

Please read the instructions printed at the end of this form. **One** of these sheets, suitably completed, should be attached to the assessed work of **each** candidate.

Unit Title	4 Event management	Unit Code	G183	Session		Year	
Centre Name						Centre Number	
Candidate Name						Candidate Number	

Evidence: You need to produce a feasibility study for a leisure event and evidence of your involvement in carrying out this event.

Criteria			Teacher Comment	Page No.		
<p>AO1.1: You attempt an individually produced feasibility study of your selected event, with an explanation of the aims, objectives, customers, marketing, resource needs, team roles, staffing, timescales, contingency plan, legal requirements and current issues; your study has omissions and may be unrealistic;</p> <p style="text-align: right;">[0 1 2 3 4]</p>	<p>AO1.2: you produce, individually, a feasibility study of your selected event which gives details of aims, objectives, customers, marketing, resource needs, team roles, staffing, timescales, contingency plan, legal requirements and current issues; your study has some omissions but is realistic in terms of events management showing understanding of purpose;</p> <p style="text-align: right;">[5 6 7]</p>	<p>AO1.3: you produce, individually, a feasibility study of your selected event giving clear details of the aims, objectives, customers, marketing, resource needs, team roles, staffing, timescales, contingency plan, legal requirements and current issues; your work reflects consideration of all aspects of the event's management and shows understanding of purpose, application of relevant skills – financial, legal, marketing, risk assessment, customer services and understanding of team roles and functions; timescales are logical and achievable.</p> <p style="text-align: right;">[8 9 10]</p>	<table border="1"> <tr> <td>Mark</td> </tr> <tr> <td style="height: 20px;"></td> </tr> </table>	Mark		
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<p>AO2.1: You show an ability to contribute to the planning, preparation and running of the event with a display of some skills acquired in this unit, and other units, in this specification; your performance, as part of the team, is minimal and only just sufficient to show participation in planning and performance; ability to communicate using some appropriate terminology. Sentences have limited coherence and structure, often being of doubtful relevance to the main focus of the AO. Errors of grammar, punctuation and spelling may be noticeable and intrusive;</p> <p style="text-align: right;">[0 1 2 3 4]</p>	<p>AO2.2: you show an ability to contribute to the effective planning, preparation and running of the event, demonstrating the skills acquired in this unit, and other units, in this specification; your record of contribution shows your consistent involvement in the selected event and your ability to work as a team member, with any problems experienced during preparation or management dealt with, even if not always effectively, perhaps showing a lack of consideration to the rest of the group or individuals; Limited ability to organise relevant material. Some appropriate terminology used. Sentences are not always relevant with material presented in a way that does not always address the AO. There may be noticeable errors of grammar, punctuation and spelling;</p> <p style="text-align: right;">[5 6 7 8]</p>	<p>AO2.3: you contribute to the planning, preparation and running of the event constructively and competently, reflecting your ability to perform under pressure, co-operate with others and meet aims and objectives; you demonstrate the skills acquired in this unit, and other units in this specification; the record of contribution shows that you played a full and valuable role in the event; you dealt effectively and sympathetically with problems and/or complaints, showing good interpersonal skills; ability to present relevant material in a planned and logical sequence. Appropriate terminology used. Sentences for the most part, relevant and presented in a balanced, logical and coherent manner which addresses the AO. There will be occasional errors of grammar, punctuation and spelling.</p> <p style="text-align: right;">[9 10 11 12]</p>	<table border="1"> <tr> <td>Mark</td> </tr> <tr> <td style="height: 20px;"></td> </tr> </table>	Mark		
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Criteria			Teacher Comment	Page No.
<p>AO3.1: You carry out some research from limited sources when assessing the feasibility of your selected event, and when managing the event; your research is not always relevant and does not always use the findings of your research effectively, but it is sufficient to enable the event to occur;</p> <p style="text-align: right;">[0 1 2 3 4 5]</p>	<p>AO3.2: you carry out research from different sources when accessing the feasibility of your selected event, and when managing the event; your research is mostly relevant and uses most of the findings of your research to inform appropriately the running of the event;</p> <p style="text-align: right;">[6 7 8 9]</p>	<p>AO3.3: you carry out research from a broad range of sources, which are clearly indexed, when assessing the feasibility of your selected event and in management of the event; your research is relevant and you use the findings to inform the running of the event effectively.</p> <p style="text-align: right;">[10 11 12 13]</p>	Mark	
<p>AO4.1: You evaluate your own, and the team's, performance at all stages of the event including the planning stage, which may be limited to simple facts, comments or statements, you make limited recommendations for improvement, which may be unrealistic;</p> <p style="text-align: right;">[0 1 2 3 4 5]</p>	<p>AO4.2: you include an evaluation of your own, and the team's, performance at all stages of the event including the planning stage, making limited but realistic recommendations for improvement;</p> <p style="text-align: right;">[6 7 8 9 10]</p>	<p>AO4.3: you include a comprehensive evaluation of your own, and the team's, performance at all stages of the event including the planning stage, making detailed and realistic recommendations for improvement which are well considered and confirm ability to analyse and reflect on areas for future development.</p> <p style="text-align: right;">[11 12 13 14 15]</p>		
Total/50				
If this work is a re-sit, please tick	Session and Year of previous submission		Please tick to indicate this work has been standardised internally	

Please note: This form may be updated on an annual basis. The current version of this form will be available on the OCR website (www.ocr.org.uk).

Guidance on Completion of this Form

- 1 **One** sheet should be used for each candidate.
- 2 Please ensure that the appropriate boxes at the top of the form are completed.
- 3 Please enter *specific* page numbers where evidence can be found in the portfolio, and where possible, indicate to which part of the text in the mark band the evidence relates.
- 4 Circle the mark awarded for each strand of the marking criteria in the appropriate box and also enter the circled mark in the final column.
- 5 Add the marks for the strands together to give a total out of 50. Enter this total in the relevant box.