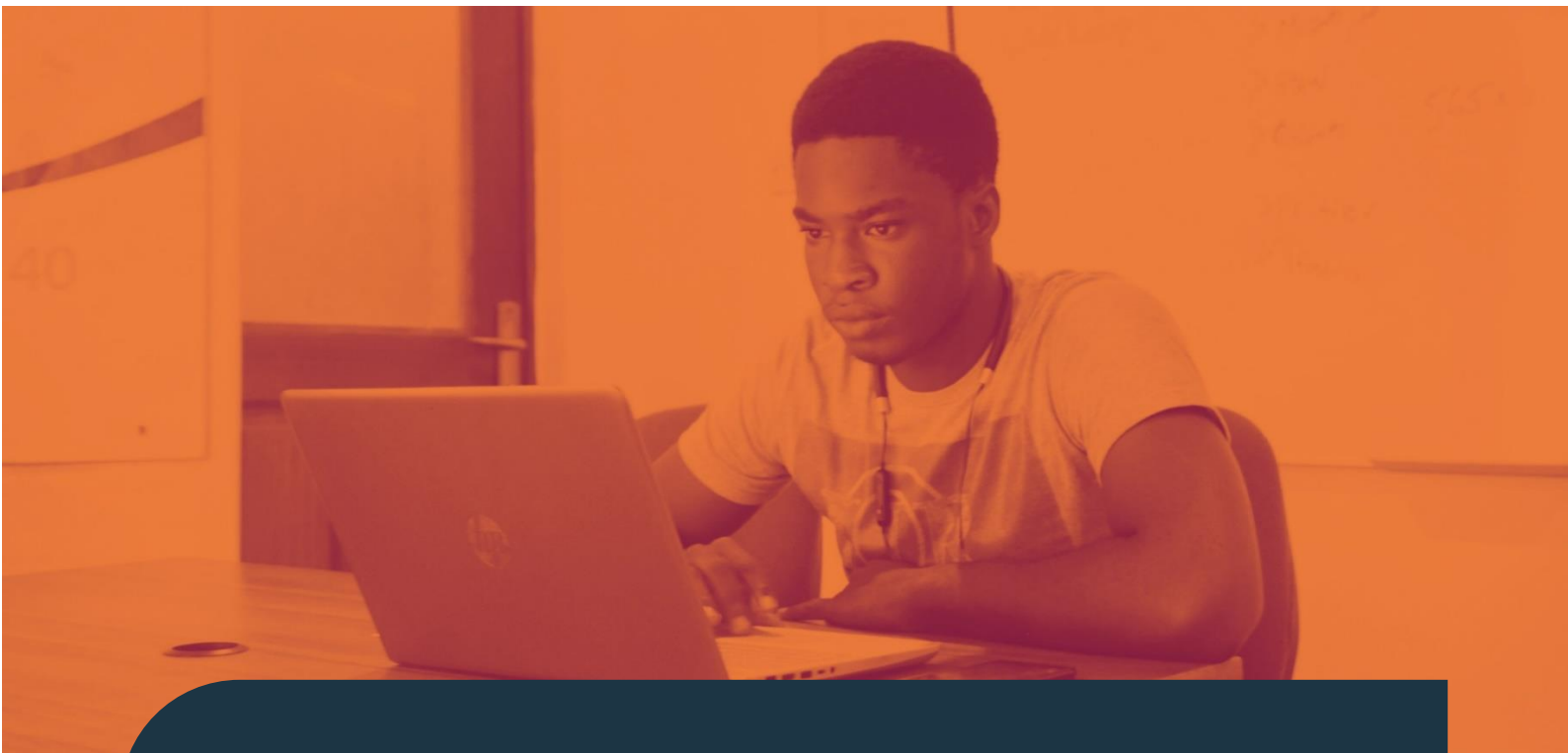




Qualification Guidance



## BIIAB Level 2 Certificate in Supporting Live Events and Promotion

Level 2 Certificate – 601/6197/8



## Qualification Guidance

### About Us

BIIAB Qualification Limited is part of Skills and Education Group, a charitable organisation that champions education and skills-oriented organisations, providers and learners, making real change locally, nationally and internationally.

BIIAB Qualifications Limited has an on-line registration system to help customers register learners on its qualifications, units and exams. In addition it provides features to view exam results, invoices, mark sheets and other information about learners already registered.

