

WORK-BASED LEARNING AGREEMENT

EVENTS TRAINING PROGRAMME

Student's Name: _____

Course: _____

Property/Company Name: _____

Department: _____

ITS Mentor's Name: _____

Manager's Name: _____

DATE COMPLETED BY	PROPOSED PRACTICAL COMPETENCIES	STUDENT'S INITIALS	MANAGER'S INITIALS
	Identify different types of events		
	Identify small personal events and their application		
	Discover events from the organisational side		
	Practise to make event functional (service)		
	Man the human resources needed for the event		
	Observe ways of how to be creative at an event		
	Communicate methods of dealing with human resources before/during/after an event		
	Comply and exhibit ethical behaviour on the workplace		
	Communicate effectively with the customer		
	Evaluate the impact of design in halls and conference halls		
	Deal with general interior finish and upkeep of the accommodation establishment		
	Wall and floor coverings for the event (sound absorbing material)		
	Know what is needed in the various linen elements		
	Choose the appropriate setting for the required event		
	Give the right service for the event		
	Make the event functional in terms of design and props (setup and decor)		
	Different setups for different events		
	Elements of various lights and sounds (especially in weddings)		
	How effects of design (5 senses) play a part in an event		
	Preparation for the event (mise-en-place)		
	Produce a function sheet		
	How to determine the design of the room (conferences and weddings), bar, dance floor, food distribution, etc.		

DATE COMPLETED BY	PROPOSED PRACTICAL COMPETENCIES	STUDENT'S INITIALS	MANAGER'S INITIALS
	Overseeing the operational aspect of the event (service on the day)		
	Uniform is clean		
	High standard of grooming and personal cleanliness		
	Good standards of customer care and social skills		
	Interaction with other departments		
	Serving different types of menu/ beverage packages		
	Greeting seated customers to high standards		

ITS Mentor's Comments: _____

Student's Comments: _____

ITS Mentor's Signature: _____

Student's Signature: _____

Date: _____

OVERALL ASSESSMENT MARK
(to be given by ITS Mentor):
_____ / 50