Qualification Specification:

OCN NI Level 3 Award in Event Management
- Qualification No: 603/7524/3

OCN NI Level 3 Certificate in Event Management
- Qualification No: 603/7523/1

OCN NI Level 3 Diploma in Event Management
- Qualification No: 603/7522/X

Version: 2.0

1. Specification Updates

Key changes have been listed below:

Section	Detail of change	Version and date of Issue
Specification	On new spec format	V2.0 October 2025

2. Contents

3. Introduction to Open College Network Northern Ireland (OCN NI)

The Open College Network Northern Ireland (OCN NI) is a UK recognised awarding organisation based in Northern Ireland. We are regulated by CCEA Regulation to develop and award regulated professional and technical (vocational) qualifications from Entry Level up to and including Level 5 across all sector areas. In addition, OCN NI is also regulated by Ofqual to award qualifications in England.

OCN NI is also an educational charity that advances education by developing nationally recognised qualifications and recognising the achievements of learners. We work with centres such as Further Education Colleges, Private Training Organisations, Voluntary & Community Organisations, Schools, SME's and Public Sector bodies to provide learners with opportunities to progress into further learning and/or employment. OCN NI's Strategic Plan can be found on the OCN NI website www.ocnni.org.uk.

For further information on OCN NI qualifications or to contact us, you can visit our website at www.ocnni.org.uk. The website should provide you with details about our qualifications, courses, contact information, and any other relevant information you may need.

OCN NI Contact Details

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4. About this Specification

This specification details OCN NI's specific requirements for the delivery and assessment of the **OCN NI Level 3 Award, Certificate and Diploma in Event Management .**

This specification will provide guidelines for centres to ensure the effective and correct delivery of these qualifications. OCN NI qualification specifications are based on research and engagement with the practitioner community to ensure they provide appropriate skills and knowledge for learners.

The qualification specification will detail the following aspects of the OCN NI Level 3 Award, Certificate and Diploma in Event Management.

- **Qualification Features**: this includes the key characteristics and features of these qualifications, such as their intended audience, purpose, and credit value.

- **Centre Requirements:** this details the prerequisites and obligations that centres must fulfil to be eligible to deliver and assess these qualifications. These include guidelines on staff qualifications, resources, and required procedures.

- **Structure and Content:** this details the structure and content of the qualifications including units, and any specific content that learners will be required to study.

- **Assessment Requirements:** this details assessment criteria and assessment methods for these qualifications, ensuring that summative assessment approaches are clear.

- **Quality Assurance:** the quality and consistency of delivery and assessment of these qualifications are of paramount importance to OCN NI. The mandatory quality assurance arrangements including processes for internal and external quality assurance that all centres offering these qualifications must adhere to are detailed.

- **Administration:** guidance on the administrative aspects of delivering these qualifications, including registration, certification, and record-keeping.

- Reference to other handbooks and policies as appropriate to the qualifications.

It is important to note that OCN NI will communicate any significant updates or changes to this specification in writing to our centres. Additionally, we will make these changes available on our official website at www.ocnni.org.uk.

To stay current, please refer to the online version of this specification as it is the most authoritative and up-to-date publication. Be aware that downloaded and printed copies may not reflect the latest revisions.

4.1 Additional Support

OCN NI offers a comprehensive range of support services designed to assist centres in meeting the delivery and quality assurance requirements of OCN NI qualifications. These services include:

- **Learner Assessment Booklets**: These booklets are created to assist learners in demonstrating the fulfilment of assessment criteria and organising the quality assurance prerequisites for each individual unit.

- **Specimen Assessment Materials**: These booklets are created to assist learners in demonstrating the fulfilment of assessment criteria and organising the quality assurance prerequisites for each individual unit.

- **Qualification Support Pack**: A support pack has been developed to support centres in the delivery of these qualifications. The pack includes planning and assessment templates, guides to best practice, etc.

- **Professional Development for Educators**: OCN NI provides opportunities for professional development tailored to meet the various needs of practitioners and quality assurance staff. Centres can join our training sessions, available in both face-to-face and online formats, or explore a wealth of training materials by visiting www.ocnni.org.uk

- **OCN NI Subject Advisors**: Our team of subject advisors offers vital information and support to centres. They provide guidance on specification details, non-exam assessment advice, updates on resource developments, and various training opportunities. They actively engage with subject communities through an array of networks to facilitate the exchange of ideas and expertise, to support practitioners to provide quality education programs to learners.

All centres can access information, support and guidance to support the delivery and quality assurance of these qualifications by contacting their designated Business Development Advisor or by contacting us on Contact Us | OCN NI

5. About these Qualifications

5.1 Qualification Regulation Information

OCN NI Level 3 Award in Event Management
Qualification Number: 603/7524/3

OCN NI Level 3 Certificate in Event Management
Qualification Number: 603/7523/1

OCN NI Level 3 Diploma in Event Management
Qualification Number: 603/7522/X

Operational start date: 15 May 2021
Review date: 30 April 2031

The qualifications' operational start and end dates define the regulated qualifications' lifecycle. The operational end date is the final date for learner registration, while learners have until the certificate end date to complete the qualifications and receive their certificates.

It is important to note that all OCN NI regulated qualifications are listed on the Register of Regulated Qualifications (RQF), which can be found at Ofqual Register. This register is maintained by Ofqual in England and CCEA Regulation in Northern Ireland. It contains information about qualifications that are regulated and accredited. It is a key resource for learners, employers, and educational institutions to verify the status and recognition of qualifications.

Centres must adhere to administrative guidelines diligently, with special attention to the fact that fees, registration, and certification end dates for the qualification may be subject to changes. It is a centre's responsibility to make itself aware of updates on any modifications to ensure compliance with the latest requirements. OCN NI provides centres with timely updates through various channels including website, newsletters and through this specification. Information on qualification fees can be found on the Centre Login section of the OCN NI website www.ocnni.org.uk .

5.2 Sector Subject Area

A subject sector area is a specific category used to classify academic and vocational qualifications. Subject sector areas are part of the educational and qualifications framework to organise and categorise qualifications. The sector subject for these qualifications is:

Subject Area: 8.2 Travel and tourism

NOS: IEM-Professional-Standards-Overview-071022.pdf

5.3 Grading

Grading for these qualifications is Pass/Merit/Distinction.

5.4 Qualifications' Aim and Objectives

Qualifications' Aim

The aim of the OCN NI Level 3 Award, Certificate and Diploma in Event Management is to provide earners with knowledge of the core principles of event management. The qualifications will prepare learners for a career in the event industry and/or progression to higher level qualifications.

Qualifications' Objectives

The objectives of the OCN NI Level 3 Award, Certificate and Diploma in Event Management are to enable learners to understand:

- the regional, national and international events industry
- how to research and evaluate events
- the legislation and regulations relating to health and safety in the events industry
- how to set up and break down an event
- the importance of operational planning and how to develop event management skills
- the importance of customer service in event management as well as how to create and maintain productive working relationships in the events industry
- the practical skills required to attract funding for a new events business
- how to investigate and analyse information regarding the global and cultural events, travel planning, and the factors and trends affecting their changing popularity
- deliver, manage and evaluate both a small event and a showcase event

5.5 Target Learners

These qualifications are targeted at learners who currently are or intend to be employed within the events industry.

5.6 Entry Requirements

Learners must be at least 16 years of age and have 4 GCSEs to include English at Grade C or above or equivalent.

5.7 Progression

The OCN NI Level 3 Award, Certificate and Diploma in Event Management allow for progression within the suite, to employment or onto higher level qualifications.

5.8 Delivery Language

These qualifications are exclusively available in English. If there is a desire to offer these qualifications in Welsh or Irish (Gaeilge), we encourage you to get in touch with OCN NI. They will assess the demand for such provisions and, if feasible, provide the qualification in the requested language as appropriate.

6. Centre Requirements for Delivering these Qualifications

6.1 Centre Recognition

New and existing OCN NI recognised centres must apply for and be granted approval to deliver these qualifications prior to the commencement of delivery.

