Group Award Specification for:

PDA Events

Group Award Code: GJ2V 47

PDA Events Operations

Group Award Code: GJ2W 47

Validation date: December 2013

Date of original publication: March 2014

Version: 04 (October 2021)

Contents

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

In the past few years the events industry has seen substantial growth within all sectors. As there has been an increase in the number of Events as well as event related businesses, industry practitioners are expecting prospective employees to have a relevant qualification that provides both the theoretical knowledge and the vocational skills necessary to fulfill a role within the industry.

The Scottish Government's Major Events Strategy document *Competing on an International Stage* states as their vision: 'To become one of the world's foremost events destinations by 2015.'

The Sector Skills Council, People 1st highlighted a lack of continuing professional development (CPD) opportunities in the sector which 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

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

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 growth has been reflected in the development and availability of a number of SQA qualifications to support the professionalisation of the sector. The HNC in Events and HND in Events Management (SCQF level 7 and 8 respectively) have been successfully running since 2009 and a National Certificate in Events Coordination (SCQF level 5) was introduced in 2012. The PDA in Events Operations and the PDA in Events were added to the portfolio in 2014.

2   Qualifications structure

2.1   PDA Events Operations

The framework has been created with options to ensure that candidates gain some knowledge in specialist areas within the sector, relevant to their employment.

This qualification is set at SCQF level 7. It is made up of 4 credits. It comprises of 3 mandatory credits (two Units) and 1 additional credit (Unit) from the list of optional Units.

Mandatory Units

4 code	2 code	Unit title	SQA credit	SCQF credit points	SCQF level
H91J	34*	Organising an Event	2	16	7
F86P	34	Digital Culture: Online Communication	1	8	7

Optional Units

Candidates must attain 1 credit from this group

4 code	2 code	Unit title	SQA credit	SCQF credit points	SCQF level
F7BX	34	Marketing: An Introduction	1	8	7
F3J4	34	Live Performance: Events	1	8	7
H942	34*	Conferences: An Introduction	1	8	7
H91N	34*	Food and Beverage Events	1	8	7

*Revision of Units please see History of Changes Table

2.2 PDA Events

This framework has an all mandatory structure providing a sound basis of underpinning knowledge and practice irrespective of the events sector the candidate is employed, or hopes to be employed in.

This qualification is set at SCQF Level 7. It is made up of 4 credits (three Units), all of which are mandatory.

Mandatory Units

4 code	2 code	Unit title	SQA credit	SCQF credit points	SCQF level
H91K	34	Events Industry: An Introduction*	2	16	7
H91L	34	Event Legislation: Safety and Licensing*	1	8	7
F35S	34	Event Budgeting and Funding	1	8	7

*Revision of Units please see History of Changes

3 Aims of the qualifications

The main purpose of these qualifications are to provide both the theoretical knowledge and the vocational skills necessary to fulfill a role within the events sector. Both PDAs are designed to allow flexibility in delivery appropriate to the individual candidate's circumstances, whether already working, or aspiring to gain employment within the events sector.

The awards will provide vocational education in events, allowing the candidates to succeed with a broad experience in organising as well as supporting events of all sizes.

These awards will:

♦ target employees in the various associated industries
♦ satisfy the needs of those who wish to use it as a stepping-stone to a related HNC/HND qualification
♦ assist candidates who wish to start their own business

3.1 General aims of the 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
6 To develop personal effectiveness.
7 To learn good practice from professionals at work.
8 To enable progression within the SCQF
9 To meet the needs of the relevant industries.
10 To provide opportunities for career planning.

11   To develop the ability to be flexible and to work co-operatively with others.
12   To develop employment skills and enhance candidates' employment opportunities.

3.2　Specific aims of the qualifications

Specific aims for:

PDA Event Operations

1　To prepare for employment in the events industry in a supervisory level post.
2　To gain an understanding of the role and application of the skills required in the events industry.
3　To develop the candidate's knowledge and skills in the main occupational areas of the events industry.
4　To develop key transferable skills, which are relevant to the events industry.
5　To provide options which permit an element of vocational specialism in related areas to the events industry.