### Sources of Additional Information

The BIIAB Qualifications Limited website [www.biiab.co.uk](http://www.biiab.co.uk) provides access to a wide variety of information.

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This document may be copied by approved centres for the purpose of assessing learners. It may also be copied by learners for their own use.

Version	Date	Details of Change
2.0	February 2016	Unit LEP2 credit and level values corrected
3.0	September 2017	Unit LEP5 changed to CFAQ60
4.0	January 2018	Updated handbook throughout to remove reference to "QCF"
4.1	November 2023	Reformatted Qualification Guide into new branding



## Qualification Guidance

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This is a live document and as such will be updated when required. It is the responsibility of the approved centre to ensure the most up-to-date version of the Qualification Specification is in use. Any amendments will be published on our website and centres are encouraged to check this site regularly.

## Qualification Summary

BIIAB Level 2 Certificate in Supporting Live Events and Promotion – 601/6197/8	
<b>Qualification Purpose</b>	To obtain and then demonstrate the knowledge and skills required to work effectively and flexibly within the live events industry, in areas as diverse as indoor or outdoor events, one-off shows or events or tours and small to large scale productions.
<b>Age Range</b>	<b>Pre 16</b> <input type="checkbox"/> <b>16-18</b> <input checked="" type="checkbox"/> <b>18+</b> <input type="checkbox"/> <b>19+</b> <input checked="" type="checkbox"/>
<b>Regulation</b>	The above qualification is regulated by Ofqual
<b>Assessment</b>	<ul style="list-style-type: none"> <li>• Portfolio of Evidence</li> <li>• Practical Demonstration/Assignment</li> </ul>
<b>Type of Funding Available</b>	See FaLa (Find a Learning Aim)
<b>Qualification/Unit Fee</b>	See BIIAB Qualifications Limited web site for current fees and charges
<b>Grading</b>	Pass/Fail To achieve a Pass grade, learners <b>must</b> achieve all the Learning Outcomes and Assessment Criteria in all the units completed
<b>Operational Start Date</b>	01/06/2015
<b>Review Date</b>	31/07/2025
<b>Operational End Date</b>	
<b>Certification End Date</b>	
<b>Guided Learning (GL)</b>	174 hours
<b>Total Qualification Time (TQT)</b>	260 hours
<b>Credit Value</b>	26
<b>BIIAB Qualifications Limited Sector</b>	Creative, Cultural and Design
<b>Ofqual SSA Sector</b>	09.2 Crafts, creative arts and design
<b>Support from Trade Associations</b>	
<b>Administering Office</b>	See BIIAB Qualifications Limited website



## Qualification Guidance

### About the BIIAB Level 2 Certificate in Supporting Live Events and Promotion

BIIAB Qualifications Limited is regulated to deliver this qualification by Ofqual in England. The qualification has a unique Qualification Number (QN) which is shown below. Each unit within the qualification will also have a regulatory Unit Reference Number (URN).

The QN code will be displayed on the final certificate for the qualification.

Qualification Title	Qualification Number (QN)
BIIAB Level 2 Certificate in Supporting Live Events and Promotion	601/6197/8

### Objective and Purpose of this Qualification

This qualification has been designed to allow learners to obtain and then demonstrate the knowledge and skills required to work effectively and flexibly within the live events industry, in areas as diverse as indoor or outdoor events, one-off shows or events or tours and small to large scale productions.

Achievement of this qualification indicates competence. Alongside the BIIAB Level 2 Award in Principles of the Creative and Cultural Sector, Functional Skills in English, Maths and Information and Communications Technology and Employment Rights and Responsibilities, the qualification is designed to make up the component parts of the Apprenticeship in Live Events and Promotion in England and Wales.

The primary purpose of the qualification is to confirm occupational competence.

As such, this qualification has value either as a stand-alone qualification or as part of an Apprenticeship.

Due to constant regulatory, policy and funding changes users are advised to check this qualification has been placed in the relevant Apprenticeship Framework and / or is funded for use with individual learners before making registrations. If you are unsure about the qualification's status please contact BIIAB head office.

## Qualification Guidance

### About this Guidance

This guidance has been developed to provide guidance for learners, assessors and quality assurers undertaking, delivering, or quality assuring this qualification.

The purpose of the guidance is to provide the majority of the key information that may be needed to prepare for, and help support, the successful delivery of the qualification, in one place.