6.2 Qualification Approval

Once a centre has successfully undergone the Centre Recognition process, it becomes eligible to apply for qualification approval. The centre's capability to meet and sustain the qualification criteria will be assessed. Throughout the qualification approval process, OCN NI will aim to ensure that:

- centres possess suitable physical resources (e.g., equipment, IT, learning materials, teaching rooms) to support qualification delivery and assessment
- centre staff involved in the assessment process have relevant expertise and/or occupational experience
- robust systems are in place for ensuring ongoing professional development for staff delivering the qualifications
- centres have appropriate health and safety policies concerning learner equipment use
- qualification delivery by centres complies with current equality and diversity legislation and regulations
- as a part of the assessment process for these qualifications it may be useful for learners to have access to a practical work setting

6.3 Centre Staffing

To offer these qualifications centres are mandated to establish the following roles as a minimum, although a single staff member may serve in more than one capacity*:

- Centre contact
- Programme Co-ordinator
- Assessor
- Internal Quality Assurance (IQA)

*Note: An individual cannot serve as an IQA for their own assessments.

6.4 Tutor Requirements

Tutors responsible for delivering these qualifications are expected to possess a high degree of occupational competency. They should meet the following criteria:

- **Occupational Competency:** Tutors should demonstrate a clear understanding of the subject matter, including up-to-date knowledge. They should also have a minimum of one year's relevant experience in this area. This competence should enable them to effectively impart knowledge and practical skills to learners.

- **Qualifications:** Tutors should hold qualifications at a level that is at least one level higher than the qualification they are teaching. This ensures that they have the necessary academic foundation to provide in-depth guidance and support to learners.

These requirements collectively ensure that learners receive instruction from highly qualified and experienced instructors, thereby enhancing the quality and effectiveness of their educational experience.

6.5 Assessor Requirements

The assessment of these qualifications takes place within the centre and is subjected to OCN NI's rigorous quality assurance procedures. The achievement of individual units is based on the criteria defined in each unit.

Assessors play a pivotal role in ensuring the validity and fairness of assessments. They are required to meet the following criteria:

- **Occupational Competency:** Assessors should possess a high degree of occupational competency in the relevant subject matter. This expertise enables them to accurately evaluate and measure a learner's knowledge and skills. Additionally, they should hold qualifications at a level that is at least one level higher than the qualification they are assessing, ensuring their in-depth understanding of the subject matter.

- **Assessment Expertise:** Assessors should have direct or related experience in the field of assessment. This includes knowledge of best practices in designing, conducting, and grading assessments. Their expertise ensures that assessments are both fair and valid.

- **Assessors Qualification:** Assessors should hold or be currently undertaking a recognised assessor's qualification; or must have attended the OCN NI Assessment Training.

- **Comprehensive Assessment Oversight:** Assessors are responsible for evaluating all assessment tasks and activities comprehensively. They must thoroughly review and assess each element to ensure a fair and accurate representation of a learner's skills and knowledge.

These rigorous requirements uphold the quality and integrity of the qualification's assessment process, ensuring that learners receive a fair and reliable evaluation of their competencies.

6.6   Internal Quality Assurer Requirements

The Internal Quality Assurer plays a crucial role in the centre's internal quality assurance processes. The centre must designate a skilled and trained IQA who assumes the role of an internal quality monitor responsible for verifying the delivery and assessment of the qualifications.

The Internal Quality Assurer for these qualifications must meet the following criteria:
- **IQA Expertise:** IQA should have direct or related experience in the field of verification and have at least one year's occupational experience in the areas they are internally quality assuring. This includes knowledge of best practices in designing, conducting, and grading assessments. Their expertise ensures that assessments are both fair and valid.
- **IQA Qualification:** IQA should hold or be currently undertaking a recognised IQA qualification; or must have attended the OCN NI IQA Training.
- **Thorough Evaluation of Assessment Tasks and Activities:** IQA are tasked with conducting in-depth reviews and assessments of all assessment tasks and activities. Their responsibility is to ensure a comprehensive and meticulous oversight of each element to guarantee a just and precise reflection of a learner's abilities and knowledge and to ensure that all assessment and quality assurance requirements are fulfilled.

7. Qualification Structure

7.1 Qualification Purpose

The OCN NI Level 3 Award, Certificate and Diploma in Event Management are unitised qualifications on a scale of pass or fail. Learners are expected to demonstrate a comprehensive understanding of the subject matter, ensuring a level of proficiency.

7.2 Qualification Level

In the context of the OCN NI Level 3 Award, Certificate and Diploma in Event Management it is essential to understand the significance of qualification levels, as they play a pivotal role in assessing the depth and complexity of knowledge and skills required for successful attainment. These qualifications align with Level 3, which signify a higher level of difficulty and intricacy. It's important to note that qualification levels in the educational framework range from Level 1 to Level 8, complemented by three 'entry' levels, namely Entry 1 to Entry 3.

7.3 Qualification Size

Total Qualification Time (TQT)

This represents the total amount of time a learner is expected to spend to complete the qualification successfully. It includes both guided learning hours (GLH) and independent study or additional learning time.

Guided Learning Hours (GLH)

These are the hours of guided instruction and teaching provided to learners. This may include classroom instruction, tutorials, or other forms of structured learning.

OCN NI Level 3 Award in Event Management	
Total Qualification Time (TQT):	100 hours
Total Credits Required:	10 credits
Guided Learning Hours (GLH):	70 hours
OCN NI Level 3 Certificate in Event Management	
Total Qualification Time (TQT):	200 hours
Total Credits Required:	20 credits
Guided Learning Hours (GLH):	140 hours
OCN NI Level 3 Diploma in Event Management	
Total Qualification Time (TQT):	1200 hours
Total Credits Required:	120 credits
Guided Learning Hours (GLH):	840 hours

7.4   How to Achieve the Qualifications

To achieve the **OCN NI Level 3 Award in Event Management** learners must complete any one unit for a total of 10 credits.

To achieve the **OCN NI Level 3 Certificate in Event Management** learners must complete any two units for a total of 20 credits.

To achieve the **OCN NI Level 3 Diploma in Event Management** learners must complete all 12 units for a total of 120 credits.

8. Assessment Structure

These qualifications are assessed through internal assessment and each unit is accompanied by specific assessment criteria that define the requirements for achievement.

8.1   Assessment Guidance: Portfolio

The portfolio for these qualifications is designed to provide a comprehensive view of a learner's skills and knowledge. It is a holistic collection of evidence that may include a single piece of evidence that satisfies multiple assessment criteria. There is no requirement for learners to maintain separate evidence for each assessment criterion.

It is essential that the evidence in the portfolio reflects the application of skills in real-world situations. Learners should ensure that they provide multiple examples or references whenever the assessment criteria require it.

8.2   Understanding the Units

The units outlined in this specification establish clear assessment expectations. They serve as a valuable guide for conducting assessments and ensuring quality assurance efficiently. Each unit within this specification follows a consistent structure. This section explains the operational framework of these units. It is imperative that all educators, assessors, Internal Quality Assurers, and other personnel overseeing the qualification review and familiarise themselves with this section to ensure a comprehensive understanding of how these units function.

- **Title:** The title will reflect the content of the unit and should be clear and concise.
- **Level:** A unit can have one of six RQF levels: Entry, One, Two, Three, Four or Five. All units within these qualifications are Level 3.
- **Credit Value:** This describes the number of credits ascribed to a unit. It identifies the number of credits a learner is awarded upon successful achievement of the unit. One credit is awarded for the learning outcomes which a learner, on average, might reasonably be expected to achieve in a notional 10 hours of learning.
- **Learning Outcome:** A coherent set of measurable achievements.
- **Assessment Criteria:** These enable a judgement to be made about whether or not, and how well, the students have achieved the learning outcomes.
- **Assessment Guidance and Methods:** These detail the different assessment methods within the unit that may be used.
- **Unit Content:** This provides indicative content to assist in teaching and learning.

9. Qualification Summary by Unit

OCN NI Level 3 Award in Event Management

In order to achieve the OCN NI Level 3 Award in Event Management learners must successfully complete any one unit for a total of 10 credits.

