

Events and Meetings

QCF Units of Assessment

Final NVQ Units

April 2010

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Title	Support the co-ordination of an event
Skills CFA Unit No.	Q224
WBA Unit No.	D/601/2508
Level	2
Credit Value	3
GLH	20
Learning Outcomes	Assessment Criteria
The learner will	The learner can
1. Understand the role and purpose of supporting the co-ordination of an event	1.1 Describe the range of support activities that may be required when supporting the co-ordination of an event 1.2 Identify the responsibilities involved in supporting the co-ordination of an event 1.3 Describe the types of problems that may occur during events and how to deal with these 1.4 Describe the points to observe when clearing and vacating an event 1.5 Describe the types of follow-up activities that may be required to carry out the co-ordination of an event
2. Be able to support the co-ordination of an event	2.1 Contribute to the co-ordination of an event by: <ul style="list-style-type: none"> a) preparing the venue and making sure all necessary resources and supporting activities are in place b) arranging resources during an event, in line with agreed plans c) helping delegates to feel welcome d) meeting delegates' needs throughout an event e) resolving or referring problems, as required f) liaising with the management of the venue to make sure

	<p>facility resources are in place</p> <p>g) clearing, and vacating the venue according to the terms of the contract</p> <p>h) preparing and circulating papers, or completing other follow up actions following the event, if required</p>
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Additional Information about the unit	
Unit purpose and aim(s)	This unit is about supporting the co-ordination and delivery of an event.
Unit expiry date	31 December 2013
Details of the relationship between the unit and relevant national occupational standards or other professional standards or curricula (if appropriate)	Skills CFA
Assessment requirements or guidance specified by a sector or regulatory body (if appropriate)	Assessment Strategy
Support for the unit from an SSC or other appropriate body (if required)	Skills CFA
Location of the unit within the subject/sector classification system	15. Business, Administration and Law 15.2 Administration
Name of the organisation submitting the unit	Skills CFA
Availability for use	Shared
Unit available from	1 August 2010
Unit guided learning hours	20

Title	Support the organisation of an event
Skills CFA Unit No.	Q223
WBA Unit No.	L/601/2505
Level	2
Credit Value	2
GLH	15
Learning Outcomes	Assessment Criteria
The learner will	The learner can
1. Understand the role and purpose of providing support with the organisation of an event	1.1 Describe the role and responsibilities required when supporting the organisation of an event 1.2 Identify a range of support activities that may be required when supporting the organisation of an event 1.3 Identify the purpose and value of giving assistance with organising an event 1.4 Describe the different types of events and their main features 1.5 Describe the types of risks associated with events and how to minimise these 1.6 Outline the types of information that delegates will need 1.7 Explain how to identify suitable venues for different types of events 1.8 Describe the types of resources needed to prepare for different types of events 1.9 Outline the different special requirements that delegates may have and how to meet these 1.10 Describe the health, safety and security requirements that need to be considered when organising events
2. Be able to support the organisation of an event	2.1 Contribute to the organisation of an event by:

	<ul style="list-style-type: none"> a) supporting the implementation of the plan for the event to meet agreed objectives b) identifying resources and support needed for organising an event c) identifying and costing suitable venues d) arranging resources and production of event materials e) preparing and sending of invitations to delegates f) co-ordinating delegate responses g) liaising with the venue to confirm event requirements h) providing delegates with joining instructions and event materials i) rehearsing arrangements to make sure the event runs smoothly, if required j) following all legal and contractual requirements k) following the relevant health, safety and security requirements for the event
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Additional Information about the unit	
Unit purpose and aim(s)	This unit is about supporting the organisation of an event.
Unit expiry date	31 December 2013
Details of the relationship between the unit and relevant national occupational standards or other professional standards or curricula (if appropriate)	Skills CFA
Assessment requirements or guidance specified by a sector or regulatory body (if appropriate)	Assessment Strategy

