

Running a Leisure Event

There must be evidence provided to cover all learning outcomes in each of the unit sections. Opportunities must be provided for candidates to present evidence. This can include answers to questions, photographic evidence, witness testimony, teacher/ lecturer observation records, electronic recordings and the physical products.

The structure of the portfolio

CCEA cover sheet to include:-

- Unit title, Occupational pathway, Learner name and number, teaching centre name and number and where appropriate administrative centre name and number.
- Declaration of authenticity signed by the teacher/lecturer and the learner.
- CCEA Learner unit tracking grid which is included as the final page in each unit specification.
- Teacher/Lecturer mark Grid which clearly identifies how the marks awarded on the learner unit tracking grid have been achieved.
- The My Record document will contain all of the learner outcomes as set out in the unit specification. This should be presented in a table format, with a column identifying the page where the evidence can be found. This can only be completed when all the evidence is generated.
- The learner diary must be completed on a regular basis, signed by the teacher/lecturer and the learner. The diary entries must also be dated showing progression throughout the delivery of the programme.

AO1- Knowledge and Understanding

- Understand the implications of the Health and Safety at Work Act (HASAWA)1974 in relation to this occupational area
- Identify Health and Safety considerations when planning a leisure event
- Risk Assessment
- Be aware of the requirements to adhere to any necessary emergency procedures.

AO1 Environment

- Identify environmental considerations when planning a leisure event.
- Environmental impact of leisure events.

AO1 Careers

- Describe three career opportunities in the leisure events industry.

AO1 Materials and Related Skills

- Identify and discuss a range of sports and leisure events
- Complete a feasibility study for the event to be undertaken
- Describe the roles required within the team and allocate responsibilities
- Consider any special needs that have been identified

AO2

- Complete a Risk Assessment for the Event
- Describe the various roles within the team and allocate responsibilities
- Formulate a detailed action plan identifying timescales and individual roles
- Develop a contingency plan
- Chair meetings and communicate effectively
- Communicate effectively with the team members in the planning
- Demonstrate good personal appearance and behaviour
- Contribute effectively to the successful completion of the event
- Effectively communicate with customers

- Gather feedback about the event from customers using the questionnaire
- Collate and analyse questionnaire responses
- Review any problems that occurred and discuss their resolution
- Make recommendations for improvement of future events
- Chair a meeting to discuss the success of the event
- Evaluate team performance against set objectives

AO3

Task Evaluation 10 marks

The AO2 Six Learner Outcomes can be evaluated as one piece of work completed by the learner. Examples of the questions which can be used are on the CCEA Occupational Studies microsite. Guidance for designing and marking evaluations is also included.

Final /End of Unit Evaluation 10 marks

This evaluation focuses on the complete unit. Learners should be encouraged to reflect on the learning that has taken place throughout the period of study and consider how this will influence their future career plan.

Assessment Guidance.

This unit is best assessed through one large event with a number of small events included. Each group has responsibility for a specific group of participants.

Working in their small group the learners need to participate in the planning and running of the event. Each learner should identify their job roles and all evidence presented must reflect what they have done.

- The Action plan presented as product evidence will not be a group activity but the learner's interpretation of an Action plan for the event and therefore marked accordingly by the teacher/lecturer.

- The learner will need to be aware of the skill required to run the event and will be marked accordingly by the teacher/ lecturer with the product included.
- Demonstrate high standard of personal appearance and behaviour will be described by the teacher/lecturer in their observation on the planning, running and meeting to evaluate the event. There must also be photographic evidence clearly annotated by learner.
- Communicate effectively with team members will be evidenced with records of meetings, letters/emails/posters, photographs and or electronic recordings and detailed observation by teacher/lecturer.
- Contribute effectively to running the event- A collection of clearly annotated photographs highlighting the parts the learner has played in event and product evidence generated with teacher/lecturer observation to justify marks awarded.
- The final activity in AO2 includes the questionnaire designed by the candidate which should be given to participants. A photograph of participants completing the questionnaire could be included. These are then analysed with a final meeting organised where the learner provides feedback to the group. This could be electronically recorded with observation from the teacher/ lecturer.