Total Qualification Time (TQT) for this qualification: 100 hours
Guided Learning Hours (GLH) for this qualification: 70 hours

OCN NI Level 3 Certificate in Event Management

In order to achieve the OCN NI Level 3 Certificate in Event Management learners must complete any two units for a total of 20 credits.

Total Qualification Time (TQT) for this qualification: 200 hours
Guided Learning Hours (GLH) for this qualification: 140 hours

OCN NI Level 3 Diploma in Event Management

Total Qualification Time (TQT) for this qualification: 1200 hours
Guided Learning Hours (GLH) for this qualification: 840 hours

In order to achieve the OCN NI Level 3 Diploma in Event Management, the learner must successfully complete learners must complete all 12 units for a total of 120 credits.

Unit Reference Number	OCN NI Unit Code	Unit Title	Credit Value	GLH	Level
K/618/7151	CBF385	The Events Industry	10	70	Three
M/618/7152	CBF386	Research and Evaluate an Event	10	70	Three
T/618/7153	CBF387	Health and Safety in the Events Industry	10	70	Three
A/618/7154	CBF388	Event Set Up and Break Down	10	70	Three
F/618/7155	CBF389	Operational Event Planning	10	70	Three
J/618/7156	CBF390	Management of a Small Event	10	70	Three
L/618/7157	CBF391	Customer Service in Events Management	10	70	Three
R/618/7158	CBF392	Events Industry Working Relationships	10	70	Three
Y/618/7159	CBF393	Events Business Start-Up	10	70	Three
L/618/7160	CBF394	Career Opportunities in the Events Industry	10	70	Three
R/618/7161	CBF395	Global and Cultural Events	10	70	Three

Y/618/7162	CBF396	Management of a Showcase Event	10	70	Three

Unit Grading Structure

Each unit will be graded as Pass/Merit/Distinction/Fail. All units are internally assessed within this qualification, and each unit has specified assessment criteria at the Pass, Merit and Distinction unit grades.

Unit grading matrix

Unit grading matrix
- To achieve a pass in a unit the learner must have successfully completed all of the pass assessment criteria in that unit   - To achieve a merit in a unit the learner must have successfully completed all of the pass and merit criteria in that unit   - To achieve a distinction in a unit the learner must have successfully completed all of the pass, merit and distinction criteria in that unit

Qualification Grading Structure

The Level 3 Award and Certificate will be graded overall as follows:

Pass
Merit
Distinction

The Level 3 Diploma will be graded overall as follows:

Pass Pass
Merit Pass
Merit Merit
Distinction Merit
Distinction Distinction
Distinction* Distinction
Distinction* Distinction*

Rationale for Grading Across the Units

Learners achieving a pass should have a sound knowledge and understanding of the area being assessed, the majority of assessment criteria (AC) are at pass level. Learners meeting all learning outcomes at pass standards stated in the AC in a unit will gain a pass for that unit.

Learners achieving a merit will have demonstrated that they can complete more complex tasks beyond the pass level; there are fewer AC's at these levels. Learners meeting all learning outcomes at pass standards, and where available also at merit standards stated in the AC in a unit will gain a merit for that unit.

Learners achieving a distinction will have demonstrated they can complete more complex tasks at a consistently high level, beyond the merit level; there are fewer AC's at these levels. Learners meeting all learning outcomes at pass standards, and where available also at merit and distinction standards stated in the AC in a unit will gain a distinction for that unit.

Calculation of the Qualification Grade

The above grades are attained by gaining points for the successful achievement of each unit and the aggregation of those points and conversion to a qualification grade. The following table details the points allocated for pass, merit and distinction for each of the units within the qualification.

Unit Title	Unit Code	Credit Value	Points per unit grade		
			Pass	Merit	Distinction
The Events Industry	K/618/7151	10	70	80	90
Research and Evaluate an Event	M/618/7152	10	70	80	90
Health and Safety in the Events Industry	T/618/7153	10	70	80	90
Event Set Up and Break Down	A/618/7154	10	70	80	90
Operational Event Planning	F/618/7155	10	70	80	90
Management of a Small Event	J/618/7156	10	70	80	90
Customer Service in Events Management	L/618/7157	10	70	80	90
Events Industry Working Relationships	R/618/7158	10	70	80	90
Events Business Start-Up	Y/618/7159	10	70	80	90
Career Opportunities in the Events Industry	L/618/7160	10	70	80	90
Global and Cultural Events	R/618/7161	10	70	80	90
Management of a Showcase Event	Y/618/7162	10	70	80	90

The points per unit are added up and then converted to a qualification grade using the following table.

Points for the Qualification Grade Conversion

Points range - Award	Grade
70 - 79	P
80 - 89	M
90 and above	D

Points range - Certificate	Grade
140 -149	PP
150 - 159	PM
160 - 169	MM
170 - 179	DM
180 and above	DD

Points range - Diploma	Grade
840 - 873	PP
874 - 907	MP
908 - 941	MM
942- 975	DM
976 - 1009	DD
1010 - 1043	D*D
1044 – and above	D*D*

10. Unit Content

Title	The Events Industry
Level	Three
Credit Value	10
Guided Learning Hours (GLH)	70
OCN NI Unit Code	CBF385
Unit Reference No	K/618/7151

Unit purpose and aim(s): This unit will enable the learner to understand the regional, national and international events industry.

Learning Outcomes	Assessment Criteria = Pass	Assessment Criteria = Merit	Assessment Criteria = Distinction
1. Understand the events industry.	1.1 Summarise the main sectors and features of the UK events industry market.	1.M.1 Explain the international events industry market. 1.M.2 Explain the connections between the events industry and other UK industries.	1.D.1 Analyse the contribution that the events industry makes to the UK economy and society.
2. Understand the main functions of the corporate and private events industry.	2.1 Summarise the four main functions within the events industry including both corporate and private events.	2.M.1 Illustrate the planning and implementation cycle for both corporate and private events. 2.M.2 Analyse the importance of each phase in the event planning and management cycle for both corporate and private events.	
3. Understand the legal structures and social and ethical issues associated with events.	3.1 Summarise the key areas of legislation that impact on the planning and organisation of events, including health and safety and contract law. 3.2 Summarise the key ethical and social issues that may affect the events industry.	3.M.1 Explain the implications of four different areas of legislation identified in AC 3.1 on the planning and organisation of events. 3.M.2 Explain the implications of four different types of ethical and social issues identified in AC 3.2 on the planning and organisation of events.	
4. Understand the sectors within the events industry and related organisations.	4.1 Compare and contrast the purpose and aims of two different sectors within the events industry.	4.M.1 Explain the purpose and role of key organisations in the sectors identified in AC 4.1, including representative and	4.D.1 Compare and contrast the economic and social value of the sectors identified in AC 4.1. 4.D.2 Analyse the factors which drive change in the events industry

	4.2	Summarise the different organisations that make up the events industry.	regulatory bodies and trade associations.	and their relationships to other industries.

Assessment Guidance

The following assessment method/s may be used to ensure all learning outcomes and assessment criteria are fully covered.

Assessment Method	Definition	Possible Content
Portfolio of evidence	A collection of documents containing work undertaken to be assessed as evidence to meet required skills outcomes OR A collection of documents containing work that shows the learner's progression through the course	Learner notes/written work Learner log/diary Peer notes Record of observation Record of discussion
Practical demonstration/assignment	A practical demonstration of a skill/situation selected by the tutor or by learners, to enable learners to practise and apply skills and knowledge	Record of observation Learner notes/written work Learner log
Coursework	Research or projects that count towards a learner's final outcome and demonstrate the skills and/or knowledge gained throughout the course	Record of observation Learner notes/written work Tutor notes/record Learner log/diary
E-assessment	The use of information technology to assess learners' work	Electronic portfolio E-tests

Title	Research and Evaluate an Event
Level	Three
Credit value	10
Guided Learning Hours (GLH)	70
OCN NI Unit Code	CBF386
Unit Reference No	M/618/7152

Unit purpose and aim(s): This unit will enable the learner to understand how to research and evaluate events.

