



BRENTWOOD
OPEN LEARNING COLLEGE

CERTIFICATE IN
**CONFERENCE AND EVENT
PLANNING**

Web: www.bolc.co.uk

Email: admissions@bolc.co.uk

Course Introduction:

Although it does take plenty of creativity to design an event that is memorable and meaningful, it also takes careful attention to detail, adaptability, effective delegating, and a lot of work.

This course will walk you through the process of event management, from the beginning stages of planning, to the final touches (like decorations, food, and music). While this course is specifically for corporate event planning, the elements here can also be applied to more personal event planning. Essentially, we're creating an effective and well planned design that is ready for implementation and can be used over and over again.

Course Benefits

Accredited Course



Full Tutor Support



Delivered through distance learning



Self paced, no fixed schedules



Available to students any where in the world



Interest Free Fee Instalments



Course Duration: 125 Hours (Flexible)

Entry Requirement:

There is no particular entry requirement for this course.

Course Accreditation:

Certificate in Conference and Event Planning (Level 2)

Awarding Body: ABC Awards

Fee Schedule:

Total Fee: **£360** (Including Admission Fee)

Admission Fee: **£80**

10 Monthly Instalments: **£28** / Month

There is **£60** discount if fee is paid in full.

Discounted fee: £300



UNIT 1

Event Planning Essentials

- Identifying Key Event Elements
- Setting Goals and Objectives
- How to Write a Briefing Note
- Conference Planning Essentials
- Budgeting Basics
- Getting Strict About the Budget

UNIT 2

Using the Committee Approach

- Getting the Right People Doing the Right Things
- Doing Delegation Right
- The Delegation Process
- Connecting with Partners and Sponsors

UNIT 3

Advertising and Marketing

- Marketing for Small Events
- Marketing for Mandatory Events
- Marketing for Large Events
- Gathering Support

UNIT 4

Venue Selection and Managing Contracts

- Choosing a Venue
- Setting Up the Menu
- Business Etiquette Basics
- Celebrating Diversity
- Creating an Atmosphere of Service
- Managing Contracts

UNIT 4

Gathering Feedback and Closing the Event

- Gathering Feedback from Delegates
- Gathering Feedback from the Client
- Event Day Roles
- Managing Your Image
- Closing the Event
- Creating the Conference Report
- Post-Event Meeting

Your Learning Experience - FAQs

How is the course delivered?

Guided learning hours for the course are 125. The course is flexible you can work according to your own schedule. The course is assignment based after each course unit you will complete an assignment which you will submit to your tutor for marking. The tutor will mark the assignment and will upload feedback on the portal within 10 working days of the assignment being submitted. On successful completion of the unit you will move on to the next unit and this you will complete your course. There is no formal exam to take at the end.

How will I study?

When you enrol on this course you are assigned a personal expert tutor, to guide and encourage you throughout your studies with the College. Your tutor will be available throughout your course to give you help with specific issues, and difficult topics. Relevant practical exercises and projects are introduced throughout the course aimed at applying the theory and skills learnt.

What is so special about this course?

This is a unique course. We start from the very basics and give you all the essential knowledge required for working in the field successfully.

What support do students get?

Learning Material

All the core learning material will be provided to you from the college. You don't have to buy any text books. However we encourage our students to conduct their own further reading.

Additional Supporting Material

Additional support material and useful links are available on the LMS (Learning Management System) for further reading.

Tutor Support

When you enroll on any of our courses you are assigned a personal tutor to support you with your studies. You complete all this work under the supervision and guidance of your tutor who provides you feedback on your assignments and course work on regular basis throughout your course.

Online Discussion Forum

Our online forums enable you to share ideas with other students and support each other throughout your studies. Tutor's regularly review the forums and reply to student's questions or concerns.

Is the course accredited?

This course has been accredited under ABC Awards QLS (Quality License Scheme) by Brentwood Open Learning College. ABC Awards is a leading national Awarding Organisation, regulated by Ofqual, and the Welsh Government for their qualifications on the national framework i.e. the Qualifications and Curriculum Framework (QCF). It has a long established reputation for developing and awarding high quality vocational qualifications across a wide range of industries.

As a registered charity, ABC Awards combines 180 years of examination and assessment expertise but also implements a responsive, flexible and innovative approach to the needs of our customers.

How much does it cost?

The full course fee is **£360**

There are two Options available for you.

Option 1

When paying full fee in advance you will get **£60** fee discount and will pay **£300** for the complete course.

Option:2

When paying in instalments you will pay **£360** for the complete course. This fee will be paid according the following schedule:

At the time of admission **£80**. Then **10** instalments of **£28** each.

The fee covers complete cost of your course which includes: the cost of registration, course study material, tutor support and certification fee.

Payment Methods

We at BOLC offer you the variety of payment methods to make the payment process easily manageable. You can choose any of the following methods to pay your fee:

- ☞ **Credit or Debit Card**
- ☞ **PayPal**
- ☞ **Bank Transfer**

Can I pay my fees in instalments?

Yes, you can pay your fee in up to 10 interest free monthly instalments. However there is special fee discount available for those paying in full at the time of admission.

What Student Will Learn?

- Plan a complete corporate event, including an agenda, budget, goals, venue, audience, food, and whatever else your client needs
- Keep your event on budget
- Design an advertising and marketing plan that includes a comprehensive use of media, take aways, and/or swag bags
- Determine whether partners, sponsors, and volunteers can help to make your event unforgettable
- Create an atmosphere of service that delegates will remember
- Create a diversity plan
- Evaluate the process once it's all wrapped up

How to Apply?

Online:

You can enroll online by completing the **Apply Online** form on www.bolc.co.uk

OR

Email:

You can contact us on admissions@bolc.co.uk and we will send you all the course information along with the application form which you can fill in and return to us on the same email. After processing your application form we will send you an invoice for the payment of your fee along with guidance on making payment.



Apply Now!



CONTACT US

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