



Qualification Specification for:

- OCN NI Level 2 Award in Event Management
Qualification No: 603/3326/1
- OCN NI Level 3 Award in Event Management
Qualification No: 603/3327/3

Qualification Regulation Information

OCN NI Level 2 Award in Event Management: 603/3326/1

Operational start date: 01 July 2018
Operational end date: 30 June 2028
Certification end date: 30 June 2030

OCN NI Level 3 Award in Event Management: 603/3327/3

Operational start date: 01 July 2018
Operational end date: 30 June 2028
Certification end date: 30 June 2031

Qualification operational start and end dates indicate the lifecycle of a regulated qualification. The operational end date is the last date by which learners can be registered on a qualification, and the certification end date is the last date by which learners must complete the qualification and claim their certificate.

All OCN NI regulated qualifications are published to the Register of Regulated Qualifications (<http://register.ofqual.gov.uk/>). This site shows the qualifications and awarding organisations regulated by CCEA Regulation and Ofqual.

OCN NI Contact Details

Open College Network Northern Ireland (OCN NI)
Sirius House
10 Heron Road
Belfast
BT3 9LE

Phone: 028 90463990
Web: www.ocnni.org.uk

Foreword

This document explains OCN NI's requirements for the delivery and assessment of the following regulated qualifications:

- **OCN NI Level 2 Award in Event Management**
- **OCN NI Level 3 Award in Event Management**

This specification sets out:

- Qualification features
- Centre requirements for delivering and assessing the qualification
- The structure and content of the qualification
- Assessment requirements for the qualification
- OCN NI's quality assurance arrangements for the qualification
- Administration

OCN NI will notify centres in writing of any major changes to this specification. We will also publish changes on our website at www.ocnni.org.uk

This specification is provided online, so the version available on our website is the most up to date publication. It is important to note that copies of the specification that have been downloaded and printed may be different from this authoritative online version.

Contents

Qualification Regulation Information.....	1
Foreword.....	3
About Regulation.....	5
OCN NI.....	5
Qualification Features	6
Sector Subject Area	6
Qualifications Aim.....	6
Qualifications Objectives	6
Grading	6
Qualification Target Group	6
Progression Opportunities.....	6
Entry Requirements.....	7
Qualification Support.....	7
Delivery Languages.....	7
Centre Requirements for Delivering the Qualification	8
Centre Recognition and Qualification Approval	8
Centre Staffing	8
Tutors	8
Assessors.....	8
Internal Verification.....	9
Structure and Content	10
Unit Details.....	11
Quality Assurance of Centre Performance	15
External Verification	15
Standardisation	15
Administration	16
Registration	16
Certification	16
Charges.....	16
Equality, Fairness and Inclusion.....	16
Retention of Evidence	16

About Regulation

OCN NI

Open College Network Northern Ireland (OCN NI) is a regulated Awarding Organisation based in Northern Ireland. OCN NI is regulated by CCEA Regulation to develop and award professional and technical (vocational) qualifications from Entry Level up to and including Level 5 across all sector areas. In addition, OCN NI is regulated by Ofqual to award similar qualification types in England.

The Regulated Qualifications Framework: an overview

The Regulated Qualifications Framework (RQF) was introduced on 1st October 2015: the RQF provides a single framework for all regulated qualifications.

Qualification Level

The level indicates the difficulty and complexity of the knowledge and skills associated with any qualification. There are eight levels (Levels 1-8) supported by three 'entry' levels (Entry 1-3).

Qualification Size

Size refers to the estimated total amount of time it could typically take to study and be assessed for a qualification. Size is expressed in terms of Total Qualification Time (TQT), and the part of that time typically spent being taught or supervised, rather than studying alone, is known as Guided Learning Hours (GLH).

Qualification Features

Sector Subject Area

7.4 Hospitality and Catering

Qualifications Aim

The OCN NI Level 2 and 3 Awards in Event Management have been designed to provide learners with the skills and knowledge to participate in and manage events.