Learning Outcomes	Assessment Criteria = Pass	Assessment Criteria = Merit	Assessment Criteria = Distinction
1. Understand how to research information for an event.	1.1. Explain how to use appropriate research methods to plan and organise a given event using different types and sources of information.	1.M.1 Explain the importance of research when organising an event. 1.M.2 Explain the importance of maintaining a record of the sources used when organising an event.	1.D.1 Critically compare different research methods and information sources that may be used when organising an event.
2. Know how to collate and analyse information to inform future events.	2.1. Explain the different formats and methods used to collate and analyse both quantitative and qualitative information to inform future events.	2.M.1 Analyse how and why it is important for information to be systematically reported in the appropriate format when organising future events.	
3. Understand how to evaluate an event.	3.1. Explain the importance of evaluating an event. 3.2. Explain the principles and methods of event evaluation. 3.3. Explain the importance of knowing how to access and verify relevant information sources.	3.M.1 Justify why it is important to identify and use critical success factors for collating and analysing event information including how they meet appropriate legal and regulatory requirements.	3.D.1 Analyse the role that evaluation plays in the continuous performance improvement of organisations.

Assessment Guidance		
The following assessment method/s may be used to ensure all learning outcomes and assessment criteria are fully covered.		

Assessment Method	Definition	Possible Content
Portfolio of evidence	A collection of documents containing work undertaken to be assessed as evidence to meet required skills outcomes OR A collection of documents containing work that shows the learner's progression through the course	Learner notes/written work Learner log/diary Peer notes Record of observation Record of discussion
Practical demonstration/assignment	A practical demonstration of a skill/situation selected by the tutor or by learners, to enable learners to practise and apply skills and knowledge	Record of observation Learner notes/written work Learner log
Coursework	Research or projects that count towards a learner's final outcome and demonstrate the skills and/or knowledge gained throughout the course	Record of observation Learner notes/written work Tutor notes/record Learner log/diary
E-assessment	The use of information technology to assess learners' work	Electronic portfolio E-tests

Title	Health and Safety in the Events Industry
Level	Three
Credit value	10
Guided Learning Hours (GLH)	70
OCN NI Unit Code	CBF387
Unit Reference No	T/618/7153

Unit purpose and aim(s): This unit will enable the learner to understand the legislation and regulations relating to health and safety in the events industry.

Learning Outcomes	Assessment Criteria = Pass	Assessment Criteria = Merit	Assessment Criteria = Distinction
1. Understand health and safety in the events industry.	1.1. Summarise health and safety legislation relating to the events industry and the possible consequences if they are not adhered to. 1.2. Explain the importance of the following health and safety considerations for a given event site: a) site rules b) welfare facilities c) muster points d) fire points e) first aid facilities f) emergency contacts g) capacity and number of emergency exit points	1.M.1 Explain the legal and organisational health and safety responsibilities for the following in the events industry: a) internal and external stakeholders b) equipment and materials c) work area	1.D.1 Analyse the consequences if health and safety procedures are not adhered to.
2. Be able to carry out risk audits and assessments in the events industry.	2.1. Explain the importance of carrying out risk assessments for all work activities and the steps involved. 2.2. Complete a health and safety risk audit to identify risks in at least three of the following areas of risk : a) event set-up and breakdown b) ingress and egress	2.M.1 Analyse how a positive health and safety culture may be established and promoted in the events industry.	

			c) live event 2.3. Carry out a risk assessment for two of the areas of risk identified in AC 2.2. 2.4. Summarise health and safety legal responsibilities and reporting procedures including Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR).				
3.	Be able to develop a health and safety improvement plan.	3.1.	Explain the importance of continuous improvement in relation to health and safety in the events industry. 3.2. Develop a health and safety improvement plan for a given event site addressing possible risks.	3.M.1	Explain who can carry out on-site health and safety inspections, the powers of each individual and the possible consequences of the following notices: a) prohibition b) improvement		
4.	Understand the importance of health and safety record keeping in the events industry.	4.1	Explain the importance of health and safety record keeping including the appropriate records and those responsible for their maintenance in the events industry.	4.M.1	Explain the importance of continuous improvement in health and safety in order to maintain organisational reputation, public reassurance and good relationships with licensing, authorities and emergency services.	4.D.1	Evaluate the legal consequences of not adhering to the legislative requirements for recording accidents and incidents in the events industry.

Assessment Guidance

The following assessment method/s may be used to ensure all learning outcomes and assessment criteria are fully covered.

Assessment Method	Definition	Possible Content
Portfolio of evidence	A collection of documents containing work undertaken to be assessed as evidence to meet required skills outcomes OR	Learner notes/written work Learner log/diary Peer notes Record of observation Record of discussion

	A collection of documents containing work that shows the learner's progression through the course	
Practical demonstration/assignment	A practical demonstration of a skill/situation selected by the tutor or by learners, to enable learners to practise and apply skills and knowledge	Record of observation Learner notes/written work Learner log
Coursework	Research or projects that count towards a learner's final outcome and demonstrate the skills and/or knowledge gained throughout the course	Record of observation Learner notes/written work Tutor notes/record Learner log/diary
E-assessment	The use of information technology to assess learners' work	Electronic portfolio E-tests

	Title	Event Set Up and Break Down
	Level	Three
	Credit Value	10
	Guided Learning Hours (GLH)	70
	OCN NI Unit Code	CBF388
	Unit Reference No	A/618/7154

Unit purpose and aim(s): This unit will enable the learner to understand how to set up and break down an event.

Learning Outcomes	Assessment Criteria = Pass	Assessment Criteria = Merit	Assessment Criteria = Distinction
1. Be able to co-ordinate and manage set up and break down of events.	1.1. Explain the stages involved in the set up and break down of events whilst ensuring resources are appropriate and meet safety requirements. 1.2. Develop a plan for each stage of an event set up and break down including the key information and resources required. 1.3. Summarise the main contractual obligations of stakeholders relevant to the set up and break down of a given event.	1.M.1 Explain the importance of contingency planning during the set up and break down of events.	1.D.1 Develop a contingency plan for the set up and break down of a given event.
2. Understand how to work effectively with others and promote a positive image during the set up and breakdown of an event.	2.1. Explain the roles and responsibilities of those involved in the set up and breakdown of an event. 2.2. Explain the importance of promoting a positive image during setup and breakdown of an event. 2.3. Explain the importance of effective communication during the set up and breakdown of an event.	2.M.1 Explain the role of internal and external customers in the set up and break down of an event. 2.M.2 Explain the importance of briefing and debriefing personnel involved in the set up and break down of an event.	2.D.1 Analyse the importance of good customer service in the set up and break down of an event. 2.D.2 Analyse the positive impact of working effectively with others during the set up and breakdown of an event.
3. Understand the legislative requirements for indoor and outdoor events set up and breakdown.	3.1 Explain the importance of relevant legislation for both indoor and outdoor events and its impact on event set up and breakdown.	3.M.1 Explain the requirements in relation to complying with the moral, ethical and legal obligations for both indoor and outdoor events set up and breakdown.	3.D.1 Analyse the impact of addressing issues of environmental sustainability on both indoor and outdoor events set up and breakdown.

Assessment Guidance
The following assessment method/s may be used to ensure all learning outcomes and assessment criteria are fully covered.

Assessment Method	Definition	Possible Content
Portfolio of evidence	A collection of documents containing work undertaken to be assessed as evidence to meet required skills outcomes OR A collection of documents containing work that shows the learner's progression through the course	Learner notes/written work Learner log/diary Peer notes Record of observation Record of discussion
Practical demonstration/assignment	A practical demonstration of a skill/situation selected by the tutor or by learners, to enable learners to practise and apply skills and knowledge	Record of observation Learner notes/written work Learner log
Coursework	Research or projects that count towards a learner's final outcome and demonstrate the skills and/or knowledge gained throughout the course	Record of observation Learner notes/written work Tutor notes/record Learner log/diary
E-assessment	The use of information technology to assess learners' work	Electronic portfolio E-tests

Title	Operational Event Planning
Level	Three
Credit Value	10
Guided Learning Hours (GLH)	70
OCN NI Unit Code	CBF389
Unit Reference No	F/618/7155

Unit purpose and aim(s): This unit will enable the learner to understand the importance of operational planning in achieving successful events.