If this guidance is updated, centres will be notified by BIIAB Qualifications Limited.

### BIIAB Qualifications Limited Customer Service

BIIAB Qualifications Limited is committed to giving the highest possible levels of customer service. Our Service Level Agreement is available via [www.biiab.co.uk](http://www.biiab.co.uk)

Our Customer Service team can be contacted between the hours of 0900 and 1700 Monday to Friday by using the contact details below, or outside those hours, by leaving a message on our voicemail service.

Customer Support Contact Details: 0115 854 1620

Email: [CustomerSupport@biiab.co.uk](mailto:CustomerSupport@biiab.co.uk)

Our Customer Support team will be happy to assist with any administration related enquiries you may have. For example:

- registration and certification enquiries
- re-certification issues
- centres available in the local area
- appeals
- whistleblowing

### What are Rules of Combination (ROC)?

Under the Regulatory Qualifications Framework (RQF), qualifications can be made up of a combination of mandatory and/or optional units. The units and credits required to complete a qualification are set out by the rules of combination (RoC). The RoC allows for flexibility and transferability.

The ROC will specify:

- the total credit value of the qualification
- the amount of credit that must be achieved within specific groups of units (e.g. Mandatory, Optional Unit, and Optional groups)

## Qualification Guidance

- the minimum credit which must be achieved at the level or above the level of the qualification
- the Total Qualification Time (TQT)
- the title, Unit Regulation Number and BIIAB Qualifications Limited Unit number for each unit, alongside its level, credit, and Guided Learning Hours (GLH)
- any barred units (units that cannot be taken together as part of the qualification)

When choosing the appropriate route for a learner or group of learners, it is the responsibility of the centre to ensure the rules of combination are adhered to.

## BIIAB Level 2 Certificate in Supporting Live Events and Promotion Rules of Combination (ROC) and Structure

To achieve the BIIAB Level 2 Certificate in Supporting Live Events and Promotion learners **must** achieve a **total of 26** credits. This **must** consist of:

- **Minimum** total credit: **26**
- Mandatory Group A **minimum** credit: **14**
- Optional Group B **minimum** credit: **12**
- Guided Learning hours (GLH): **174** hours
- Total Qualification Time (TQT): **260** hours
- A **minimum of 26** credits **must** be achieved through the completion of units at **Level 2** and above.

The qualification has been developed based upon industry feedback as to the fundamental knowledge required to work in the sector at the level.

Listed below are the qualification units.

### Mandatory Group A

Unit No.	URN	Unit Title	Level	Credit	GLH	Assessment Method
LEP1	L/601/6912	Work effectively with other people in a creative and cultural context	3	4	24	Portfolio

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Unit No.	URN	Unit Title	Level	Credit	GLH	Assessment Method
LEP2	L/601/6148	Provide administrative support to the planning of a live event	2	3	27	Portfolio
LEP3	L/601/6151	Support the planning of a live event	2	4	36	Portfolio
LEP4	H/601/6155	Understand how to support the planning of live events	2	3	27	Portfolio

## Optional Group B

Unit No.	URN	Unit Title	Level	Credit	GLH	Assessment Method
CFAQ60	L/601/0933	Give customers a positive impression of yourself and your organisation	2	5	33	Portfolio
LEP6	A/601/5867	Ensure responsibility for actions to reduce risks to health and safety	3	4	38	Portfolio
LEP7	L/601/5971	Manual handling and lifting loads	2	2	18	Portfolio
LEP8	J/601/6701	Make sure actions in the workplace aim to protect the environment	3	4	17	Portfolio
LEP9	A/601/6162	Load in, breakdown and load out equipment for a live event	2	4	36	Portfolio



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Unit No.	URN	Unit Title	Level	Credit	GLH	Assessment Method
LEP10	R/601/6166	Collate and present live event ticket sales information	2	2	18	Portfolio
LEP11	K/601/6173	Support publicity activities for live events	2	4	36	Portfolio
LEP12	L/601/6179	Contribute to the advancing of tours, shows and events	2	3	27	Portfolio
LEP13	J/601/6181	Manage changes to a live event schedule	2	2	18	Portfolio
LEP14	D/601/6185	Contribute to the production and distribution of publicity material for a live event	2	4	36	Portfolio
LEP15	T/601/6189	Identify suppliers of materials and equipment for the running of a live event	2	4	36	Portfolio
LEP16	D/601/6199	Assist in the production of press releases and evaluate their effectiveness	2	4	36	Portfolio
LEP17	D/601/6218	Prepare and maintain a budget for a live event	2	3	16	Portfolio
LEP18	D/601/7773	Support the organisation of a live event	2	3	27	Portfolio

