



Group Award Specification for:

**National Certificate in Events Co-ordination at SCQF
level 5**

Group Award Code: GR8E 45

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1 Introduction

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 higher education institutes (HEIs) of the aims and purpose of the qualification
- ◆ provide details of the range of learners the qualification is suitable for and progression opportunities

1.1 Rationale

Competing in the world economy is a critical component of the modern age and the events sector plays a key role in providing Scotland opportunity to integrate onto the world stage. The events sector is a vibrant and exciting sector. It provides colour and energy creating a platform on which the country can showcase many of the unique cultural and economic resources it has to offer. Consequently this helps in attracting tourists and inward investment via business, creating an energy on which Scotland can continue to build and thrive.

The events industry has only really been identified as a discrete entity in the last 25 years or so. Events organisers were traditionally in-house, working as part of the organisation, carrying out operational management or administrative roles specific to the kind of event the organisation is hosting or they were based within external venues designed to host events such as hotels, conference centres, etc. Whilst this pattern still exists, the intervening growth period has seen the emergence of a relatively large number of freelance event organisers or small operations whose primary business is the organisation of events for others. The events industry comprises the following sub-sectors:

- ◆ Business tourism/business events sub sector (conferences, meetings and exhibitions, incentive travel, corporate events and corporate hospitality, outdoor events)
- ◆ Leisure events sub-sector (community events, live entertainment events, sports events, party/celebration events/weddings)

Working in the events industry is exciting and fast moving and those involved require a variety of skills and attributes that can be further developed through the completion of NC Events Co-ordination.

1.2 Target groups

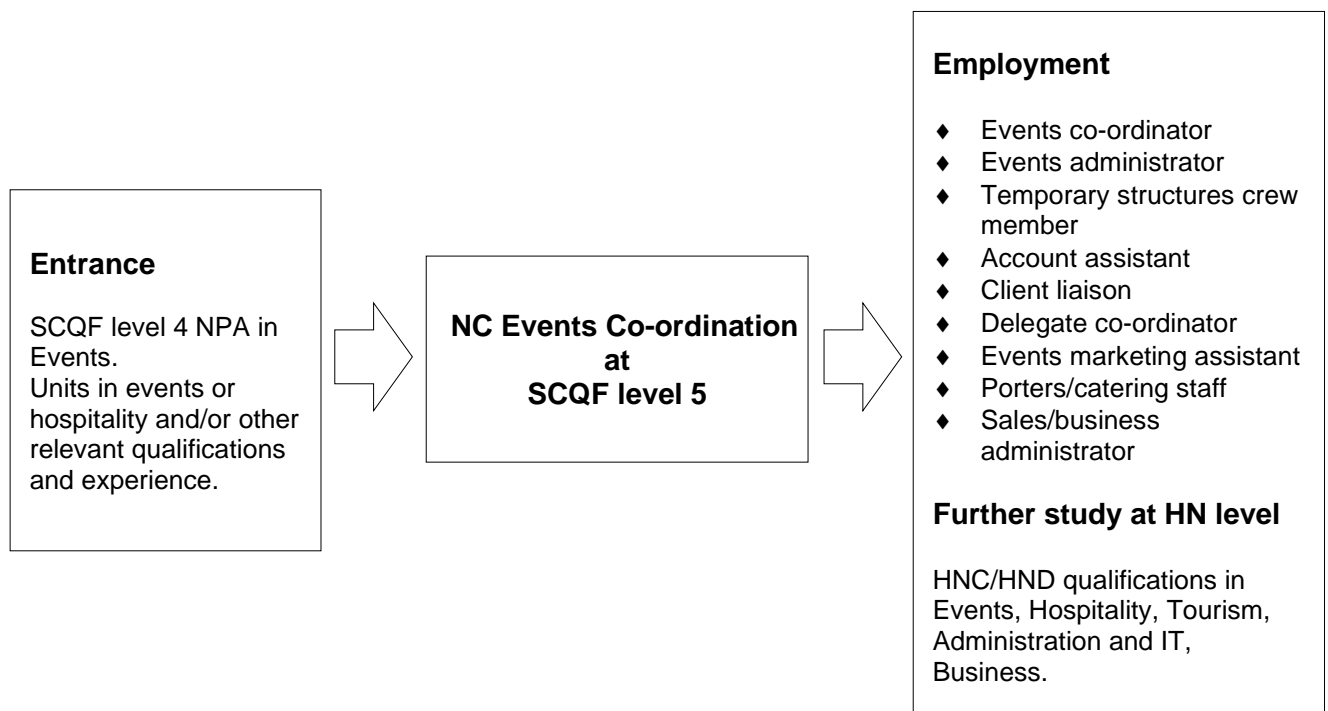
The National Certificate in Events Co-ordination is an appropriate qualification for learners who wish to pursue a career in the events sector. The units that make up the qualification provide the opportunity for learners to develop the key soft and transferable skills common to all customer-facing roles, including:

