

Purpose Statement

NCFE Level 2 Certificate in Event Planning (501/1079/2)

1. Overview

What does this qualification cover?

This QCF qualification aims to provide the skills necessary for planning events across a variety of sectors.

Learners will find out about planning events for different sectors and look at the duties of the Event Planner/Coordinator. Learners will produce event and contingency plans and learn about security and health and safety requirements at planned events. They will learn how to evaluate events, explore evaluation tools and will produce evaluation plans. Learners will explore initial market research, investigate marketing methods and resources, and produce marketing plans for events as well as considering management requirements and necessary personnel for events. The importance of communication, equality of opportunity and customer service in event planning are major themes that are covered during the course.

This qualification consists of 5 mandatory units:

- Market research and marketing methods in event planning (J/602/2353)
- Human resource planning at events (L/602/2354)
- Communication and customer service at events (Y/602/2356)
- Event review and evaluation (R/602/2419)
- Planning an event (Y/602/2454)

Who could take this qualification or who is this qualification designed for?

This qualification is designed for learners aged 16 or over who would like to work as event planners. There aren't any specific recommended prior learning requirements for this qualification; however, learners might find it helpful if they've already achieved a Level 1 qualification.

2. What could this qualification lead to?

Will the qualification lead to employment, and if so, in which job role at which level?

This qualification is focused on supporting learners to gain an Event Planner/Coordinator role; however, the understanding and skills gained from this qualification provide learners with a good insight into the practical qualities they require, not only for event planning but also for employment in general. The choice of units offered across this Level 2 qualification gives learners the opportunity to demonstrate a variety of necessary generic skills that employers in many sectors are seeking.

Will the qualification support progression to further learning, if so, what to?

Upon successful completion of the NCFE Level 2 Certificate in Event Planning learners may progress to the following qualifications or similar:

- Level 3 Principles in Event Management
- Level 3 Organising Conferences, Leisure or Hospitality Events
- Level 3 NVQ in Events
- NCFE Level 3 Certificate in the Principles of Customer Service

If there are larger and/or smaller versions of this qualification at the same level, why should a learner take this particular one?

The qualification is only available as a Certificate at this level. The NCFE qualification has learning opportunities for the Basic Skills and Functional Skills qualifications mapped throughout; this qualification can be used to develop learners' English, mathematics and ICT skills. The activities carried out whilst completing this qualification can prepare learners for their Functional Skills assessments. This qualification has also been mapped to the Personal, Learning and Thinking Skills (PLTS) framework, which describes the qualities and skills needed for success in learning and life.

3. Who supports the qualification?

The qualification is supported by providers listed on the Register of Training Organisations and who have current contracts for delivery of provision in Event Planning and Management. For further information please contact NCFE on 0191 239 8000.