

# Event Assistant

## Level 3

**Duration:** 15 months

**Training method:** Blended

**Funding value:** £9,000

**Earn. Learn. Succeed.**

[www.bigcreative.education/apprenticeship](http://www.bigcreative.education/apprenticeship)



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# Course overview

You'll learn how to coordinate event logistics, liaise with vendors and suppliers, and assist with event promotion and marketing. You'll also learn how to manage event budgets, handle customer inquiries and ensure that events run smoothly.

## Role responsibilities

An apprentice will be providing 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. Examples include 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.

## Typical job roles

Roles include Event / Marketing Co-ordinator, Production Assistant, Operation and Logistic Assistant, Corporate Event Planner, Sales / Customer Lead, Online Event Executive and Event Management.

## Course units (over 12 month period)



### Project 1: The events industry

Learn about different types of events in the industry, identify the role of an event manager, explore roles and responsibilities of an event manager and explore career pathways in the industry.



### Project 2: Venue sourcing

Learners will explore and make comparisons on different venues, understand the decision process when comparing venues and why it is key to follow the key venue sourcing objectives.



### Project 3: Budgets and logistics

Focus on the importance of budgeting and financial management, learning about typical event costs, understanding how to create a budget and a logistic plan to produce an event.



### Project 4: Producing an event

Learners will demonstrate knowledge of the event management process, learning sketch up and risk management protocols, and will be shown how to complete a risk assessment.



### Project 5: Managing an event

The final project explores how to prepare for and manage an event day, prepare the schedule and show running order, and explore potential challenges of delivering an event.



### End Point Assessment (3 months)

After the 12 month tutorial sessions apprentices will be required to submit material to pass their EPA. This will be in the form of 1-1 sessions with their work coach. During the EPA period as an employer, you will be required to assign a live project brief to the apprentice, this will work alongside the other evidence the apprentice will need to submit.

## Why BCE

Established in 2000, BCE is the largest creative college in London and has deep ties to the creative industries.

- We have extensive industry experience across all members of staff
- Ofsted grade 2 provider
- Specialist recruitment service
- Dedicated account manager
- £30m has been invested in BCE's three industry campuses since 2015
- 88% of BCE apprentices progress to creative careers
- To upskill current workforce and offer CPD opportunities

# What you can expect during the apprenticeship

**Hiring an apprentice with Big Creative education will support to shape the future of your emerging talent pipeline. Our tried and trusted methods are centred around commitment from the Employer, Apprentice and Training Provider (BCE).**

The outlined expectations are essential for all involved to guarantee the apprentice and employer benefit from the apprenticeship. For an employer cohort of 8 apprentices or more, employer's can benefit further from:

- Closed cohorts
- Tailored delivery plan
- Bespoke learning modules and schedule

## Training Provider (BCE)

- Provide a dedicated account manager to support the on boarding of apprentices
- Undertake initial and prior learning assessment to establish the apprentice and employer needs
- Provide high quality training and coaching to support the apprentice
- Support learners with EPA preparation
- Provide support to enhance the learners employability and well-being

## Employer

- Provide a supportive and safe working environment for the apprentice
- Allocate for the 20% off-the-job training
- Attend one-to-one review with the learner and BCE to discuss progress, offer feedback and guide their development
- Provide apprentices with learning opportunities to support personal and professional development
- Maintain regular communication with the apprentice and BCE

## Apprentice

- Prepare and plan for tutorials and coaching sessions
- Attend all planned training and one-to-one sessions
- Complete all off-the-job training logs
- Communicate support needs to both employer and BCE
- Commit and take ownership of own learning and development