Unit No.	URN	Unit Title	Level	Credit	GLH	Assessment Method
LEP19	R/601/6314	Support venue and stage crew in the preparation of a performance at a live event	3	3	24	Portfolio
LEP20	M/601/6319	Contribute to the preparation of contracts for a live event	3	3	24	Portfolio
LEP21	T/600/8948	Manage and market own freelance services	3	6	60	Portfolio
LEP22	T/502/7537	Understanding the core knowledge needed by those who work with children and young people	2	3	26	Portfolio
LEP23	D/505/3355	Understanding the core knowledge needed by those who work with children and young people, and its impact	3	4	28	Portfolio

## Age Restriction

This qualification is appropriate for use in the following age ranges:

- 16-18
- 19+

## Entry Requirements and Progression

There are no entry requirements for this qualification. However, learners must be assessed to ensure they have a reasonable chance of achievement and will be able to generate the required evidence.

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The qualification is designed to equip learners with the knowledge and skills to work effectively in a number of roles such as 'Venue and Stage Crew Support', 'Sales and Marketing Assistant (for live events)' and 'Booking Agents Assistant'. It will also allow for a number of progression routes into Level 3 qualifications, to employment or into other areas of learning.

Achievement of the qualification offers opportunities for progression, including:

- 601/6198/X BIIAB Level 3 Diploma in Live Events and Promotion

## Assessment

### Overview of assessment strategy

The qualification contains competence units. Competence units are assessed following NVQ principles and require learners to build a portfolio of evidence, which will demonstrate competence by various means including observation by an assessor.

Assessments provided by BIIAB Qualifications Limited will ensure that effective learning has taken place and that learners have the opportunity to:

- Meet the assessment criteria
- Achieve the learning outcomes.

### Assessment Process

Assessment is the process used to judge the competence, of a learner, against set standards.

The assessor is the person who is responsible for determining learners' competence. The assessor may be a work place supervisor or an external person who is trained and qualified, or working towards a qualification relevant to the assessor role.

Assessors base their judgement on performance and decide how it compares to the national standard. The assessor will also ask questions based on the knowledge required to do the work, to ascertain the knowledge and understanding of the learner.

When the required units have been completed and the assessor is satisfied that the learner has met the national standard, a recommendation for a certificate will be made.

An Internal Quality Assurer (IQA) is responsible for the quality assurance of the qualifications within the training organisation and will provide advice, guidance and support to the assessors. IQAs also ensure that the assessors apply the

## Qualification Guidance

standards consistently and fairly. The IQA will review the portfolio of evidence during the assessment process.

An External Quality Assurer (EQA), who is appointed by BIIAB, will quality assure the assessment and internal quality assurance decisions involved in the development of the portfolio. The EQA will quality assure the qualification process, which ensures that certification of the qualification is reliable, consistent and to the national standard, by checking the consistency of assessments made by the training provider, and across training providers.

## Assessment Strategy

The assessment strategy for this qualification can be seen in the section which follows and it provides details of the key requirements for the qualification and the assessor, verifiers delivering, quality assuring and certificating the team leading qualification.

## Requirements of assessors, external and internal verifiers

Candidates may be assessed, moderated or verified at work either by one or several appointed individuals.

**Assessors** - The primary responsibility of an assessor is to assess candidates' performance in a range of tasks and to ensure the evidence submitted by the candidate meets the requirements of the assessment criteria. It is important that an assessor can recognise occupational competence as specified by the national standard. Assessors therefore need to have a thorough understanding of assessment and quality assurance practices, as well as have in-depth technical understanding related to the qualifications for which they are assessing candidates. To be able to assess candidates, assessors must:

- hold an appropriate qualification, as specified by the appropriate regulatory authority, confirming their competence to assess candidates undertaking competence-based units and qualifications. Assessors holding older qualifications must be able to demonstrate that they are assessing to the current standards;

OR

- be working toward an appropriate qualification, as specified by the appropriate regulatory authority. Any assessors working towards an appropriate qualification must ensure their decisions are countersigned by a suitably-qualified assessor/verifier and should be supported by a qualified assessor throughout their training period.
- be 'occupationally competent'. Assessors must provide current evidence of competence, knowledge and understanding in the areas to be assessed. This will normally be achieved through demonstrating competence in the roles which are to be assessed, or demonstrated by relevant experience

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and continuing professional development (CPD) which may include the achievement of qualifications relevant to the areas being assessed.

