



## BIIAB Level 2 Diploma in Live Events and Promotion

Level 3 Diploma – 601/6198/X



## 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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Version	Date	Details of Change
2.0	January 2017	Correction to Rules of Combination
2.1	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 3 Diploma in Live Events and Promotion – 601/6198/X	
<b>Qualification Purpose</b>	The purpose of the support pack 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.
<b>Age Range</b>	<b>Pre 16</b>   <b>16-18</b> ✓   <b>18+</b>   <b>19+</b> ✓
<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>	276 hours
<b>Total Qualification Time (TQT)</b>	336 hours
<b>Credit Value</b>	39
<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



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# About the BIIAB Level 3 Diploma in Live Events and Promotion

BIIAB is regulated to deliver this qualification by Ofqual, Qualifications Wales and CCEA Regulations in England, Wales and Northern Ireland respectively. 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 3 Diploma in Live Events and Promotion	601/6198/X

## Objective and Purpose of this Qualification

The BIIAB Level 3 Diploma in Live Events and Promotion has been designed to give learners knowledge, understanding and skills to undertake activities to secure funding for a live event, support the licensing and permissions application processes, research and assess the appropriateness of venues and contribute to the preparation of contracts in order to be an effective and valued member of the industry.

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.

## 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)
- 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.

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# BIIAB Level 3 Diploma in Live Events and Promotion Rules of Combination (ROC) and Structure

To achieve the BIIAB Level 3 Diploma in Live Events and Promotion learners **must** gain a **total of 39 credits**. This **must** consist of:

- **Minimum** total credit: **39**
- Mandatory Group A **minimum** credit: **17**
- Group B and C **minimum** credit: **22**
  - A **minimum of 16 credits must** be achieved from the optional units in **Group B**
  - A **minimum of 6 credits must** be achieved through completion of optional units in Group C, OR, from further optional units within Group B.
  - Learners choosing to achieve credits from Group C must take **one Unit** from each of **Groups C1 and C2**
- A **minimum** of 35 credits must be achieved through the completion of units at Level 3 and above.
- Guided Learning hours (GLH): **276** hours
- Total Qualification Time (TQT): **336** hours

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
LEP24	K/601/6206	Assist in the identification of funding streams for live events	3	3	24	Portfolio
LEP25	T/601/6211	Undertake activities to secure funding for a live event	3	4	32	Portfolio

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Unit No.	URN	Unit Title	Level	Credit	GLH	Assessment Method
LEP17	D/601/6218	Prepare and maintain a budget for a live event	2	3	16	Portfolio
LEP1	L/601/6912	Work effectively with other people in a creative and cultural context	3	4	24	Portfolio
LEP6	A/601/5867	Ensure responsibility for actions to reduce risks to health and safety	3	4	38	Portfolio

## Optional Group B

Unit No.	URN	Unit Title	Level	Credit	GLH	Assessment Method
LEP26	K/601/6223	Assist with the implementation of safety and security at a live event	3	3	24	Portfolio
LEP27	F/601/6230	Support the licensing and permissions application process for a live event	3	3	24	Portfolio
LEP28	T/601/6239	Identify and gain alternative forms of publicity for a live event	3	4	32	Portfolio
LEP29	A/601/6310	Contribute to the production and proof reading of copy for the advertising of a live event	3	2	16	Portfolio



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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
LEP30	D/601/6316	Research and assess the appropriateness of different types of venues for different types of live events	3	4	32	Portfolio
LEP20	M/601/6319	Contribute to the preparation of contracts for a live event	3	3	24	Portfolio
LEP31	K/601/6321	Understand the role of marketing and advertising in live events and promotion	3	2	16	Portfolio
LEP3	L/601/6151	Support the planning of 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
LEP14	D/601/6185	Contribute to the production and distribution of publicity material for a live event	2	4	36	Portfolio
LEP12	L/601/6179	Contribute to the advancing of tours, shows and events	2	3	27	Portfolio

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Unit No.	URN	Unit Title	Level	Credit	GLH	Assessment Method
LEP32	D/601/6901	Taking responsibility for work in a creative and cultural context	3	4	24	Portfolio
LEP13	J/601/6181	Manage changes to a live event schedule	2	2	18	Portfolio
LEP33	H/601/6656	Produce promotional material for the music industry	3	6	36	Portfolio
LEP34	L/601/6652	Organise promotional events for the music industry	3	5	30	Portfolio
LEP22	T/502/7537	Understanding the core knowledge needed by those who work with children and young people	2	3	26	Portfolio
LEP21	T/600/8948	Manage and market own freelance services	3	6	60	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

