Source and Notes
B1 Build your organisation's understanding of its market and customers	level 4 Unit on market research from a Management angle appears as F9 in MSC Management suite
B2 Develop marketing strategies and plans for products/services	level 4 Unit on marketing as appropriate to events appears in the MSSSB suite as 3.1.1
B3 Co-ordinate communications functions and the dissemination of the organisation's communications	level 4 covering the development of internal and external communications strategies appears in the MSSSB suite of NOS as 4.4.4
B4 Develop and implement proactive and reactive PR strategies and tactics	level 4 public relations Unit Appears in the MSSSB suite as 4.4.8
B5 Implement marketing strategies and plans for products/services	level 3 Unit on implementing marketing plans. appears in MSSSB suite as 6.1.2

Key Role C: Manage sales for an event	
National occupational standards	Source and Notes
C1 Obtain sponsorship/revenue for an event	level 4 Unit on developing sponsorship or partnership arrangements developed within project
C2 Plan your selling activities	level 4 Unit on sales as appropriate to events appears in the MSSSB suite as Unit 5
C3 Plan and monitor the work of sales teams	level 4 Unit appears in the MSSSB suite as Unit 9
C4. Sell products/services to customers	level 3 Unit appears in the MSSSB suite as Unit 16
C5 Negotiate sales of products/services	level 3 Unit appears in the MSSSB suite as Unit 17

Key Role D: Manage operations for an event	
National occupational standards	Source and Notes
D1 Plan and implement a critical path for an event	level 4 Unit on first stage operational planning for an event developed within the project
D2 Develop and implement policies and procedures for an event	level 4 Unit on events policies and procedures developed within the project
D3 Develop detailed plans for an event	level 3 Unit covering use of space, event programmes etc developed within project
D4 Develop and implement operational plans for your area of responsibility	level 4 Management Unit on operational planning and implementation appears as B1 in the MSC Management suite
D5 Manage contracts for an event	level 4 Unit on managing contractors during the operational phase developed within project

Key Role D: Manage operations for an event (cont)	
D6 Plan for the health, safety and security of people attending a spectator event	level 4 event safety Unit appears as C216 in the SkillsActive suite of Spectator Safety NOS
D7 Manage physical resources	level 4 Unit on managing eg equipment, materials, facilities etc appears as E8 in the MSC Management suite
D8 Oversee health, safety and security at events' sites	level 3 Unit on the health and safety of the site and the site team developed as part of the project
D9 Manage the set-up and breakdown of an event	level 3 Unit covering operational aspects of set-up and take down developed within project
D10 Manage the running of an event	level 4 Unit on operational management during the event developed within project
D11 Ensure the health, safety and security of people during a spectator event	level 4 Unit on spectator/customer safety appears in the SkillsActive suite as C217
D12 Evaluate and report on the success of an event	level 3/4 Unit on evaluation developed within project

Key Role E: Managing information	
National occupational standards	Source and Notes
E1 Communicate information and knowledge	level 4 Communications Unit appears in the MSC Management suite as E11
E2 Research, analyse and report information	level 3 research Unit appears in the Council for Administration suite of NOS as 310
E3 Manage information systems	level 4 information Unit appears in the Council for Administration suite of NOS as 410
E4 Lead meetings	level 4 Unit appears in the MSC Management suite as D11

Key Role F: Managing people	
National occupational standards	Source and Notes
F1 Develop productive working relationships with colleagues and stakeholders	level 3/4 Unit on effective working relationships appears as D2 in the MSC Management suite
F2 Manage the achievement of customer satisfaction	level 3/4 customer service Unit appears in the MSC Management suite as F11
F3 Recruit, select and keep colleagues	level 3/4 recruitment, selection and retention Unit appears in the MSC Management suite as D3
F4 Provide leadership in your area of responsibility	level 3/4 leadership Unit appears in the MSC Management suite as B6
F5. Build and manage teams	level 4 team building Unit appears as D9 in the MSC Management suite
F6 Provide learning opportunities for colleagues	level 3/4 training and development Unit from a management angle appears in the MSC Management suite as D7
F7 Allocate and monitor the progress and quality of work in your area of responsibility	level 4 performance management Unit appears in the MSC Management suite as D6
F8 Monitor and solve customer service problems	level 3 customer care Unit appears in MSC Management suite as F6

Key Role G: Managing finance	
National occupational standards	Source and Notes
G1 Manage a budget	level 3 financial management Unit. appears as E1 in the MSC Management suite
G2 Manage finance for your area of responsibility	level 4 financial management Unit. appears as E2 in the MSC Management suite

