

Event Assistant Level 3 (Apprenticeship)

Overview

An Event Assistant works within a team of people in an events company or within the events department of a larger organisation. The role provides support to a number of event planners or project managers by carrying out a diverse range of tasks necessary to plan, organise and deliver an event.

Objectives

The programme:

- explores how to search for the right location and venue for an event
- demonstrates how to work with design teams on the look and feel
- looks at organizing logistics like transportation and catering

Each apprentice must undergo an independent end-point assessment to determine the outcome of their apprenticeship. The assessments will evaluate the knowledge, skills and behaviours gained during their programme. The methods in which this apprenticeship is assessed are:

- knowledge test
- worked based project showcase

Facilitators	Apprenticeship by SCCU.UK
Audience	Suitable for anyone involved in organising events such as Event Assistant, or Event Administrator
Commitment	18 months. Apprentices will be assigned a dedicated tutor. The tutor will visit monthly in the workplace, as well as being on hand to support throughout the duration of the apprenticeship programme. The frequency of these sessions may be more, depending on the needs of the apprentice
Date	On demand courses
Cost	Free to CAT schools through Apprenticeship Levy
Venue	In own venue