- ◆ IT skills
- ◆ verbal and written communication skills
- ◆ excellent organisation and administrative skills
- ◆ time management
- ◆ ability to express oneself in an articulate manner
- ◆ approachability
- ◆ customer service skills

Whilst allowing the learner to develop a degree of technical specialism in events specific activities.

National Certificates (NCs) are typically offered as a one-year full-time programme in colleges. They are suitable for both school leavers and adult returners to education. These qualifications provide an opportunity for learners to re-engage with education offering a platform through which there is an opportunity to progress through the SCQF levels in further education and/or industry with a route map to continue progress into higher education.

The diagram below illustrates possible progression routes into the NC and from the NC into employment or further study.



Where demand exists from learners whose first language is not English, there may be a need to develop the English language skills needed to become proficient learners. The SQA portfolio of English to Speakers of Other Languages (ESOL) courses could provide an appropriate entry point for such learners,

2 Qualification structure

2.1 Structure

Learners must complete 12 SQA credits (overall: 72 SCQF points). 9 SQA credits (54 SCQF points) must be from the mandatory section and 3 SQA credits (18 SCQF points) from the options section.

Mandatory units — 9 credits (54 SCQF points)

4 code	2 code	Unit title	SQA credit	SCQF credit points	SCQF level
FP62	11	Contribute to an Event	2	12	5
FP61	11	Events Industry: An Overview	1	6	5
FN3A	11	Events Costing: An Introduction	1	6	5
J4YW	45	Processing Business Documents	1	6	5
F3PN	12	Event Organisation	1	6	6
J1Y4	75	IT Solutions for Administrators	1	6	5
J1NN	45	Health and Safety in Hospitality	1	6	5
J1NV	45	Developing Customer Care in Hospitality	1	6	5
or					
F38X	11	Skills for Customer Care	1	6	5

Optional units — 3 credits (18 SCQF points)

Group A (Events units): from 1 to 2 credits required

4 code	2 code	Unit title	SQA credit	SCQF credit points	SCQF level
FP63	12	Events Investigative Project	1	6	6
F5FJ	10	Assist with an Event	1	6	4
J13F	75	Hospitality: Events	1	6	5

Group B (Marketing): from 1 to 2 credits required

4 code	2 code	Unit title	SQA credit	SCQF credit points	SCQF level
HJ31	46	Marketing Mix	1	6	6
HJ30	45	Marketing: Basic Principles and Applications	1	6	5
HJ2Y	44	Marketing: An Introduction	1	6	4