Mapping information (cont)

Unit Name and Reference Number							
NOS Number	Events: Graded Unit 1 F4AP 34	Events Applications F35R 34	Events Industry: An Introduction F35W 34	Events Legislation: Safety and Licensing F35V 34	Communication: Analysing and Presenting Complex Communication DE3N 34	Event Budgeting and Funding F35S 34	Work Experience DV0M 34
A1							
A2							
A3							
A4	X						
A5	X			X			
A6							
A7							
B1	X						
B2	X						
B3	X						
B4	X						
B5	X						
C1						X	
C2	X						
C3							
C4							
C5							
D1		X					
D2		X			X		
D3		X					
D4							X
D5							
D6	X	X		X			
D7							
D8				X			
D9							
D10							
D11				X			
D12	X						
E1			X		X		X
E2			X		X		
E3							
E4					X		
F1		X					
F2	X	X					
F3							
F4							
F5							
F6							
F7							X
F8		X					
G1		X				X	
G2		X				X	

Mapping information (cont)

Unit Name and Reference Number						
NOS Number	Information Technology: Application Systems D75X 34	Using Software Application Packages D85F 34	Marketing: An Introduction F7BX 34	HND Event: Management Graded Unit 2 F4AR 35	Managing an Event F35Y 35	Event Legislation: Contracts and Protection F35T 34
A1					X	
A2					X	
A3					X	
A4					X	
A5					X	
A6					X	
A7					X	
B1			X			
B2			X			
B3			X			
B4					X	
B5					X	
C1					X	
C2					X	
C3					X	
C4					X	
C5					X	
D1					X	
D2					X	
D3					X	
D4					X	
D5					X	
D6					X	X
D7					X	
D8					X	
D9					X	
D10					X	
D11					X	
D12					X	
E1	X	X			X	X
E2	X	X			X	X
E3	X	X				
E4						
F1					X	
F2					X	
F3						
F4					X	
F5					X	
F6						
F7						
F8						
G1					X	
G2					X	

Mapping information (cont)

Unit Name and Reference Number						
NOS Number	Preparing Financial Forecasts F84R 35	Managing Financial Resources in Hospitality DL3A 35	Behavioural Skills for Business F84L 35	Preparing and Presenting a Business Plan DE2E 34	Conferences: An Introduction F36S 34	Food and Beverage Events F35X 34
A1						
A2						
A3				X		
A4						
A5						
A6						
A7						
B1						
B2						
B3						
B4						
B5						
C1						
C2						
C3						
C4						
C5						
D1				X		X
D2						
D3						X
D4						
D5						
D6						X
D7						X
D8						X
D9						X
D10						X
D11						
D12						
E1				X	X	
E2					X	
E3						
E4			X			
F1			X			
F2						
F3			X			
F4			X			
F5			X			
F6						
F7						
F8						
G1		X				
G2	X	X				

Mapping information (cont)

Unit Name and Reference Number						
NOS Number	Marketing Planning in Travel and Tourism	Principles and Practices of Selling	Live Performance: Events	Exhibition Planning and Organisation	Public Relations 1: Functions and Applications	Public Relations 2: Planning and Implementing Public Relations Campaigns
	DK04 35	DG6W 34	F3J4 34	F364 34	D7M8 34	D7XY 35
A1						
A2						
A3						
A4						
A5						
A6						
A7						
B1	X				X	
B2	X					
B3					X	
B4					X	X
B5	X					
C1						
C2		X				
C3						
C4		X				
C5		X				
D1			X			
D2						
D3			X			
D4						
D5						
D6			X			
D7			X			
D8			X			
D9			X			
D10			X			
D11						
D12						
E1				X		
E2				X		
E3						
E4						
F1						
F2						
F3						
F4						
F5						
F6						
F7						
F8						
G1						
G2						

Mapping information (cont)

Unit Name and Reference Number						
NOS Number	Management: Leadership at Work H1F2 34	Personal Development Planning DE3R 34	Desk Top Publishing DF5Y 34	Human Resource Management: An Introduction DN78 34	Creating a Culture of Customer Care H1F0 34	Public Relations: Principles and Practice FK8N 34
A1						
A2					X	
A3						
A4						
A5						
A6						
A7						
B1						X
B2						
B3						X
B4			X			X
B5						
C1						
C2						
C3						
C4						
C5						
D1		X				
D2					X	
D3		X				
D4						
D5						
D6						
D7						
D8						
D9						
D10						
D11						
D12						
E1			X		X	
E2						
E3						
E4						
F1						
F2		X			X	
F3				X		
F4	X			X		
F5	X			X		
F6						
F7		X				
F8		X			X	
G1						
G2						

5.3 Articulation, professional recognition and credit transfer

Credit transfer arrangements/transition arrangements

For existing candidates the following credit transfer guidance is provided:

Candidates may be given credit transfer between HNC/HND Units (developed using old design principles) and the new HN Units (developed using 2008 design principles).