Learning Outcomes	Assessment Criteria = Pass	Assessment Criteria = Merit	Assessment Criteria = Distinction
1. Understand the event planning processes.	1.1 Summarise the stages of the event planning process including: a) idea proposal b) feasibility study c) aims and objectives d) organisational policies and procedures e) legal and ethical requirements f) implementation requirements g) implementation plan h) monitoring and evaluation	1.M.1 Explain the purpose of the following plans produced in the event planning process: a) strategic b) operational c) administrative, organisational and structural d) contingency e) emergency procedures	1.D.1 Analyse the use of different planning tools and techniques in the operational planning process.
2. Be able to develop an operational plan for a given small event.	2.1 Develop an operational plan for a given small event including: a) vision and aims b) agreed specific, measurable, achievable, realistic and timebound (SMART) objectives c) key performance indicators (KPIs) d) resources required e) financial planning f) health, safety and risk g) human resource management h) logistical operations i) legal requirements j) marketing k) evaluation techniques	2.M.1 Explain the role and responsibilities of the event planning team for the event in AC 2.1 including their contribution to the overall operational plan. 2.M.2 Carry out a feasibility study for a given small event.	2.D.1 Develop a detailed logistics plan for the event identified in AC 2.1 to include: a) an emergency plan b) health and safety documentation c) risk assessments d) contact list e) venue or site plan f) project management plan g) production schedule
3. Understand how to maintain professional working relationships within the planning process	3.1. Explain the importance of effective communication and respecting the roles and responsibilities of those involved during the event planning process.	3.M.1 Explain how to effectively manage the expectations of team members and stakeholders during the event planning process.	3.D.1 Analyse evaluation techniques which may be used during the event planning process to review the effectiveness of working relationships.

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OCN NI Level 3 Diploma in Event Management Qualification No. 603/7523/1

in the events industry.	3.2. Explain the importance of consultation with others prior to making decisions in the event planning process.		
4. Be able to evaluate the effectiveness of an operational plan.	4.1. Carry out an evaluation of the operational plan developed in AC 2.1.	4.M.1 Analyse the findings of the evaluation carried out in AC 4.1 to inform future event planning.	

Assessment Guidance

The following assessment method/s may be used to ensure all learning outcomes and assessment criteria are fully covered.

Assessment Method	Definition	Possible Content
Portfolio of evidence	A collection of documents containing work undertaken to be assessed as evidence to meet required skills outcomes OR A collection of documents containing work that shows the learner's progression through the course	Learner notes/written work Learner log/diary Peer notes Record of observation Record of discussion
Practical demonstration/assignment	A practical demonstration of a skill/situation selected by the tutor or by learners, to enable learners to practise and apply skills and knowledge	Record of observation Learner notes/written work Learner log
Coursework	Research or projects that count towards a learner's final outcome and demonstrate the skills and/or knowledge gained throughout the course	Record of observation Learner notes/written work Tutor notes/record Learner log/diary
E-assessment	The use of information technology to assess learners' work	Electronic portfolio E-tests

Title	Management of a Small Event
Level	Three
Credit Value	10
Guided Learning Hours (GLH)	70
OCN NI Unit Code	CBF390
Unit Reference No	J/618/7156

Unit purpose and aim(s): This unit will enable the learner to develop event management skills, understand the role of the event organiser and the methods used to plan small events.

Learning Outcomes	Assessment Criteria = Pass	Assessment Criteria = Merit	Assessment Criteria = Distinction
1. Understand how to manage a small event.	1.1. Summarise the roles and skills required to effectively manage a small event 1.2. Explain how to manage an effective small event taking account of the following: a) organisational objectives b) budget management c) project management d) contingency and crisis management e) insurance requirements	1.M.1 Analyse own small event management skills identifying possible areas for improvement.	
2. Be able to carry out a feasibility study for a small event.	2.1. Develop a proposal for a small event including the following: a) concepts b) aims and objectives c) rationale for choice 2.2. Carry out a feasibility study using the proposal developed in AC 2.1.	2.M.1 Explain how to respond effectively to potential problems that may occur during the running of a small event.	2.D.1 Critically compare strategies which may be used to manage change during the running of a small event.
3. Be able to develop a plan to manage a small event.	3.1. Develop a plan to manage a small event using the event planning cycle including: a) aims and objectives b) identifying target audience c) health and safety requirements d) communicating key messages e) assessing impact of event on organisation and stakeholders f) resources g) location h) technical facilities i) layout	3.M.1 Analyse using examples the importance of effective communication and leadership skills in the effective management of a small event.	.

	j) risks and contingencies k) insurance and technical requirements 3.2. Explain the importance of good customer care when managing a small event.		
4. Be able to manage and evaluate a small event.	4.1. Manage a small event using the plan developed in AC 3.1. 4.2. Explain the role that evaluation plays in continuous improvement for future small events. 4.3. Carry out an evaluation of the small event managed in AC 4.1.	4.M.1 Analyse the evaluation carried out in AC 4.2 identifying areas for improvement and report findings.	4.D.1 Evaluate the small event carried out in AC 4.1 against the following critical success factors and how they may inform the management of future small events: a) sources and types of information b) legal and regulatory requirements met c) financial and non-financial measures d) appropriate communication to stakeholders

Assessment Guidance

The following assessment method/s may be used to ensure all learning outcomes and assessment criteria are fully covered.

Assessment Method	Definition	Possible Content
Portfolio of evidence	A collection of documents containing work undertaken to be assessed as evidence to meet required skills outcomes OR A collection of documents containing work that shows the learner's progression through the course	Learner notes/written work Learner log/diary Peer notes Record of observation Record of discussion

Practical demonstration/assignment	A practical demonstration of a skill/situation selected by the tutor or by learners, to enable learners to practise and apply skills and knowledge	Record of observation Learner notes/written work Learner log
Coursework	Research or projects that count towards a learner's final outcome and demonstrate the skills and/or knowledge gained throughout the course	Record of observation Learner notes/written work Tutor notes/record Learner log/diary
E-assessment	The use of information technology to assess learners' work	Electronic portfolio E-tests

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OCN NI Level 3 Certificate in Event Management Qualification No. 603/7523/1
OCN NI Level 3 Diploma in Event Management Qualification No. 603/7523/1
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Title	Customer Service in Events Management
Level	Three
Credit Value	10
Guided Learning Hours (GLH)	70
OCN NI Unit Code	CBF391
Unit Reference No	L/618/7157

Unit purpose and aim(s): This unit will enable the learner to understand the importance of customer service for event success. Learners will also develop the customer service skills required to plan and manage a successful event.

Learning Outcomes	Assessment Criteria = Pass	Assessment Criteria = Merit	Assessment Criteria = Distinction
1. Understand how effective customer service contributes to event management including public safety.	1.1. Explain influencing factors that inform customer decisions in the events industry. 1.2. Explain the relationship between effective customer service and the successful management of events. 1.3. Explain the importance of managing customer expectations. 1.4. Explain the importance of public safety during events.	1.M.1 Explain the role of stewards in ensuring public safety and promoting customer service.	1.D.1 Evaluate the possible consequences of ineffective customer service within event management.
2. Be able to deliver effective customer service in different events.	2.1. Demonstrate effective customer service using communication and interpersonal skills during the management of the following types of events: a) virtual b) conference c) charity fundraising	2.M.1 Evaluate own communication and interpersonal skills used in AC 2.1 identifying areas for improvement.	2.D.1 Evaluate different strategies which may be used to address possible conflict during an event.
3. Be able to develop a personal action plan to improve customer service skills.	3.1. Develop a personal action plan to improve own customer service skills addressing possible areas for improvement.	3.M.1 Analyse how own personal action plan developed in AC 3.1 may contribute to achieving overall organisational goals.	3.D.1 Evaluate the effectiveness of own personal action plan developed in AC 3.1 over a given timeframe, making recommendations for improvement.
4. Be able to develop an organisational customer service plan.	4.1. Develop an organisational customer service plan including: a) organisational objectives b) monitoring methods c) customer service data	4.M.1 Present the plan developed in AC 4.1 to a given audience.	

	d) recommendations for improvement		

Assessment Guidance

The following assessment method/s may be used to ensure all learning outcomes and assessment criteria are fully covered.