Group C: from 1 to 2 credits required

4 code	2 code	Unit title	SQA credit	SCQF credit points	SCQF level
F3GC	11	Information and Communication Technology	1	6	5
F7DL	11	Local Hospitality Provision	0.5	3	5
F3PJ	11	Selling Skills	1	6	5
F5AG	12	Human Resources: Administration	1	6	6
DM4T	12	The Scottish Tourism Product: An Introduction	1	6	6
F393	11	Developing Skills for Employment	1	6	5
FN4X	12	Law of Contract: An Introduction	1	6	6
F78C	12	Leadership: An Introduction	0.5	3	6
J4YV	45	Managing Your Time, Resources and Wellbeing	1	6	5
J4YS	45	Front of Office Skills	1	6	5
J4YR	45	Word Processing	1	6	5
J1SA	45	Alcoholic Beverages	1	6	5
J1NJ	45	Food Hygiene for the Hospitality Industry	1	6	5
J1JW	44	Financial Accounting for Sole Traders	1	6	4
J1JV	44	Financial and Cost Accounting: An Introduction	1	6	4
J162	74	Land-based Industries: An Introduction	1	6	4
HF88	45	Work Placement	1	6	5
H614	45	Computing: Website Graphics	1	6	5
H18P	45	Personal Development: Self and Work	1	6	5
H18X	45	Personal Development: Self Awareness	1	6	5
J1K4	45	Recording Cash Transactions	1	6	5
H734	45	Customer Service Skills for the Entrepreneur	1	6	5
FM28	10	Working for Yourself	1	6	4
FR2C	12	Employment Law: An Introduction	1	6	6
DM3P or J1YB	12 76	Administrative Services Administrative Theory and Practice	1 1	6 6	6 6
J25B or J25R	75 75	ESOL for Everyday Life ESOL in Context	1.5 1.5	9 9	5 5
F3GF or H225	11 75	Numeracy Numeracy	1 1	6 6	5 5
F3GB or H23W	11 75	Communication Literacy	1 1	6 6	5 5
F6AF or H6MR	11 75	Rural Business Investigation Rural Business Investigation with a Scottish Context	1 1	6 6	5 5

Group C (continued)

4 code	2 code	Unit title	SQA credit	SCQF credit points	SCQF level
J4A2 or J4A2	44	Cantonese for Work Purposes	1	6	4
	45	Cantonese for Work Purposes	1	6	5
J4AH or J4AH	44	French for Work Purposes	1	6	4
	45	French for Work Purposes	1	6	5
J631* or J631*	44	Gaelic for Work Purposes	1	6	4
	45	Gaelic for Work Purposes	1	6	5
J4AV or J4AV	44	German for Work Purposes	1	6	4
	45	German for Work Purposes	1	6	5
J4AX or J4AX	44	Italian for Work Purposes	1	6	4
	45	Italian for Work Purposes	1	6	5
J4B6 or J4B6	44	Spanish for Work Purposes	1	6	4
	45	Spanish for Work Purposes	1	6	5
J4B0 or J4B0	44	Mandarin for Work Purposes	1	6	4
	45	Mandarin for Work Purposes	1	6	5
J4B2 or J4B2	44	Polish for Work Purposes	1	6	4
	45	Polish for Work Purposes	1	6	5

*Refer to 'History of Changes'

3 Aims of the qualification

The main aim of the group award is to provide a practical and flexible introduction to the events industry which will enable learners to acquire and develop the skills and knowledge needed to access further study in events, or to move directly into the employment market as trainees in areas such event organisation or event administration. The possibility of multiple exit routes provides learners with achievable choices and will put them in a stronger position to move to the next stage of their study or career development and should increase their chances of doing this successfully.

Progression routes for the proposed qualification are well established, with modernised HNC and HND qualifications and possible degree provision available within several universities.

3.1 Principal aims of the group award

- 1 Give learners a background in events which will enable them to reflect on career opportunities at an operational level, in an events context.
- 2 Prepare learners for entry into further qualifications — in particular directly into HN Events.
- 3 Provide learners with specific events related knowledge and practical skills and the transferable skills demanded by employers.
- 4 Provide learners with Core Skills and essential skills for events related occupations and for further study in events.
- 5 Allow learners to be formally certificated by SQA for a nationally recognised group award.
- 6 Respond to sector skills council and market demand for relevant skills development and qualifications at non advanced level.

