

## Events Operation – WJEC LEVEL 1 / 2 Award

	TERM 1	TERM 2	TERM 3
<p>Single year course Year 12 and year 13 (2021-2022)</p> <p>Unit 1: The events industry (EXAM UNIT – 48 GLH)</p> <p>Unit 2: Events operations (ASSESSMENT UNIT – 36 GLH)</p> <p>Unit 3: Event Planning (ASSESSMENT UNIT – 36 GLH)</p>	<p><b>CONTENT</b></p> <p><b>Unit 1:</b> L.O. 1- Understanding the structure of the events industry - types, organisations and operations L.O. 2 – Understand the principles of event planning - Describe activities in events organization, explain factors and assess event risks when planning events and recommend contingency plans to minimize risk</p> <p><b>Unit 2:</b> L.O. 1 – Understand the role of customer service in event operations – Describe principles of customer service, explain how events meet customer needs, analyse factors affecting customer service provided at events, communicate with customers L.O. 2 – Understand how events teams operate- Describe roles of individuals in different types of teams, explain the benefits of teamwork, explain how the principles of team working are applied in events operations, contribute to team performance</p>	<p><b>CONTENT</b></p> <p><b>Unit 1:</b> L.O. 3- Understand factors that affect the success of events – explain how events meet customer requirements, analyse factors that affect events, explain how event risks can be minimised L.O. 4 – Know how events comply with regulatory requirements – Describe how events meet regulatory requirements, Describe permissions required for events, describe event insurance requirements</p> <p><b>Unit 2:</b> L.O. 3 – Be able to review event success – set criteria to assess event success, evaluate own performance in event situations, evaluate performance of others in event situations, evaluate event success</p> <p><b>Unit 3:</b> L.O. 1 – Understand events operations – explain event finances, describe events administrations requirements, explain how promotional activities contribute to achieving event objectives, propose resources requirements for events</p>	<p><b>CONTENT</b></p> <p><b>Unit 1:</b> L.O. 5- Be able to process event operations – Administer event operations, recommend venues for specified needs, calculate event payments Revision Exam to be sat in MAY</p> <p><b>Unit 3:</b> L.O. 2 – Be able to investigate event requirements – design research tools, analyse event research, report research findings</p> <p>L.O. 3 – Be able to plan events – set event objectives, plan event activities, use planning tools, explain how experience of running events informs event proposals</p>
	<p><b>ASSESSMENTS</b> End of topic test for Unit 1 Assignment brief for unit 2 L.O. 1 and L.O. 2</p>	<p><b>ASSESSMENTS</b> End of topic test for Unit 1 Assignment brief for unit 2 L.O. 3 Assignment brief for unit 3 L.O. 1</p>	<p>End of topic test for Unit 1 and unit exam to be sat in May Assignment brief for unit 3 L.O. 2</p>

			and 3
	<p><b>HOW PARENTS CAN SUPPORT LEARNING</b></p> <p>Ensuring your child completes assignment briefs by the deadline set and reviews all content taught for exam based unit.</p> <p>Complete all homework tasks and ensure all necessary resources are bought to every lesson</p> <p>Use of online resources (including google classroom) to help reinforce and research ideas and concepts</p>	<p><b>HOW PARENTS CAN SUPPORT LEARNING</b></p> <p>Ensuring your child completes assignment briefs by the deadline set and reviews all content taught for exam based unit. Complete all homework tasks and ensure all necessary resources are bought to every lesson</p> <p>Use of online resources (including google classroom) to help reinforce and research ideas and concepts</p>	<p><b>HOW PARENTS CAN SUPPORT LEARNING</b></p> <p>Ensuring your child completes assignment briefs by the deadline set and reviews all content taught for exam based unit.</p> <p>Ensure all revision materials are utilized</p> <p>Complete all homework tasks and ensure all necessary resources are bought to every lesson</p> <p>Use of online resources (including google classroom) to help reinforce and research ideas and concepts</p>