- have a full and current understanding of the units of competence and requirements of the qualifications being assessed, including the quality of assessment and the assessment process. It is the responsibility of approved centres to select and appoint assessors.

**Expert Witnesses** - Witnesses don't have to be "expert". They can be drawn from a wide range of people who can attest to the candidate's performance in the workplace, such as line managers, experienced workplace colleagues, customers or clients. They need to:

- provide a written statement about the quality and authenticity of the candidate's work
- have first-hand experience of the candidate's performance and understanding

As the assessment decision lies with the Assessor, it is their responsibility to verify this and, where challenged, to justify their acceptance of third party 'witness testimony' to the Internal Quality Assurer.

**Internal Quality Assurer (IQA)** - A primary responsibility of IQAs is to assure the quality and consistency of assessments by the assessors for whom they are responsible. IQAs therefore need to have a thorough understanding of quality assurance and assessment practices, as well as sufficient technical understanding related to the qualifications that they are internally verifying. It will be the responsibility of the approved centre to select and appoint IQA's.

IQAs **must**:

- hold an appropriate qualification, as specified by the appropriate regulatory authority, confirming their competence to internally verify competence-based assessments and candidates. IQAs holding older qualifications must be able to demonstrate that they are verifying to the current standards

OR

- be working toward an appropriate qualification, as specified by the appropriate regulatory authority. If an IQA is working towards an appropriate qualification, his/her decisions must be countersigned by a suitably qualified IQA and should be supported by a qualified IQA throughout the training period.
- be 'occupationally competent'. IQAs must demonstrate sufficient and current understanding of the qualifications to be internally verified, and know how they are applied in business.

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- demonstrate competent practice in internal verification of assessment, and demonstrate understanding of the principles and practices of internal verification of assessment, including the quality of assessment and the assessment process.

**External Quality Assurer (EQA)** - The primary responsibility of EQAs is to assure quality of internal verification and assessments across the centres for which they are responsible. EQAs must have a thorough understanding of quality assurance and assessment practices, as well as in-depth technical knowledge related to the qualifications that they are externally verifying.

EQAs **must**:

- hold an appropriate qualification as specified by the appropriate regulatory authority, confirming their competence to verify competence-based assessments. EQAs holding older qualifications must be able to demonstrate that they are verifying to the current standards;

OR

- be working toward an appropriate qualification, as specified by the appropriate regulatory authority. If EQAs are working towards an appropriate qualification, their decisions must be countersigned by a suitably qualified EQA and should be supported by a qualified EQA throughout their training period.
- be 'occupationally competent'. EQAs must demonstrate sufficient and current understanding of the qualifications to be verified, and know how they are applied in business.
- demonstrate competent practice in external verification of assessment, and demonstrate understanding of the principles and practices of external verification of assessment, including the quality of assessment and the assessment process. It is the responsibility of the awarding organisation to select and appoint EQAs.

Awarding organisations require all assessors, moderators and verifiers to maintain current competence to deliver these functions. BIIAB recognises this can be achieved in many ways. However, such information **must** be formally recorded in individual CPD records that are maintained in assessment centres.

## Evidence from Workplace Performance

Evidence of occupational competence of all competence units at any level, should be generated and collected through performance under workplace conditions. This includes the knowledge-based learning outcomes and assessment criteria of the competence units.

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These conditions would be those typical to the candidate's normal place of work. The evidence collected under these conditions should also be as naturally occurring as possible. It is accepted that not all employees have identical workplace conditions and therefore there cannot be assessment conditions that are identical for all candidates. However, assessors must ensure that, as far as possible, the conditions for assessment should be those under which the candidate usually works.

