

Unit Title: Contribute to Running an Event	
Level:	One
Credit Value:	3
GLH:	30
OCNLR Unit Code:	BA1/1/LQ/003
Ofqual Unit Reference Number:	M/616/7435

*This unit has 4 learning outcomes*

LEARNING OUTCOMES	ASSESSMENT CRITERIA
<b>The learner will:</b>	<b>The learner can:</b>
1. Be able to contribute to the organisation of an event.	1.1. Work with others to identify and agree individual roles within the event team.
2. Be able to contribute to the promotion of an event.	2.1. Produce material suitable for promoting an event.
3. Be able to work with others to run an event to meet customer requirements.	3.1. Contribute positively to running the event, in line with agreed roles.
4. Be able to contribute to assessing the success of an event.	4.1. Collect feedback about the event and summarise results. 4.2. Assess the success of the event. 4.3. Give and receive constructive feedback. 4.4. Summarise own contribution and assess own performance. 4.5. Identify what could be done differently in future to improve the running of an event.

## Assessment

The grid below provides suggestions for the types of assessment activities that can be used with the unit attached to provide evidence for the learner's portfolio. Please refer to the OCN London Assessment Guidance document for definitions of each activity and the expectations for assessment practice and evidence for moderation.

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