

Certificate in Event Planning

Summary

This course is an ideal starting point if you want to pursue a career as an event planner, but also if you are preparing to work in a job role which requires you to plan and organise events as part of your responsibilities. The qualification will help you build the skills required to plan, organise and evaluate events. It covers marketing methods, market research, human resources, communication and customer service.

Course Provider	NCC Home Learning Warwick House, Riverside Business Park, Benarth Road, Conwy LL32 8UB 0333 3445 690 www.ncchomelearning.co.uk
Qualification Accreditation	TQUK
Academic level	Level 2
PET entry requirements	Level 2 English
Format of course material	Paper-based
Structure of course	Unit 1: Planning an event Unit 2: Reviewing and evaluating an event Unit 3: Marketing and market research for event planning Unit 4: Planning human resources for events Unit 5: Communication and customer service for events
Assignments	5 written assignments
Exam	None
Study hours	160
Course expiry date	12 months
Prison support requirements	Facilitate tutor support via email. This often requires scanning learner assignments and emailing them to their tutor.
Supplier tutor's support	Yes - accessed with prison staff support
Certificate	Yes
Progress	We offer a wide range of progression options in management and business including an



	<p>Open University Access course in Business and Law. Call our free Advice Line on 0800 048 7520 on Tuesdays (10-12pm and 2-4pm) and Thursdays (10am-12pm and 2-6pm).</p>
--	---