

Level 3 Event Assistant End-Point Assessment

An Event Assistant is an entry level position, typically working within a team of people in an events company or within the events department of a larger organisation. The role would usually provide 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: for example, searching for the right location and venue for the event; working with the design team on the look and feel of the event; or organising logistics like transportation and catering. The events organised may be for the company where the Event Assistant is working, or could be for a variety of different clients including large corporations, smaller companies and not-for-profit organisations.

Fee £1200

Maximum Funding £9000

Gateway Requirements

Individuals will need to achieve the following prior to undertaking their end-point assessment:

- English and mathematics at Level 2

Get in touch to find out more

For further information on registering your apprentices on this end-point assessment, contact our team by email or by calling 0115 854 1620.

The Assessment

The apprentice will be assessed against the Event Assistant requirements. The methods of assessment are:

- Project
- Portfolio of Evidence
- Professional Discussion

Why choose BIIAB?

We specialise in various sectors for end-point assessment. Our experience with the standards for these industries means we know exactly what employers and apprentices need, making the assessment process clear, easy to use and responsive.

We are passionate about apprenticeships and the futures of your apprentices. By conducting high-quality end-point assessment services and ensuring that training providers, employers and apprentices are fully supported throughout, we aim to provide your apprentices with the best start in their career.

British Institute of Innkeeping Awarding Body (BIIAB) is the End-point Assessment Organisation (EPAO) that is approved and registered with the Education and Skills Funding Agency (ESFA) for this apprenticeship. Delivery of this end-point assessment is monitored, on behalf of the Institute for Apprenticeships and Technical Education (IfATE), by the External Quality Assurance Organisation, Ofqual.