PDA Events

1　To prepare for employment in the events industry in a supervisory level post.
2　To gain an understanding of the role and application of the skills required in the events industry.
3　To develop the candidate's knowledge and skills in the main occupational areas of the events industry.
4　To develop key transferable skills, which are relevant to the events industry.

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 purpose of the awards.

4　Recommended entry to the qualifications

It is anticipated that the PDAs would be delivered through a part-time course of study.

Candidates will typically come from employers from within the Events sector, or employers that carry out events activities, for example Local Authorities.

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 entry qualifications are specified below.

♦　a minimum of one SQA Higher (SCQF level 6) pass at grade C along with three Standard Grade passes at 3 or above, National 5 or above
♦　appropriate National Qualification Group Awards at SCQF level 5 or 6, for example the National Certificate in Events Co-ordination
♦　relevant work 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 to 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.

Core Skill	Recommended SCQF entry profile	Associated assessment activities
Communication	4	Report writing
Numeracy	4	Developing graphs
Information and Communication Technology (ICT)	4	Creation of website, use of blog, wiki, use of Microsoft applications
Problem Solving	4	Planning, organising and evaluating an event
Working with Others	4	Planning, organising and evaluating an event

5   Additional benefits of the qualifications in meeting employer needs

These qualifications were designed to support continuing professional development in the Events sector.

The following mappings of the Units to the aims of the qualifications, the relevant National Occupational Standards (NOS) and to potential Core Skills development highlight further benefits in meeting employer needs.

5.1　Mapping of qualification aims to Units

PDA Events Operations

Code	Unit title	General Aims												Specific Aims				
		1	2	3	4	5	6	7	8	9	10	11	12	1	2	3	4	5
F35R 34	Events Applications	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
F86P 34	Digital Culture: Online Communication	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
F7BX 34	Marketing: An Introduction		X	X	X	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	X	X	X	X	X	X
F365 34	Conferences: An Introduction		X	X	X	X	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	X	X	X	X	X

PDA Events

Code	Unit title	General Aims												Specific Aims				
F35W 34	Events Industry: An Introduction	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	N/A
F35V 34	Event Legislation: Safety and Licensing	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	N/A
F35S 34	Event Budgeting and Funding	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	N/A

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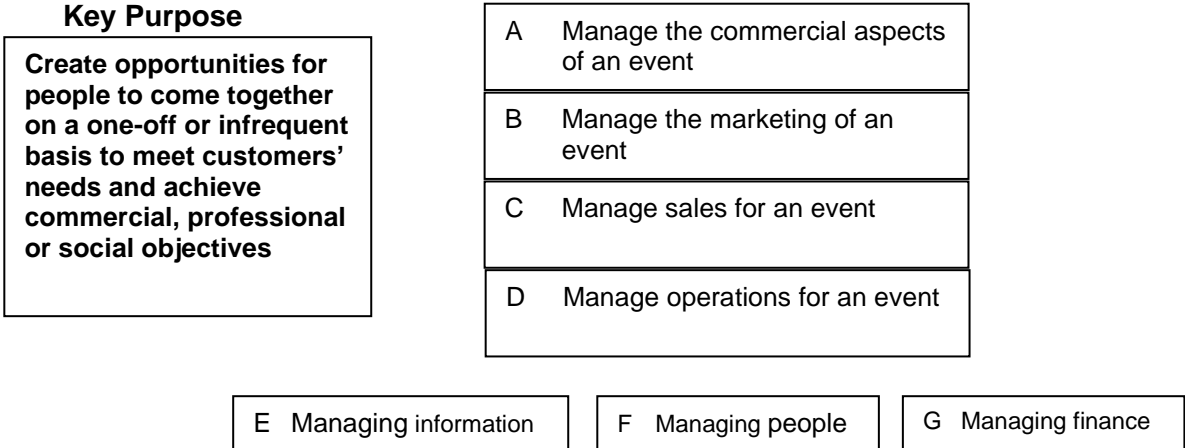
Mapping to National Occupational Standards

The NOS were under review during the development of the PDAs. The QDT were involved in the consultation process and in designing these qualifications have attempted to incorporate any changes made to the NOS. In particular use of social/digital media is high on the agenda as is sustainability. Both these areas are well represented within the PDAs.