Support for the unit from an SSC or other appropriate body (if required)	Skills CFA
Location of the unit within the subject/sector classification system	15. Business, Administration and Law 15.2 Administration
Name of the organisation submitting the unit	Skills CFA
Availability for use	Shared
Unit available from	1 August 2010
Unit guided learning hours	15

Title	Support the organisation of business travel or accommodation
Skills CFA Unit No.	Q225
WBA Unit No.	Y/601/2510
Level	2
Credit Value	3
GLH	18
Learning Outcomes	Assessment Criteria
The learner will	The learner can
1. Understand the purpose of confirming a brief and budget for business travel or accommodation	1.1 Explain the purpose of obtaining and confirming instructions for arranging business travel or accommodation 1.2 Explain the purpose and benefits of confirming the requirements of a brief and budget for business travel or accommodation arrangements 1.3 Explain the purpose of following the requirements of a brief and budget for business travel or accommodation arrangements 1.4 Describe how to support the organisation of business travel or accommodation to meet expectations 1.5 Describe the main types of business travel or accommodation arrangements that may need to be made and the procedures to follow 1.6 Describe how to obtain best value for money when making business travel or accommodation arrangements 1.7 Describe how to keep records of business travel or accommodation arrangements 1.8 Outline the documents and information to provide to the person who is travelling and how to obtain these 1.9 Describe the types of problems

	that may occur with business travel or accommodation arrangements and the correct procedures to follow in order to deal with these problems
2. Know the sources of information and facilities available to make business travel or accommodation arrangements	2.1 Describe sources of information, and the facilities available, for making business travel or accommodation arrangements
3. Be able to support the organisation with business travel or accommodation arrangements	<p>3.1 Confirm the brief and budget for business travel or accommodation arrangements</p> <p>3.2 Check a draft itinerary and schedule with organiser or traveller(s)</p> <p>3.3 Identify suitable business travel or accommodation options</p> <p>3.4 Book suitable business travel or accommodation arrangements, following instructions:</p> <ul style="list-style-type: none"> a) to meet the brief and budget using available sources of information and facilities b) obtaining best value for money c) making payment or agreeing payment arrangements <p>3.4 Obtain confirmations, and collate documents for business travel or accommodation arrangements</p> <p>3.5 Maintain records of business travel or accommodation arranged</p> <p>3.6 Provide the organiser or traveller(s) with an itinerary and required documents in good time</p> <p>3.7 Confirm with the organiser or traveller(s) that itinerary and documents meet requirements</p> <p>3.8 Resolve or refer problems to the appropriate person</p>

Additional Information about the unit	
Unit purpose and aim(s)	This unit is about supporting the delivery of business travel or accommodation arrangements following instruction from the organiser or traveller(s).
Unit expiry date	31 December 2013
Details of the relationship between the unit and relevant national occupational standards or other professional standards or curricula (if appropriate)	Skills CFA
Assessment requirements or guidance specified by a sector or regulatory body (if appropriate)	Assessment Strategy
Support for the unit from an SSC or other appropriate body (if required)	Skills CFA
Location of the unit within the subject/sector classification system	15. Business, Administration and Law 15.2 Administration
Name of the organisation submitting the unit	Skills CFA
Availability for use	Shared
Unit available from	1 August 2010
Unit guided learning hours	18

Title	Support the organisation of meetings
Skills CFA Unit No.	Q226
WBA Unit No.	T/601/2515
Level	2
Credit Value	4
GLH	18
Learning Outcomes	Assessment Criteria
The learner will	The learner can
1. Understand the arrangements to be made to support the planning and organising of meetings	1.1 Describe the role and responsibilities for supporting the organiser of the meeting 1.2 Describe different types of meetings and their main features 1.3 Describe how to help plan meetings to meet agreed aims and objectives 1.4 Describe the types of resources that may be needed for different types of meetings 1.5 Describe health, safety and security arrangements to follow when organising meetings 1.6 Explain the purpose of following the agreed brief, plan and the resources required, for arranging a meeting 1.7 Identify the sources and types of information and services needed to arrange a meeting 1.8 Describe how to help the meeting organiser during the meeting 1.9 Describe the organisational procedures for clearing and vacating a meeting room
2. Be able to prepare for a meeting	2.1 Confirm the purpose and venue of a meeting 2.2 Confirm a budget for a meeting, if required 2.3 Organise and confirm venue, equipment and catering

