



THE
Event School
LONDON

CERTIFICATE

TQUK CERTIFICATE IN EVENT PLANNING (RQF)

ONLINE COURSE

This fully online course provides a comprehensive introduction to the knowledge and skills required to plan, organise, market and evaluate events.

A TQUK qualification regulated by Ofqual



BOOK
ONLINE
NOW!

www.eventschool.london

COURSE SUMMARY

The objective of the qualification is to introduce learners to the skills required to plan, organise, market and evaluate events.

Areas covered include event planning, assessing risk, and contingency planning, marketing and market research, resource planning for events, communication and customer service for events and measuring and evaluating event success.

A comprehensive introduction to event planning.

Learn how to plan events from start to finish.

*Equipping you for
a career in events*

FULLY ONLINE

- Start within 48 hours of enrolment
- Fully online course
- Study from anywhere, any time
- TQUK Accredited course, listed on Ofqual's UK Regulated Qualifications Framework.
- Internationally recognised
- Access to Equal - an award winning e-learning platform
- Online assessment
- Industry experienced Assessors
- Flexible option to add live coaching

QUALIFICATION

TQUK L2 Certificate in Event Planning (RQF)

Qualification No: 603/3687/0

Accredited by Training

Qualifications UK

(An Ofqual Awarding Body)

ANY QUESTIONS?

Contact us with any queries

Email: info@eventschool.london

Office: +44 (0) 203 239 0950

WhatsApp: +44 (0) 7305 309 950



UNIT 1: PLANNING AN EVENT

- Section 1: The extent of the events industry
- Section 2: The scope of the event planner role
- Section 3: Planning an event
- Section 4: Planning for contingencies
- Section 5: The need for health, safety and security measures.

UNIT 2: REVIEWING AND EVALUATING AN EVENT

- Section 1: The importance of review and evaluation
- Section 2: The sources of information available for evaluating an event
- Section 3: The range of tool available for event evaluation
- Section 4: Planning the evaluation of an event.

UNIT 3: MARKETING AND MARKET RESEARCH FOR EVENT PLANNING

- Section 1: Understand why market research is important
- Section 2: The methods and resources available for marketing
- Section 3: Planning the marketing of an event.



COURSE CONTENT MODULES & TOPICS



*Shaping the leaders of
tomorrow's events.*



UNIT 4: PLANNING HUMAN RESOURCES FOR EVENTS

- Section 1: Understand how an event is managed
- Section 2: Understand the team which contribute to an event
- Section 3: Understand the human resource requirements for an event.

UNIT 5: COMMUNICATION AND CUSTOMER SERVICE FOR EVENTS

- Section 1: Understand the importance of communication at events
- Section 2: Understand equality and diversity in relation to events
- Section 3: Understand why customer service is important at an event
- Section 4: Produce guidance on expected standards of customer service for staff use.

PROGRESSION OPPORTUNITIES

- Certificate in Event Management
- Advanced Certificate in Conference, Exhibition & Event Management
- Diploma in Event Management
- Advanced Diploma in Event Management
- Higher Diploma in Event Management

IDEAL FOR LEARNERS WHO

Need the flexibility that fully online courses offer

Require minimal support and prefer to work independently at their own pace

Aren't able to commit to regular lessons or session times

Prefer an Ofqual accredited qualification



THIS LEVEL COURSE IS IDEAL FOR THOSE WHO

Require the foundation skills needed to enter and/or progress in the event industry

Are looking for career change and want to build on existing transferable skills

Would like to gain a solid theory base in planning and coordinating events

Have overseas experience or qualifications and wish to add British certification to their resume or portfolio



Who should do this course?



FULLY ONLINE LEARNING

We understand not everyone can find the time to attend our live classes in London or in our Virtual classrooms. And some students simply prefer independent learning where they can study in their own time and progress at their own pace.

That's why we offer this FULLY ONLINE study option.

*Dates, fees, content and inclusions are subject to change. Please check our website for the most up to date information

INDEPENDENT LEARNING ONLINE



Start within 48 hours of enrolment



Access for one year



Average time to complete is 8-12 weeks



Assessments - submitted and marked online



Join our LinkedIn Alumni Group for industry updates, volunteering options, work experience & job alerts



Interactive and engaging online materials including videos and activities

Book Now!

BRONZE: £375

Fully Online, Self Paced, Independent Learning with Online Assessment

OPTIONAL ADD LIVE COACHING



Choose dates & times to suit your schedule



Interested in specific types of events? We'll match you to a coach with a specialism in that field



Explore topics of interest or ask for guidance on your specific career goals

SILVER: £750

Online Units and Online Assessment PLUS 1-hour Virtual Coaching per unit

GOLD: £1,500

Online Units and Online Assessment PLUS 3-hours Virtual Coaching per unit

TESTIMONIALS

Our student feedback is consistently "excellent"!

And for our online courses, that's down to the award winning standard of our online learning platform and learning materials... and the care, support and shared expertise of our Online Tutors and Assessors.



TESTIMONIALS



"Thank you so much for my Online Course Certificate and Professional Development statement. I will like to express my heartfelt gratitude to your guidance to enable me to achieve this goal. I have plans of coming back to study more courses next year and I hope to continue doing my best in my current and future projects."

Afua, Ghana

"Compared to other online classes I have taken, this one was conducted very well! I was engaged and interested throughout."

Olivia, UK

"It was truly interesting! It was a great change from webinars and other courses than I watch"

Florine, France

"I love the convenience of online but I am so glad I booked the live coaching sessions as well - it really helped me understand more about each topic and the guidance on how to find work in events was great!"

Zak, UK



What our students say

THE EVENT SCHOOL LONDON ON YOUTUBE

Why not check out our YouTube Channel where you can find the latest news, interviews with Industry Experts, our Team and our Graduates and glimpses of life with us behind-the-scenes.



NEWS

We love creating relevant, contemporary, interactive learning and life experiences...both in London and in our Virtual Classrooms. And we love sharing them with you in our galleries.

This is life with students from as close as London, to as far away as Europe, Australia, Africa, Egypt, Brazil, Turkey, India, Bahrain, Canada, Qatar, Puerto Rico, the UAE and The Philippines!

Site Tours bring Theory to Life on The Event School London's ...



Our London Students
Love Site Tours!

* Dates, Fees, Content and Inclusions are subject to change.
Please check our website for the most up-to-date information.

Book now using the link below or
contact us via email, phone or whatsapp
to find out more and book your course.

Get started today

TQUK (L2) CERTIFICATE IN EVENT PLANNING (RQF)

FULLY ONLINE COURSE

BOOK NOW



THE
Event School
LONDON



+44 (0) 7305 309 559



+44 (0) 203 239 0950



info@eventschool.london