

Appendix 2

Session 1b

8 core areas for assessment

What skills would we be looking for

Before event

How could this be assessed?

During event

After event

- Planning a nights away event
- Ensuring the effective administration and financing of an event
- Preparing and co-ordinating a programme of activities
- Choosing, preparing and possibly delegating to an event team
- Choosing, organising and maintaining the right equipment
- Ensuring the health, happiness and safety of self and others
- Organising good catering
- Making best use of the venue