

Competency area  (based on NOS and current accreditation framework for HE institutions)	Requirements for HE institutions offering U/G degrees in Events Management  (for Student Membership)	Type of evidence required	Requirements for vocational individuals that have not completed a degree in Events Management  (for Associate Membership)*	Type of evidence required
A. Manage creative and commercial aspects of events sustainably				
A1. Concept	Demonstrate that students have developed their own event concepts including measurable objectives	Module handbook and learning outcomes	Demonstrate that you have developed an event concept or worked with another organisation or person to develop an event concept to include measurable objectives	Reference from client / stakeholder  OR written evidence of development of concept to include measurable objectives
A2. Feasibility	Demonstrate that students understand what is required of an event feasibility study and that they have put this understanding into practice	Module handbooks, learning outcomes and examples of feasibility studies carried out by students to include market scanning and budget considerations	Demonstrate that you have undertaken feasibility studies for an event	Provide evidence of the types of data collected / activities undertaken for an event feasibility study to include budget considerations and market scanning  Application for membership section A.

<p>A3. Manage risks to your organisation</p>	<p>Demonstrate that students have learnt the theory related to PESTEL analyses and how to apply this to the events environment</p>	<p>Module handbooks, learning outcomes, examples of assessments demonstrating where and how students have covered these points</p>	<p>Demonstrate environment scanning exercises and external risk assessments</p>	<p>Provide examples of environment scanning exercises undertaken by your organisation</p> <p>Application for membership section A</p>
<p>A4. Ensure compliance with legal, regulatory, ethical, insurance, social and sustainability requirements</p>	<p>Demonstrate that students have considered all compliance, regulatory (including Covid-19), ethical, social and sustainability requirements for their live events projects.</p> <p>Consider UNSDGs</p>	<p>Module handbooks, module descriptors</p> <p>Provide evidence of event management plan documents produced by students to accompany live events that demonstrate how compliance has been met in all mentioned areas</p>	<p>Demonstrate compliance with all regulatory guidance for an event.</p>	<p>Provide an example event management plan demonstrating compliance. Provide evidence of PL insurance. Provide example of Covid-19 guidelines and strategies applied to an event. Provide sustainability management plan for an event. Provide evidence of compliance with Equality Act 2010</p> <p>Provide evidence that social and ethical requirements have been met.</p> <p>Application for membership (appendix A)</p>
<p>A5. Identify, negotiate and secure a sustainable venue for an event</p>	<p>Demonstrate that students are required to identify, negotiate and secure a sustainable venue for an event at some point during the course OR that they have learnt the theory in</p>	<p>Module handbooks, module descriptors and assessment briefs</p>	<p>Demonstrate that you have identified, negotiated and secured a sustainable venue for an event that takes into consideration environmental and social impacts</p>	<p>Provide an example of when you have identified, negotiated and secured a venue for an event. Show which aspects of sustainability you considered and how.</p>

	<p>relation to selecting, negotiating and securing a <b>sustainable</b> venue. Consideration of environmental and community impacts in relation to the venue should be included</p>			<p>Application for membership section A</p>
A6. Identify and negotiate contracts for an event	<p>Demonstrate that students have EITHER identified and negotiated contracts for an event OR understand the role and importance of a range of contracts for event management</p>	<p>Module handbooks, module descriptors and assessment briefs</p>	<p>Demonstrate that you have identified and negotiated contracts for an event</p>	<p>Provide 2 examples of when you have secured contracts for an event (other than the venue).</p> <p>Application for membership section A</p>
A7. Develop and extend critical and creative thinking skills	<p>Demonstrate that students have developed critical thinking and creative thinking skills in relation to events management</p>	<p>Module handbooks, module descriptors, assessment briefs</p>	<p>Demonstrate that you have used critical thinking skills and creative skills when working on an event</p>	<p>Provide detail on 1 example where you have used critical thinking skills when working towards or on an event.</p> <p>Provide details on 1 example where you have applied creative thinking skills when working towards or on an event.</p> <p>Application for membership section A</p>
A8. Collaborate in a creative process	<p>Demonstrate that students have collaborated in a creative project</p>	<p>Provide example minutes of group meetings from a student group-work project</p>	<p>Demonstrate that you have collaborated on a creative project</p>	<p>Reference from a collaborator</p>

				Application for membership Appendix A
A9. Clarify creative and production requirements	Demonstrate that students have clearly stated the creative and production requirement for an event.	Provide mood boards / presentations with creative aspects and technical specifications (including sound and lighting requirements)	Demonstrate that you have clarified creative aspects of an event (e.g. theming)  Demonstrate that you have clarified production elements for an event	Provide an example of where you have clarified the creative elements of an event (this could be the programme or the set design / installations etc.) Application for membership section A and appendix A  Provide example technical specifications for an event (sound and lighting) Application for membership section A and Appendix A
A10. Identify appropriate technology to be used for all aspects of event	Demonstrate that students have the knowledge to identify appropriate technologies to be used at a variety of events	EITHER – demonstrate that students have experience of using / producing at least 2 of the following: <ul style="list-style-type: none"> <li>• Event registration systems</li> <li>• GDPR and Data management</li> <li>• Online (digital) marketing, including social media &amp; apps</li> <li>• Event planning technologies – Gantt</li> </ul>	Demonstrate that you have the knowledge to identify appropriate technologies to be used at events	Give an example of an event where you have identified the appropriate technologies to be used (this should be an event where at least 3 different technology types have been identified)  Examples could be as follows: <ul style="list-style-type: none"> <li>• Event registration systems</li> <li>• GDPR and Data management</li> </ul>

		<p>Charts, Project or similar.</p> <ul style="list-style-type: none"> <li>• Online and hybrid events</li> <li>• AR and VR applications</li> <li>• Event ticketing and paperless payment systems</li> </ul> <p>OR show knowledge and learning on event technologies (such as the ones above) within module handbooks / descriptors / assessments</p>		<ul style="list-style-type: none"> <li>• Online (digital) marketing, including social media &amp; apps</li> <li>• Event planning technologies – Gantt Charts, Project or similar.</li> <li>• Online and hybrid events</li> <li>• AR and VR applications</li> <li>• Event ticketing and paperless payment systems</li> </ul> <p>Application for membership section A</p>
A11. Set up appropriate ethical and sustainable procurement policies and procedures	Demonstrate that students understand the importance of ethical and sustainable procurement policies and procedures	Module handbooks, module descriptors, assessment briefs.	Demonstrate that you understand the processes behind sustainable and ethical procurement policies and procedures	<p>Provide 2 examples of the procurement policies of your organisation that demonstrate ethical and sustainability aspects</p> <p>Application for membership appendix A</p>

- There will be different requirements for these based on level of membership