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 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	A Manage the commercial aspects of an event
	B Manage the marketing of an event
	C Manage sales for an event
	D Manage operations for an event

E Managing information	F Managing people	G Managing finance

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

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
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

Key Role D: Manage operations for an event (cont)

National occupational standards	Source and Notes
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

NOS	Events Applications (F35R 34)	Digital Culture: Online Communication (F86P 34)	Marketing: An Introduction (F7BX 34)	Live Performance: Events (F3J4 34)	Conferences: An Introduction (F365 34)	Food and Beverage Events (F35X 34)	Events Industry: An Introduction (F35W 34)	Event Legislation: Safety and Licensing (F35V 34)	Event Budgeting and Funding (F35S 34)
A1									
A2									
A3									
A4									
A5								X	
A6									
A7									
B1			X						
B2			X						
B3			X						
B4									
B5									
C1									X
C2									
C3									
C4									
C5									
D1	X			X		X			
D2	X								
D3	X			X		X			
D4									
D5									
D6	X			X		X		X	
D7				X		X			
D8				X		X		X	
D9				X		X			
D10				X		X			
D11								X	
D12									
E1		X			X		X		
E2		X			X		X		

NOS	Events Applications (F35R 34)	Digital Culture: Online Communication (F86P 34)	Marketing: An Introduction (F7BX 34)	Live Performance: Events (F3J4 34)	Conferences: An Introduction (F365 34)	Food and Beverage Events (F35X 34)	Events Industry: An Introduction (F35W 34)	Event Legislation: Safety and Licensing (F35V 34)	Event Budgeting and Funding (F35S 34)
E3		X							
E4									
F1	X								
F2	X								
F3									
F4									
F5									
F6									
F7									
F8	X								
G1	X								X
G2	X								X

5.3 Mapping of Core Skills development opportunities across the qualifications

PDA Events Operations

Unit code	Unit title	Communication		Numeracy		ICT		Problem Solving			Working with Others	
		Written	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
F35R 34	Events Applications	D5				S5	S5	C5	C5	C5	D5	D5
F86P 34	Digital Culture: Online Communication											
FBX 34	Marketing: An Introduction	D6						D6	D6	D6		
F3J4 34	Live Performance: Events	D5										
F365 34	Conferences: An Introduction	D5										
F35X 34	Food and Beverage Events	D5						D5	D5	D5		

PDA Events

Unit code	Unit title	Communication		Numeracy		ICT		Problem Solving			Working with Others	
		Written	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
F35W 34	Events Industry: An Introduction	D5										
F35V 34	Event Legislation: Safety and Licensing							D5	D5	D5		
F35S 34	Event Budgeting and Funding	D5		D5	D5							

D = Developed
S = Signposted
C = Certificate
5/6 = SCQF level

5.4 Assessment Strategy for the qualifications

PDA Events Operations

Unit	Assessment				
	Outcome 1	**Outcome 2**	**Outcome 3**	**Outcome 4**	**Outcome 5**
Events Applications	Practical Activity — folio of work	Practical Activity — folio of work	Practical Activity — folio of work	Practical Activity — folio of work	N/A
Digital Culture: Online communication	On line forum	Small-group practical exercises	Small-group practical exercises	Small-group practical exercises	Small-group practical exercises
Marketing: An Introduction	Case Study Ext Resp Quest Open-book	Case Study Ext Resp Quest Open-book	N/A	N/A	N/A
Live Performance: Events	Ext Resp Quest Supervised conditions	Investigative Report	Investigative Report	N/A	N/A
Conferences: An Introduction	Case Study Ext Resp Quest Open-book	Case Study Ext Resp Quest Open-book	Report	N/A	N/A
Food and Beverage Events	Case Study Ext Resp Quest Open-book	Pract Exercise Open-book	Case Study Ext Resp Quest Open-book	Case Study Ext Resp Quest Open-book	N/A