## Appeals

If learners are dissatisfied with an assessment outcome, they have the right to appeal. The main reasons for an appeal are likely to be:

- Learners do not understand why they are not yet regarded as competent, because of unsatisfactory feedback from the assessor
- Learners believe they are competent and that the assessor has misjudged them, or has failed to utilise some vital evidence

BIIAB Qualifications Limited expects most appeals from learners to be resolved within the centre. BIIAB Qualifications Limited will only consider a learner's appeal after the centre's internal appeals procedure has been fully exhausted.

For full details of the BIIAB Qualifications Limited's appeals procedure please refer to <https://biiab.co.uk/policies-and-procedures/>

## Initial Assessment and Induction

Prior to the start of any programme it is recommended that centres should make an initial assessment of each learner. This is to ensure that the learners are entered for an appropriate type and level of qualification.

The initial assessment should identify the specific training needs that the learner has, and the support and guidance that they may require when working towards their qualification.

The centre must also identify any units the learner has already completed, or credits they have accumulated, relevant to the qualification.

BIIAB Qualifications Limited suggests that centres provide an induction programme to ensure the learner fully understands the requirements of the qualification they will work towards, their responsibilities as a learner, and the responsibilities of the centre.

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### Resources

BIIAB Qualifications Limited provides the following additional resources for this qualification:

- Evidence matrices for the competence / NVQ units
- A Learner Summative Reflection
- Access to the units

All of these resources are available on request.

### Access to the Units

Units form the qualification and the standard that **must** be achieved in order to be awarded each unit. This is covered within the learning outcomes, assessment criteria and the indicative content that form part of the delivery. BIIAB Qualifications Limited includes the mandatory units within this guidance document.

### Learner Summative Reflection

In order to claim the unit(s) for the qualification, the learner will need to complete a learner summative reflection, to reflect on their qualification, what they have learnt and how they have been able to apply this within their work role.

### Design and Delivery

Centres must refer to the units that form the qualification and the standard that must be achieved in order to be awarded each unit. This is covered within the learning outcomes and assessment criteria that forms part of the delivery.

Each unit within this qualification has been allocated a number of Guided Learning hours (GL).

This can include activities such as training/class room based sessions, tutorials, supervised study or supervised 'on-the-job' learning and face-to-face or other pre-arranged 1:1 teaching sessions (e.g. simultaneous electronic communication such as webcam contact or internet messaging). It could also include time spent undertaking assessments.



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The qualification will be assigned Total Qualification Time (TQT), which, as well as GL, will include the estimated number of hours spent in preparation, study or any other supervised learning, study or assessment for an average learner. When planning how to deliver the qualification it is important to refer to this definition.

BIIAB Qualifications Limited will not prescribe how the qualification is delivered, but centres must ensure the delivery chosen meets their learners' needs.

## Format of Units

All units within this qualification will be presented in a standard format that is consistent with the format for all units of assessment. The format will give tutors and learners guidance as to the requirements of the unit for successful completion. Each unit within this guidance document will be in the format below:

### Unit Title

This will be shown as it appears on the Register of Regulated Qualifications (<http://register.ofqual.gov.uk>).

### Unit Number / Unit Reference Number (URN)

The Unit Reference Number is the unique code that the unit is given by the Regulator. This unit will be referenced on the final qualification certificate. The same unique code for the unit applies in whichever qualification the unit is included within. BIIAB Qualifications Limited also assign unique unit numbers which is consistent when the unit is used in multiple BIIAB qualifications.

### Level

This identifies the level of demand for the unit, but may be a different level to that of the overall qualification. The level of the units will be set according to National Occupational Standards and the level descriptors.

### Credit

When a whole unit is completed the learner will achieve credits specified by the number of hours' learning time it will take an average learner to complete the unit including the assessment.

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### Guided Learning Hours (GLH)

The required number of hours that learning should take place under the immediate guidance or supervision of a lecturer, supervisor, tutor or other appropriate provider of education or training.

### Total Qualification Time (TQT)

Total Qualification Time (TQT) is defined by Ofqual as the number of notional hours which represents an estimate of the total amount of time that could reasonably be expected to be required in order for a Learner to achieve and demonstrate the achievement of the level of attainment necessary for the award of a qualification. TQT is comprised of the following two elements:

- The number of hours which an awarding organisation has assigned to a qualification for Guided Learning, and
- An estimate of the number of hours a Learner will reasonably be likely to spend in preparation, study or any other form of participation in education or training, including assessment, which takes place as directed by – but, unlike Guided Learning, not under the Immediate Guidance or Supervision of – a lecturer, supervisor, tutor or other appropriate provider of education or training.

