

<b>Title of the Module / Unit</b>	7 – Managing and Planning an Event
<b>Module / Unit Description</b>  Provide a brief description of the module.	<p>The aim of this unit is to provide learners with the background knowledge and understanding of event planning and management, from agreeing the cope and concept of the event through to managing, monitoring and evaluating the success of the event.</p> <p>Learners will gain an understanding of the process and procedures used to manage events which meet customer and business requirements and the skills needed to oversee a successful e vent including planning, time management, communication, evaluating outcomes, contingency planning, selling ideas through proposals and managing a team.</p>
	<p>Competences: – at the end of the module/unit the learner will have acquired the responsibility and autonomy to:</p> <ul style="list-style-type: none"> <li>a) Develop and implement policies and procedures for events</li> <li>b) Manage resources and logistics to ensure events are delivered in line with event plans</li> <li>c)Examine how event plans are researched, developed and agreed to meet customer and business requirements</li> <li>d) Monitor and evaluate events to ensure customer and business requirements are met.</li> </ul> <p>Knowledge – at the end of the module/unit the learner will have been exposed to the following:</p> <ul style="list-style-type: none"> <li>a) How to negotiate and develop the key elements of an events plan.</li> <li>b)Evaluate financial viability and consideration</li> <li>c) Creation of interaction ‘touchpoints’ within an event to initiate and deliver the experience</li> <li>d) How to use available resources to implement effective strategies that target and deliver experience.</li> </ul>

<b>Learning Outcomes</b>	Skills – at the end of the module/unit the learner will have acquired the following skills:
	<p><b>Applying knowledge and understanding</b></p> <p>The learner will be able to:</p> <ul style="list-style-type: none"> <li>a) Ability to use technology and critical success factors</li> <li>b) Ability to ensure that a plan is feasible, financially viable and consistent with the concept, scope and requirements of the event</li> <li>c) Develop a critical path for implementing the event including the identification of tasks/projects to achieve SMART goals and objectives, identifying all links, dependencies, timelines and critical dates.</li> <li>d) Ability to use available resources to implement effective strategies that target the market, are flexible and meet legal and regulatory requirements.</li> </ul>
	<p><b><i>Judgment Skills and Critical Abilities</i></b></p> <p>This section has been made sufficiently open to accommodate both vocational and academic orientations. Applicants can refer to Judgement Skills, or Critical Abilities (critical skills, dispositions, values and actions), or both.</p> <p>The learner will be able to:</p> <ul style="list-style-type: none"> <li>a) Demonstrate the various formats in which event plans can be laid out and recorded.</li> <li>b) Monitor progress against the event plan at agreed intervals and make necessary adjustments</li> <li>c) Interpret and use relevant legal, regulatory and other requirements to inform policies and procedures and the likely consequences of not having policies and procedures to meet these.</li> <li>d) Ability to use technology and critical success factors.</li> </ul>

***Module-Specific Communication Skills***

(Over and above those mentioned in Section B)

The learner will be able to:

a)

b)

c)

etc.

***Module-Specific Learner Skills***

(Over and above those mentioned in Section B)

The learner will be able to

a)

b)

c)

etc.

***Module-Specific Digital Skills and Competences***

(Over and above those mentioned in Section B)

The learner will be able to

a)

	b)			
	c)			
	etc.			
<b>Hours of Total Learning for this Module / Unit</b>  1 ECTS is equivalent to 25 total hours of learning, inclusive of contact hours, supervised placement and practice hours, self-study hours and assessment hours. At least 20% (5 hours for every ECTS) must be <u>contact hours</u> or as otherwise established from time to time by NCFHE.	Total Contact Hours <sup>1</sup>  (Contact Hours are hours invested In learning new content under the Direction of a tutor/lecturer (e.g. lectures, participation in online forums, video-lectures).	35	Supervised Placement and Practice Hours  (During these hours the learner is supervised, coached or mentored.)	20
	Self-Study Hours  (Estimated workload of research and study.)	100	Assessment Hours  (Examinations/ presentations/ group work/ projects etc.)	20
<b>Total Learning Hours of this Module</b>	175 - Hours			
<b>Percentage of Total Contact Hours delivered online.</b>  In the case of online/blended learning, kindly indicate the total number of contact hours delivered online and those face-to-face.	Contact Hours Delivered Online	20 %	Contact Hours Delivered Face-to-Face	80 %

<sup>1</sup> In the case of online learning, synchronous and asynchronous learning activities under the direction and control of an instructor are considered as contact hours.