

<b>Domain</b>	<b>OFFICE ADMINISTRATION</b>	<b>Unit ID: 125</b>
<b>Title:</b>	<b>Organise events as part of office procedures</b>	
<b>Level: 4</b>		<b>Credits: 5</b>

### Purpose

This unit standard specifies the competencies required to organise events as part of office procedures. It includes identifying the date, venue and time for an event, arranging of programme, venue and catering facilities, making travel, car hire and accommodation arrangements, preparing and distributing promotional and advertisement material. This unit standard is intended for people who work in an office environment.

### Special Notes

1. Entry information  
Prerequisite:
  - Unit 90 - *Follow workplace safety procedures in an office environment or demonstrated equivalent knowledge and skills.*
2. To demonstrate competence, at a minimum, evidence is required of arranging date, venue and time for event, confirming programme, venue and catering facilities with respective parties, making necessary travel and accommodation arrangements, preparing and distributing promotional and advertisement materials. Evidence of arranging two events is required for assessment purposes.
3. Assessment evidence may be collected from a real workplace or a simulated real workplace or an appropriate simulated realistic environment in which office administration operations are carried out.
4. Performance of all elements in this unit standard must comply with all relevant workplace requirements and /or manufacturer's specifications.
5. Regulations and legislation relevant to this unit standard include the following:
  - Labour Act, No. 6, 1992
  - Occupational Health and Safety Regulations No. 18, 1997
 and all subsequent amendments.

### Quality Assurance Requirements

This unit standard and others within this subfield may be awarded by institutions which meet the accreditation requirements set by the Namibia Qualifications Authority and the Namibia Training Authority and which comply with the national assessment and moderation requirements. Details of specific accreditation requirements and the national assessment arrangements are available from the Namibia Qualifications Authority and the Namibia Training Authority on [www.nta.com.na](http://www.nta.com.na)

## **Elements and Performance Criteria**

### **Element 1: Identify date, venue and time for event**

#### **Performance Criteria**

- 1.1 A range of venues are inspected to determine suitability.
- 1.2 A range of dates and venues for the event is proposed to participants.
- 1.3 Suitable dates and venues are determined based on responses by participants.
- 1.4 Date and venue is booked in line with organisational requirements.
- 1.5 Date and venue is confirmed with participants in writing.

### **Element 2: Arrange programme, venue and catering facilities**

#### **Performance Criteria**

- 2.1 Programme is prepared in line with instructions and organisational requirements.
- 2.2 Special arrangements, logistics, room layout and equipment required are confirmed with the venue provider.
- 2.3 Event programme is forwarded to venue provider and caterers.
- 2.4 Venue and caterers are notified in writing and deposits paid.

### **Element 3: Make travel, car hire and accommodation arrangements**

#### **Performance Criteria**

- 3.1 Travel, car hire and accommodation requirements for all participants are determined.
- 3.2 Accommodation facilities are confirmed and booked in writing.
- 3.3 Car hire facilities are identified and confirmed in writing.
- 3.4 Travel arrangements are made and necessary documentation is forwarded to participants.
- 3.5 Disbursements advances for travel, car hire or accommodation are processed.

### **Element 4: Prepare promotional and advertising materials**

#### **Performance Criteria**

- 4.1 Target audience for promotional and advertising material is identified.
- 4.2 Content of promotional and advertising material is identified and prepared.

4.3 Promotional and advertising material is edited and prepared for production.

**Element 5: Distribute promotional and advertising materials for event**

**Performance Criteria**

- 5.1 Date for confirmation is identified and communicated to participants.
- 5.2 Documentation including promotional and advertising material is assembled, copied and collated.
- 5.3 Relevant documentation including promotional and advertising material is distributed in hard or electronic form to participants.

**Registration Data**

<b>Subfield:</b>	Business Services
<b>Date first registered:</b>	28 September 2006
<b>Date this version registered:</b>	28 September 2006
<b>Anticipated review:</b>	2011
<b>Body responsible for review:</b>	Namibia Training Authority