FOR CENTRE AND CANDIDATE USE - PLEASE PHOTOCOPY AS REQUIRED

OFFICE ADMINISTRATION ADVANCED LEVEL

ORGANISING MEETINGS AND EVENTS (OPTIONAL MODULE) 5247

Assignment Cover Sheet for Candidates

(Page 1 of 4)

When submitting a copy of your assignment please complete this Assignment Cover Sheet and an S.A.R., which is completed by your tutor. By completing this form and submitting the assignment for assessment by CIE you confirm that the assignment is all your own work. Any work taken from another source has been appropriately referenced and acknowledged.

CIE Unique Candidate Identifier				
Centre No.	Year	Cand. No.		
	1			

Candidate Name

Date of Submission				on	
					1

Please read this page and complete the grids on the next three pages, before handing in your assignment.

This form is designed to help you check that your work is complete and that you have covered all the required competence criteria. There are four pages in total. The assignment guidelines, available in the syllabus, provide full information for the completion of the assignment.

For this assignment you must present a written report which includes the following:

- a contents page
- an introduction (purpose of the assignment and an outline of the work to be included)
- evidence of the organisation and planning of an event a clear explanation of the methods you have used
 a write-up (well summarised findings from the investigation)
- adequate coverage of the aims and objectives (these are listed on the next three pages)

In addition, your report should:

- be between 1800 2500 words long
- be word processed (legible hand writing is also acceptable)
- have a logical structure with clearly presented and explained sections
- have a bibliography (list of reference materials, publications and text books used as reference sources)
- have a clear, legible and business-like layout and format

Have these requirements been met? YES/NO

Comments:

Further details of the assignment requirements can be found in the syllabus section headed 'Assignment Guidelines'. A copy of the syllabus can be found at <u>www.cie.org.uk</u>.

FOR CENTRE AND CANDIDATE USE - PLEASE PHOTOCOPY AS REQUIRED

Assignment contents

(Page 2 of 4)

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	Organise and plan a meeting, event or conference		
	 meetings: book venues, organisation's own premises, external venues, use appropriate communication protocols, monitor all arrangements, check whether interpreters required 		
	organise equipment and services: audio visual equipment, flipchart, tele- and video-conferencing facilities		
	documentation and advertising: generate documents, check accuracy, meet deadlines, collate documents, organise despatch of documents, organise statutory press advertisement/notice (where appropriate)		
	refreshments: confirm arrangements, timing, options, numbers participating		
	• 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 		
	refreshments: in-house catering, external catering; confirmation of time, options, arrangements, participant numbers		
	 seminars, presentations, conferences: inform/invite delegates, book and prepare room; audio-visual equipment and materials to be used; organise refreshments; provide administrative support 		
	speakers: confirm arrangements made, maintain written records of discussions and arrangements made; check if interpreters required		
	refreshments: in-house catering, external catering; confirm time, options, arrangements, participant numbers, contingency provisions		
	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		

Office Administration (Advanced Level) 2004

FOR CENTRE AND CANDIDATE USE - PLEASE PHOTOCOPY AS REQUIRED

(Page 3 of 4)

Orga	nise and plan an event	Page no.	Comments
1.1	As before - organise and plan a meeting, event or conference		
1.2	 Identify and explain the secretarial role and procedures 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 		
	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		
	 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 		
	inform reception of meeting venue; display directional signs, confirm parking arrangements and time of refreshments		
	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		
	 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	Outline sources of information and services		
	 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 		

Office Administration (Advanced Level) 2004

FOR CENTRE AND CANDIDATE USE - PLEASE PHOTOCOPY AS REQUIRED

(Page 4 of 4)

		Page no.	Comments
2.1	Apply appropriate communication methods and protocols		
	 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	Use a range of monitoring aids efficiently		
	 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	Compile a portfolio of oral and written communications and monitoring aids		
	 generate a portfolio of evidence through your assignment planning which demonstrates co-ordination and monitoring and other relevant records. This should provide examples of: 		
	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

Comment on:	
• your approach to selecting information	
• the strengths and weaknesses of your report	