PDA Events

Unit	Assessment				
	Outcome 1	**Outcome 2**	**Outcome 3**	**Outcome 4**	**Outcome 5**
Events Industry: An Introduction	Investigation	Case Study Ext Resp Quest Open-book	Case Study Ext Resp Quest Open-book	Case Study Rest Resp Quest Closed-book	N/A
Event Legislation: Safety and Licensing	Case Study Ext Resp Quest Open-book	Case Study Ext Resp Quest Open-book	Case Study Ext Resp Quest Open-book	N/A	N/A
Event Budgeting and Funding	Ext Resp Quest	Ext Resp Quest	Pract Exercise Open-book	Ext Resp Quest	N/A

6 Guidance on approaches to delivery and assessment

The PDA Events and PDA Events Operations are designed for candidates who have positions in the events industry at an operational or supervisory 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.

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 within the PDA Events Operations and candidates should be aware that their choice of options may suit the type of events that their employer is engaged with delivering.

The design principles for HN awards have encouraged a more holistic approach to assessment. The new PDA specification places emphasis on assessing the whole Outcome or combination of Outcomes rather than individual Knowledge and/or Skills. The 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.

Additionally, the *Event Applications* Unit has supporting on-line delivery materials available via the SQA Academy which supports centres e-learning strategies.

Integration between Units

There are possibilities of integrating assessments within Units, including *Events Applications* and *Digital Culture: Online Communication*.

6.1 Sequencing/integration of Units

The sequencing and the delivery of each Unit will be conducted following consultation with the candidate. Both PDAs are designed to meet industry needs and as such should be delivered to suit the type or sector of the events industry that the candidate is employed within. Integration will be clear within several Units, particularly the *Digital Culture: Online Communication* Unit which will integrate with *Events Applications* very supportively.

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:

♦   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**.

The following sub-sections outline how existing SQA Unit(s) may contribute to this Group Award. Additionally, they also outline how this Group Award may be recognised for professional and articulation purposes.

6.2.1   Articulation and/or progression

The award will allow candidates to progress towards an HNC/HND in Events/Events Management and then if interested the candidate can articulate on to a suitable degree programme at university.

6.2.2   Professional recognition

The qualification is not designed to provide professional recognition.

6.3   Opportunities for e-assessment

The Unit Event Applications is available as an on line format via SQA Academy. This can be linked to the college VLE. A variety of summative assessments and exercises are available to be completed on-line.

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 these awards.

7   General information for centres

Equality and inclusion

The Unit specifications making up these Group Awards 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 these qualifications 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:

♦ candidates 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)

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 candidates 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.

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 candidates for the Unit which has been revised where they are expected to complete the Unit before its finish date.

Version Number	Description	Date
04	**Amendment to unit title:** There was an error in the name of unit H91J 34 - Organising an event. This has now been amended.	08/10/2021
03	**Revised Units:** F365 34 Conferences: An Introduction has been revised by H942 34. Old Unit will finish on 31/07/2017. F35W Events Industry: An Introduction has been revised by H91K 34. F35V 34 Event Legislation: Safety and Licensing has been replaced by H91L 34. Both old units will finish 31/07/2017	19/06/2015
02	**Revised Units:** F35X 34 Food and Beverage Events has been revised by H91N 34. F35R 34 Events Applications has been revised by H91J 34 Organising an Event. Old units will finish on 31/07/2017.	21/05/2015

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 Professional Development Awards (PDAs), both designed to enable you obtain the key competences required for progression within operational, supervisory and management positions in a wide range of events organisations.

The PDA in Events Operations is particularly aimed at those who already work in events and has been created with options to ensure that you can choose topics that are relevant to your employment for example in digital communications, marketing, budgeting, live performance, food and beverage, conferencing and Health and safety.

The PDA in Events has an all mandatory structure of three Units providing a sound basis of underpinning knowledge and practice irrespective of the events sector you operate in.

The assessments in the awards are varied with much project work, investigative activity and practical activity involved.