**National Progression Awards (NPAs) in Events at SCQF levels 4 and 6 – Resource sheet**

This resource sheet provides details of the resources available to support teachers/lecturers in the teaching and delivery of the NPAs in Events at SCQF levels 4 and 6. Please remember that a secure login and password are required for SQA’s secure webpage. These can be provided by your centre’s SQA co-ordinator.

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

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

The NPAs in Events at SCQF level 4 and level 6 have been developed to provide learners with a range of skills which provide a platform for those who aspire to work in the events or similar industry sectors such as travel and tourism and/or hospitality.

**The general aims of the NPAs in Events at SCQF level 4 and 6 are to:**

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

[**NPA in Events at SCQF level 4**](https://www.sqa.org.uk/sqa/79775.html)

**Purpose**

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

**Specific Aims of NPA Events at SCQF level 4**

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

**Qualification Structure**

NPA in Events at SCQF level 4

|  |  |
| --- | --- |
| **Mandatory (4 units must be chosen)** | |
| F5FJ 10  Or  J143 74 | [Assist with an Event](https://www.sqa.org.uk/sqa/files/nq/F5FJ10.pdf)  [Hospitality: Introduction to Events](https://www.sqa.org.uk/sqa/files/nq/J14374.pdf) |
| F38W 10 | [Skills for Customer Care](https://www.sqa.org.uk/sqa/files/nq/F38W10.pdf) |
| H1YW 74 | [IT Solutions for Administrators](https://www.sqa.org.uk/sqa/files/nq/CfE_Unit_N4_AdministrationandIT_ITSolutionsforAdministrators.pdf) |
| F81P 10 | [Digital Culture: Social Software](https://www.sqa.org.uk/sqa/files/nq/F81P10.pdf) |

[**NPA in Events at SCQF level 6**](https://www.sqa.org.uk/sqa/79794.html)

**Purpose**

The main purpose of the NPA Events at SCQF level 6 is to provide a practical and flexible introduction to the events industry. The award will allow the learner to develop both the theoretical knowledge and vocational skills needed to pursue employment and/or further study in the events sector. The possibility of multiple exit routes provides learners with achievable choices and will put them in a stronger position to move to the next stage of their study or career development and should increase their chances of doing this successfully.

**Specific Aims**

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

**Qualification Structure**

NPA in Events at SCQF level 6

|  |  |
| --- | --- |
| **Mandatory (All 3 units must be chosen)** | |
| F3PN 12 | [Event Organisation](https://www.sqa.org.uk/sqa/files/nq/F3PN12.pdf) |
| FN3A 11 | [Event Costing: An Introduction](https://www.sqa.org.uk/sqa/files/nq/FN3A11.pdf) |
| HJ2X 46 | [Corporate Events: An Introduction](https://www.sqa.org.uk/sqa/files/nq/HJ2X46.pdf) |
| **Optional (1 unit must be chosen)** | |
| HJ30 45 | [Marketing: Basic Principles and Applications](https://www.sqa.org.uk/sqa/files/nq/HJ3045.pdf) |
| HJ31 46 | [Marketing Mix](https://www.sqa.org.uk/sqa/files/nq/HJ3146.pdf) |
| DM4R 12 | [Marketing in Travel and Tourism: An Introduction](https://www.sqa.org.uk/sqa/files/nq/DM4R12.pdf) |
| FT8V 12 | [Branding: An Introduction](https://www.sqa.org.uk/sqa/files/nq/FT8V12.pdf) |

**Resources**

|  |  |  |
| --- | --- | --- |
| **Resource** | **SQA Webpage** | **Further information** |
| **SQA Open Webpage** | | |
| **Group Award specification** | [NPA in Events at SCQF levels 4 and 6](https://www.sqa.org.uk/sqa/files_ccc/Course_Specification_document_GM1Y44_GM2046.pdf) | The group award specification can be found under the ‘Qualification Structure’ tab. |
| **Unit specifications** | These can be found via the SQA unit search function [here](https://www.sqa.org.uk/sqa/controller?p_service=Front.searchUnits&t=nq_unit,hn_unit,aq_unit,acd_unit,qcf_unit&g=0&q=&r=) or by clicking on the hyperlinks above. |  |
| **SQA Secure Webpage** | | |
| **Assessment Support Packs (ASPs)** | **NPA in Events at SCQF level 4**  **Mandatory**  [F5FJ 10 Assist with an Event](https://secure.sqa.org.uk/files/etp/F5FJ_10_ASP001.pdf)  [J143 74 Hospitality: Introduction to Events](https://secure.sqa.org.uk/files/etp/J143_74_ASP001_Intro_to_events.pdf)  [F38W 10 Skills for Customer Care](https://secure.sqa.org.uk/files/snabs/NQGA_Prior_Verified/F38W_10_ID1_PVIA.pdf)  (Prior Verified)  [F81P 10 Digital Culture: Social Software](https://secure.sqa.org.uk/files/etp/F81P_10_ID1_PVA.pdf) (Prior Verified)  [H1YW 74 IT Solutions for Administrators](https://secure.sqa.org.uk/secure/search?q=h1yw&search=Search)  **NPA in Events at SCQF level 6**  **Mandatory**  [F3PN 12 Event Organisation](https://secure.sqa.org.uk/files/snabs/NQGA_Prior_Verified/F3PN_12_ID1_Event_organisation.pdf)  (Prior verified)  [FN3A 11 Events Costing: An Introduction](https://secure.sqa.org.uk/files/snabs/FN3A_11_ASP001.pdf)  [HJ2X 46 Corporate Events: An Introduction](https://secure.sqa.org.uk/files/snabs/HJ2X_46_ASP001.pdf)  **Optional**  [HJ30 45 Marketing: Basic Principles and Applications](https://secure.sqa.org.uk/files/snabs/NQGA_Prior_Verified/HJ30_45_ID1_PVIA.pdf) (Prior verified)  [DM4R 12 Marketing in Travel and Tourism: An Introduction](https://secure.sqa.org.uk/files/snabs/DM4R_12_NAB001.pdf) (NAB)  [FT8V 12 Branding: An Introduction](https://secure.sqa.org.uk/files/snabs/FT8V_12_ASP001.pdf)  There is no ASP available for HJ31 46 Marketing Mix | ASPs are available for some, not all units.  Some of the ASPs have been devised as part of the qualification development process. However, some of the ASPs referred to as Prior verified have been devised by individual centres post qualification development. These ASPs are developed by the centre then verified by SQA External Verifiers. There is also a NAB, these are basically older style ASPs.  These loose-leaf packs –  **for teachers'/lecturers' use only** - contain instruments of assessment, guidance and other useful information relating to internal assessment.  Secure login and password are required to access these materials – please contact your centre SQA Co-ordinator  **H1YW 74 IT Solutions for Administrators.** These Support Packs provide information on both Unit by Unit and Package approaches to delivery. These documents have been combined with National 3 and I have no way of linking directly, so they need to be accessed to check the level and type of approach. |
| **Ushare** | | |
| **Ushare resources** | Ushare brings you links to open learning resources that support SQA's qualifications and have been recommended by lecturers, teachers, training providers and learners.  You can submit new resources, rate them and leave comments to help other users.  To register for full access, you click the sign in tab on the [homepage](https://ushare.education/Ushare/Home) and this opens the registration page from which you are required to create a new account | There are Ushare tabs available for a variety of subject areas. You can access the tab for Events [here.](https://ushare.education/Ushare/Home?topic=e977044d-631b-40f5-992c-e1b3db3e8130) |