Maldives National Skills Development Authority

National Competency Standard for Event Management

Standard Code: SOC16S17V1

PREFACE

Technical and Vocational Education and Training (TVET) Authority was established with the vision to develop a TVET system in the Maldives that is demand driven, accessible, beneficiary financed and quality assured, to meet the needs of society for stability and economic growth, the needs of Enterprise for a skilled and reliable workforce, the need of young people for decent jobs and the needs of workers for continuous mastery of new technology.

TVET system in the Maldives flourished with the Employment Skills Training Project (ESTP) funded by ADB with the objective of increasing the number of Maldivians, actively participating in the labor force, employed and self-employed. The Project supported expansion of demand driven employment-oriented skills training in priority occupations and to improve the capacity to develop and deliver Competency Based Skill Training (CBST). The project supported delivery of CBST programs to satisfy employer demand-driven needs. The National Competency Standards (NCS) provide the base for this training. Currently CBST is offered for five key sectors in the Maldives: Tourism, Fisheries and Agriculture, Transport, Construction and the Social sectors. These sectors are included as priority sectors that play a vital role in the continued economic growth of the country.

The NCS are developed in consultation with Employment Sector Councils representing employers. They are designed using a consensus format endorsed by the Maldives Qualifications Authority (MQA) to maintain uniformity of approach and the consistency of content amongst occupations. This single format also simplifies benchmarking the NCS against relevant regional and international standards. NCS specify the standards of performance of a competent worker and the various contexts in which the work may take place. NCS also describes the knowledge, skills and attitudes required in a particular occupation. They provide explicit advice to assessors and employers regarding the knowledge, skills and attitudes to be demonstrated by the candidates seeking formal recognition for the competency acquired following training or through work experience. By sharing this information, all participants in the training process have the same understanding of the training required and the standard to be reached for certification. Certification also becomes portable and can be recognized by other employers and in other countries with similar standards. NCS are the foundation for the implementation of the TVET system in Maldives. They ensure that all skills, regardless of where or how they were developed can be assessed and recognized. They also form the foundation for certifying skills in the Maldives National Qualification Framework (MNQF).

SOC16SQ1L317 is the first version of the NCS for Event Management, and has been developed and endorsed in the year 2017. This standard includes two Qualification at Level 3 and Level 4 of Maldivian National Qualifications Framework.

KEY FOR CODING

Coding Competency Standards and Related Materials

DESCRIPTION	REPRESENTED BY
Industry Sector as per ESC (Three letters)	Construction Sector **(CON)** Fisheries and Agriculture Sector **(FNA)** Transport sector (**TRN**) Tourism Sector **(TOU)** Social Sector **(SOC)** Foundation **(FOU)**
Competency Standard	**S**
Occupation with in a industry Sector	**Two digits 01-99**
Unit	**U**
Common Competency	**1**
Core Competency	**2**
Optional/ Elective Competency	**3**
Assessment Resources Materials	**A**
Learning Resources Materials	**L**
Curricula	**C**
Qualification	**Q1, Q2 etc**
MNQF level of Qualification	**L1, L2 etc**
Version Number	**V1, V2 etc**
Year of endorsement of standard, qualification	**By two digits Example- 07**

1.Endorsement Application for Qualification   01

2. NATIONAL CERTIFICATE III in Event Management

3. Qualification code: SOC16SQ1L317	**Total Number of Credits: 45**

4. Purpose of the qualification

The holders of the level three qualifications will provide wide range of event-related skills and supporting sound knowledge of event management process to coordinate event operations. Events are diverse in nature and level III qualification presented here will facilitate preparing students to work for event or exhibition organizations operating in a range of   industries, including the tourism and travel, hospitality, sport, cultural, and community sectors.

5. Regulations for the qualification	National Certificate III in Event Management will be awarded to those who are competent in units 1+2+3+4+5+6+7+8+9+10+11+12+13

6. Schedule of Units

Unit Title	Unit Title	Code
1	Observe personal and work place hygiene practices	SOC02S1U01V1
2	Practice health, safety and security Practices	SOC02S1U02V1
3	Provide effective customer care	SOC02S1U03V1
4	Practice effective workplace communications	SOC02S1U04V1
5	Provide First Aid	SOC05S1U05V1
6	Manage meetings	SOC16S1U01V1
7	Lead and manage people	SOC16S1U02V1
8	Source and use information on the events industry	SOC16S1U03V1
9	Coordinate on-site Event Registrations	SOC16S1U04V1
10	Obtain and manage sponsorship	SOC16S1U05V1
11	Enhance customer service experience	SOC16S1U06V1

12	Manage conflict	SOC16S1U07V1
13	Implement and monitor work health and safety practices	SOC16S1U08V1
8. Recommended sequencing of units	As appearing under the section 06	

1.Endorsement Application for Qualification   02

2. NATIONAL CERTIFICATE IV in Event Management

3. Qualification code: SOC16SQ1L417	Total Number of Credits: 165

4. Purpose of the qualification

The holders of the level 4 qualifications will provide wide range of event-related skills and supporting sound knowledge of event management process to coordinate event operations. Events are diverse in nature and level III qualification presented here will facilitate preparing students to work for event or exhibition organizations operating in a range of industries, including the tourism and travel, hospitality, sport, cultural, and community sectors.