Assessment Method	Definition	Possible Content
Portfolio of evidence	A collection of documents containing work undertaken to be assessed as evidence to meet required skills outcomes OR A collection of documents containing work that shows the learner's progression through the course	Learner notes/written work Learner log/diary Peer notes Record of observation Record of discussion
Practical demonstration/assignment	A practical demonstration of a skill/situation selected by the tutor or by learners, to enable learners to practise and apply skills and knowledge	Record of observation Learner notes/written work Learner log
Coursework	Research or projects that count towards a learner's final outcome and demonstrate the skills and/or knowledge gained throughout the course	Record of observation Learner notes/written work Tutor notes/record Learner log/diary
E-assessment	The use of information technology to assess learners' work	Electronic portfolio E-tests

Title	Events Industry Working Relationships
Level	Three
Credit Value	10
Guided Learning Hours (GLH)	70
OCN NI Unit Code	CBF392
Unit Reference No	R/618/7158

Unit purpose and aim(s): This unit will enable the learner to understand how to create and maintain productive working relationships in the events industry.

Learning Outcomes	Assessment Criteria = Pass	Assessment Criteria = Merit	Assessment Criteria = Distinction
1. Understand the value of working relationships within the events industry.	1.1. Explain the value of working relationships within the events industry including internal and external staff and stakeholders.	1.M.1 Explain the roles and responsibilities of both internal and external staff and stakeholders.	1.D.1 Evaluate the interests different stakeholders may have in an event.
2. Understand how to establish working relationships within the events industry.	2.1. Explain how to identify which staff members and stakeholders an event organiser may need to work with. 2.2. Explain how to appropriately make contact, agree working arrangements and communication methods with staff and stakeholders identified in AC2.1.		
3. Understand how to maintain effective working relationships within the events industry.	3.1. Explain the importance of effective communication between and within both internal and external staff and stakeholders. 3.2. Explain the importance of respecting the roles and responsibilities of internal and external staff and stakeholders. 3.3. Explain the importance of understanding and managing the expectations of internal and external staff and stakeholders.	3.M.1 Explain the importance of meeting own commitments to internal and external stakeholders. 3.M.2 Explain the importance of consultation with internal and external staff and stakeholders prior to making decisions.	3.D.1 Evaluate conflicts of interest situations which may occur between and within internal and external staff and stakeholders and how these may be resolved.
4. Understand how to review the effectiveness of working relationships with internal and external staff and stakeholders.	4.1. Explain the importance of reviewing working relationships with internal and external staff and stakeholders.	4.M.1 Explain the importance and possible methods for giving and receiving constructive feedback to and	

	4.2. Summarise how to monitor and review the effectiveness of working relationships with internal and external staff and stakeholders.	from internal and external stakeholders.	

Assessment Guidance

The following assessment method/s may be used to ensure all learning outcomes and assessment criteria are fully covered.

Assessment Method	Definition	Possible Content
Portfolio of evidence	A collection of documents containing work undertaken to be assessed as evidence to meet required skills outcomes OR A collection of documents containing work that shows the learner's progression through the course	Learner notes/written work Learner log/diary Peer notes Record of observation Record of discussion
Practical demonstration/assignment	A practical demonstration of a skill/situation selected by the tutor or by learners, to enable learners to practise and apply skills and knowledge	Record of observation Learner notes/written work Learner log
Coursework	Research or projects that count towards a learner's final outcome and demonstrate the skills and/or knowledge gained throughout the course	Record of observation Learner notes/written work Tutor notes/record Learner log/diary
E-assessment	The use of information technology to assess learners' work	Electronic portfolio E-tests

Title	Events Business Start-Up
Level	Three
Credit Value	10
Guided Learning Hours (GLH)	70
OCN NI Unit Code	CBF393
Unit Reference No	Y/618/7159

Unit purpose and aim(s): This unit will enable the learner to develop a business plan for an events business start-up including the skills required to attract funding for a new events business.

Learning Outcomes	Assessment Criteria = Pass	Assessment Criteria = Merit	Assessment Criteria = Distinction
1. Be able to develop a business plan for an events business start-up.	1.1 Summarise different business opportunities for an events business start-up. 1.2 Summarise how legal and financial factors may impact on an events business start-up. 1.3 Produce a business plan to include the following: a) rationale b) feasibility c) vision and concept d) customers e) market f) competitors g) finances	1.M.1 Analyse legal and financial factors that may impact on an events business start-up.	1.D.1 Analyse the internal and external factors that may impact on the planning for an events business start-up.
2. Be able to use market analysis in the planning of an events business start-up.	2.1 Summarise the target market for a given events business start-up. 2.2 Carry out market analysis for the business identified in AC2.1 to include: a) Porter and PESTLE analysis b) Marketing mix c) Unique selling points (USPs) 2.3 Explain how the analysis carried out in AC 2.2 will inform the planning for the events business start-up. 2.4 Develop a financial forecast for the business identified in AC 2.1	2.M.1 Carry out a detailed financial forecast analysis for the business identified in AC 2.1 to include: a) liquidity b) profitability c) sensitivity	2.D.1 Analyse the financial forecast carried out in AC 2.M.2 to inform the planning for the given events business start-up taking account of the following: a) pricing policy b) sales forecasts c) projected costs d) break-even forecast e) capital structure f) cash flow forecast
3. Be able to pitch for funding for an events business start-up.	3.1 Prepare for and present an effective pitch based on market analysis carried out in AC 2.2 and financial forecast developed in AC 2.4 and planning carried	3.M.1 Evaluate the pitch for viability and risks associated with the given events business start-up.	

	out in AC 1.3 to negotiate funding for the given events business start-up.		

Assessment Guidance

The following assessment method/s may be used to ensure all learning outcomes and assessment criteria are fully covered.

Assessment Method	Definition	Possible Content
Portfolio of evidence	A collection of documents containing work undertaken to be assessed as evidence to meet required skills outcomes OR A collection of documents containing work that shows the learner's progression through the course	Learner notes/written work Learner log/diary Peer notes Record of observation Record of discussion
Practical demonstration/assignment	A practical demonstration of a skill/situation selected by the tutor or by learners, to enable learners to practise and apply skills and knowledge	Record of observation Learner notes/written work Learner log
Coursework	Research or projects that count towards a learner's final outcome and demonstrate the skills and/or knowledge gained throughout the course	Record of observation Learner notes/written work Tutor notes/record Learner log/diary
E-assessment	The use of information technology to assess learners' work	Electronic portfolio E-tests

Title	Career Opportunities in the Events Industry
Level	Three
Credit Value	10
Guided Learning Hours (GLH)	70
OCN NI Unit Code	CBF394
Unit Reference No	L/618/7160

Unit purpose and aim(s): This unit will enable the learner to gain a knowledge of career opportunities in the events industry.