Qualifications Objectives

The objectives of the qualifications are to enable learners to:

- plan events
- understand the issues to be considered when running events
- understand roles of stakeholders involved in events
- undertake the running and publicising of events

Grading

Grading for these qualifications is pass/fail.

Qualification Target Group

The qualifications are targeted at learners who wish to develop skills and knowledge in the management of events.

Progression Opportunities

The OCN NI Level 2 Award in Event Management will allow learners to progress to the OCN NI Level 3 Award in Event Management.

The OCN NI Level 3 Award in Event Management will allow learners to progress to:

- other qualifications in event management and tourism and hospitality
- employment within the event management industry and related tourism and hospitality roles

Entry Requirements

There are no formal entry requirements. However, learners must be at least 14 years old to achieve the OCN NI Level 2 Award Event Management and 16 years old to achieve the OCN NI Level 3 Award in Event Management.

Qualification Support

A Qualification Support pack is available for OCN NI centres within the login area of the OCN NI website (<https://www.ocnni.org.uk/my-account/>), which includes additional support for teachers, eg planning and assessment templates, guides to best practice, etc.

Delivery Languages

These qualifications are available in English only at this time. If you wish to offer the qualifications in Welsh or Irish (Gaeilge) then please contact OCN NI who will review demand and provide as appropriate.

Centre Requirements for Delivering the Qualification

Centre Recognition and Qualification Approval

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

Centre Staffing

Centres are required to have the following roles in place as a minimum, although a member of staff may hold more than one role*:

- Centre contact
- Programme Co-ordinator
- Tutor
- Assessor
- Internal Verifier

*Note: A person cannot be an internal verifier for their own assessments.

Tutors

Tutors delivering the qualifications should be occupationally competent at a higher level than the qualification and have a minimum of one year's relevant experience in the tourism and hospitality and/or related sectors.

Assessors

The qualifications are assessed within the centre and are subject to OCN NI's quality assurance processes. Units are achieved through internally set, internally assessed, and internally verified evidence.

Assessors must:

- be occupationally competent at a higher level than the qualification
- have a minimum of one year's experience in the area they are assessing
- have direct or related relevant experience in assessment
- assess all assessment tasks and activities

Internal Verification

OCN NI qualifications must be scrutinised through the centre's internal quality assurance processes as part of the recognised centre agreement with OCN NI. The centre must appoint an experienced and trained centre internal verifier whose responsibility is to act as the internal quality monitor for the verification of the delivery and assessment of the qualifications.

The centre must agree a working model for internal verification with OCN NI prior to delivery of the qualifications.

Internal Verifiers must:

- have at least one year's occupational experience in the areas they are internally verifying
- attend OCN NI's internal verifier training

Internal verifiers are required to:

- support tutors and assessors
- sample assessments according to the centre's sampling strategy
- ensure tasks are appropriate to the level being assessed
- maintain up-to-date records supporting the verification of assessment and learner achievement

Structure and Content

OCN NI Level 2 Award in Event Management

Learners must successfully complete the one unit listed below – 6 credits.

Total Qualification Time (TQT) for this qualification: 60

Guided Learning Hours (GLH) for this qualification: 48

Unit Reference Number	OCN NI Unit Code	Unit Title	TQT	Credit Value	Level
T/617/1115	CBE260	Managing a Small Event	60	6	Two

OCN NI Level 3 Award in Event Management

Learners must successfully complete the one unit listed below – 6 credits.

