



NCFE LEVEL 2 CERTIFICATE IN EVENT PLANNING

Events is one of the most popular sectors of the hospitality industry and offers a range of jobs and opportunities, employed and freelance, in the UK and overseas. Employers look for a range of skills when recruiting and this nationally recognised qualification offers covers the key range. We are pleased to be able to offer this qualification in conjunction with our sister company Le Réve event management – www.lereve.org.uk

Suitability

The qualification is suitable for delegates looking to enter the event industry or those within the event industry at administration or co-ordination level who are looking to progress their careers. If you have more than 12 months event experience in a UK commercial environment please asked to be assessed for a higher level qualification. This qualification is also suitable for Personal Assistants who arrange events as part of their role or those looking to start their own event planning business.

Course Modules

- 01 Planning an Event
- 02 Event Review & Evaluation
- 03 Market Research & Marketing Methods in Event Planning
- 04 Human Resource Planning at Events
- 05 Communication & Customer Service at Events

Study Method

The qualification is classroom based and will be delivered by event industry professionals who have worked on an international basis. Our trainers have been chosen not only because of their industry knowledge but also their innovative and engaging delivery style. During the course you will build a portfolio of evidence which will be assessed by internally and by the awarding body – there is no exam for this qualification.

Study Method – Intensive

For those delegates who wish to “fast track” their achievement of a nationally recognised qualification we have introduced intensive study options. Study methods and modules are the same as part-time study but this option allows delegates to immerse themselves into the qualification and reduce the study period.

Course Duration, Dates & Location

Intensive Study Option

2011 Start Dates: 14th February, 9th May and 5th September

Duration: 2 weeks (Monday – Friday)

Location: CEME Conference & Events Centre

Part-time Study Option

2011 Start Dates: 5th March & 10th September

Duration: Alternate Saturdays for six sessions

Location: central London

Evening Class

2011 Start Dates: 8th March

Duration: Tuesday Evenings (18.30 – 21.00) x 15 weeks

Location: CEME Conference & Events

Central London venues used depend on final numbers all venues used are easily accessible by London Underground, major bus routes and mainline stations.

CEME Conference & Events is location at the CEME Campus in Rainham, Essex which is easily accessible by public transport from the District Line (Dagenham Heathway) and the 174 bus route which comes directly into the Campus. The centre is 2 miles from Junction 30 and FREE parking is available for all delegates.

Entry Criteria

There are no formal entry criteria for this course but delegates should have a good understanding of spoken and written English and have access to a PC and email for completion of assignments.

Course Fees

Part-time & Evening Classes: £549.00 **inclusive** of VAT to include:

Intensive Study Options: £749.00 **inclusive** of VAT to include:

Awarding Body Registration Fees

Awarding Body Certificate Fees

Course Folder

All course materials

Part-time study Payment Plan

A payment plan is available for the part-time study option. Please ask for details.

How to book

Please call **0208 596 5125** or email coursemanagement@venturatraining.co.uk for a booking form which outlines our terms and conditions.

If you have any questions please do not hesitate to contact us. We look forward to welcoming you onto the course.

Ventura are members of the Association for Conference & Events

