ST0168 Level 3 Event Co-ordinator Assessment Plan

Introduction

This Apprenticeship Assessment Plan (AAP) sets out the requirements for the assessment of the Level 3 Event Co-ordinator apprenticeship. It should be read in conjunction with the General Requirements for Apprenticeship Assessment. Where there is conflict between this AAP and the General Requirements, this AAP takes precedence. Assessment organisations must also comply with the relevant regulatory framework for apprenticeship assessment.

It is important that the assessment of apprentices is proportionate, valid, and provides reliable evidence of an apprentice's attainment of the relevant knowledge and skills. As such, assessment organisations must design assessments to ensure:

- employers have confidence that the apprentice has reached the expected performance standard
- apprentices are sufficiently secure in their knowledge and skills, so that they could demonstrate their competence in different contexts (for example, a different workplace)

Assessment Outcomes

The assessment outcomes group and summarise the knowledge and skills that must be demonstrated in assessments. All assessment outcomes must be assessed.

Knowledge and skills statements in **bold** are mandatory and must be assessed in every version of the assessment that is made available.

Assessment Outcome	Mapping
AO1: Event Planning and Design The apprentice interprets event briefs, researches requirements, analyses data, identifies suitable venues, and shapes the design and structure of events based on purpose, goals, resources and logistical implications.	**K1**, **K3,** K4*, **K8***, K11, K13 S1*, **S3***, S7*, S11, **S17***
AO2: Stakeholder and Relationship Management The apprentice applies communication, negotiation and relationship-building techniques to engage stakeholders, gather requirements, influence decisions, resolve challenges and	**K2, K5, K7***, K17*, K19, **K23***

Assessment Outcome	Mapping
maintain productive working relationships throughout the event lifecycle.	S2*, **S10**, S12, **S13**
AO3: Event Operations and On-Site Delivery The apprentice supports the operational delivery of events by coordinating logistics, using organisational processes, producing digital documentation, and providing on-site or online support to ensure events are delivered in line with attendee and organisational requirements.	K12 **S4**, **S6*,** S14
AO4: Compliance, Risk, Legislation and Ethical Practice The apprentice applies relevant legislation, policies, risk-assessment practices, EDI principles, sustainability requirements, and ethical standards to ensure safe, compliant and responsible event management.	**K6**, **K16**, K20, K21 **S9**, S20, S21*, S22
AO5: Commercial, Financial and Resource Management The apprentice contributes to budgeting, forecasting, resource planning and commercial decision-making by gathering financial information, monitoring internal and external factors, prioritising tasks and supporting cost-effective event delivery.	**K14***, K22, **K24** S5, **S15***, S16*
AO6: Technology, Digital Tools and Continuous Improvement The apprentice uses digital tools and technology to support event coordination, monitors technological trends, evaluates events and work processes, and contributes to team development through coaching, CPD and the identification of learning needs.	K9*, K10*, **K15**, K18, **K25** **S8,** S18, S19

(*) Knowledge and skills statements which offer opportunities to develop functional English and maths are identified with an asterisk.

Assessment requirements

Assessment organisations must set apprenticeship assessments. Assessment organisations should consider how technology and digital tools can support innovation and efficiency.

Assessment organisations must design apprenticeship assessments to include [**at least one professional discussion** and, if applicable, any relevant constraints.

Any additional assessment(s) must be selected from the following list of methods to ensure the assessment outcomes are met in full:

- **project**
- **professional discussion**
- **presentation**
- **interview**

Apprentices may be assessed at any appropriate point during their apprenticeship programme.

Assessments may be designed to allow a centre or training provider to mark assessments. The assessment organisation is responsible for ensuring all assessments are sufficiently reliable and valid, and for the accuracy of any centre or training provider marking.

Performance descriptors

Performance descriptors describe the level of performance required to achieve a pass or distinction grade. Assessment organisations must design assessments that align with these descriptions.

Performance Category	Pass	Distinction
Applied Knowledge	Demonstrates sound application of **event-related knowledge, facts, procedures, and ideas** across routine and non-routine tasks, completing them to an acceptable standard.	Applies a thorough understanding of **event-related knowledge, facts, procedures, and ideas** to manage and resolve routine and non-routine tasks with discernment and skill.
Applied Skills	Identifies and applies appropriate **event-coordination skills, methods, and procedures** to complete tasks and address challenges with a	Selects and integrates appropriate **event-coordination skills, methods, and procedures** proactively and resourcefully to complete tasks and

	reasonable degree of autonomy and effectiveness.	address challenges effectively and with minimal oversight.
Regulatory and Procedural Awareness	Applies **event-specific legislation, regulation, and organisational procedures** relevant to the role, without error, with some depth of insight and adaptability.	Demonstrates refined judgement in interpreting **event-specific legislation, regulation, and organisational procedures**, confidently navigating nuanced issues in practice.
Communication and Collaboration	Participates effectively in **event-coordination team environments** and demonstrates effective communication and service-delivery skills that support daily operations.	Communicates persuasively and adapts confidently to different audiences and team dynamics, taking initiative in delivering **event-related** interactions.
Information Use and Decision Making	Accurately interprets and evaluates relevant **event-related information** from a variety of sources to support problem-solving in mostly familiar but sometimes complex work contexts.	Evaluates diverse and sometimes conflicting **event-related information** sources with insight, drawing informed conclusions that improve task outcomes or efficiency.
Responsibility and Autonomy	Takes responsibility for initiating and completing **event-coordination tasks** within set parameters and, where relevant, contributes to guiding or supporting others.	Pre-empts the need for **event-coordination tasks** to be initiated within set parameters, demonstrating accountability and responsiveness to emerging priorities or risks, and leading others to achieve team outcomes.