The award will meet these principal aims through a robust, events focused mandatory core which will ensure that all learners will acquire and develop key knowledge, understanding and skills relevant to further study and to employment in an events environment.

3.2 General aims of the qualification

The general aim of the NC in Events Co-ordination at SCQF level 5 is to provide learners with a practically focused award, which delivers robust development of knowledge, understanding and skills relevant to the events industry, with a high degree of emphasis upon transferable skills, employability and personal development. The group award will:

- 7 Provide opportunities for learners to study optional units at SCQF level 4, 5 6.
- 8 Provide a National Certificate which will be sufficiently flexible to allow for a number of different modes of delivery.
- 9 Provide the learner with a recognised, relevant and up to date nationally recognised qualification.
- 10 Enable learners to consider the various options open to them and to make informed choices for their future.

3.3 Target groups

The NC in Events Co-ordination is suitable for learners who have no previous experience of the events industry and could be delivered to a range of learners from school leavers to mature learners re-entering education.

3.4 Employment opportunities

It has previously been identified that generally those operating in the events industry fall within the following categories:

- ◆ event organisers
- ◆ venue providers
- ◆ exhibitors
- ◆ event suppliers
- ◆ temporary structures crew

In the business events sector there are four types of event organisers:

- ◆ corporate in-house organisers
- ◆ associations
- ◆ organisers who work for agencies/professional event management companies
- ◆ entrepreneurs

Employment may be gained within the following range of job opportunities, events co-ordinator, events administrator, temporary structures crew member, account assistant, client liaison, delegate co-ordinator, events marketing assistant, porters, catering staff, sales/business administrator. These are posts currently available within both private and publicly funded organisations.

4 Recommended entry to the qualification

There are no specific recommended entry requirements for this award and entry will be at the discretion of the centre. Some centres may, for example, choose to request that potential learners have achieved relevant national qualifications or introductory level qualifications or other equivalent qualifications or experience.

Where demand exists from learners whose first language is not English, there may be a need to develop English language skills in order for these learners to become effective learners. In some cases, these learners may benefit from prior study in English before embarking upon an NC in Events Co-ordination at SCQF level 5.

The SQA portfolio of ESOL courses would provide an appropriate entry point for such learners though others may possess sufficient English language skills, particularly in terms of English speaking, to embark directly on the NC in Events Co-ordination at SCQF level 5. The recommended Core Skills entry level is at level 4.

4.1 Core Skills entry profile

The NC in Events Co-ordination at SCQF level 5 provides opportunities for learners to either obtain or develop each of the five Core Skills or their components. Development of these skills can be naturally generated through the unit content or through specific learning and teaching approaches. This is based upon the principle that Core Skills development is more meaningful for learners and provides more benefit to employers if it is undertaken in the context of events. Dedicated units to cover Core Skills in *Communication*, *Numeracy* and *Information and Communication Technology (ICT)* are included in the optional section of this group award but it is strongly recommended that where these are selected, centres ensure that delivery is in the context of the events industry.

The recommended entry and anticipated exit levels for Core Skills are shown in the table below.

Core Skill	Recommended SCQF entry profile	Associated assessment activities
Communication	4	SCQF level 5
Numeracy	4	SCQF level 5
Information and Communication Technology (ICT)	4	SCQF level 5
Problem Solving	4	SCQF level 5
Working with Others	4	SCQF level 5

