

## SELF-ASSESSMENT GUIDE

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| Qualification  | <b>EVENTS MANAGEMENT SERVICES NC III</b> |           |
| Units of Competency Covered  | <b>EVENT PLANNING SERVICES</b>           |           |
| <p>Instruction:</p> <ul style="list-style-type: none"> <li>• Read each of the questions in the left-hand column of the chart.</li> <li>• Place a check in the appropriate box opposite each question to indicate your answer.</li> </ul> |  |           |
| <b>Can I?</b>  | <b>YES</b>                               | <b>NO</b> |
| • Interpret event brief correctly *  |  |           |
| • Identify event objectives correctly *  |  |           |
| • Develop proposal and bid material within a prescribed time*  |  |           |
| • Create an event concept, theme and format*   |  |           |
| • Create an appealing event concept  |  |           |
| • Design a theme that suits the concept  |  |           |
| • Format the event to suit the concept and the theme   |  |           |
| • Design detailed event program*   |  |           |
| • Source, evaluate and select primary and alternative event venue/site*  |  |           |
| • Arrange and confirm selected event venue/site*   |  |           |
| ▪ Source and apply information on event operations, legal and ethical issues, information technology on the event management industry*   |  |           |
| <p><b>I agree to undertake assessment in the knowledge that information gathered will only be used for professional development purposes and can only be accessed by concerned assessment personnel and my manager/supervisor.</b></p>   |  |           |
| <b>Candidate's Signature:</b>  | <b>Date:</b>                             |           |

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|  |  |           |
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| Qualification  | <b>EVENTS MANAGEMENT SERVICES NC III</b> |           |
| Unit of Competency Covered :   | <b>ON-SITE EVENT MANAGEMENT SERVICES</b> |           |
| <b>Instruction:</b> <ul style="list-style-type: none"> <li>• Read each of the questions in the left-hand column of the chart.</li> <li>• Place a check in the appropriate box opposite each question to indicate your answer.</li> </ul> |  |           |
| <b>Can I?</b>  | <b>YES</b>                               | <b>NO</b> |
| • Prepare on-site management, oversees set-up and conducts appropriate briefings*  |  |           |
| • Monitor on-going event operations*   |  |           |
| • Monitor contractors' performance*  |  |           |
| • Ensure contractors follow safety rules and regulations of the venue and the event  |  |           |
| • Ensure contractors follow sanitation and hygienic practices of the venue and the event   |  |           |
| • Handle unforeseen situations promptly and correctly  |  |           |
| • Seek and integrate protocol procedures in work program*  |  |           |
| ▪ Update knowledge on protocol*  |  |           |
| <b>I agree to undertake assessment in the knowledge that information gathered will only be used for professional development purposes and can only be accessed by concerned assessment personnel and my manager/supervisor.</b>          |  |           |
| <b>Candidate's Signature:</b>  | <b>Date:</b>                             |           |