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### Optional Group C1

Unit No.	URN	Unit Title	Level	Credit	GLH	Assessment Method
LEP35	M/505/1156	Define the Product or Service of a Business	3	3	24	Portfolio
LEP36	A/505/1158	Keep Financial Records	3	3	24	Portfolio
LEP37	F/505/1159	Keeping Up to Date with Current Legislation in a Business	3	3	24	Portfolio

### Optional Group C2

Unit No.	URN	Unit Title	Level	Credit	GLH	Assessment Method
LEP38	A/505/1161	Obtain Support for a Business Idea	3	3	24	Portfolio
LEP39	Y/505/1149	Balance Business Needs and Personal Life	3	3	24	Portfolio
LEP40	Y/505/1152	Carry Out Plans for a Business	3	3	24	Portfolio
LEP41	F/505/1162	Plan How to Let Customers Know About Products or Services	3	3	24	Portfolio
LEP42	L/505/1164	Seek Advice and Help for a Business	3	3	24	Portfolio
LEP43	T/505/1160	Manage Own Time and Work Effectiveness	3	3	24	Portfolio

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Unit No.	URN	Unit Title	Level	Credit	GLH	Assessment Method
LEP44	K/505/1155	Decide on a Business Location	3	3	24	Portfolio
LEP45	R/505/1151	Carry out Banking for a Business	3	3	24	Portfolio
LEP46	J/505/1163	Review the Skills a Business Needs	3	3	24	Portfolio
LEP47	D/505/1153	Check what Customers Need from a Business	3	3	24	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.

The qualification is designed to equip learners with the knowledge and skills to work effectively in a number of roles such as 'Music Promotions Assistant', 'Events Promotions Assistant', 'Events Assistant Events/Entertainment Officer' and 'Production 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:

- Advanced Level Apprenticeship in Live Events and Promotion.

## Assessment

### Overview of assessment strategy

The qualification contains knowledge units. Assessments provided by BIIAB Qualifications Limited will ensure that effective learning has taken place and that learners have the opportunity to:

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- 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 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.

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**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 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.

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**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.
- 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

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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.

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.



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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.

## Resources

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

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

All of these resources are available on request.

## Evidence Matrixes

BIIAB Qualifications Limited provide a matrix that supports each unit. These are also identified within each of the unit information sections identified below. It is not essential that these resources are used to support the delivery of the content of the qualification; however they have been mapped against the learning outcomes and assessment criteria.

The evidence matrix is designed to help the learner and assessor with evidence collection. It is a mapping activity to ensure that all the 'Assessment Criteria' contained in the learning outcomes and covered, and is intended to help to keep

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the volume of evidence to a minimum. One matrix (or appropriate equivalent recording device) must be completed for each unit.

It is expected that a selection of various types of evidence is used as appropriate; columns in the matrix enable the assessor to enter the evidence type, e.g. AKM, Report, Log, Written Statement, and also the assessment method, e.g. Obs (= Observation), as shown in the assessment method key. By inserting portfolio reference numbers in the box provided, it will enable the assessor, IQA and EQA quickly to locate the evidence which is being submitted to demonstrate competence.

Examples of types of evidence learners could provide to prove competence:

- Record of observation of performance in the workplace
- Professional discussion
- Reflective account
- Product evidence (eg implementation plans, correspondence, work records)
- Testimony from senior colleagues/clients
- Personal report of actions and circumstances
- Recognition of Prior Achievement (RPA)
- Records of questioning
- Other

## 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.

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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.

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.

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### 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.

### 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.



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### 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.

### 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.



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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>



## Ensure responsibility for actions to reduce risks to health and safety

<b>Unit Reference</b>	A/601/5867
<b>BIIAB Reference</b>	LEP6
<b>Level</b>	3
<b>Credit Value</b>	4
<b>Guided Learning (GL)</b>	38
<b>Unit Summary</b>	The purpose of this unit is to provide the learner with the knowledge to identify hazards and reduce risks to health and safety in the workplace.
<b>Learning Outcomes (1 to 3)</b> The learner will:	<b>Assessment Criteria (1.1 to 3.5)</b> The learner can:
1. Be able to identify the hazards and evaluate the risks in the workplace	1.1 Identify workplace instructions that are relevant to them and their job role  1.2 Identify working practices and hazards in the workplace that could be harmful  1.3 Evaluate the hazards and prioritise in risk order  1.4 Report hazard(s) to the responsible person
2. Be able to reduce the risks to health and safety in the workplace	2.1 Perform work activities at own level of competence in accordance with identified health and safety: <ul style="list-style-type: none"> <li>• workplace policies</li> <li>• instructions and procedures,</li> <li>• suppliers and manufacturers' information and</li> <li>• relevant legal requirements</li> </ul> 2.2 Manage hazards in accordance with workplace instructions and legal requirements  2.3 Report any differences between workplace instructions and supplier/manufacturer instructions

