



Ofsted

Good
Provider

Event Assistant Level 3



www.fareport.co.uk
T: 01329 825805
E: businessdevelopment@fareport.co.uk

 Apprenticeships

 **FAREPORT**
SKILLS FOR THE FUTURE

Event Assistant

Level: 3

Duration: 13 months

Entry Requirements:

Apprentices without level 2 English and Maths will need to achieve this level prior to taking the end-point assessment. Learners will need to complete at least one event on programme and be able to complete an event project within the EPA period.

Anyone, from any background, can have a successful career in event management if they have the right attitude, passion, stamina and commitment to learning. Previous experience is not typically needed. It is a demanding yet very rewarding environment to work in. Flexible, calm and proactive individuals with energy, enthusiasm, good communication skills, patience and an ability to empathise are ideal candidates for the events profession.

Overview:

An Event Assistant is an entry level position, typically working within a team of people in an events company or within the events department of a larger organisation.

Events cover a broad range of activities as well as sizes, from small numbers of attendees through to thousands. Around 75% of events are conferences, meetings, trade shows and exhibitions. Other events include outdoor events, cultural events, sporting and music events.

Qualification Awarded

- Level 3 Event Assistant

Key topics

- Introduction to events
- Roles and Responsibilities
- Project Management cycle
- Event logistics
- Event suppliers
- Regulations and Policies
- Feedback
- Time management
- Effective communication and building rapport
- Commercial awareness and managing a budget
- EPA requirements

Assessment Methods

A variety of assessment methods will be used to demonstrate knowledge and competence:

- Workbooks
- Assignments
- Product evidence
- Reflective accounts
- Discussions
- Witness testimony
- Observation

End Point Assessment

End point assessment or “EPA” has been created to assess the knowledge, skills and behaviours gained throughout the qualification.

EPA is conducted by an external independent body chosen by the employer. EPA offers the chance to showcase your skills and be awarded a grade that reflects your performance. EPA will consist of the below activities:

- Completion of a event **project**
- Professional **discussion** underpinned by a **portfolio of evidence**