

Certificate in Event Planning

Summary

This qualification will introduce learners to the skills required to plan, organise, and evaluate events - including weddings, live music, charity runs and corporate events such as conferences. This course covers marketing methods, market research, human resources, communication, health and safety, and customer service. Event planning is an important part of many jobs, including charity fundraising, but it can also be a specialist profession in itself, for example as a wedding planner, club promoter or conference organiser.

Course Provider	NCC Home Learning Warwick House, Riverside Business Park, Benarth Road, Conwy LL32 8UB 0333 3445 690 ncchomelearning.co.uk
Qualification Accreditation	TQUK (RQF)
Academic level	2
PET entry requirements	Level 2 English
Format of course material	Paper-based (or file transfer on request)
Structure of course	<p>Unit 1: Planning an event.</p> <p>Unit 2: Reviewing and evaluating an event.</p> <p>Unit 3: Marketing and market research for event planning.</p> <p>Unit 4: Planning human resources for events.</p> <p>Unit 5: Communication and customer service for events.</p>
Assignments	5 written assignments, all sent to learner at start of course. Assignments to be sent one by one. Feedback is given within 10 days.
Exam	No
Estimated completion time	108 hours
Maximum course duration	12 months from purchase date
Prison support requirements	Support assessment submission (ideally scan to the tutor or post). It is recommended to make copies in case assignments get lost; contact supplier for tutor support or more info on assignment submission. See contact details are above in the 'Course provider' section.

Supplier tutor's support	Tutors will mark assignments and answer learner questions by email (via prison staff) or letter directly from learners.
Certificate	A certificate will be posted out to the learner upon completion of course.
Progress	To discuss any progression routes, call our free Advice Line on 0800 048 7520 on Tuesdays (10-12pm and 2-4pm) and Thursdays (10am-12pm and 2-6pm).