

Unit Title: Plan and Organise Meetings	
Level:	Three
Credit Value:	5
GLH:	25
OCNLR Unit Code:	PA1/3/LQ/069
Ofqual Unit Reference Number:	H/508/4011

This unit has 4 learning outcomes

LEARNING OUTCOMES	ASSESSMENT CRITERIA
The learner will:	The learner can:

<p>1. Understand the arrangements and actions required for planning and organising meetings.</p>	<p>1.1. Explain the role of the person planning and organising a meeting.</p> <p>1.2. Describe the different types of meetings and their main features.</p> <p>1.3. Explain how to plan meetings that meet agreed aims and objectives.</p> <p>1.4. Explain the purpose of agreeing a brief for the meeting.</p> <p>1.5. Explain how to identify suitable venues for different types of meetings.</p> <p>1.6. Describe the types of resources needed for different types of meetings.</p> <p>1.7. Outline the main points that should be covered by an agenda and meeting papers.</p> <p>1.8. Explain the purpose of meeting attendees' needs and special requirements, and providing them with information required for meetings.</p> <p>1.9. Describe the health, safety and security requirements that need to be considered when organising meetings.</p> <p>1.10. Explain the purpose and benefits of briefing the chair before a meeting.</p> <p>1.11. Explain the purpose of welcoming and providing suitable refreshments to attendees, if required.</p> <p>1.12. Describe the types of information, advice and support that may be need to be provided during a meeting.</p> <p>1.13. Describe the types of problems that may occur during a meeting and how to solve them.</p> <p>1.14. Explain what should be included in a record of a meeting, and the purpose of ensuring the record is accurate and approved.</p> <p>1.15. Explain how to record actions and follow up, if required.</p> <p>1.16. Explain the purpose of collecting and evaluating participant feedback from the meeting.</p> <p>1.17. Describe how to agree learning points to improve the organisation of future meetings.</p>
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<p>2. Be able to prepare for a meeting.</p>	<p>2.1. Agree and prepare the meeting brief, checking with others, if required. 2.2. Agree a budget for the meeting, if required. 2.3. Prepare and agree an agenda and meeting papers. 2.4. Organise and confirm venue, equipment and catering requirements, when necessary. 2.5. Invite attendees, confirm attendance and identify any special requirements. 2.6. Arrange catering, if required. 2.7. Arrange the equipment and layout of the room, if required. 2.8. Make sure the chair receives appropriate briefing.</p>
<p>3. Be able to support running a meeting.</p>	<p>3.1. Welcome attendees and offer suitable refreshments (if required). 3.2. Make sure attendees have full set of papers. 3.3. Make sure a person has been nominated to take minutes, if required. 3.4. Provide information, advice and support when required.</p>
<p>4. How to follow up a meeting.</p>	<p>4.1. Produce a record of the meeting. 4.2. Seek approval for the meeting record, amend as required. 4.3. Respond to requests for amendments and arrange recirculation of a revised meeting record. 4.4. Follow up action points, if required. 4.5. Evaluate meeting arrangements, and external services where used. 4.6. Evaluate participant feedback from the meeting and share results with relevant people, where used. 4.7. Summarise learning points and use these to identify improvements that can be made to future meeting arrangements and support.</p>

Assessment

The grid below gives details of the assessment activities to be used with the unit attached. Please refer to the OCN London Assessment Definitions document for definitions of each activity and the expectations for assessment practice and evidence for verification.

P = Prescribed This assessment method *must* be used to assess all or part of the unit.

O = Optional This assessment method *could* be used to assess all or part of the unit.

Case Study		Project	
Written question & answer/test/exam	O	Role play/simulation	
Essay		Practical demonstration	P
Report	O	Group discussion	
Oral question and answer	O	Performance/exhibition	
Written description	O	Production of artefact	
Reflective log/diary		Practice file	