## Qualification Guidance

<p>3. Know how to reduce risks to health and safety in the workplace</p>	<p>3.1 Explain their responsibility in remaining alert to hazards and risks</p> <p>3.2 Describe own responsibilities and scope for action in controlling risk</p> <p>3.3 Explain the importance of adhering to health and safety policies and practices</p> <p>3.4 Describe where and when to get additional health and safety assistance</p> <p>3.5 Describe the importance of personal presentation and behaviour in maintaining health and safety in the workplace</p>
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## Prepare and maintain a budget for a live event

<b>Unit Reference</b>	D/601/6218
<b>BIIAB Reference</b>	LEP17
<b>Level</b>	3
<b>Credit Value</b>	2
<b>Guided Learning (GL)</b>	16
<b>Unit Summary</b>	The purpose of this unit is to provide the learner with the knowledge to prepare and maintain a budget for a live event.
<b>Learning Outcomes (1 to 2)</b> The learner will:	<b>Assessment Criteria (1.1 to 2.5)</b> The learner can:
1. Understand how to prepare and maintain a budget for a live event	<p>1.1 Explain the importance of setting up event folders in accordance with organisational procedures and the information that must be held within them</p> <p>1.2 Describe the types of both straightforward and complex financial information that may be requested, how it should be presented and who is authorised to access the information</p>
2. Be able to prepare and maintain a budget for a given live event	<p>2.1 Implement the appropriate organizational procedures to set up an event folder</p> <p>2.2 Implement activities to prepare and maintain a budget in line with own responsibilities and as agreed with appropriate colleagues</p> <p>2.3 Maintain accurate and up-to-date financial records within the event file</p> <p>2.4 Analyse appropriate budget information when requested by authorised staff</p> <p>2.5 Present appropriate budget information when requested by authorised staff</p>

## Assist in the identification of funding streams for live events

<b>Unit Reference</b>	K/601/6206
<b>BIIAB Reference</b>	LEP24
<b>Level</b>	3
<b>Credit Value</b>	3
<b>Guided Learning (GL)</b>	24
<b>Unit Summary</b>	The purpose of this unit is to provide the learner with the knowledge to assist in the identification of funding streams for live events.
<b>Learning Outcomes (1 to 3)</b> The learner will:	<b>Assessment Criteria (1.1 to 3.3)</b> The learner can:
1. Understand the range and types of funding available for live events	1.1 Identify at least two types of project that are likely to attract funding  1.2 Identify where to find information about at least two possible sources of funding  1.3 Describe at least two potential sources of funding for a given live event  1.4 Describe at least two alternative forms of funding for a given live event
2. Be able to carry out research activities for potential sources of funding/income	2.1 Undertake research into at least two potential funding/income streams, including one alternative form of funding, for a given live event  2.2 Present the research appropriately to a colleague or supervisor
3. Be able to contribute to the preparation of funding applications	3.1 Prepare relevant information for a funding application  3.2 Present relevant information to given formats and requirements



## Qualification Guidance

	3.3 Maintain accurate records relating to funding applications in line with organizational requirements
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## Undertake activities to secure funding for a live event

<b>Unit Reference</b>	T/601/6211
<b>BIIAB Reference</b>	LEP25
<b>Level</b>	3
<b>Credit Value</b>	4
<b>Guided Learning (GL)</b>	32
<b>Unit Summary</b>	The purpose of this unit is to provide the learner with the knowledge to assist in the identification of funding streams for live events.
<b>Learning Outcomes (1 to 3)</b> The learner will:	<b>Assessment Criteria (1.1 to 3.2)</b> The learner can:
1. Understand how to access and secure funding streams	1.1 Explain why at least two types of projects are likely to attract funding  1.2 Give an example of at least two types of funding sources including at least one alternative source of funding  1.3 Describe how to develop a strategy for approaching at least two specific funding streams
2. Be able to research and prepare funding applications	2.1 Carry out research into potential sources of funding including at least one alternative source and income streams for a given live event  2.2 Evaluate the potential sources of funding and income streams  2.3 Evaluate the funding guidelines/criteria of at least two potential sources of funding and income streams  2.4 Prepare and submit funding applications to the appropriate funding streams/sources

## Qualification Guidance

<p>3. Be able to prepare for future funding requests</p>	<p>3.1 Undertake a range of networking activities and explain how these will enhance future funding requests</p> <p>3.2 Evaluate the impact of these networking activities on current and future funding for live events</p>
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