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|  |  | **Unit ID: 125** |
| **Domain** |  | **OFFICE TECHNOLOGY MANAGEMENT** |
| **Title:** |  | **Coordinate events as part of office** **procedures** |
| **Level: 4** |  | **Credits: 8** |

# Purpose

This unit standard is intended for those who coordinate events as part of office procedures. People credited with this unit standard are able to plan and coordinate an event; prepare event programme; make travel, car hire and accommodation arrangements for an event; prepare promotional and advertising materials; Distribute promotional and advertising materials for event.

This unit standard is intended for people who carry out administrative functions in an office environment.

# Special Notes

1. Entry information

Prerequisite:

 Unit 1157 *- Demonstrate basic knowledge of workplace health and safety* or demonstrated equivalent knowledge and skills.

1. To demonstrate competence, at a minimum, evidence is required of arranging date, venue, time for event, confirming programme, venue and catering facilities with respective parties, making necessary travel and accommodation arrangements, preparing and distributing promotional and advertisement materials.

While the end user in the assessment activity may be the assessor, there must be documented evidence that the candidate has performed activity.

1. Assessment evidence may be collected from a real workplace or a simulated real workplace in which office administration operations are carried out.

1. Performance of all elements in this unit standard must comply with all relevant workplace requirements.

1. The conduct of training and assessment activities related to this unit standard is recommended to take place in conjunction with other relevant, practical unit standards in this Subfield.

1. Regulations and legislation relevant to this unit standard include the following:
   * Labour Act, No. 11, 2007
   * Occupational Health and Safety Regulations, 1997 and all subsequent amendments.

**Quality Assurance Requirements**

This unit standard and others within this subfield may be awarded by institutions which meet the accreditation requirements set by the Namibia Qualifications Authority and the Namibia Training Authority and who comply with the national assessment and moderation requirements. Details of specific accreditation requirements and the national assessment arrangements are available from the Namibia Qualifications Authority on [www.namqa.org](http://www.namqa.org) and the Namibia Training Authority on [www.nta.com](http://www.nta.com).na

**Elements and Performance Criteria**

**Element 1:** **Plan and coordinate an event**

# Performance Criteria

1.1 Purpose of the event is outlined in line with organisational objectives.

1.2 Event budget is developed in line with organisation budget plan.

1.3 Engage the service providers regarding their capacity and make bookings accordingly.

1.4 Date, time and venue is confirmed with participants in writing or verbally.

1.5 Special arrangements relating to logistics, room layout and equipment required are made and confirmed.

**Element 2: Prepare event programme**

# Performance Criteria

2.1 Event programme details are explained and demonstrated.

2.2 Event programme is compiled in line with instructions and organisational requirements.

2.3 Event programme is forwarded to service providers, participants and/or general public in a timely and professional manner.

**Element 3:** **Make travel, car hire and accommodation arrangements for an event**

# Performance Criteria

3.1 Travel, car hire and accommodation requirements for all participants are determined.

3.2 Accommodation facilities are identified, reserved and confirmed in writing.

3.3 Car hire facilities are identified and confirmed in writing.

3.4 Travel arrangements are made for participants.

3.5 Necessary travel documentation are prepared and forwarded to participants for

confirmation.

3.6 Disbursements advances for travel, car hire or accommodation are processed.

**Element 4:** **Prepare promotional and advertising materials**

# Performance Criteria

4.1 Target audience for promotional and advertising material is identified.

4.2 Content of promotional and advertising material is identified and prepared.

4.3 Promotional and advertising material is edited and prepared for production.

**Element 5: Distribute promotional and advertising materials for event**

# Performance Criteria

5.1 Event documentation including promotional and advertising material is assembled, copied and collated electronically or manual.

5.2 Relevant event documentation including promotional and advertising material is distributed in hardcopy or electronic form to participants.

5.3 Events are promoted on social media in accordance established standard to create public awareness.

# Registration Data

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| **Subfield:** | Business Services |
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| **Date first registered:** | 28 September 2006 |
| **Date this version registered:** | 28 March 2018 |
| **Anticipated review:** | 2023 |
|  |  |
| **Body responsible for review:** | Namibia Training Authority |