

Unit Title: Plan Community Events
Unit Level: Level 3
Unit Credit Value: 6
GLH: 42
LASER Unit Code: WJE874
Ofqual Unit Code: M/507/1570

This unit has 5 learning outcomes.

LEARNING OUTCOMES		ASSESSMENT CRITERIA	
The learner will:		The learner can:	
1.	Be able to establish the purpose and shared vision of a community event.	1.1	Engage the relevant community/community groups, stakeholders and partners to be involved in the community event.
		1.2	Agree the purpose and shared vision of the event with the relevant community/community groups, stakeholders and partners.
2.	Be able to plan a community event with the community, stakeholders and partners.	2.1	Develop an agreed plan for the community event to include: <ul style="list-style-type: none"> a) aim(s) b) SMART objectives c) roles and responsibilities of those involved d) health and safety and safeguarding requirements specific to the event e) resources required.
		2.2	Secure required resources for the event.
3.	Understand the legal responsibilities of event management.	3.1	Explain health and safety and safeguarding legislation relevant to event management.
		3.2	Clarify the requirements for specific licences that may be required for events.
		3.3	Outline the legal and audit requirements for financing and fund-raising for events.
4.	Be able to publicise a community event.	4.1	Select suitable methods and materials to publicise the event to the local community.
		4.2	Use a form of social media to publicise the event.
		4.3	Involve the relevant community/community groups, stakeholders and partners in publicising the event.
		4.4	Implement systems to deal with enquiries about the event.

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5.	Be able to plan how to monitor and evaluate a community event.	5.1	Agree how the event will be monitored with the community/community groups, stakeholders and partners.
		5.2	Agree how the event will be evaluated with the community/community groups, stakeholders and partners.

Assessment Guidance:
NA

Additional Information:
NA