

CORE COMPETENCIES

EVENT PLANNING SERVICES

Unit of Competency	Learning Outcomes	Methodology	Assessment Approach
1. Plan and develop event proposal or bid	1.1 Interpret event brief 1.2 Develop proposal and bid details 1.3 Develop bid materials 1.4 Submit or present the bid or proposal on time	<ul style="list-style-type: none"> • Lecture • Discussion • Demonstration • Practical Exercises 	<ul style="list-style-type: none"> • Oral or written test • Direct observation • Evaluation of work done by learner
2. Develop an event concept	2.1 Identify overall event objectives and scope 2.2 Establish event concept theme and format	<ul style="list-style-type: none"> • Lecture • Discussion • Demonstration • Practical Exercises 	<ul style="list-style-type: none"> • Oral or written test • Direct observation • Practical test • Evaluation of work done by learner
3. Develop event program	3.1 Identify conference objectives 3.2 Design event program 3.3 Finalize program details	<ul style="list-style-type: none"> • Lecture • Discussion • Demonstration • Practical Exercises 	<ul style="list-style-type: none"> • Oral or written test • Direct observation • Practical test • Evaluation of work done by learner
4. Select event venue and site	4.1 Analyze venue or site requirements 4.2 Source event venues or sites 4.3 Confirm venue or site arrangements	<ul style="list-style-type: none"> • Lecture • Discussion • Demonstration • Practical Exercises 	<ul style="list-style-type: none"> • Oral or written test • Direct observation • Practical test • Evaluation of work done by learner
5. Develop and update event industry knowledge	5.1 Source and apply information on the structure and operation of the event industry 5.2 Source and apply information on ethical and legal issues for the event industry 5.3 Source and apply information on event industry technology 5.4 Update event industry knowledge	<ul style="list-style-type: none"> • Lecture • Discussion • Demonstration • Practical Exercises 	<ul style="list-style-type: none"> • Oral or written test • Direct observation • Practical test • Evaluation of work done by learner

ON-SITE EVENT MANAGEMENT SERVICES

Unit of Competency	Learning Outcomes	Methodology	Assessment Approach
1. Provide on-site event management services	1.1 Prepare for on-site management 1.2 Oversee meeting/event set up 1.3 Monitor meeting/event operation 1.4 Oversee meeting/event breakdown	<ul style="list-style-type: none"> • Lecture • Discussion • Demonstration • Practical Exercises 	<ul style="list-style-type: none"> • Oral or written test • Direct observation • Practical test • Evaluation of work done by learner
2. Manage contractors for indoor events	2.1 Identify event operational requirements 2.2 Source contractors 2.3 Monitor contractors	<ul style="list-style-type: none"> • Lecture • Discussion • Demonstration • Practical Exercises 	<ul style="list-style-type: none"> • Oral or written test • Direct observation • Practical test • Evaluation of work done by learner
3. Develop and update knowledge on protocol	3.1 Seek information on appropriate protocol 3.2 Integrate appropriate protocol procedures into work activities 3.3 Update knowledge on protocol	<ul style="list-style-type: none"> • Lecture • Discussion • Demonstration • Practical Exercises 	<ul style="list-style-type: none"> • Oral or written test • Direct observation • Practical test • Evaluation of work done by learner

3.2 TRAINING DELIVERY

The delivery of training should follow the design of the curriculum. Delivery should be guided by the 10 basic principles of competency-based TVET.

- The training is based on curriculum developed from the competency standards;
- Learning is modular in its structure;
- Training delivery is individualized and self-paced;
- Training is based on work that must be performed;
- Training materials are directly related to the competency standards and the curriculum modules;
- Assessment is based on the collection of evidence of the performance of work to the industry required standard;
- Training is based both on and off-the-job components;
- Allows for recognition of prior learning (RPL) or current competencies;
- Training allows for multiple entry and exit; and
- Approved training programs are Nationally Accredited