5 Additional benefits of the qualification in meeting employer needs

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

5.1 Mapping of qualification aims to units

Code	Unit title	Aims									
		1	2	3	4	5	6	7	8	9	10
FP62 11	Contribute to an Event	X	X	X	X	X	X	X			X
FP61 11	Events Industry: An Overview	X	X	X	X	X	X	X			X
FN3A 11	Events Costing: An Introduction		X	X	X	X	X	X			
J4YW 45	Processing Business Documents		X				X	X			X
F3PN 12	Event Organisation	X	X	X	X	X	X	X			X
J1Y4 75	IT Solutions for Administrators		X				X	X			X
J1NN 45	Health and Safety in Hospitality		X				X	X			X
J1NV 45	Developing Customer Care in Hospitality		X	X		X	X	X			
or											
F38X 11	Skills for Customer Care		X	X		X	X	X			
FP63 12	Events Investigative Project	X	X	X	X	X	X	X			
F5FJ 10	Assist with an Event	X	X	X	X	X	X	X			
J13F 75	Hospitality: Events	X	X	X	X	X	X	X			
HJ31 46	Marketing Mix		X	X		X	X	X			
HJ30 45	Marketing: Basic Principles and Applications		X	X		X	X	X			
HJ2Y 44	Marketing: An Introduction		X	X		X	X	X			

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

Unit code	Unit title	NOS title
FP62 11	Contribute to an Event	BAA311 Support the organisation and co-ordination of events HSL2 Develop productive working relationships with colleagues HSL3 Contribute to the control of resources TT10 Develop and maintain your effectiveness at work TT21 Organise your work and personal development TT22 Contribute to supporting and developing colleagues
FN3A 11	Events Costing: An Introduction	MA-1 Provide Cost and Revenue Information TM-1 Administer Cash Balances 405 Negotiate and agree budgets CV18 Issue floats and petty cash
F59W 11	Handling Business Documents	BAC122 Deliver, monitor and evaluate customer service to external customers BAA207 Process customer financial transactions
F3PN 12	Event Organisation	A1 Develop and agree the concept for an event A2 Research and agree the scope of an event A6 Identify, negotiate and secure a venue for an event D3 Develop detailed plans for an event D12 Evaluate and report on the success of an event HSL2 Develop productive working relationships with colleagues HSL3 Contribute to the control of resources TT10 Develop and maintain your effectiveness at work TT21 Organise your work and personal development TT22 Contribute to supporting and developing colleagues BAA 312 Organise and co-ordinate events

Unit code	Unit title	NOS title
DM3R 11	Information Technology for Administrators	BA 209 Store, Retrieve and archive information BA 214 Word processing software BA 215 Spreadsheet software BA 216 Database software
J1NN 45	Health and Safety in Hospitality	PPL1GEN1 Maintain Health and Safety in Hospitality
J1NV 45	Developing Customer Care in Hospitality	PPL1GEN3 Maintain customer care PPL2GEN11 Maintain customer service through effective handover
F38X 11	Skills for Customer Care	T24.1 Resolve immediate customer service problems T24.2 Identify repeated customer service problems and options for solving them

5.3 Mapping of Core Skills development opportunities across the qualification

Unit code	Unit title	Communication			Numeracy		ICT		Problem Solving			Working with Others	
		W (R)	W (W)	O	UN	UGI	AI	PCI	CT	PO	RE	WCO	RCC
FP62 11	Contribute to an Event	X	X	X			X	X	E	E	X	X	X
FP61 11	Events Industry: An Overview	X	X	X			X	X	E				
FN3A 11	Events Costing: An Introduction											X	X
J4YW 45	Processing Business Documents												
F3PN 12	Event Organisation	X	X	X					E	E	E		
J1Y4 75	IT Solutions for Administrators												
J1NN 45	Health and Safety in Hospitality								E	X	X		
J1NV 45	Developing Customer Care in Hospitality			X					E	X		X	
J13F 75	Hospitality: Events											E	E

Key:

Communication:	W (R) = Written (Reading)	W (W) = Written (Writing)	O = Oral
Numeracy:	UN = Using Number	UGI = Using Graphical Information	
ICT:	AI = Accessing Information	PCI: Providing/Creating Information	
Problem Solving:	CT = Critical Thinking	PO = Planning and Organising	RE = Reviewing and Evaluating
Working with Others	WCO = Working Co-operatively with Others	RCC = Reviewing Co-operative Contribution	

