

Level 4 Award in Event and Wedding – Planning and Co-ordination



This exciting Home Study course from the Distance Learning specialists, UK Open Learning, has been specially commissioned from a highly successful and experienced Event Planner to reflect the changing nature of this demanding yet rewarding sector. This is a course for those who are keen to work at a high level of responsibility, and who have a good level of literacy and a broad educational background. The course is at Level Four which is a good indication of the degree of skill, knowledge and application that will be required to successfully complete it. If you feel you are up to the challenge, then don't hesitate further!

However, UK Open Learning also has a preparatory course for those who would like to get into this area of work but who feel they need a more basic level. This is the **Event Planning Level 2 Certificate**, details of which can be found on our website.

Starting your own business is a brave and exciting decision to make. This course provides a look at the day-to-day reality of running a business and outlines the skills and qualities that you will need.

The desire to be your own boss has attracted people from all backgrounds – rich and poor – to take a gamble and start out on their own. Many opportunities come about due to people being at the right place, at the right time – providing a service or product that enough people need or want to enable them to run a successful business. The **Event and Wedding – Planning and Co-ordination course** can help you do that.

Event Management and Wedding Planning involve the ability to be creative, communicate effectively and run a business all at the same time. Your success will depend on your ability to search out and take advantage of opportunities – but does come with a certain amount of risk attached. We will identify the specific skills that you will need to work in this demanding sector and work with you to develop those skills through the support of our experienced tutors.

The course is structured as follows:

- 1. The principal issues around setting up and operating a company.** In this section you will learn about the legal aspects of setting up a business and the in-and-outs of financing it.
- 2. The importance of observing Health and Safety requirements.** Whilst not the most exciting part of the course, this area is critical to be aware of as ignoring it could land you in heaps of trouble!
- 3. Environmental and ethical issues.** These very pertinent issues are part-and-parcel of planning nowadays as more companies and individuals feel the need to play a part in making the planet a better place.
- 4. How to plan for private clients.** The first of the sections looking at the requirements of specific client groups.
- 5. The principal logistical issues to be addressed when arranging an event.** This is the real nuts-and bolts sections dealing with what you need to do at a basic organising level.
- 6. The main features of large scale event organisation.** Large scale events pose their own set of difficulties and challenges, and this section highlights some of these and how they might be dealt with.
- 7. How to plan for corporate clients.** Corporate clients will want you to help them plan for their specific company-driven objectives, and this section will give you an idea of how to balance your own vision with that of your corporate client.
- 8. Maintaining coordination on event-day.** It's no good organising an event in detail if you don't ensure that it rolls out as it's meant to on the day. The main aspects of co-ordination are brought to the fore here.
- 9. The main aspects of companies' in-house events.** As with Corporate clients, companies will expect you to help them achieve their targets so you will have to immerse yourself in their 'culture' if you want to understand this whilst, of course, maintaining your own standards and individuality.
- 10. The requirements of special events.** Whether it's a VIP visit or an Official Opening, these types of events pose their own challenges.
- 11. The process of selecting an appropriate venue.** It's no good organising an event if the venue is inappropriate! Guidance here as to how this might be avoided.

12. The principal features of organising a wedding event. The very personal and specific events around weddings are dealt with in this section.

13. The importance and process of marketing a business. Get your business known by taking into account the advice given in this comprehensive section.

14. Developing an Event Plan. This is where all you have learnt comes together! Two case studies are provided for you to work through and submit to your tutor for your final assignment.

As well as the tutor-assessed case studies, we also provide a number of shorter scenarios for you to practise on where you can get an idea of what will be involved

Qualification

Level 4 Award in Event and Wedding – Planning and Co-ordination Plus a UK Open Learning Diploma.

At the end of this course successful learners will receive a Level 4 NCFE Award certificate of achievement. That means that it is independently accredited at a level of learning equivalent to level 4 on the National Qualifications Framework (NQF) for England, Wales and Northern Ireland”

NCFE is recognised as an awarding body by the qualification regulators ('regulators') for England, Wales and Northern Ireland. The regulators are the Office of the Qualifications and Examinations Regulator (Ofqual) in England, the Department for Children, Education, Lifelong Learning and Skills (DCELLS) in Wales and the Council for Curriculum, Examinations and Assessment (CCEA) in Northern Ireland.

Further information

Accreditation

The course is accredited by NCFE through our IIQ licence (details of this can be found on our website under the Qualification Information tab). Students will be expected to complete all the set assignments including the development of two Event Plans using the information the course document provides. To help you get to this stage, our experienced and qualified staff will provide extensive feedback on your preliminary assignments so that when you come to do the final Event Plans, you should be well capable of achieving a Level Four qualification from NCFE, one of the country's leading awarding bodies.

Q. Can I use letters after my name?

A. Yes, you can use the initials Dip.EMWP.

Q. How do I send in my work?

A. You can email your assignments for marking. You have to send your assignments one at a time so the tutor can mark one and give you the feedback.

Q. If I fail an assignment can I retake it?

A. Yes, your tutor will ask you to resubmit your assignment and give you some pointers as to where you could improve.

Q. What do I receive once I order the course?

A. We will send you ALL the course materials. This consists of a folder, CD Rom, Study Guide and free book.

Q. Is there a time limit or any deadlines?

A. We do like you to complete the course within 12 months but we can extend this if you check with your tutor as they may charge a small fee. If you allow 100 study hours, this will give you a good guide. There are no deadlines to meet.

Q. Is there a word count for my assignments?

No, there is no specific word count but you have to prove to the tutor that you have fully understood the questions and a comprehensive Study Guide is included with the course.

Q. What if I don't like the course? Can I send it back?

A. Yes, if you are not happy with the course and feel it is not for you, you can return it within 7 days as per the terms and conditions on our web site www.uk-open-learning.com.

Q. Do I need a computer to take the course?

A. Yes, you will need access to email and the internet to submit assignments and do extra research.

Q. Can you help me promote my services?

A. Yes, we will list your services on our Event Management Directory free of charge using our specialist Web Design team who will submit your details to dozens of sites free of charge. Visit www.event-management-directory.co.uk

Q. Is the course paper-based or on a CD Rom?

A. The course is paper-based and comes in a sturdy folder.

Q. Is there any Event and Wedding Planning Software available?

A. Yes, we will provide you with links to on-line Event and Wedding Management tools.

Q. Can I pay in instalments?

A. Yes