	<p>requirement, if required requirements</p> <p>2.4 Invite attendees and confirm attendance</p> <p>2.5 Collate and dispatch papers for a meeting within agreed timescales</p> <p>2.6 Make sure attendees' needs are met</p> <p>2.7 Make sure equipment and layout of the rooms meets the meeting brief</p> <p>2.8 Keep records of arrangements made and services used</p> <p>2.9 Attend to any requirements during the meeting as directed by the meeting organiser</p>
3. Be able to follow up a meeting	<p>3.1 Follow organisation procedures for clearing a meeting room</p> <p>3.2 Circulate a meeting record to agreed timescales</p> <p>3.3 Make sure arrangements for payments have been met, if required</p> <p>3.4 Contribute to the evaluation of arrangements made for meetings, as required</p>

Additional Information about the unit	
Unit purpose and aim(s)	This unit is about supporting the planning and organisation of meetings.
Unit expiry date	31 December 2013
Details of the relationship between the unit and relevant national occupational standards or other professional standards or curricula (if appropriate)	Skills CFA
Assessment requirements or guidance specified by a sector or	Assessment Strategy

regulatory body (if appropriate)	
Support for the unit from an SSC or other appropriate body (if required)	Skills CFA
Location of the unit within the subject/sector classification system	15. Business, Administration and Law 15.2 Administration
Name of the organisation submitting the unit	Skills CFA
Availability for use	Shared
Unit available from	1 August 2010
Unit guided learning hours	18

Title	Co-ordinate an event	
Skills CFA Unit No.	Q321	
WBA Unit No.	Y/601/2541	
Level	3	
Credit Value	34	
GLH	30	
Learning Outcomes	Assessment Criteria	
The learner will	The learner can	
1. Understand the role of an event co-ordinator in managing an event to meet the objectives of the brief	1.1 Explain the responsibilities of an event co-ordinator 1.2 Describe the purpose of agreeing a plan that meets the objectives of the event brief	
2. Understand the activities required when co-ordinating an event	2.1 Explain the role of the event co-ordinator during the event for: a) all delegate provision and needs, b) meeting relevant health, safety and security requirements c) observing legal and organisational requirements for contracts d) co-ordinating resources and the use of event materials e) liaising with the venue and supporting team during an event to make sure all requirements are met and roles are carried out f) resolving problems g) overseeing the work of key staff 2.2 Explain the role of an event co-ordinator after an event for: a) clearing and vacating the venue b) organising follow up papers and activities, if required c) reconciling accounts to budget d) evaluating an event and the methods that can be used to	

	do this
3. Be able to co-ordinate an event	3.1 Prepare the venue and make sure all necessary resources are in place 3.2 Co-ordinate activities during an event, in line with agreed plans 3.3 Help delegates to feel welcome 3.4 Respond to delegates' needs throughout an event 3.5 Resolve problems, as required 3.6 Oversee the work of key staff during the event 3.7 Monitor compliance with relevant health, safety and security requirements 3.8 Liaise with the management of the venue to make sure facility resources are in place 3.9 Arrange clearing, and vacating the venue according to the terms of the contract 3.10 Prepare and circulate papers, or complete other follow up actions following the event, if required 3.11 Reconcile accounts to budget, if required 3.12 Evaluate an event identifying recommendations and passing these on to relevant colleagues, where relevant 3.13 Agree key learning points and use these to improve the running of future events

Additional Information about the unit	
Unit purpose and aim(s)	This unit is about co-ordinating the delivery of an event.
Unit expiry date	31 December 2013
Details of the relationship between the unit and relevant national occupational standards or other	Skills CFA

professional standards or curricula (if appropriate)	
Assessment requirements or guidance specified by a sector or regulatory body (if appropriate)	Assessment Strategy
Support for the unit from an SSC or other appropriate body (if required)	Skills CFA
Location of the unit within the subject/sector classification system	15. Business, Administration and Law 15.2 Administration
Name of the organisation submitting the unit	Skills CFA
Availability for use	Shared
Unit available from	1 August 2010
Unit guided learning hours	25