5.4 Assessment strategy for the qualification

Unit title	Evidence requirements	Suggested instrument of assessment
Contribute to an Event	Knowledge and performance evidence	Practical activities/observational checklists/presentation
Events Industry: An Overview	Knowledge evidence	Open book assessment/knowledge testing
Events Costing: An Introduction	Knowledge and performance evidence	Open book assessment/knowledge testing/practical activity
Processing Business Documents	Knowledge and performance evidence	Open book assessment/knowledge testing/practical activity
Event Organisation	Knowledge and performance evidence	Knowledge testing/practical activity
IT Solutions for Administrators	Knowledge and performance evidence	Knowledge testing/practical activity
Health and Safety in Hospitality	Knowledge evidence	Knowledge testing/practical testing
Developing Customer Care in Hospitality	Knowledge evidence	Questioning/presentation/practical activities/observational checklists
Hospitality: Events	Knowledge and performance evidence	Practical activities/knowledge testing/questioning

6 Guidance on approaches to delivery and assessment

The content of the mandatory section of the NC has been designed to sample fundamental principles and functions within the events industry which will enable the group award to reflect the needs and demands of learners and employers.

The qualification has been developed for learners who wish to pursue a career in the events industry at an operational level. The qualification has also been designed to prepare learners for progression to a range of programmes of study, in particular the HN events programmes and relevant SVQ awards.

The mandatory section places a high degree of emphasis upon employability and transferable skills. The awards place a heavy focus on developing learners' practical skills. It is recommended that learners should be provided opportunity to apply the skills and knowledge gained in realistic and practical settings.

It is recommended that all units should be delivered in the context of the award.

The practical focus of the group award is designed to promote learner development and confidence and enhance the positive contribution that learners who complete it can offer to society as a whole. The NC provides opportunities to develop learners' essential skills in employability, citizenship, sustainability and enterprise as well other generic skills for learning life and work:

- ◆ positive attitude to workplace and learning
- ◆ the importance of time-keeping and attendance
- ◆ the importance of good verbal communication
- ◆ the importance of good listening skills
- ◆ how to work co-operatively with others as a member of a team
- ◆ self-respect and showing respect and consideration for others
- ◆ adaptability and flexibility
- ◆ application of appropriate legislation, eg health and safety
- ◆ planning and preparing
- ◆ confidence to seek feedback
- ◆ confidence to give feedback
- ◆ self-review and evaluation
- ◆ customer care skills

Centres delivering the group award will have opportunities to provide a flexible programme which can accommodate the needs of a range of different learners and to tailor these to their interests and objectives.

6.1 Delivery and assessment

The units chosen for NC in Events Co-ordination lend themselves to practical methods of delivery and of assessment. Specific learning and teaching methods will vary between and within units, but there should be a consistent approach of presenting them in a way which will engage the interest of learners.

While the sequence of delivery of the units is for individual centres to decide, it is suggested that the unit *Events Industry: An Overview* should be introduced at an early stage so that essential knowledge developed can be built upon during the delivery of the other units.

There are opportunities for integration in the delivery and assessment of the units. For example, the following units lend themselves well to this approach:

- ◆ *Contribute to an Event*
- ◆ *Handling Business Documents*
- ◆ *Developing Customer Care in Hospitality/Skills for Customer Care*

The NC is likely to be delivered as a full time programme at most centres, however it is possible to offer the award on a part time and flexible mode of delivery using a blended learning approach. The opportunity for integrating the work-based events could support the assessment in the unit *Event Organisation* as well as possibly *Handling Business Documents* and *IT for Administrators*.