Total Qualification Time (TQT) for this qualification: 60

Guided Learning Hours (GLH) for this qualification: 42

Unit Reference Number	OCN NI Unit Code	Unit Title	TQT	Credit Value	Level
A/617/1116	CBE261	Event Management	60	6	Three

Unit Details

Title	Managing a Small Event	
Level	Two	
Credit Value	6	
Guided Learning Hours (GLH)	48	
OCN NI Unit Code	CBE260	
Unit Reference No	T/617/1115	
<i>Unit purpose and aim(s):</i> This unit will enable the learner to be able to set up and run a small event.		
Learning Outcomes	Assessment Criteria	
1. Be able to plan an event for up to 10 people.	1.1. Describe the purpose of an event. 1.2. Describe the issues to be considered when planning an event, including: a) relevant legislation or regulations b) marketing c) setting up, running and posting event activities d) roles of those involved e) risk assessments 1.3. Develop an event plan. 1.4. Allocate required roles and responsibilities to run the event. 1.5. Secure resources for the event.	
2. Understand the role of the event manager and others involved in the event.	2.1. Describe the responsibilities of the event manager. 2.2. Describe the roles of other event stakeholders and how they should communicate.	
3. Be able to publicise and run an event.	3.1. Describe and demonstrate how to produce an event publicity plan. 3.2. Summarise the activities involved in running an event including: a) conducting a risk assessment b) venue set up and co-ordination c) liaising with stakeholders and event users 3.3. Run event in line with event plan. 3.4. Address any issues arising from running event. 3.5. Perform post event activities in line with event plan.	
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

Title	Event Management	
Level	Three	
Credit Value	6	
Guided Learning Hours (GLH)	42	
OCN NI Unit Code	CBE261	
Unit Reference No	A/617/1116	
<i>Unit purpose and aim(s):</i> This unit will enable the learner to be able to set up and run an event.		
Learning Outcomes	Assessment Criteria	
1. Be able to plan an event for a minimum of 20 people.	1.1. Summarise the purpose of an event. 1.2. Summarise the issues to be considered when planning an event including: a) relevant legislation or regulations b) marketing c) setting up, running and post event activities d) roles of those involved e) risk assessments 1.3. Develop a detailed event plan. 1.4. Allocate required roles and responsibilities to run the event. 1.5. Secure resources for the event in line with budget.	
2. Understand the role of the event manager and others involved in the event.	2.1. Explain the responsibilities of the event manager. 2.2. Explain the roles of other event stakeholders and how they should communicate.	
3. Be able to publicise and run an event.	3.1. Explain and demonstrate how to produce an event publicity plan. 3.2. Summarise the activities involved in running an event including: a) conducting a risk assessment b) venue set up and co-ordination c) liaising with stakeholders and event users 3.3. Run event in line with event plan. 3.4. Address any issues arising from running event. 3.5. Perform post event activities in line with event plan including a detailed post-event evaluation.	
Assessment Guidance		
The following assessment method/s may be used to ensure all learning outcomes and assessment criteria are fully covered.		
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Quality Assurance of Centre Performance

External Verification

All OCN NI recognised centres are subject to External Verification. External verification visits and monitoring activities will be conducted annually to confirm continued compliance with the conditions of recognition, review the centre's risk rating for the qualifications and to assure OCN NI of the maintenance of the integrity of the qualifications.

The External Verifier will review the delivery and assessment of the qualifications. This will include the review of a sample of assessment evidence and evidence of the internal verification of assessment and assessment decisions. This will form the basis of the EV report and will inform OCN NI's annual assessment of centre compliance and risk. The External Verifier is appointed by OCN NI.

Standardisation

As a process, standardisation is designed to ensure consistency and promote good practice in understanding and 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 verification

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 verifier documentation). OCN NI will make standardisation summary reports available and correspond directly with centres regarding event outcomes.

Administration

Registration

A centre must register learners within 20 working days of commencement of a qualification.

Certification

Certificates will be issued to centres within 20 working days of receipt of correctly completed results marksheets. 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.

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.

Equality, Fairness and Inclusion

OCN NI has considered the requirements of equalities legislation in developing the specification for these qualifications. For further information and guidance relating to access to fair assessment and the OCN NI Reasonable Adjustments and Special Considerations policies, centres should refer to the OCN NI website.

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.

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Qualification No: 603/3326/1

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Qualification No: 603/3327/3

Operational start date: 01 July 2018
Operational end date: 30 June 2028
Certification end date: 30 June 2030 (Level 2)
Certification end date: 30 June 2031 (Level 3)

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