

Quotation SC 808/2010

TRAINING IN EVENT MANAGEMENT

Quotations are invited for the above-mentioned training.

SCOPE OF TRAINING

SAQA accredited Unit Standard ID 115214 NQF Level 4. (Proof to be submitted).

UNIT STANDARD

Yes

Course content to include the following:-

The learners should be able to demonstrate the ability to:-

- Developing a Needs Assessment
- Designing the Perfect Event
- Developing an Event Plan
- Co-ordinating Support Tasks
- Clear Communication Procedures
- Operating on your own and as part of a Team
- Post Modem - Reflect on, measure and evaluate the Event and Performance

Number of persons per course: ± 20 learners

Duration of course: 2 working days

Quotations should include traveling and accommodation cost of the presenter (s) excluding the cost of the venue. **Offered price must be per learner, inclusive of VAT.**

OUTCOMES

To improve service delivery as set as an Integrated Development Plan (IDP) goal.

To satisfy this specific training need as indicated in the Workplace Skills Plan.

To increase the competency levels of Administrative Staff.

WHEN

Date: Training must start as soon as possible in March/April 2010.

WHERE

Venue: Civic Centre, Banqueting Hall, Magnolia Avenue, Hermanus, Western Cape

METHOD OF TRAINING

To present the course by means of own study material

COURSE FEEDBACK REPORT

Evaluation on delegate attendance, participation, attitude and interaction with rest of delegates.

PORTFOLIO OF EVIDENCE

After the successful completion of Portfolio of Evidence learners will receive a certificate of competence against an accredited NQF Level 4 unit standard.

REFERENCES (TRACK RECORD)

Please name organizations where similar training was presented by you personally.

CERTIFICATION

After completion learners will receive a certificate of attendance.

Reference Manual must be available in English and Afrikaans.

TRAINING PROVIDERS MUST USE THEIR OWN EQUIPMENT AND STATIONERY (COMPUTERS/OVERHEAD PROJECTORS, WHITE BOARD PENS, FLIPCHART STANDS AND FLIPCHART PAPER, ETC.) WHEN PROVIDING TRAINING ON SITE.

PROVIDER PERFORMANCE MANAGEMENT EVALUATION

A. COURSE CONTENT

- 1) Was the content relevant?

B. COURSE MATERIAL

- 1) Was the course material sufficient to address the needs?
- 2) Was the course material interesting and well laid out?

C. PRESENTATION

- 1) Was the facilitator well prepared?
- 2) Was the facilitator knowledgeable on the course content and context?
- 3) Did the facilitator present the course in an interesting manner?
- 4) Was the facilitator on time?