6.1 Sequencing/integration of units

NC in Events Co-ordination

Code	Unit	Block
D04R 11	Service of Food and Drink	Block 1
F3PJ 11	Selling Skills	Block 1
J1NN 45	Health and Safety in Hospitality	Block 1
F792 11	Food Hygiene for the Hospitality Industry	Block 1
F3C7 10/ F3C7 11	Spanish for Work Purposes	Block 1
J13F 75*	Hospitality Events	Block 1
FP61 11	Events Industry: An Overview	Block 1
Tutorial	Tutorial	Block 1
F7E4 11	Alcoholic Beverages: An Introduction	Block 2
F6VO 12	Marketing Mix	Block 2
F7DL 11	Local Hospitality Provision	Block 2
F3PN 12	Event Organisation	Block 2
J1NV 45 or F38X 11	Developing Customer Care in Hospitality Skills for Customer Care	Block 2
FP62 11	Contribute to an Event	Block 2
F3GB 11	Communication	Block 2
DM3R 11	Information Technology for Administrators	Block 2
Tutorial	Tutorial	Block 2
FP63 12	Events Investigative Project	Block 3
FN3A 11	Events Costing: An Introduction	Block 3
F59W 11	Handling Business documents	Block 3
F3GF11	Numeracy	Block 3
Tutorial	Tutorial	Block 3
D280 12	Service of Food and Drink - Table	Block 2 and 3

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 NC in *Events Co-ordination* at SCQF level 5 offers learners the opportunity for progression both into the employment market and to further study. Specifically, it will articulate to the HNC Events and HND Events Management.

Learners wishing to progress to study at HNC level should be encouraged to study the optional units at SCQF level 6 within the National Certificate in order to help them bridge the gap between SCQF level 5 and SCQF level 7. It is also possible that learners in full-time college programmes will complete more credits than the 12 required to attain the group award. The additional number of units traditionally made available by colleges and how colleges choose to use those units may also influence possible progression routes.

6.2.2 Transitional arrangements

The revision of this group award has resulted in the addition of two more up-to-date units being added in place of two older units. Normal transition rules apply. Learners are advised to complete the award they started on where possible. If this is not possible then the only opportunity to achieve is to top up with any units required to achieve the qualification.

6.2.3 Credit transfer

Old unit	SCQF level	New unit	SCQF level	Credit transfer comment
Working Safely	5	Health and Safety in Hospitality	5	Partial transfer

6.3 Opportunities for e-assessment

Some units in the award require evidence of knowledge and understanding of key concepts and processes that could be obtained through a written test. The assessment process is therefore amenable to online assessment (e-assessment) and centres are encouraged to adopt this approach wherever possible.

In cases where performance and product evidence is required, the usual checklists and pro-forma could be substituted by electronic versions with a learner's product(s) and progress reports stored in the form of an e-portfolio.

6.4 Support materials

A list of existing Assessment Support Packs (ASPs) is available to view on SQA's website.

6.5 Resource requirements

No specialist resources are required to deliver this award.

7 General information for centres

Equality and inclusion

The unit specifications making up this group award have been designed to ensure that there are no unnecessary barriers to learning or assessment. The individual needs of learners will be taken into account when planning learning experiences, selecting assessment methods or considering alternative evidence. Further advice can be found on our website www.sqa.org.uk/assessmentarrangements.

Internal and external verification

All assessments used within this/these qualification(s) should be internally verified, using the appropriate policy within the centre and the guidelines set by SQA.

External verification will be carried out by SQA to ensure that internal assessment is within the national guidelines for these qualifications.

Further information on internal and external verification can be found in *SQA's Guide to Assessment* (www.sqa.org.uk/GuideToAssessment).

8 Glossary of terms

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

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

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

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

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

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

SCQF: The Scottish Credit and Qualification Framework (SCQF) provides the national common framework for describing all relevant programmes of learning and qualifications in Scotland. SCQF terminology is used throughout this guide to refer to credits and levels. For further information on the SCQF visit the SCQF website at www.scqf.org.uk.

SCQF credit points: SCQF credit points provide a means of describing and comparing the amount of learning that is required to complete a qualification at a given level of the Framework. One National unit credit is equivalent to 6 SCQF credit points. One National unit credit at Advanced Higher and one Higher National unit credit (irrespective of level) is equivalent to 8 SCQF credit points.

