

FOR CENTRE AND CANDIDATE USE - PLEASE PHOTOCOPY AS REQUIRED

Assignment contents

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Organise an event. The resulting assignment must be presented as an individual written report. Any tasks or guidelines used by the Centre should be submitted with each candidate's submission.

You should go through the grids and indicate in the boxes where the evidence can be found. You may want to add a comment to explain your choice, but this is not always necessary.

Outline the importance of identifying and clarifying requirements for organising an event

		Page no.	Comments
1.1	<p>Organise and plan a meeting, event or conference</p> <ul style="list-style-type: none"> meetings: book venues, organisation's own premises, external venues, use appropriate communication protocols, monitor all arrangements, check whether interpreters required <p>organise equipment and services: audio visual equipment, flipchart, tele- and video-conferencing facilities</p> <p>documentation and advertising: generate documents, check accuracy, meet deadlines, collate documents, organise despatch of documents, organise statutory press advertisement/notice (where appropriate)</p> <p>refreshments: confirm arrangements, timing, options, numbers participating</p> <ul style="list-style-type: none"> events: research venue types, availability, suitability; booking procedures for hotels and conference centres, prepare a report from researched data, book venue, confirm arrangements and participant numbers, organise refreshments and necessary equipment, prepare invitations, finalise venue details, prepare and provide directional maps and despatch final details to delegates if appropriate, confirm and co-ordinate with others. documentation and publicity: assist in preparation of publicity and other conference/events documentation, i.e. leaflets, brochures; check proofs for accuracy; meet deadlines; collate documents; organise despatch of final details <p>refreshments: in-house catering, external catering; confirmation of time, options, arrangements, participant numbers</p> <ul style="list-style-type: none"> seminars, presentations, conferences: inform/invite delegates, book and prepare room; audio-visual equipment and materials to be used; organise refreshments; provide administrative support <p>speakers: confirm arrangements made, maintain written records of discussions and arrangements made; check if interpreters required</p> <p>refreshments: in-house catering, external catering; confirm time, options, arrangements, participant numbers, contingency provisions</p> <p>events and conferences: emergency procedures/contacts; provision of equipment at short notice, extra copies of brochures, etc; re-scheduling of start time, programme and meals</p>		

Organise and plan an event		Page no.	Comments
1.1	As before - organise and plan a meeting, event or conference		
1.2	<p>Identify and explain the secretarial role and procedures</p> <ul style="list-style-type: none"> preliminaries: clarify date, time, duration; venue; equipment; refreshments; number of participants; own responsibilities; documentation (range, sources, deadlines for approval and despatch to participants; security for confidential documents; invitations) meetings: book venue; arrange refreshments and car parking, re-direct telephone calls, book and check audio visual equipment, prepare documentation <p>documentation: prepare and check accuracy (i.e. agenda, notice of meeting, chairperson's agenda, reports); complete within time scale, distribute notice and agenda to all participants, collate documents, check distribution of previous minutes, provide folder for minute items, provide committee files, prepare papers for circulation</p> <ul style="list-style-type: none"> day before meeting: check accommodation, confirm availability of reference books, start work on chairperson's agenda, prepare name plates; check sufficient pencils, paper, spare copies of minutes, agenda, and papers for all members day of meeting: check room preparation, equipment (working order and safety), sufficient chairs, blotting pads, ashtrays (if smoking permitted) or 'No Smoking' signs, glasses and water; place pencils, paper and spare copy of agenda in each participant's place; files, reference books, spare copies of agenda and minutes of previous meeting and attendance register near the chairperson's place; place notebook and pencils where secretary will sit <p>inform reception of meeting venue; display directional signs, confirm parking arrangements and time of refreshments</p> <p>be in meeting room 15 minutes before start of meeting; place name plates on table; check with chairperson any last minute details, i.e. type, retype chairperson's agenda</p> <ul style="list-style-type: none"> during meeting: have 'Meeting in Progress' on door of meeting room, take notes of main points of discussion – record motions and amendments verbatim, make separate notes of action to be taken after meeting: remove notices, directional signs; notify switchboard and catering staff; clear and destroy surplus papers; draft minutes and submit to chairperson; duplicate and circulate final minutes; draw chairperson's attention to action points; diarise relevant dates including date and time of next meeting; open file for next meeting 		
1.3	<p>Outline sources of information and services</p> <ul style="list-style-type: none"> sources of information: libraries, internet/intranet/websites, directories, reference books, timetables; hotel guides; trade and professional magazines, business diaries, CD-ROMs, government and business information services, telephone and viewdata services local suppliers and services: venues, caterers, audio-visual equipment, video and tele-conferencing, courier services, car parking facilities 		

		Page no.	Comments
2.1	<p>Apply appropriate communication methods and protocols</p> <ul style="list-style-type: none"> oral and written communication: face-to-face; telephone calls; memorandums, e-mail, fax, electronic booking of resources and attendance – virtual and on-line; business letters, reports memorandums, business letters, reports formal and informal channels of communication within the organisation, effect of work roles and relationships upon the communication process 		
2.2	<p>Use a range of monitoring aids efficiently</p> <ul style="list-style-type: none"> paper based and electronic diaries and checklists: arrangements made; prepare and maintain master checklist of planning and organisation activities, and other relevant checklists; action plans, schedules; manual/electronic planners 		
2.3	<p>Compile a portfolio of oral and written communications and monitoring aids</p> <ul style="list-style-type: none"> generate a portfolio of evidence through your assignment planning which demonstrates co-ordination and monitoring and other relevant records. This should provide examples of: <ul style="list-style-type: none"> memorandums, e-mails/faxes, and/or letters confirming details in response to being requested to organise either a meeting, conference, or event; action taken/to be taken, preliminary deadlines instructions and acceptance of venue, date, time, room size, refreshments and options selected (if applicable); equipment and any other facilities; numbers involved summaries of telephone and face-to-face conversations, indicating their purpose/topics; dates; decisions and agreements made work schedule listing action taken before, during and after the meeting conference or event; task monitoring records and action plans meetings: agenda, notice, advertisement/publicity – as applicable – and at least one set of minutes, or notes of meeting conference or event: examples of invitations; at least one set of notes from discussions concerning a conference or other business event, and examples of publicity/advertisement, material prepared 		

Self Evaluation

<p>Comment on:</p> <ul style="list-style-type: none"> your approach to selecting information the strengths and weaknesses of your report 		
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