A candidate who is transferring, from an award in the same subject area, with a 12 credit HNC (or having completed the 15 credits necessary for the first part of a HND) should:

- ◆ be given opportunities to develop Core Skills
- ◆ be given credit for the Units achieved in the previous award
- ◆ achieve the mandatory Units in this award by credit transfer or normal study
- ◆ obtain the remaining SCQF credit points required at the SCQF level to gain the award (either by credit transfer or normal study)

Credit transfer can be given where there is broad equivalence between the subject related content of the Unit (or combination of Units). Specific guidance on individual Units is provided in the table. Candidates who are given credit transfer between predecessor HNC/HND Units and the new HN Units must still satisfy all other conditions of the award of the new principles HNC/HND including the mandatory Units and the correct number of credits at the correct SCQF level.

All the Units, which are eligible for credit transfer, have been agreed with the appropriate External Verifier.

Transition arrangements

It is anticipated that there will be occasions when candidates who have achieved an HNC from the previous framework, will present themselves for the new HND. During this transition period it will be permitted to move to the HND without the Events: Graded Unit 1. They will however be expected to achieve 30 credits, including Event Management: Graded Unit 2.

GUIDANCE ON CREDIT TRANSFER BETWEEN OLD AND NEW UNITS:

Old Unit	Unit code	New Unit	Unit code	Credit transfer conditions
Event Organisation	D3Y2 04	Events Applications	F35R 34	Full transfer
Event Administration and Event Organisation	D3XV 04 D3Y2 04	Events Industry: An Introduction	F35W 34	Full transfer
Event Organisation (Outcome 1)	D3Y2 04	Events Industry: An Introduction (Outcomes 1, 2 and 3)	F35W 34	Partial transfer
Event Organisation (Outcome 2)	D3Y2 04	Event Budgeting and Funding (Outcome 1)	F35S 34	Partial transfer
Event Organisation (Outcome 3)	D3Y2 04	Event Legislation: Safety and Licensing (Outcomes 1 and 3)	F35V 34	Partial transfer
Event Organisation (Outcome 3)	D3Y2 04	Event Legislation: Contracts and Protection (Outcomes 1, 2 and 4)	F35T 34	Partial transfer
Event Organisation and Event Administration and Events Management: An Introduction to Food and Beverage Operations	D3Y2 04 D3XV 04 D3Y8 04	Event Legislation: Safety and Licensing	F35V 34	Full transfer
Mounting an Exhibition	D3Y3 04	Exhibition Planning and Organisation	F364 34	Full transfer
Event Marketing	D3Y1 04	Marketing Planning in Travel and Tourism	DK04 35	Full transfer
Event Management	D3XY 04	Managing an Event	F35Y 35	Full transfer
Events Management: An introduction to Food and Beverage Operations and Event Management	D3Y8 04 D3XY 04	Food and Beverage Events	F35X 34	Full transfer
Events Management: An Introduction to Food and Beverage Operations	D3Y8 04	Food and Beverage Events (Outcomes 1 and 3)	F35X 34	Partial transfer

