



Executive Summary

Qualification	National Diploma: Event Coordination
Qualification ID	20613
NQF Level	5
Minimum Credits	245
Duration	12 to 24 months
Field	Services
Subfield	Hospitality, Tourism, Travel, Gaming and Leisure
ETQA	CATHSSETA
Purpose	This qualification will enable creative co-ordination of professional, feasible, innovative and exciting events. A qualifying learner will be able to demonstrate a knowledge of the event industry and put that knowledge into practice in coordinating quality events to a level of professionalism expected by a national industry.
Entry Requirements	It is assumed that learners wishing to enter a programme leading to this qualification have literacy, numeracy and communication equivalent to NQF Level 4.



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Exit Level Outcomes

- Generate and consider options for designing and managing an event that meets client expectations.
- Identify the most appropriate design consistent with client expectations and resources available, and decide on a strategy for managing the event.
- Explain reasons for design decisions and management decisions as well as what was taken into account in making the decisions.
- 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.
- Explain major decisions and actions taken during the course of managing the event.
- Evaluate own performance and identify areas for improvement.
- Reflect on the situations and ways in which self-learning occurs.
- Develop ideas for improving both performance and learning in future.

The KLM Empowered X-Perience



X-Ploration

For each of the SIX integrated learning blocks, learners explore content on their own before engaging with others. Guided by self-study plans and diagnostic self-assessment, they formulate their own insights to share.



X-Tension

Workplace application assignments allow learners to put their new learning to use on the job. Under the guidance of mentors, and with access to performance and wellness support, learners hone their skills and add value.



X-Citement

Learners receive a welcome letter and an X-Perience Map detailing the flow of their qualification. An orientation session helps them to understand the benefits and career options linked to the qualification.



X-Change

Learners attend facilitator-led sessions, either in class or online, to share their learning and refine their skills in a safe environment. Collaborative activities and peer feedback build learning synergy and allow learners to master specific skills.



X-Cellence

Each learner's progress is measured against learning outcomes through formative and summative assessment. Final examinations and presentations are used to obtain an accurate picture of overall understanding and mastery of the content.

Learning Blocks

1

South African Tourism and Events

ID	Unit Standard Title	Level	Credits
8647	Apply workplace communication skills	Level 5	10
8609	Understand the inter-relatedness of event elements	Level 4	20
8490	Contribute to sustainable tourism in South Africa	Level 4	4
8608	Operate in the national and international event industry	Level 4	3
8490	Contribute to sustainable tourism in South Africa	Level 4	4
8480	Introduce South Africa to tourists	Level 4	7
8598	Introduce South African heritage to tourists	Level 4	7
Total			55

2

Project Management

ID	Unit Standard Title	Level	Credits
10993	Conduct an integrative project in the workplace	Level 5	40

3

General Management

ID	Unit Standard Title	Level	Credits
7878	Prepare and Maintain Financial Records and Statements	Level 5	12
14807	Produce a safe and successful event within a specific event subfield	Level 5	35
Total			47

4

Customer Service and Personal Development

ID	Unit Standard Title	Level	Credits
8551	Oversee arrival and departure of customers	Level 4	3
8600	Care for Customers	Level 4	3
8600	Care for Customers	Level 4	3
8618	Organise oneself in the workplace	Level 2	3
7547	Operate a personal computer system	Level 2	6
7889	Manage quality in the organisation	Level 6	6
7888	Monitor staff performance	Level 6	5
Total			29

5

Marketing Communication

ID	Unit Standard Title	Level	Credits
13486	Research an event	Level 5	4
14806	Design an event	Level 5	10
13485	Plan an event	Level 5	10
13486	Research an event	Level 5	4
8663	Plan and conduct a research project	Level 5	6
8662	Analyse and communicate workplace data	Level 5	5
9242	Analyse external factors influencing people who have special needs	Level 5	4
13484	Perform successful event administration	Level 5	8
Total			51

ID	Unit Standard Title	Level	Credits
13482	Co-ordinate an event	Level 5	12
13483	Evaluate an event to ensure sustainable events	Level 5	3
7868	Monitor and maintain health, safety and security	Level 5	4
9224	Implement policies regarding HIV/AIDS in the workplace	Level 5	4
8664	Examine social features as pertaining to the workplace	Level 5	4
8665	Lead a team	Level 5	4
8648	Demonstrate an understanding of professional values and ethics	Level 5	4
Total			35

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The Greatness Effect