Title	Evaluate the organisation of business travel or accommodation	
Skills CFA Unit No.	Q324	
WBA Unit No.	K/601/2544	
Level	3	
Credit Value	2	
GLH	10	
Learning Outcomes	Assessment Criteria	
The learner will	The learner can	
1. Understand the purpose and processes of evaluating business travel or accommodation arrangements	1.1 Describe different criteria that may be used to evaluate arrangements for business travel or accommodation 1.2 Explain the benefits of evaluating business travel or accommodation arrangements for individuals and organisations	
2. Be able to evaluate business travel or accommodation arrangements	2.1 Use records of business travel and accommodation arrangements made and services used and assess their effectiveness 2.2 Use feedback from a traveller(s) to assess the effectiveness of business travel and accommodation arrangements made and services used 2.3 Record outcomes of evaluations to inform future service expectations 2.4 Make recommendations to the appropriate people to update business travel or accommodation policies and procedures	

Additional Information about the unit	
Unit purpose and aim(s)	This unit is about evaluating the effectiveness of processes, services, etc involved in the delivery of business travel or accommodation

	arrangements.
Unit expiry date	31 December 2013
Details of the relationship between the unit and relevant national occupational standards or other professional standards or curricula (if appropriate)	Skills CFA
Assessment requirements or guidance specified by a sector or regulatory body (if appropriate)	Assessment Strategy
Support for the unit from an SSC or other appropriate body (if required)	Skills CFA
Location of the unit within the subject/sector classification system	15. Business, Administration and Law 15.2 Administration
Name of the organisation submitting the unit	Skills CFA
Availability for use	Shared
Unit available from	1 August 2010
Unit guided learning hours	10

Title	Organise business travel or accommodation
Skills CFA Unit No.	Q323
WBA Unit No.	H/601/2543
Level	3
Credit Value	5
GLH	20
Learning Outcomes	Assessment Criteria
The learner will	The learner can
<p>1. Understand the range of information, requirements and procedures that may be needed for all types of business travel or accommodation arrangements</p>	<p>1.1 Explain the purpose and benefits of agreeing the brief and budget of travel or accommodation arrangements with traveller(s)</p> <p>1.2 Explain how to organise business travel or accommodation to meet expectations</p> <p>1.3 The sources of information and facilities that are used to make travel or accommodation arrangements</p> <p>1.4 Describe the main types of business travel or accommodation arrangements that can be made, including those requiring additional specialist documents and facilities</p> <p>1.5 How to obtain best value for money when making travel or accommodation arrangements</p> <p>1.6 Explain procedures for obtaining specific information, facilities or documents for</p> <p>a) payment facilities and foreign currency, if required</p> <p>b) insurance and health precautions, if required</p> <p>c) visas, and passport requirements, if required</p> <p>d) security and emergencies, if required</p> <p>1.7 How to keep records of travel or</p>

	<p>accommodation arrangements, including financial records</p> <p>1.8 The types of information that are confidential and how to store them in line with current legislation</p>
<p>2. Understand the types of problems that may occur with business travel or accommodation arrangements and how to deal with them</p>	<p>2.1 Describe problems that may occur when making arrangements for business travel or accommodation</p> <p>2.2 Explain ways of resolving problems that may arise</p>
<p>3. Be able to organise different types of business travel or accommodation arrangements</p>	<p>3.1 Agree the business travel or accommodation brief and budget with traveller(s)</p> <p>3.2 Check draft itinerary and schedule with a traveller(s)</p> <p>3.3 Research suitable business travel or accommodation options</p> <p>3.4 Make business travel arrangements or book accommodation, to brief and budget, obtaining best value for money</p> <p>3.5 Make necessary payments or arrange payment facilities</p> <p>3.6 Make additional arrangements for international travel and accommodation, if required</p> <p>3.7 Obtain confirmations and record all details of arrangements</p> <p>3.8 Collate all documents and other items</p> <p>3.9 Keep business travel items (if required) safe and secure until handed over</p> <p>3.10 Provide traveller(s) with itinerary and all required information and documents, in good time</p> <p>3.11 Confirm with traveller(s) that all items provided meet requirements</p> <p>3.12 Resolve problems that may</p>

