

# Events Assistant

Level  
3

## Duration

Typically 18 months

**Levy Cost** £9,000

**Non-Levy Cost**  
Fully funded or 5% (£450)

## How can an Events Assistant apprentice benefit my business?

An Events Assistant will develop the knowledge and skills to support a team in the organisation of events, carrying out a diverse range of tasks. Events could be for a small number of attendees through to potentially thousands and can be UK based or worldwide. An Events Assistant ensures the smooth running of an event: from employees attending a sales conference; to customers or suppliers attending the launch of a new product; to shareholders gathering at a conference designed to attract new investors.

## Who is the Events Assistant apprenticeship for?

An Events Assistant is an entry level position, typically working within a team of people in an events company or within the events department of a larger organisation. The role would usually provide support to a number of Event Planners or Project Managers by carrying out a diverse range of tasks necessary to plan, organise and deliver an event: for example, searching for the right location and venue for the event; working with the design team on the look and feel of the event; or organising logistics like transportation and catering.

## What will it cost the business to take on an apprentice?

**Levy-paying employers** in England can use funds in their Apprenticeship Service Account to fund apprenticeship training costs.

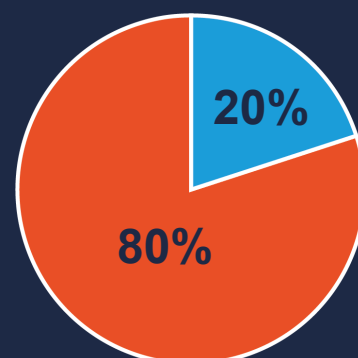
**Non-levy paying employers:** The government will fund between 95% - 100%\* of the cost of training an apprentice.

*\*This depends on how many people are employed within the company, the age of the apprentice and also if they have been in care or have a Local Authority Education, Health and Care Plan (EHCP).*

## How is the '20% off-the-job' training delivered?



Orange square	Work-based Activity / Assessment
Blue square	Classroom / Self Study



## Functional Skills

If your apprentice does not hold a GCSE 4/5 or equivalent in English and maths, they will be required to complete functional skills. Delivery options will be agreed upon before the commencement of the apprenticeship.

## End Point Assessment

The EPA tests and validates the knowledge, skills and behaviours that an apprentice has gained during their training and demonstrates the competence of an apprentice in their role. This assessment for the Events Assistant apprenticeship consists of:

- Project / practical case study
- A portfolio of evidence
- Professional discussion

## The Learner Journey

<b>Month 1</b>	Sign-up and induction	Skills scan • Developmental activities • Induction • Learning plan
<b>Months 2 - 16</b>	On programme	Monthly assessor visits • 1-2-1 coaching and mentoring • Assignments and training delivered and set • Progress and development reviews
<b>Months 17-18</b>	Preparation for EPA / EPA	Mock multiple-choice testing in preparation for EPA • Mock Professional observation • Mock Professional Discussion • EPA

## Progression

On successful completion there are several progression routes for your staff based on your business and their specific job role including:

- Events Management - BA (Hons)