

SELF-ASSESSMENT GUIDE

Qualification	EVENTS MANAGEMENT SERVICES NC III	
Units of Competency Covered	EVENT PLANNING SERVICES	
<p>Instruction:</p> <ul style="list-style-type: none"> • Read each of the questions in the left-hand column of the chart. • Place a check in the appropriate box opposite each question to indicate your answer. 		
Can I?	YES	NO
• Interpret event brief correctly *		
• Identify event objectives correctly *		
• Develop proposal and bid material within a prescribed time*		
• Create an event concept, theme and format*		
• Create an appealing event concept		
• Design a theme that suits the concept		
• Format the event to suit the concept and the theme		
• Design detailed event program*		
• Source, evaluate and select primary and alternative event venue/site*		
• Arrange and confirm selected event venue/site*		
▪ Source and apply information on event operations, legal and ethical issues, information technology on the event management industry*		
<p>I agree to undertake assessment in the knowledge that information gathered will only be used for professional development purposes and can only be accessed by concerned assessment personnel and my manager/supervisor.</p>		
Candidate's Signature:	Date:	

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Qualification	EVENTS MANAGEMENT SERVICES NC III	
Unit of Competency Covered :	ON-SITE EVENT MANAGEMENT SERVICES	
Instruction: <ul style="list-style-type: none"> • Read each of the questions in the left-hand column of the chart. • Place a check in the appropriate box opposite each question to indicate your answer. 		
Can I?	YES	NO
• Prepare on-site management, oversees set-up and conducts appropriate briefings*		
• Monitor on-going event operations*		
• Monitor contractors' performance*		
• Ensure contractors follow safety rules and regulations of the venue and the event		
• Ensure contractors follow sanitation and hygienic practices of the venue and the event		
• Handle unforeseen situations promptly and correctly		
• Seek and integrate protocol procedures in work program*		
▪ Update knowledge on protocol*		
<p>I agree to undertake assessment in the knowledge that information gathered will only be used for professional development purposes and can only be accessed by concerned assessment personnel and my manager/supervisor.</p>		
Candidate's Signature:	Date:	