



BRENTWOOD
OPEN LEARNING COLLEGE

CERTIFICATE IN

EVENT MANAGEMENT

Web: www.bolc.co.uk

Email: admissions@bolc.co.uk

Course Introduction:

Event planning is one of the most exciting and lucrative fields today. Event planning is actually a process of managing a project.

An event could be a meeting, a convention, a trade show, a birth day party, or a convention. Event planning activities include; establishing a vision for the event, budgeting for the event, establishing timelines, reserving the event site, acquiring required permits, planning for food, arranging for transport, developing a theme, arranging activities for the participants, arranging for equipments and managing risks. The course consists of nine comprehensive and easy to follow course units covering from event planning basics to event planning process, development of themes for the events, planning budgets for the events, selecting event site, dealing with health and safety and environmental issues, marketing the event and finally setting up your own event planning business.

Course Benefits	BOLC Certificate
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: 200 Hours (Flexible)

Entry Requirement:

There is no particular entry requirement for this course.

Course Accreditation:

Certificate in Event Management
(Level 3)

Awarding Body: ABC Awards

Fee Schedule:

Total Fee: **£395** (Including Admission Fee)

Admission Fee: **£95**

12 Monthly Instalments: £25 / Month

There is **£80** discount if fee is paid in full.

Discounted fee: £315



UNIT 1

An Introduction to Event Planning

What is Event Planning?
Main Tasks Involved in Event Planning
The Basics of Event Planning
Skills Required for Event Planner

UNIT 2

Types of Events

Corporate Events
Social Events
Conference Planning Essentials
Meeting and Conventions Planning
Personal Events
Event Planning Essentials

UNIT 3

Event Planning Process

Planning & Executing
Monitoring
Controlling
Closing

UNIT 4

Event Concept and Theme

The Event Concept and Theme
Environmental Scanning
The Brainstorming Process
Developing a Theme for an Event
Creative Elements
Programming

UNIT 5

Event Budget Plan

Key Steps to Event Budgeting
Requirements of the Event
Income and Financing
Expenses

UNIT 6

Venue Selection

The Basic Steps in Developing a Site Plan
Venue Selection
Site-Design Consideration

UNIT 7

Health, Safety and Environmental Issues

The Phases of an Event
Planning for Safety in Large Events
Levels of Provision of Site

UNIT 8

Marketing the Event

Key Steps in Event Marketing
Marketing Strategy
Setting Marketing Objectives for the Event
Structure of a typical Marketing Plan

UNIT 9

Starting your Own Event Planning Service

Starting a Small Business
Writing a Business Plan
Marketing
Dealing with Vendors
Ethics

Your Learning Experience - FAQs

How is the course delivered?

Guided learning hours for the course are 200 to 250. 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 **£395**

There are two Options available for you.

Option 1

When paying full fee in advance you will get **£80** fee discount and will pay **£315** for the complete course.

Option:2

When paying in instalments you will pay **£395** for the complete course. This fee will be paid according the following schedule:

At the time of admission **£95**. Then **12** instalments of **£25** 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 12 interest free monthly instalments. However there is special fee discount available for those paying in full at the time of admission.

Career opportunities

There are many career opportunities in the industry. You can join an event management company or a media house that specialises in event management activities or you can either start working in the capacity of a freelancer or can set up your own events management business.

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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