SCQF levels: The level a qualification is assigned within the framework is an indication of how hard it is to achieve. The SCQF covers 12 levels of learning. HNCs and HNDs are available at SCQF levels 7 and 8 respectively. Higher National units will normally be at levels 6–9 and graded units will be at level 7 and 8. National Qualification Group Awards are available at SCQF levels 2–6 and will normally be made up of National units which are available from SCQF levels 2–7.

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

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

History of changes

It is anticipated that changes will take place during the life of the qualification and this section will record these changes. This document is the latest version and incorporates the changes summarised below. Centres are advised to check SQA's APS Navigator to confirm they are using the up to date qualification structure.

NOTE: Where a unit is revised by another unit:

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

Version Number	Description	Date
02	Revision of Units: Gaelic for Work Purposes J4AN 44 and 45 has been replaced by Gaelic for Work Purposes J631 44 and 45.	25/02/2022

Acknowledgement

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

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9 General information for learners

The NC in Events Co-ordination at SCQF level 5 is designed to enable you to acquire and develop knowledge, understanding and skills for working in the events industry. It will enable you to focus on key skills such as event administration, event organisation and customer care as well as providing you with learner in areas such as health and safety and IT which are relevant to the industry.

Depending upon your preferences, the NC in Events Co-ordination at SCQF level 5 will give you a platform which will enable you to progress through further education or pursue employment opportunities. There is some opportunity for choice in the optional section that will help you focus upon a variety of subjects, and a range of units at SCQF level 6. This will allow you to develop additional skills that will increase your confidence and employability in events.

The NC in Events Co-ordination at SCQF level 5 contains nine mandatory units (9 SQA credits). In addition, you must undertake three more credits from the list of options. Together, the mandatory and optional sections make up the twelve credits you need to successfully complete the NC in Events Co-ordination at SCQF level 5.

The mandatory units are designed to:

- ◆ give you a background in events which will enable you consider the various options open to you and to make informed career choices for your future
- ◆ prepare you for entry into further qualifications eg directly into an HNC/HND
- ◆ provide you with specific events related skills and transferable skills demanded by employers
- ◆ provide you with the opportunity to develop Core Skills for events related occupations and for further study in events subjects
- ◆ provide you with the opportunity to develop a range of other skills which you will be able to use for future life, learning and work-related situations

The mandatory units will equip you with skills such as:

- ◆ skills and knowledge for working in the events industry
- ◆ customer care practices
- ◆ health and safety
- ◆ organisational skills
- ◆ employability skills
- ◆ positive attitude to workplace and learning
- ◆ the importance of timekeeping and attendance
- ◆ the importance of good verbal communication
- ◆ the importance of good listening skills
- ◆ how to work co-operatively with others as a member of a team
- ◆ self-respect and showing respect and consideration for others
- ◆ adaptability and flexibility
- ◆ application of appropriate legislation, eg health and safety
- ◆ planning and preparing
- ◆ confidence to seek feedback
- ◆ confidence to give feedback
- ◆ self-review and evaluation
- ◆ customer care skills

Assessment for each of the units can be delivered in a variety of ways. Whether this be open or closed book assessment aimed at gathering evidence of competence in knowledge and/or practical skills.

On completion of this qualification you will automatically achieve Core Skills in:

- ◆ *Problem Solving*
- ◆ *Working with Others*

There is also opportunity to work towards the achievement of Core Skills in:

- ◆ *Communication*
- ◆ *Information and Communication Technology (ICT)*

There are no specific entry requirements for the NC in Events Co-ordination at SCQF level 5. However, for some units, you may be able to relate what you are learning to other subjects you have studied, work experience you have had or simply to your own experience or ideas about the subject if you have previously studied it in school or worked in the events industry.

You can discuss your particular situation with college staff, who will be pleased to offer you guidance, support and advice on how the NC might suit your interests and abilities.