Old Unit	Unit code	New Unit	Unit code	Credit transfer conditions
Event Management	D3XY 04	Food and Beverage Events (Outcomes 2 and 4)	F35X 34	Partial transfer
Event Administration (Outcomes 1 and 3)	D3XV 04	Events Industry: An Introduction (Outcome 4)	F35W 34	Partial transfer
Event Administration (Outcome 3)	D3XV 04	Event Legislation: Safety and Licensing (Outcome 3)	F35V 34	Partial transfer
Event Administration (Outcome 2)	D3XV 04	Event Budgeting and Funding (Outcome 3)	F35S 34	Partial transfer
Event Administration (Outcomes 2, 4 and 5)	D3XV 04	Marketing Planning in Travel and Tourism (Outcome 3)	DK04 35	Partial transfer
Event Administration (Outcome 4)	D3XV 04	Event Legislation: Contracts and Protection (Outcomes 1, 2 and 4)	F35T 34	Partial transfer
Communication: Presenting Complex Communication for Vocational Purposes	D5P3 04	Communication: Analysing and Presenting Complex Communication	DE3N 34	Full transfer
Workplace Experience	A6T1 34	Work Experience	DV0M 34	Full transfer
Preparing Financial Forecasts	DE3J 35	Preparing Financial Forecasts	F84R 34	Full transfer
Behavioural Skills for Business	DE3L 35	Behavioural Skills for Business	F84L 35	Full credit transfer
Business and Venture Planning for the Event Industry	D3Y5 04	Preparing and Presenting a Business Plan	DE2E 34	Full transfer
Events Marketing; An Introduction	D3Y0 04	Marketing: An Introduction	DE3C 34	Full transfer
Principles and Practice of Selling	A60W 04	Principles and Practices of Selling	DG6W 34	Full transfer
Public Relations: Principles and Practice	DV7A 34	Public Relations: Principles and Practice	FK8N 34	Full transfer
Public Relations 1: Functions and Applications	A6SS 04	Public Relations 1: Functions and Applications	D7M8 34	Full transfer

Old Unit	Unit code	New Unit	Unit code	Credit transfer conditions
IT Applications 1	A6AM 04	Information Technology: Applications Software 1	D75X 34	Full transfer
Information Technology Applications 1	A6AM 04	Using Software Application Packages	D85F 34	Full transfer
Management: Leadership at Work	DV88 34	Management: Leadership at Work	H1F2 34	Full credit transfer
Introduction to Desktop Publishing	A6SW 04	Desk Top Publishing	DF5Y 34	Full transfer
Introduction to Managing the Human Resource	A6H9 04	Human Resource Management: Introduction	DN78 34	Full transfer
Live Performance Management: An Introduction	D3Y7 04	Live Performance: Events	F3J4 34	Full transfer
Creating a Culture of Customer Care	DJ42 34	Creating a Culture of Customer Care	H1F0 34	Full transfer
Developing Entrepreneurial Skills	A6Y7 04	Entrepreneurship in the Creative Industries	DR0T 35	Full transfer
Marketing: An Introduction	DE3C 34	Marketing: An Introduction	F7BX 34	Full transfer
Basic Communication in Spanish 1	A5FT 33	Communication in Spanish: Basic Operational Reading and Writing Skills and Communication in Spanish: Basic Operational Speaking and Listening Skills	F2FE 33 F20W 33	Full transfer
Credit transfer arrangements the same as above for all language Units.				

6 Approaches to delivery and assessment

Context and content

The HNC Events and HND Events Management are designed for candidates who want to enter into positions in the events industry at an operational, supervisory or managerial level. The awards place a heavy focus on developing candidates' practical skills and their ability to apply their knowledge to the relevant environment. The awards have been developed to ensure that there is a balance of both theoretical and practical Units within the frameworks. The theory will underpin the knowledge required to cope with the practical elements.

The application of practical, managerial and theoretical skills being learned and studied, underpin the philosophy of the awards and are central to their delivery.

It is recommended that all Units should be delivered in the context of the awards. Candidates should be given the opportunity to apply knowledge gained in realistic and practical settings.

The awards also aim to prepare candidates for progression to a range of programmes of study either in Higher Education or workplace qualifications including SVQ routes. The awards are designed to facilitate articulation routes to a number of universities.

Delivery and assessment

It is expected that all Units will be delivered in the context of the event industry and be appropriate to the purpose of the awards.

The choice of optional Units is significant and candidates should be aware that their choice of options may enhance their job prospects.

The design principles for HN awards have encouraged a more holistic approach to assessment. The new HN specification places emphasis on assessing the whole Outcome or combination of Outcomes rather than individual Knowledge and/or Skills. The new Unit specification allows the use of sampling of Knowledge and/or Skills. This has reduced the assessment loading for both candidates and centres. The Unit specifications detail exactly what the Evidence Requirements and assessment procedures are for each assessment and assessment exemplars have been provided for some Units.

A number of Units may lend themselves to e-learning.

Integration between Units

There are possibilities of integrating assessments within Units and on work placements, including *Events Applications*, *Event Budgeting and Finance*, and *Communication: Analysing and Presenting Complex Communication*. Evidence to establish competence in individual Units must be available, as integration does not mean a reduction of demand level.

