

EVENT & WEDDING PLANNING & CO-ORDINATION – LEVEL 4 COURSE



The **Event & Wedding Planning & Co-Ordination - Level 4 Course** 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!

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.

Price:
£520.00

Instalment Options:
You can spread the payments for this course over 4 monthly payments. 1 initial payment of £235.00, followed by 3 monthly payments of £95.00.

Course Format:
Paper Based Course Materials

Assessment:
Coursework

Approximate Study Time:
100 Hours of Self Study

FREE Event Manager's Bible: The Complete Guide to Planning and Organising a Voluntary or Public Event

This is an invaluable one-stop handbook for event organisers and anyone responsible for putting on a voluntary or public event. It covers safety requirements and complying with the legislation. Research, plan, organise, manage and deliver any event, match, show, tournament or function - be it carnival, gymkhana, fun run, pop festival, school sports day or Formula 1 car race!

The course is split into the following Units:

➤ **Unit 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.

➤ **Unit 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!

➤ **Unit 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.

➤ **Unit 4 - How to plan for private clients.**

The first of the sections looking at the requirements of specific client groups.

➤ **Unit 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.

➤ **Unit 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.

➤ **Unit 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.

➤ **Unit 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.

➤ **Unit 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.

➤ **Unit 10 - The requirements of special events.**

Whether it's a VIP visit or an Official Opening, these types of events pose their own challenges.

➤ **Unit 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.

➤ **Unit 12 - The principal features of organising a wedding event.**

The very personal and specific events around weddings are dealt with in this section.

➤ **Unit 13 - The importance and process of marketing a business.**

Get your business known by taking into account the advice given in this comprehensive section.

➤ **Unit 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.

Pre-Requirements:

There are no particular entry requirements, although as this is a Level 4 course we recommend students have a good level of literacy and a broad educational background.

Course Duration & Support:

Students may register at any time and have a full year to complete their studies. You also have access to a personal tutor by mail or email for a 12 month period. As the course is self study you can complete in as little or as long a time as you prefer.

Assessment:

You will be assessed on coursework which is detailed in the course materials. Most coursework consists of short paragraph answers to set questions. Your work can be sent back to your course tutor by email or by post.

Qualification:

The award is gained from successfully completed coursework so there is no exam to complete.

On successful completion of this course, students will receive a **Level 4 Event & Wedding Planning & Co-Ordination Award**.

This award has been independently accredited at a level of learning equivalent to level 4 on the National Qualifications Framework (NQF) and is comparable to working at NVQ Level 4.



The award is issued through NCFE. 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.