TQT is always assigned to the qualification however a similar calculation may on occasions also be assigned to a unit.

### Learning Outcomes and Assessment Criteria

Learning Outcomes are what the learner is expected to know, understand or be able to do upon successful completion of the unit.

Assessment Criteria are descriptions of the requirements that a learner is expected to meet in order to demonstrate that a learning outcome has been achieved.

## Initial Registration

### Registration and Certification

Learners should be registered and certificated via BIIAB Qualifications Limited's Customer Management System.

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### Equal Opportunities and Diversity Policy

BIIAB Qualifications Limited has in place an equal opportunities policy, a copy can be found at <https://www.biiab.co.uk/policies-and-procedures/>

BIIAB Qualifications Limited is committed to ensure that:

- approved centres operate an equal opportunities policy
- approved centres communicate the policy to staff and learners
- approved centres have an effective complaints and appeals procedure of which both staff and learners are made aware
- approved centres are aware of their responsibilities in providing equality of opportunity, particularly with regard to provision for learners with particular assessment requirements

### Reasonable Adjustment Policy

Learners who require reasonable adjustments for their assessments must inform their assessor at the beginning of their course of their requirements. BIIAB Qualifications Limited has a reasonable adjustment policy in place, a copy of which is provided to all approved centres and can be found at <https://www.biiab.co.uk/policies-and-procedures/>

## Qualification Review and Feedback

BIIAB Qualifications Limited is committed to the ongoing review of this qualification to ensure it remains fit for purpose.

This review approach involves the collation of evidence in the form of any information, comments and complaints received from users of this qualification in relation to its development, delivery and award.

BIIAB Qualifications Limited will give due regard to any credible evidence received which suggests that a change in approach to the development, delivery and award of this qualification is required in order to ensure that no adverse effects will result. This qualification will be periodically reviewed and revised to ensure the content remains relevant, assessment approach remains appropriate and that it remains valid and fit for purpose.

## Mandatory Units

The following units are mandatory for this qualification.

## Work effectively with other people in a creative and cultural context

<b>Unit Reference</b>	L/601/6912
<b>BIIAB Reference</b>	LEP1
<b>Level</b>	3
<b>Credit Value</b>	4
<b>Guided Learning (GL)</b>	24
<b>Unit Summary</b>	The purpose of this unit is to provide the learner with the knowledge to develop effective working relationships with others and to seek, give and respond to feedback.
<b>Learning Outcomes (1 to 3)</b> The learner will:	<b>Assessment Criteria (1.1 to 3.4)</b> The learner can:
1. Be able to develop effective working relationships with others	1.1 Respond positively to opportunities to work with other people  1.2 Identify the roles and responsibilities of others in relation to the work in hand  1.3 Explain his or her personal role and work activities clearly  1.4 Clarify issues proposed by others  1.5 Identify his or her strengths and limitations and those of others s/he is working with in order to make effective use of his or her and others' abilities
2. Be able to work effectively with others	2.1 Identify and communicate his or her intentions and expectations clearly  2.2 Identify the intentions and expectations of others  2.3 Identify and avert potential problems when working with others, seeking advice from the relevant manager or colleagues if needed

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	<p>2.4 Perform a progress briefing session for those with whom s/he is working up-to-date</p> <p>2.5 Perform work activities on time and to budget or within resource allocations where possible</p> <p>2.6 Identify where advice can be sought where necessary</p>
<p>3. Be able to seek, give and respond to feedback</p>	<p>3.1 Summarise feedback from others regarding their own work performance</p> <p>3.2 Review and revise actions in response to feedback to improve performance</p> <p>3.3 Identify potential future learning needed</p> <p>3.4 Give feedback to others on their work when requested</p>

