

EXECUTIVE SUMMARY

National Diploma: Event Co-ordination

NQF Level 5

Faculty: Hospitality and Tourism

Learning Programme Title	National Diploma: Event Co-ordination
Learning Programme ID	20613
DOL Number	N/A
Registration End Date	2023-06-30
Last Date for Enrolment	2024-06-30
Duration	2 Years
NQF Level	5
Minimum Credits	245

The Greatness Effect

KLM EMPOWERED, YOUR B-BBEE PROJECT MANAGEMENT, TRAINING SOLUTIONS AND ECO-SYSTEMS DESIGN PARTNERS
FOR SKILLS, ENTERPRISE AND SOCIAL-ECONOMIC DEVELOPMENT

Head Quarters

Physical Address
20 Skeen Boulevard, 3rd Floor, South Wing, Bedfordview, GMT, 2007
Postal Address
P.O. Box 752423, Gardenview, 2047

Knowledge X-Change Centres of Excellence

Centre of Leadership Excellence
20 Skeen Boulevard, 3rd Floor, North Wing, Bedfordview, GMT, 2007
Centre of Business Excellence
H. Santos Building, 2nd Floor, West Wing, 30 Arena Close, Bruma, JHB, 2198

T +27 11 856 4700 | +27 10 020 3920 • F +27 11 622 5140 • E life@klmempowered.com • W www.klmempowered.com

KLM Empowered Human Solutions Specialists (Pty) Ltd • Director: **L.E. Mansour (Chief Executive Officer)** • Company Reg. No. 2004/029096/07 • Vat Reg. No. 4280215775
Registered with the Department of Higher Education and Training (DHET) as a Private Further Education and Training College, Registration No. 2009/FE07/021; Registered with the Department of Basic Education (DBE), Registration No. 400376; SETA Accreditations: Fully Accredited Training Provider with; Service SETA, Decision No: 1154, and multi-sector SETA accredited.

Learning Assumed to be in Place	It is assumed that learners wishing to enter a programme leading to this qualification have literacy, numeracy and communication equivalent to NQF Level 4.
Quality Assurance Functionary	CATHSSETA

Course Synopsis

This qualification has been developed for the accommodation industry. It brings together all aspects of housekeeping and basic supervision. This qualification will professionalise the industry and is applicable to all sectors, from small bed and breakfasts to large-scale hotels. The qualification leads to the accommodation services diploma and provides articulation with Gaming, Travel and other Tourism industries.

Recognition of Prior Learning (RPL)

This qualification may be achieved in part or in whole through the recognition of prior learning.

KLM Empowered

Exit Level Outcomes

1. Generate and consider options for designing and managing an event that meets client expectations.
2. Identify the most appropriate design consistent with client expectations and resources available, and decide on a strategy for managing the event.
3. Explain reasons for design decisions and management decisions as well as what was taken into account in making the decisions.
4. Manage the event to the satisfaction of the client and to professional standards expected by the industry, while continuously monitoring and adapting performance as required.
5. Explain major decisions and actions taken during the course of managing the event.
6. Evaluate own performance and identify areas for improvement.
7. Reflect on the situations and ways in which self-learning occurs.
8. Develop ideas for improving both performance and learning in future.

KLM

Qualification Overview

Integrated assessment:

Integrated assessment at the level of qualification provides an opportunity for learners to show that they are able to integrate concepts, ideas and actions across unit standards to achieve competence that is grounded and coherent in relation to the purpose of the qualification.


Integrated assessment must judge the quality of the observable performance, but also the quality of the thinking that lies behind it. Assessment tools must encourage learners to give an account of the thinking and decision-making that underpin their demonstrated performance. Some assessment practices will be of a more practical nature while others will be of a more theoretical nature. The ratio between action and interpretation is not fixed, but varies according to the type and level of qualification.

A broad range of task-orientated and theoretical assessment tools may be used, with the distinction between practical knowledge and disciplinary knowledge maintained so that each takes its rightful place.

In particular assessors should:

A. Generally ensure that,

1. An understanding of all the elements of an event, their inter-relatedness and their connection to the external environment is demonstrated.
2. Appropriate alternatives to problems, constraints and risks are provided.
3. Critical reviews of evaluation are used to monitor and improve the event.


- 
4. Information related to the relevant sub-field and role-players is researched and used in planning an event.
 5. Various elements appropriate to a theme are considered and used to develop an element plan.
 6. Various learned techniques are used in support of creative and innovative ideas for a themed event.
 7. Feasible and creative options for an event are provided taking into account the site and sub-field.
 8. Options are narrowed down to a single event plan, which meets the expectations of the client.
 9. The success of an event is evaluated through the on going monitoring of progress against stated objectives.
 10. An event administration system is maintained which meets the expectations of the organisation and preserves the integrity of records.

B. Check that the learner demonstrates an ability to consider a range of options and make decisions about:

1. The nature and scale of an event in order to meet client expectations.
2. Methods and techniques appropriate to any given event.
3. Resources, including human resources required for any event.
4. Co-ordination methods and techniques to apply in any given situation or range of situations.

C. Check that the learner demonstrates an understanding of:

1. The nature, purpose and expectations of the context
2. The nature and purposes of co-ordination and leadership
3. Basic principles, methods and techniques of co-ordination and the event management cycle.

- 
4. Methods of integrating operational and leadership requirements and solutions
 5. ETDP competencies
 6. Specific characteristics of the event sub-field

D. Check that the learner demonstrates an ability to:

1. Critically evaluate the use of, and explore alternatives to co-ordination methods and techniques in any given situation or range of situations.
2. Justify decisions on any aspect of co-ordination.
3. Reflect on the appropriateness of decisions made in any co-ordination situation and on adjustments that might have been made from time to time.
4. Critically reflect on any feedback given during or after supervision.
5. Monitor and improve their own performance based on critical reviews and evaluation of the event.

KLM Empowered