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Additional Information about the unit	
Unit purpose and aim(s)	This unit is about organising the delivery of travel or accommodation arrangements to meet the travellers brief within budget.
Unit expiry date	31 December 2013
Details of the relationship between the unit and relevant national occupational standards or other professional standards or curricula (if appropriate)	Skills CFA
Assessment requirements or guidance specified by a sector or regulatory body (if appropriate)	Assessment Strategy
Support for the unit from an SSC or other appropriate body (if required)	Skills CFA
Location of the unit within the subject/sector classification system	15. Business, Administration and Law 15.2 Administration
Name of the organisation submitting the unit	Skills CFA
Availability for use	Shared
Unit available from	1 August 2010
Unit guided learning hours	30

Title	Plan and organise an event
Skills CFA Unit No.	Q320
WBA Unit No.	R/601/2540
Level	3
Credit Value	4
GLH	28
Learning Outcomes	Assessment Criteria
The learner will	The learner can
1. Understand the role of an event organiser in planning an event	1.1 Explain the purpose and benefits of planning an event 1.2 Explain the role of the event organiser in: a) meeting the objectives of the event b) agreeing a brief and budget for the event 1.3 Identify and evaluate the types of risks associated with events and explain how to minimise these 1.4 Explain the purpose and benefits of a contingency plan for an event 1.5 Describe the types of problems that may occur when organising an event and how to solve them 1.6 Categorise different types of events and their main features
2. Understand the arrangements to be made when planning and organising an event	2.1 Explain the role of the event organiser for a) anticipating and planning for all delegate provision and needs before and during the event, including investigating and providing for any special requirements b) meeting relevant health, safety and security arrangements c) meeting legal and organisational requirements for contracts

	<ul style="list-style-type: none"> d) organising resources and the production of event materials e) the types of activities and resources that may be needed during an event f) liaison with the venue and the supporting team to make sure all requirements are met and roles are understood
<p>3. Understand the different types of venues and resources needed for different types of events</p>	<ul style="list-style-type: none"> 3.1 Identify and evaluate different types of venue in terms of suitability for events and costs 3.2 Describe a range of resources that may be needed for events and illustrate how they may be used 3.3 Identify examples, and explain the purpose and benefits of selection criteria when choosing a venue and resources for an event
<p>4. Be able to plan and organise an event</p>	<ul style="list-style-type: none"> 4.1 Agree an event brief and budget 4.2 Agree a plan for an event, which will meet agreed objectives and address any identified risks and contingencies 4.3 Identify and agree resources and support needed for organising an event 4.4 Agree requirements for venue(s) 4.5 Identify venue and agree costings 4.6 Liaise with the venue to confirm event requirements and / or any special delegate requirements 4.7 Agree requirements for resources 4.8 Co-ordinate resources and production of event materials 4.9 Make sure arrangements are in place for the event to meet relevant health, safety and security requirements

	<p>4.10 Make sure legal and organisational requirements for contracts are met</p> <p>4.11 Make sure that all those involved are briefed and trained to fulfil their roles</p> <p>4.12 Delegate functions to the event team as required</p> <p>4.13 Make arrangements for rehearsals to make sure the event runs smoothly, if required</p> <p>4.14 Make sure invitations are sent out to delegates</p> <p>4.15 Manage delegate responses</p> <p>4.16 Prepare joining instructions and event materials to be sent to delegates</p>
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Additional Information about the unit	
Unit purpose and aim(s)	This unit is about planning and organising an event.
Unit expiry date	31 December 2013
Details of the relationship between the unit and relevant national occupational standards or other professional standards or curricula (if appropriate)	Skills CFA
Assessment requirements or guidance specified by a sector or regulatory body (if appropriate)	Assessment Strategy
Support for the unit from an SSC or other appropriate body (if required)	Skills CFA
Location of the unit within the subject/sector classification system	15. Business, Administration and Law 15.2 Administration
Name of the organisation submitting the unit	Skills CFA