## Provide administrative support to the planning of a live event

<b>Unit Reference</b>	L/601/6148
<b>BIIAB Reference</b>	LEP2
<b>Level</b>	2
<b>Credit Value</b>	3
<b>Guided Learning (GL)</b>	27
<b>Unit Summary</b>	The purpose of this unit is to provide the learner with the knowledge to be able to work effectively to support the planning of a live event and to be able to collate and present information appropriately.
<b>Learning Outcomes (1 to 3)</b> The learner will:	<b>Assessment Criteria (1.1 to 3.2)</b> The learner can:
1. Be able to work effectively to support the planning of a live event	1.1 Describe the importance of timelines and deadlines  1.2 Demonstrate their contribution to team working on at least one occasion
2. Be able to collate and present information appropriately	2.1 Describe where to find at least two sources of information for collation  2.2 Collate information from at least two sources into a timeline for an event  2.3 Present the information accurately in an appropriate format
3. Be able to carry out activities to support the planning of a live event	3.1 Liaise with others on at least one occasion to confirm technical resources, planning schedules and staff roles  3.2 Present an up to date and accurate event file on at least one occasion

## Support the planning of a live event

<b>Unit Reference</b>	L/601/6151
<b>BIIAB Reference</b>	LEP3
<b>Level</b>	2
<b>Credit Value</b>	4
<b>Guided Learning (GL)</b>	36
<b>Unit Summary</b>	The purpose of this unit is to provide the learner with the knowledge to support the planning of a live event.
<b>Learning Outcomes (1 to 4)</b> The learner will:	<b>Assessment Criteria (1.1 to 4.2)</b> The learner can:
1. Be able to provide effective support for the planning of live events	1.1 Liaise with their supervisor to produce a plan that clearly identifies: <ul style="list-style-type: none"> <li>• The sequence and duration of activities</li> <li>• The allocation of resources</li> </ul> 1.2 Obtain necessary permissions and clearances from others as directed           1.3 Carry out checks on production plans and schedules to ensure that they are accurate and contain all the essential information           1.4 Present plans and schedules appropriately and in a timely manner to their supervisor
2. Contribute to the creation of a timeline	2.1 Demonstrate appropriate allocation of time to each step in the production processes to enable: <ul style="list-style-type: none"> <li>• Objectives to be met</li> <li>• Resources to be used effectively</li> </ul> 2.2 Identify at least two factors that are likely to cause delays to production activities           2.3 Describe at least two ways in which delays that arise can be realistically dealt with

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<p>3. Be able communicate effectively with others in the production of the plan</p>	<p>3.1 Deal positively with feedback and concerns about the plan from their supervisor</p> <p>3.2 Discuss and agree a potential solution to a difficulty in implementing the plan with their supervisor</p> <p>3.3 Communicate changes to the plan promptly to all relevant people</p>
<p>4. Be able to keep and maintain an accurate event file</p>	<p>4.1 Contribute to the creation and maintenance of the event file</p> <p>4.2 Refer knowledgeably to the file when asked questions</p>



## Understand how to support the planning of live events

<b>Unit Reference</b>	H/601/6155
<b>BIIAB Reference</b>	LEP4
<b>Level</b>	2
<b>Credit Value</b>	3
<b>Guided Learning (GL)</b>	27
<b>Unit Summary</b>	The purpose of this unit is to provide the learner with the knowledge to understand the process for producing a plan, the importance of timelines and presenting and implementing a plan for a live event.
<b>Learning Outcomes (1 to 3)</b> The learner will:	<b>Assessment Criteria (1.1 to 3.4)</b> The learner can:
1. Understand the process of producing a plan for a live event	1.1 Describe the required sequences and likely duration of activities for the different stages of the production process for a given live event  1.2 Identify at least two factors that should be included in a production plan or schedule  1.3 Describe the nature and importance of at least two activities which occur in each of the different stages of the production process  1.4 Describe at least two different types of contingencies that can occur and how these would be allowed for in a schedule  1.5 Explain why the event file is important
2. Understand how to present and implement a plan for a live event	2.1 Identify at least two factors which would affect the way in which activities are timetabled  2.2 Explain how the scheduling of activities is affected by: <ul style="list-style-type: none"> <li>• A different production environment</li> </ul>

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	<ul style="list-style-type: none"> <li>• A different type of production</li> <li>• A different scale of production</li> </ul> <p>2.3 Identify at least two impacts of overseas filming or shooting on schedules</p>
<p>3. Understand how to present and implement a plan for a live event</p>	<p>3.1 Identify who should receive a copy of the plan and when they should expect to receive them on completion of the plan</p> <p>3.2 Identify at least two types of difficulty that might arise in the implementation of a plan</p> <p>3.3 Explain how at least one type of difficulty might be resolved</p> <p>3.4 Identify who needs to be informed if changes are made to a plan</p>