

Event Assistant
Level 3

Duration: 12 months
Training method: Blended

Earn. Learn. Succeed.

www.bigcreative.education/apprenticeship

BIG CREATIVE EDUCATION APPRENTICESHIPS TRAINING ACADEMY

1 Course overview

Equip your team to coordinate event logistics, manage suppliers, support marketing, oversee budgets, handle customer enquiries and ensure events run smoothly.

Role expectations	An apprentice will support Event Planners or Project Managers with planning, organising and delivering events. Tasks may include sourcing venues, working with designers on event concepts, and coordinating logistics such as transport and catering. Events can be for the company or a range of clients, including businesses and charities.
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.
Shape your own journey	Our flexible delivery model lets you tailor training to your team's needs - combining core units with optional discovery and employability modules to build capability and boost on-the-job performance.

Core units (over 9 month period)

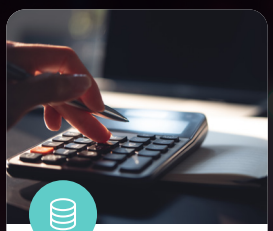
Apprentices will learn to use the following software: Pr Ps Id



Module 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.



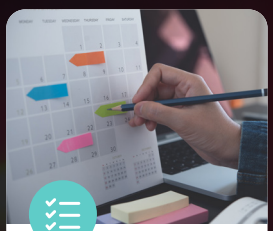
Module 2: Venue sourcing
Learners will explore and make comparisons on different venues, understand the decision process when comparing venues and why it is key to follow the key venue sourcing objectives.



Module 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.



Module 4: Producing an event
Learners will show knowledge of the event management process, learning sketch up and risk management protocols, and will be shown how to complete a risk assessment.



Module 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.

Bespoke training

Discovery modules (optional, select 1)

- Content creation for social media
- The fundamentals of marketing
- PR strategies
- Campaign management / reputation management
- Social media with CC graphic design
- More options available

Employability modules (optional - select 1)

- Excel the essentials
- Working with AI
- Premiere Pro
- Photoshop
- InDesign
- More options available

Additional qualifications

Alongside the Level 3 Event Assistant accreditation, apprentices can add optional certifications including the BECTU CRISP Safety Passport.

End Point Assessment (3 months)
By the end of the 9-month programme, apprentices complete their EPA, including:

- Portfolio of evidence
- Final project report and presentation
- Professional discussion

2 Why BCE

Established in 2000, BCE is a specialist training provider based in London, with deep ties to the creative and media 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
- Upskilling current workforce and providing CPD opportunities





3 Programme commitment

Training provider (BCE)

- Provide a dedicated account manager to support programme onboarding
- Undertake initial and prior learning assessment to establish apprentice and employer needs
- Provide high quality training and coaching to support the apprentice
- EPA preparation
- Provide support to enhance the learners employability and well-being

Employer

- Provide a supportive, safe working environment for the apprentice
- Allocate time during working hours for off-the-job training, in line with minimum requirements
- 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

t: 020 3873 5800 **e:** apprenticeships@bigcreative.education

Find out more at **bigcreative.education/apprenticeship**

BIG CREATIVE EDUCATION
APPRENTICESHIPS
TRAINING
ACADEMY