Availability for use	Shared
Unit available from	1 August 2010
Unit guided learning hours	28

Title	Plan and organise meetings
Skills CFA Unit No.	Q322
WBA Unit No.	D/601/2542
Level	3
Credit Value	5
GLH	25
Learning Outcomes	Assessment Criteria
The learner will	The learner can
1. Understand the arrangements and actions required for planning and organising meetings	1.1 Explain the role of the person planning and organising a meeting 1.2 Describe the different types of meetings and their main features 1.3 Explain how to plan meetings that meet agreed aims and objectives 1.4 Explain the purpose of agreeing a brief for the meeting 1.5 Explain how to identify suitable venues for different types of meetings 1.6 Describe the types of resources needed for different types of meetings 1.7. Outline the main points that should be covered by an agenda and meeting papers 1.8 Explain the purpose of meeting attendees' needs and special requirements, and providing them with information required for meetings 1.9 Describe the health, safety and security requirements that need to be considered when organising meetings 1.10 Explain the purpose and benefits of briefing the chair before a meeting 1.11 Explain the purpose of welcoming and providing suitable refreshments to

	<p>attendees, if required</p> <p>1.12 Describe the types of information, advice and support that may be need to be provided during a meeting</p> <p>1.13 Describe the types of problems that may occur during a meeting and how to solve them</p> <p>1.14 Explain what should be included in a record of a meeting, and the purpose of ensuring the record is accurate and approved</p> <p>1.15 Explain how to record actions and follow up, if required</p> <p>1.16 Explain the purpose of collecting and evaluating participant feedback from the meeting</p> <p>1.17 Describe how to agree learning points to improve the organisation of future meetings</p>
<p>2. Be able to prepare for a meeting</p>	<p>2.1 Agree and prepare the meeting brief, checking with others, if required</p> <p>2.2 Agree a budget for the meeting, if required</p> <p>2.3 Prepare and agree an agenda and meeting papers</p> <p>2.4 Organise and confirm venue, equipment and catering requirements, when necessary</p> <p>2.5 Invite attendees, confirm attendance and identify any special requirements</p> <p>2.6 Arrange catering, if required</p> <p>2.7 Arrange the equipment and layout of the room, if required</p> <p>2.8 Make sure the chair receives appropriate briefing</p>
<p>3. Be able to support running a meeting</p>	<p>3.1 Welcome attendees and offer suitable refreshments (if required)</p>

	<p>3.2 Make sure attendees have full set of papers</p> <p>3.3 Make sure a person has been nominated to take minutes, if required</p> <p>3.4 Provide information, advice and support when required</p>
4. How to follow up a meeting	<p>4.1 Produce a record of the meeting</p> <p>4.2 Seek approval for the meeting record, amend as required</p> <p>4.3 Respond to requests for amendments and arrange recirculation of a revised meeting record</p> <p>4.4 Follow up action points, if required</p> <p>4.5 Evaluate meeting arrangements, and external services where used</p> <p>4.6 Evaluate participant feedback from the meeting and share results with relevant people, where used</p> <p>4.7 Summarise learning points and use these to identify improvements that can be made to future meeting arrangements and support</p>

Additional Information about the unit

Unit purpose and aim(s)	This unit is about planning and organising meetings to meet the agreed purpose of the meeting.
Unit expiry date	31 December 2013
Details of the relationship between the unit and relevant national occupational standards or other professional standards or curricula (if appropriate)	Skills CFA
Assessment requirements or guidance specified by a sector or	Assessment Strategy

regulatory body (if appropriate)	
Support for the unit from an SSC or other appropriate body (if required)	Skills CFA
Location of the unit within the subject/sector classification system	15. Business, Administration and Law 15.2 Administration
Name of the organisation submitting the unit	Skills CFA
Availability for use	Shared
Unit available from	1 August 2010
Unit guided learning hours	25