Learning Outcomes	Assessment Criteria = Pass	Assessment Criteria = Merit	Assessment Criteria = Distinction
1. Be aware of career opportunities and the recruitment process within the events industry.	1.1 Summarise different career opportunities and forms of employment within the events industry. 1.2 Explain the recruitment and selection processes used in the events industry and how they comply with current employment law.	1.M.1 Describe potential career pathways within the events industry.	1.D.1 Evaluate the effectiveness of the recruitment and selection process used within a given events organisation.
2. Know the stages of recruitment and selection in the events industry.	2.1 Summarise the stages of the recruitment and selection process for an individual including the appropriate documentation required for an events industry role.	2.M.1 Produce the following in relation to a given events industry role: a) curriculum vitae b) covering letter c) job application form	
3. Be able to prepare and participate in an interview for an events industry related role.	3.1 Explain how to prepare for interview situations including techniques for dealing with anxiety and possible questions to ask. 3.2 Summarise the importance of making a good first impression. 3.3 Summarise possible sources of information that aid interview preparation. 3.4 Participate and conduct self appropriately in an interview situation using verbal and non-verbal skills.	3.M.1 Critically compare at least two different ways that interviews may be conducted identifying the advantages and disadvantages of each. 3.M.2 Evaluate own performance during the interview carried out in AC 3.4 identifying what went well and possible areas for improvement.	3.D.1 Prepare and participate in an interview for an events industry related role as an interviewer and evaluate own performance.
4. Be able to develop a personal skills development plan following recruitment and selection processes.	4.1 Assess own performance during the recruitment and selection process in order to develop a personal skills development plan.	4.M.1 Analyse feedback from others to inform own personal skills development plan developed in AC 4.1.	4.D.1 Develop a career action plan which includes SMART objectives using the analysis carried out in AC 4.1 and AC 4.M.1.

Assessment Guidance

The following assessment method/s may be used to ensure all learning outcomes and assessment criteria are fully covered.

Assessment Method	Definition	Possible Content
Portfolio of evidence	A collection of documents containing work undertaken to be assessed as evidence to meet required skills outcomes OR A collection of documents containing work that shows the learner's progression through the course	Learner notes/written work Learner log/diary Peer notes Record of observation Record of discussion
Practical demonstration/assignment	A practical demonstration of a skill/situation selected by the tutor or by learners, to enable learners to practise and apply skills and knowledge	Record of observation Learner notes/written work Learner log
Coursework	Research or projects that count towards a learner's final outcome and demonstrate the skills and/or knowledge gained throughout the course	Record of observation Learner notes/written work Tutor notes/record Learner log/diary
E-assessment	The use of information technology to assess learners' work	Electronic portfolio E-tests

Title	Global and Cultural Events
Level	Three
Credit Value	10
Guided Learning Hours (GLH)	70
OCN NI Unit Code	CBF395
Unit Reference No	R/618/7161

Unit purpose and aim(s): This unit will enable the learner to investigate and analyse information regarding global and cultural events including travel planning, and the factors and trends affecting their changing popularity.

Learning Outcomes	Assessment Criteria = Pass	Assessment Criteria = Merit	Assessment Criteria = Distinction
1. Understand the features and appeal of global and cultural events.	1.1 Explain the features and appeal of different types of global and cultural events.		
2. Understand the planning and implementation cycle of global and cultural events.	2.1 Explain the planning and implementation cycle for different global and cultural events including: a) logistics b) travel c) promotion opportunities d) merchandising	2.M.1 Evaluate the advantages of using social media and the internet to promote different global and cultural events.	2.D.1 Critically compare the use of different organisations to promote global and cultural events.
3. Understand the impact and sustainability of specialist global and cultural events in the events industry.	3.1 Summarise the impact and sustainability of specialist global and cultural events in the events industry.	3.M.1 Analyse the environmental impact and sustainability of a given specialist global and cultural event on the local and wider community.	
4. Understand how consumer trends influence the popularity of global and cultural events.	4.1 Summarise how consumer trends influence the popularity of global and cultural events.	4.M.1 Explain the appeal of global destinations for cultural events including at least four different influencing factors.	4.D.1 Research and evaluate customer trends that influence a given global event.

Assessment Guidance

The following assessment method/s may be used to ensure all learning outcomes and assessment criteria are fully covered.

Assessment Method	Definition	Possible Content
Portfolio of evidence	A collection of documents containing work undertaken to be assessed as evidence to meet required skills outcomes OR A collection of documents containing work that shows the learner's progression through the course	Learner notes/written work Learner log/diary Peer notes Record of observation Record of discussion

Practical demonstration/assignment	A practical demonstration of a skill/situation selected by the tutor or by learners, to enable learners to practise and apply skills and knowledge	Record of observation Learner notes/written work Learner log
Coursework	Research or projects that count towards a learner's final outcome and demonstrate the skills and/or knowledge gained throughout the course	Record of observation Learner notes/written work Tutor notes/record Learner log/diary
E-assessment	The use of information technology to assess learners' work	Electronic portfolio E-tests

Title	Management of a Showcase Event
Level	Three
Credit Value	10
Guided Learning Hours (GLH)	70
OCN NI Unit Code	CBF396
Unit Reference No	Y/618/7162

Unit purpose and aim(s): This unit will enable the learner to develop a showcase portfolio. Learners will also be required to pitch, stage, manage and evaluate a showcase event.

Learning Outcomes	Assessment Criteria = Pass	Assessment Criteria = Merit	Assessment Criteria = Distinction
1. Understand how to develop a showcase portfolio for an event.	1.1 Develop a showcase portfolio to include the following: a) event concept b) the 5 W's (who, where, why, what and when) c) Specific, Measurable, Achievable, Realistic and Timebound (SMART) objectives d) event design e) event feasibility f) event planning	1.M.1 Evaluate the showcase portfolio developed in AC 1.1. identifying issues that may be problematic and contingencies for addressing these.	
2. Be able to pitch for the showcase event.	2.1. Demonstrate how to effectively pitch to a panel the showcase event, presenting the portfolio developed in AC 1.1.	2.M.1 Analyse own performance of the pitch undertaken in AC 2.1 identifying possible areas for improvement.	2.D.1 Critically compare at least two given pitches for different showcase events identifying possible areas for improvement.
3. Be able to develop an operational and marketing plan for the showcase event.	3.1 Develop an operational and marketing plan for the showcase event developed in AC1.1 to include the following: a) internal and external factors b) logistics finances c) health and safety considerations d) risk assessment e) human resources f) legislation and legal considerations	3.M.1 Evaluate the operational and marketing plan developed in AC 3.1. identifying issues that may be problematic and contingencies for addressing these.	
4. Be able to stage, manage and evaluate the showcase event.	4.1 Stage and manage the showcase event developed in AC 1.1 to include: a) team and resource management b) time management c) contingency measures	4.M.1 Analyse the working relationships and teams performance of the event staged and managed in AC 4.1 identifying examples of	4.D.1 Analyse both team and own development needs for future showcase events producing a staff development plan to address the needs identified.

	d) legal and ethical requirements e) organisational policies f) effective customer service 4.2 Evaluate the showcase event staged and managed in AC 4.1 against aims and objectives set in the showcase portfolio identifying possible areas for improvement.	excellent customer service and possible areas for improvement.	

Assessment Guidance

The following assessment method/s may be used to ensure all learning outcomes and assessment criteria are fully covered.

Assessment Method	Definition	Possible Content
Portfolio of evidence	A collection of documents containing work undertaken to be assessed as evidence to meet required skills outcomes OR A collection of documents containing work that shows the learner's progression through the course	Learner notes/written work Learner log/diary Peer notes Record of observation Record of discussion
Practical demonstration/assignment	A practical demonstration of a skill/situation selected by the tutor or by learners, to enable learners to practise and apply skills and knowledge	Record of observation Learner notes/written work Learner log
Coursework	Research or projects that count towards a learner's final outcome and demonstrate the skills and/or knowledge gained throughout the course	Record of observation Learner notes/written work Tutor notes/record Learner log/diary
E-assessment	The use of information technology to assess learners' work	Electronic portfolio E-tests

11. Quality Assurance of Centre Performance

11.1   Internal Assessment

When delivering and assessing these qualifications, centres must align with stakeholders' expectations and address learners' needs by implementing a practical and applied programme. Centres have the flexibility to customise programmes to meet local requirements and establish connections with local employers and the broader vocational sector.

The Assessor should work with the Internal Quality Assurer to ensure that the assessment is planned in line with OCN NI requirements. Assessment Plans must be developed and approved by the Internal Quality Assurer prior to the delivery of the qualification.

All units within these qualifications must undergo internal assessment. Learners must provide evidence that they have appropriately met all assessment criteria required for that grade.