5. Regulations for the qualification	National Certificate IV in Event Management will be awarded to those who are competent in units 1+2+3+4+5+6+7+8+9+10+11+12+13+14+15+16+17+18+19+20+21+22+23

6. Schedule of Units

Unit Title	Unit Title	Code
1	Observe personal and work place hygiene practices	SOC02S1U01V1
2	Practice health, safety and security Practices	SOC02S1U02V1
3	Provide effective customer care	SOC02S1U03V1
4	Practice effective workplace communications	SOC02S1U04V1
5	Provide First Aid	SOC05S1U05V1
6	Manage meetings	SOC16S1U01V1
7	Lead and manage people	SOC16S1U02V1
8	Source and use information on the events industry	SOC16S1U03V1
9	Coordinate on-site Event Registrations	SOC16S1U04V1
10	Obtain and manage sponsorship	SOC16S1U05V1
11	Enhance customer service experience	SOC16S1U06V1

12	Manage conflict	SOC16S1U07V1
13	Implement and monitor work health and safety practices	SOC16S1U08V1
14	Undertake small business planning	SOC16S1U09V1
15	Manage operational plan	SOC16S1U10V1
16	Manage event staging components	SOC16S1U11V1
17	Prepare and present proposals	SOC16S1U12V1
18	Incorporate creative and technical needs into management process	SOC16S2U13V1
19	Prepare quotations	SOC16S2U14V1
20	Manage finances within a budget	SOC16S2U15V1
21	Investigate and design e-business solutions	SOC16S2U16V1
22	Monitor work operations	SOC16S2U17V1
23	Prepare Financial Reports	SOC16S2U18V1

7. Accreditation requirements	The training provider should place trainees in relevant industry or sector to provide the trainees the hands-on experience exposure related to this qualification.
8. Recommended sequencing of units	As appearing under the section 06

UNITS DETAILS

Unit No.	Unit Title	Code	Level	No of Credits
1	Observe personal and work place hygiene practices	SOC02S1U01V1	3	3
2	Practice health, safety and security Practices	SOC02S1U02V1	3	3
3	Provide effective customer care	SOC02S1U03V1	3	3
4	Practice effective workplace communications	SOC02S1U04V1	3	3
5	Provide First Aid	SOC05S1U02V1	3	3
6	Manage meetings	SOC16S1U01V1	3	3
7	Lead and manage people	SOC16S1U02V1	3	6
8	Source and use information on the events industry	SOC16S1U03V1	3	3
9	Coordinate on-site Event Registrations	SOC16S1U04V1	3	3
10	Obtain and manage sponsorship	SOC16S1U05V1	3	6
11	Enhance customer service experience	SOC16S1U06V1	3	3
12	Manage conflict	SOC16S1U07V1	3	3
13	Implement and monitor work health and safety practices	SOC16S1U08V1	3	3
14	Undertake small business planning	SOC16S1U09V1	4	9
15	Manage operational plan	SOC16S1U10V1	4	15
16	Manage event staging components	SOC16S1U11V1	4	9
17	Prepare and present proposals	SOC16S1U12V1	4	9
18	Incorporate creative and technical needs into management process	SOC16S2U13V1	4	9
19	Prepare quotations	SOC16S2U14V1	4	15
20	Manage finances within a budget	SOC16S2U15V1	4	9
21	Investigate and design e-business solutions	SOC16S2U16V1	4	21
22	Monitor work operations	SOC16S2U17V1	4	9

23	Prepare Financial Reports	SOC16S2U18V1	4	15

Packaging of National Qualifications:

National Certificate III in Event Management will be awarded to those who are competent in units 1+2+3+4+5+6+7+8+9+10+11+12+13

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National Certificate IV in Event Management will be awarded to those who are competent in units 1+2+3+4+5+6+7+8+9+10+11+12+13+14+15+16+17+18+19+20+21+22+23

Qualification Code: SOC16SQ1L417

Description of an Event Manager

Growing business industries such as tourism, travel and hospitality and community sectors of both government and private sectors are seeking event managers who are professionally-qualified in planning, organising, conducting and coordinating genuinely outstanding events.

Likely functions within the business industry for those who achieve this level of competency include:

- Excellent organization skills
- Organize and manage promotional, business and social events
- Good communication and people skills
- Good negotiation, sales and marketing skills
- Budget awareness

Competency Standard Development Process

The competencies were determined based on the analysis of the tasks expected to be performed by the Horticulture professional in the Maldives. The task analysis was based on the existing documents prepared among the experts in the industry and on the advice of the experts in the field of Horticulture training in Maldives. Competency standards used for similar type of training in other countries were also examined