

 European Transfer of Traveller Vocational Education	<b>Planning and carrying out business events</b>	<b>ECVET Unit no. 08</b>
	<b>BeKoSch</b>	<b>Level 2</b>
		<b>Credit points 10%</b>

Knowledge	Skills
<ul style="list-style-type: none"> <li>• variety of target groups</li> <li>• types of events</li> <li>• basic knowledge of Excel</li> <li>• basis of layout of an invitations</li> <li>• advertising channels</li> <li>• basics of accounting</li> <li>• sponsorship</li> <li>• laws to consider for organizing events</li> <li>• infrastructure of an event</li> <li>• schedule of events of events</li> <li>• safety regulations</li> <li>• environmental regulations</li> </ul>	<p>The students are able</p> <ul style="list-style-type: none"> <li>• to describe a schedule before, during and after the event</li> <li>• to fill in different activities in a grid</li> <li>• to describe different suppliers</li> <li>• to recognize the cost of an event</li> <li>• to find companies and partners for sponsoring</li> <li>• to organize relevant license</li> <li>• to outline invitations</li> <li>• to prepare a quotation</li> <li>• to participate in customer service</li> <li>• to create a concept for waste management</li> <li>• to consider safety regulations of events</li> <li>• to fill in evaluation forms</li> </ul>
Competences	
<p>The students are able</p> <ul style="list-style-type: none"> <li>• to plan events according to specifications</li> <li>• to organize events in correspondence with a target group</li> <li>• to consider environmental protection</li> <li>• to use feedback as an instrument for quality control</li> <li>• to recognize the advantages of sponsoring</li> </ul>	

 European Transfer of Traveller Vocational Education	<b>Planning and carrying out business events</b>	<b>ECVET Unit no. 08</b>
	<b>BeKoSch</b>	<b>level 3</b>
		<b>Credit points 10%</b>

Knowledge	Skills
<ul style="list-style-type: none"> <li>• Quantitative comparison of quotations</li> <li>• description of a target group</li> <li>• types of events</li> <li>• acquisition of staff</li> <li>• basic knowledge of Excel</li> <li>• Designing layouts with PowerPoint</li> <li>• costs of print and radio advertising</li> <li>• calculating costs</li> <li>• types of financing</li> <li>• sponsorship</li> <li>• legal basis: event management</li> <li>• infrastructure of an event</li> <li>• safety regulations of events</li> <li>• environmental regulations</li> </ul>	<p>The students are able</p> <ul style="list-style-type: none"> <li>• to describe the aim of an event considering the main target group</li> <li>• to compare quotations</li> <li>• to select an event grid</li> <li>• to coordinate the staff work independently</li> <li>• to coordinate the work of suppliers and event partners</li> <li>• to calculate the cost of an event</li> <li>• to find partners for a sponsorship</li> <li>• to organize the application considering the necessary license</li> <li>• to complete invitations independently</li> <li>• to optimize customer loyalty through presents</li> <li>• to communicate customer orientedly</li> <li>• to implement a concept of waste prevention</li> <li>• to consider safety regulations of the event</li> <li>• to evaluate the event</li> </ul>
Competences	
<p>The students are able</p> <ul style="list-style-type: none"> <li>• to evaluate the feedback of the event</li> <li>• to use PowerPoint und Excel independently</li> <li>• to pay attention to environmental regulations</li> </ul>	

 European Transfer of Traveller Vocational Education	<b>Planning and carrying out business events</b>	<b>ECVET Unit no. 08</b>
	<b>BeKoSch</b>	<b>Level 4</b>
		<b>Credit points 10%</b>

Knowledge	Fertigkeiten
<ul style="list-style-type: none"> <li>• calculation scheme</li> <li>• analysis of target group</li> <li>• types of events</li> <li>• recruitment and scheduling of employees</li> <li>• basic knowledge of Excel</li> <li>• layout of invitations</li> <li>• cost analysis of the dissemination in print, radio, television media</li> <li>• different ways of financing an event</li> <li>• sponsorship</li> <li>• logistic of an event</li> <li>• legal basis: event management</li> <li>• infrastructure of an event</li> <li>• brochures</li> <li>• quality management</li> <li>• safety regulations for events</li> <li>• environmental regulations</li> </ul>	<p>The students are able</p> <ul style="list-style-type: none"> <li>• to assess the aim of an event considering the main target group</li> <li>• to prepare quotations</li> <li>• to prepare a grid of an event schedule</li> <li>• to coordinate activities before, during and after the event</li> <li>• to analyze suppliers and partners of the event</li> <li>• to calculate costs of an event</li> <li>• to find partners for suitable sponsorship</li> <li>• to coordinate the application considering the necessary license</li> <li>• to supervise the schedule</li> <li>• to design invitations</li> <li>• to design event flyer and prepare presents for customer to optimize their loyalty</li> <li>• to communicate customer-orientedly</li> <li>• to develop a concept of waste management</li> <li>• to coordinate safety instructions of the event</li> <li>• to evaluate the event</li> </ul>
Competences	
<p>The students are able</p> <ul style="list-style-type: none"> <li>• to submit a review according to the feedback of the event</li> <li>• to analyze different topics of the program with respect to the target group</li> <li>• to recommend suitable measures for environmental protection</li> <li>• to evaluate their communication skills</li> </ul>	