The assessment format for all units involves a task conducted after the delivery of the unit's content, or part of it, if multiple tasks are used. Tasks may exhibit in various forms, encompassing practical and written types. Please refer to 'OCN NI's Assessment Definitions Guide' for additional details.

A task constitutes a distinct activity completed independently by learners, separated from teaching, practice, exploration, and other activities guided by tutors. Tasks are assigned to learners with a specified start date, completion date, and explicit requirements for the evidence to be produced. Some tasks may include observed practical components and require diverse forms of evidence.

A valid assignment will enable a clear and formal assessment outcome, which meets the requirements of the assessment criteria. Assessment decisions are based on the specific assessment criteria given in each unit and set at each grade level. The way in which individual units are written provides a balance of assessment of understanding, practical skills and vocational attributes appropriate to the purpose of qualifications.

It is the Assessor's role to ensure that learners are appropriately prepared for assessment, this begins from induction onwards. Assessors should ensure that learners understand how assessment tasks are used to determine the award of credit, the importance of meeting assessment timelines, and that all learners work must be independently created, where source documents are used this should be appropriately referenced, learners should be aware of what would constitute plagiarism and the possible consequences.

When conducting the assessment, Assessors must ensure they do not provide direct input, instructions or specific feedback which may compromise the authenticity of the work submitted.

Once the Assessor has authenticated the learners work, they must transparently demonstrate the rationale behind their assessment decisions. Once a learner completes all assigned tasks for a unit,

the Assessor will allocate a grade for the unit. Refer to the 'Unit Grading Matrix' for additional information on the grading process.

Once the Assessor has completed the assessment process for the task, the assessment decision is recorded formally, and feedback is provided to the learner. The feedback should show the learner the outcome of the assessment decision, how it was determined or where the criteria has been met, it may indicate to the learner why achievement of the assessment criteria has not been met. It must be clear to the learner that this Assessment outcome is subject to verification.

For further information on assessment practice, please see the 'OCN NI Centre Handbook'. Assessment Training is also available and can be booked through the OCN NI Website.

11.2 Internal Quality Assurance

The role of the Internal Quality Assurer is to ensure appropriate internal quality assurance processes are carried out. The Internal Quality Assurer must oversee that assessments are conducted in accordance with relevant OCN NI policies, regulations, and this specification.

The Internal Quality Assurer must ensure assessments are fair, reliable, and uniform, thereby providing a consistent standard for all learners.

Internal Quality Assurers are required to provide constructive feedback to Assessors, identifying areas of strength and those that may require improvement. This feedback contributes to the ongoing professional development of Assessors.

Contributing to the standardisation of assessment practices within the centre is an important function of this role. This entails aligning assessment methods, grading criteria, and decision-making processes to maintain fairness and equity.

Internal Quality Assurers will actively engage in the sampling and monitoring of assessments to ensure the consistency and accuracy of assessment decisions. This process helps identify trends, areas for improvement, and ensures the robustness of the overall assessment system.

For further information on Internal Quality Assurance practice, please see the 'OCN NI Centre Handbook'. Internal Quality Assurance Training is also available and can be booked through the OCN NI Website.

11.3 Documentation

For internal quality assurance processes to be effective, the internal assessment and Internal Quality Assurance team needs to keep effective records.

- The programme must have an assessment and Internal Quality Assurance plan. When producing a plan, they should consider:
    - the time required for training and standardisation activities
    - the time available to undertake teaching and carry out assessment,
    - consider when learners may complete assessments and when quality assurance will take place
    - the completion dates for different assessment tasks
    - the date by which the assignment needs to be internally verified
    - sampling strategies
    - how to manage the assessment and verification of learners' work so that they can be given formal decisions promptly
    - how resubmission opportunities can be scheduled.

The following documents are available from OCN NI and document templates can be found in the Centre Login section of the OCN NI website www.ocnni.org.uk:

- A1 – Learner Assessment Record per Learner
- Learner Authentication Declarations
- Records of any reasonable adjustments applied for and the outcome – please see 'OCN NI's Reasonable Adjustments and Special Consideration Policy' for further information
- M1 Internal Quality Assurance Sample Record
- M2 Feedback to Assessor
- Records of any complaints or appeals

11.4 External Quality Assurance

All OCN NI recognised centres are subject to External Quality Assurance. External quality assurance activities will be conducted to confirm continued compliance with the CCEA Regulation General Conditions of Recognition, OCN NI terms and conditions and the requirements outlined within this qualification specification.

The External Quality Assurer is assigned by OCN NI. The External Quality Assurer will review the delivery and assessment of these qualifications. This will include, but is not limited to, the review of a sample of assessment evidence and evidence of the internal quality assurance of assessment and assessment decisions. This will form the basis of the External Quality Assurance report and will help OCN NI determine the centre's risk.

The role of the External Quality Assurer serves as an external overseer of assessment quality, working to uphold consistency, compliance, and continuous improvement within the assessment process. Their role is crucial in ensuring that assessments are valid, reliable, fair, and aligned with the required standards and regulations.

For further information on OCN NI Centre Assessments Standards Scrutiny (CASS) Strategy, please see the OCN NI Centre Handbook.

11.5   Standardisation

As a process, standardisation is designed to ensure consistency and promote good practice in understanding and the application of standards. Standardisation events:

- make qualified statements about the level of consistency in assessment across centres delivering a qualification
- make statements on the standard of evidence that is required to meet the assessment criteria for units in a qualification
- make recommendations on assessment practice
- produce advice and guidance for the assessment of units
- identify good practice in assessment and Internal Quality Assurance

Centres offering these qualifications must carry out internal standardisation activities prior to the claim for certification.

Centres offering units of an OCN NI qualification must attend and contribute assessment materials and learner evidence for standardisation events if requested.

OCN NI will notify centres of the nature of sample evidence required for standardisation events (this will include assessment materials, learner evidence and relevant Assessor and Internal Quality Assurer documentation).   OCN NI will make standardisation summary reports available and correspond directly with centres regarding event outcomes.

12. Administration

12.1 Registration

A centre must register learners for these qualifications within 90 days of commencement of the delivery of the programme.

For further information on learner registration please see the OCN NI Centre Handbook and the QuartzWeb Manual, available through the Centre Login section of the OCN NI website. Administration training is also available and can be booked through www.ocnni.org.uk.

12.2 Certification

Once all internal quality assurance activities have been successfully completed, the centre can claim certification for the learner(s).

Certificates will be issued to centres within 20 working days from completion of a satisfactory external quality assurance activity, if appropriate, alternatively from the submission of an accurate and complete marksheet.

It is the responsibility of the centre to ensure that certificates received from OCN NI are held securely and distributed to learners promptly and securely.

For further information on the uploading of results please see the QuartzWeb Manual for guidance, administration training is also available and can be booked through OCN NI

12.3 Charges

OCN NI publishes all up-to-date qualification fees in its Fees and Invoicing Policy document. Further information can be found on the centre login area of the OCN NI website.

12.4 Equality, Fairness and Inclusion

OCN NI's are committed to ensuring all learners have an equal opportunity to access our qualifications and assessment, and that our qualifications are awarded in a way that is fair to every learner.

OCN NI is committed to making sure that:

- learners with a protected characteristic are not, when they are undertaking one of our qualifications, disadvantaged in comparison to learners who do not share that characteristic
- all learners achieve the recognition they deserve for undertaking a qualification and that this achievement can be compared fairly to the achievement of their peers

For information on reasonable adjustments and special considerations please see the OCN NI Centre Handbook and Reasonable Adjustments and Special Considerations Policy held in the back office of the OCN NI website.

12.5   Retention of Evidence

OCN NI has published guidance for centres on the retention of evidence. Details are provided in the OCN NI Centre Handbook and can be accessed via the OCN NI website.

OCN NI Level 3 Award in Event Management
Qualification Number: 603/7524/3

OCN NI Level 3 Certificate in Event Management
Qualification Number: 603/7523/1

OCN NI Level 3 Diploma in Event Management
Qualification Number: 603/7522/X

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