It is important to demonstrate to candidates that the awards offer cohesive coverage of the events industry and are not simply a set of disparate Units. The work undertaken in earlier Units provide building blocks for later Units. There are examples of integration, where Units can be assessed by the means of integrated assessments, thereby lessening the assessment burden, as follows:

Events Applications — all Outcomes will be assessed with an integrated approach. In addition there are two Outcomes of *Event Budgeting and Funding* that can also be integrated with this Unit. Assessments could also be integrated within the Unit, *Communications: Analysing and Presenting Complex Communication*.

Events Industry: An Introduction — Outcomes 2 and 3 can be assessed with an integrated approach.

Event Legislation: Safety and Licensing — Outcomes 1, 2 and 3 can be assessed using an integrative approach, based on a case study.

Event Budgeting and Funding — the assessments for Outcomes 3 and 4 could be integrated with the Unit, *Events Applications*.

Communications: Analysing and presenting Complex Communication — assessments could be integrated with the Unit, *Events Applications*.

Managing an Event — the four Outcomes will be integrated to provide a holistic assessment for the Unit. Assessments could be integrated with the Unit *Marketing Planning in Travel and Tourism*.

Behavioural Skills for Business — the three Outcomes can be assessed using an integrative approach, based on a case study.

Preparing and Presenting a Business Plan — the three Outcomes can be assessed using an integrative approach, based on a case study.

Marketing Planning in Travel and Tourism — Outcome 1 and 2 could be integrated with the Unit *Managing an Event*.

Graded Unit and timing of delivery

Individual Units contain advice regarding the Knowledge and/or Skills that a candidate may require to benefit from that Unit. This may influence the centre regarding the order of delivery of Units and the timing of the Graded Unit(s). These Units bring together many of the competences gained by the candidate while undertaking the individual mandatory Units. It is also designed to reflect the award title. In other words, as the Graded Unit(s) draw heavily upon the Knowledge and/or Skills being gained within other Units, it is recommended that the delivery takes place after some or most of the supporting Units have been completed. Centres will manage this at their discretion.

Flexible learning/Open learning/Part-time

It is considered that there is some possibility of delivering parts of the awards by a variety of routes. It may be delivered on a full-time or part-time basis or by a flexible learning route. Centres will make their own decisions in this matter. Again however, regardless of the mode of delivery, Evidence Requirements will be as described by the individual Unit specification.

If assignments are completed outwith the centre, it will be the responsibility of the centre to ensure the authenticity of a candidate's work. If a candidate's log accurately reflects the work assessed, this authenticates their evidence. There are various ways to support this process including; mentor reports being signed, a written record of oral questions and responses being signed and dated to name a few.

The awards lend themselves to part-time delivery as candidates could attend a centre on one day a week.

Cultural diversity

Approaches to learning seek to ensure representation of a wide range of cultural heritage within the curriculum and to foster respect for all groups and individuals.

Equality issues

Centres are committed to supporting all members of the learning community it serves and as such will remove barriers to learning and achievement wherever practicable. Well-developed support services are in place to facilitate the learning of those with a range of physical or learning needs in addition to those who may require assistance with literacy, numeracy or with English language.

Workplace experience

The stated aims of both the Higher National Certificate in Events and the Higher National Diploma in Events Management envisage that the successful student will be able to contribute directly to the operation of an enterprise in the event industry, as a credible candidate for a supervisory or managerial position.

It is accordingly seen as of prime importance that every candidate should include an element of real workplace experience in his or her course. This will assist in developing employability skills and will enhance citizenship opportunities.

Additional qualifications

It is seen as important that candidates are given the opportunity to achieve additional qualifications such as those available for licensing, first aid, health and safety and food safety.

Disclosure Scotland

An important point is made regarding the fact that in order to work with children, there is a need for colleges and employers to ensure that candidates have an appropriate certificate from (currently) Disclosure Scotland.

It is a legal requirement that anyone working with children or vulnerable adults must have been cleared under the terms of the 'Disclosure Scotland' scheme.

While it is not practical for this to be a mandatory requirement for entry to the award, it is nevertheless a strong recommendation that centres arrange for disclosure certification and it may be a requirement of employers and centres where a workplace Unit is to be completed.

Risk management

A number of Units contain either a reference or a need for the candidate to be able to be aware of the management of risk. This is in fact inherent within a number of both mandatory and optional Units. The Exemplar material will expand on this issue but there is a real opportunity to integrate assessments in a real working environment.