Title	Chair meetings	
Skills CFA Unit No.	Q413	
WBA Unit No.	J/601/2566	
Level	4	
Credit Value	4	
GLH	16	
Learning Outcomes	Assessment Criteria	
The learner will	The learner can	
1. Understand the role of the chair in meetings	1.1 Explain the role of the chair before, during and after a meeting 1.2 Analyse different types of meetings and how to run them 1.3 Explain the purpose of preparing for formal meetings 1.4 Explain the reasons for agreeing the purpose of meetings 1.5 Explain the reasons for agreeing the timing of the meeting to make sure key people can attend or be represented 1.6 Describe how to chair meetings to keep to agreed timings, as required 1.7 Explain the reasons for giving people information about facilities and arrangements, including health and safety procedures 1.8 Explain the benefits of effective communication skills 1.9 Explain how effective interpersonal skills can impact on the success of meetings 1.10 Explain how to facilitate discussions so that the purpose of each agenda item is achieved 1.11 Explain how to summarise discussions and agree actions at appropriate points 1.12 Analyse techniques for keeping to meeting timings, agenda,	

	<p>and purpose</p> <p>1.13 Explain reasons for liaising with meeting organiser if not the chair</p> <p>1.14 Describe the types of problems that may occur when chairing meetings, and how to resolve them</p> <p>1.15 Describe the purpose of approving records of meetings</p> <p>1.16 Explain the purpose of follow up actions, and evaluation of meetings</p> <p>1.17 Explain the purpose of reflecting on whether the meeting met its purpose and agreeing learning points for the future</p>
<p>2. Be able to prepare for chairing a meeting</p>	<p>2.1 Agree the purpose of a meeting</p> <p>2.2 Agree the scheduling of a meeting so that key people can attend</p> <p>2.3 Make sure meeting facilities meet requirements</p> <p>2.4 Agree agenda items for a meeting, including timing and any papers required to achieve purpose</p> <p>2.5 Read briefing papers and identify key issues, consulting as required</p> <p>2.6 Liaise with meeting organiser if not the chair of the meeting</p>
<p>3. Be able to chair a meeting using interpersonal and organisational skills</p>	<p>3.1 Greet people attending the meeting</p> <p>3.2 Keep to timings as required</p> <p>3.3 Give details of facilities and arrangements</p> <p>3.4 Follow an agenda</p> <p>3.5 Make sure those present have an opportunity to contribute to the meeting</p> <p>3.6 Keep the meeting on track to achieve its purpose</p> <p>3.7 Resolve any problems that</p>

	<p>occur</p> <p>3.8 Summarise discussions and agree actions</p> <p>3.9 Observe formal voting and approval procedures, if required</p> <p>3.10 Agree date, time and location of next meeting, if required</p> <p>3.11 Close the meeting on time</p>
4. Be able to follow up and evaluate a meeting that has been chaired	<p>4.1 Approve a meeting record and list of actions</p> <p>4.2 Make sure agreed actions are implemented</p> <p>4.3 Evaluate the outcomes of a meeting in terms of its purpose</p> <p>4.4 Agree learning points for future meetings, if required</p>

Additional Information about the unit	
Unit purpose and aim(s)	This unit is about the role of the chairperson before, during and after business meetings.
Unit expiry date	31 December 2013
Details of the relationship between the unit and relevant national occupational standards or other professional standards or curricula (if appropriate)	Skills CFA
Assessment requirements or guidance specified by a sector or regulatory body (if appropriate)	Assessment Strategy
Support for the unit from an SSC or other appropriate body (if required)	Skills CFA
Location of the unit within the subject/sector classification system	15. Business, Administration and Law 15.2 Administration
Name of the organisation submitting the unit	Skills CFA

Availability for use	Shared
Unit available from	1 August 2010
Unit guided learning hours	16