Future intentions

Under current HND design principles there is an opportunity to reflect future industry developments. These principles will allow the award to more accurately reflect the future requirements of industry and the needs of the candidate. It will also allow Units to be replaced over a period as the time comes to revise them. All Units in the 'predecessor' style will be phased out and replaced with Units in the new format. The intention is to grasp this opportunity and substitute the new validated Units as and when they become available.

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 these Group Awards 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 and Quality Assurance for Colleges of Further Education* (www.sqa.org.uk).

8 General information for candidates

The HNC Events and HND Events Management are awards that will prepare you for a variety of levels of employment within the industry.

The HNC/HND awards, will prepare you for the world of Events. They will prepare you for a career in industry as well as progression to a course in Higher Education. The industry has high expectations of its employees demanding good oral and written communication skills, smart appearance, highly developed social skills including good manners, a high degree of commitment to the organisation and an ability to work productively both individually and co-operatively as a member of a team.

The programmes are demanding, however experience in delivering the awards has shown that candidates who enter their chosen award with at least the minimum entry qualifications and who show commitment by attending classes regularly and completing the work demanded on time, do successfully achieve their award.

The language used in the learning and teaching within these awards is English and therefore candidates wishing to pursue this course of study should have English language skills at an appropriate level. ESOL programmes may be available for you if you require pre-access learning in English language. The level for entry is an International English Language Test score of 5.5

These awards include the planning, implementation and evaluation of events.

The aims of the qualifications include the following:

General aims:

- 1 To develop your knowledge and skills in planning and analysis.
- 2 To develop problem solving skills.
- 3 To develop study and research skills.
- 4 To develop critical and evaluative thinking.
- 5 To develop communication skills and presentation techniques.
- 6 To develop IT skills.
- 7 To develop personal effectiveness.
- 8 To learn good practice from professionals at work.
- 9 To enable progression within the SCQF and allow progression to higher level of education.
- 10 To meet the needs of the relevant industries.
- 11 To provide opportunities for career planning.
- 12 To develop the ability to be flexible and to work co-operatively with others.
- 13 To develop employment skills and enhance your employment opportunities.
- 14 To enhance your speed of progression within an organisation.

Specific aims for:

HNC Events

- 15 To prepare for employment in the events industry in a supervisory level post.
- 16 To gain an understanding of the role and application of the skills required in the events industry.
- 17 To develop your knowledge and skills in the main occupational areas of the events industry.
- 18 To provide options which permit an element of vocational specialism in related areas to the events industry.
- 19 To develop key transferable skills, which are relevant to the events industry.
- 20 To enable progression to study the HND Events Management.
- 21 To enable progression to study at an HEI at year 1.

HND Events Management

- 22 To develop a wider range of competences and expanded knowledge which a candidate can achieve, by offering significant optional Units relating to events management.
- 23 To enhance the likely entry point to an events organisation.
- 24 To gain entry to HEIs at year 2 or 3 level of entry.
- 25 To enable you to enhance their understanding of the events industry from a managerial perspective.
- 26 To develop key transferable skills enabling you to investigate issues and problems relating to events management.

The Units will be taught within the context of the events industry. It is a central theme that Units will be delivered in contexts appropriate to the awards purpose.

Assessment

All Units will be assessed individually, using a variety of assessment styles. Some will be class based, some home based. Some may be open-book assessments and others will be closed-book assessments. Integration of assessments between Units will take place where appropriate, which will lessen the assessment burden.

The Graded Units will be delivered and assessed towards the end of year one and year two. These Units will be using the knowledge and understanding gained from all the other Units and will get you to apply this knowledge. Graded Unit 1 is a case study and Graded Unit 2 is an investigation. They are marked and the grade awarded will be an A, B or C pass.

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 HN credit is equivalent to 8 SCQF credit points. This applies to all HN Units, irrespective of their level.

SCQF levels: The SCQF covers 12 levels of learning. HN Units will normally be at levels 6–9. Graded Units will be at level 7 and 8.

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

Graded Unit: Graded Units assess candidates' 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 candidates to retain and adapt their skills and knowledge.

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 HNC/HND 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 HNCs and HNDs are those developments or revisions undertaken by a group of centres in partnership with SQA.

Specialist single centre and specialist collaborative devised HNCs and HNDs are those developments or revisions led by a single centre or small group of centres who provide knowledge and skills in a specialist area. Like consortium-devised HNCs and HNDs, these developments or revisions will also be supported by SQA.