



Federal Ministry of Education



Regulatory Body



Sector Skills Council

NIGERIA SKILLS QUALIFICATION FRAMEWORK (NSQF)

NATIONAL OCCUPATIONAL STANDARDS (NOSs) FOR HOSPITALITY TRAVEL AND TOURISM SECTOR

EVENT HANDLING OPERATION TRADE

ARTISAN CADRE

SUPPORT EVENT DECORATOR

LEVEL 2

**REVIEWED BY
HOSPITALITY & TOURISM SECTOR SKILLS
COUNCIL OF NIGERIA (HTSSCN)**

FEDERAL REPUBLIC OF NIGERIA

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GENERAL INFORMATION

1.0 GENERAL INFORMATION

1.1 The NSQ Framework

The Nigeria Skills Qualifications Framework (NSQF) was approved by the Federal Executive Council in April 2013. The framework is a learning outcome-based qualifications encompassing all education and training sectors and all forms of learning. It comprises about nine (9) levels, each being identified by a unique set of Level Descriptors. Each qualification has defined learning outcomes (LO), with each unit comprising the qualification mapped against the Level Descriptors. The Level Descriptors are in turn, classified into three separate strands (categories) covering Knowledge, Skills and Competence.

1.2 Context and Goals

The decision of the Hospitality and Tourism Sector Skills Council of Nigeria (HTSSCN) to review and develop new occupational trade standards based on the Nigeria Skills Qualifications Framework (NSQF) in Nigeria was driven by a number of challenges including:

- links and gaps between qualifications and the labour market is not strong
- lack of consistency in qualifications
- absence of a system for comparing qualifications to each other
- pathways of progression between qualifications is unclear
- value of qualifications to employers and learners is unclear
- update the original standards with new innovations in the occupational trade standards

1.3 Vision of the Occupational Trade Standards

The vision is for these challenges to be addressed through the development of a comprehensive NSQF that will cut across all sectors of education and training, irrespective of the nature or form of learning. The NSQF is envisaged to:

- provide a stronger basis for the understanding, comparison and recognition of national and foreign qualifications, thereby improving the understanding of employers, parents and learners of the value of qualifications
- provide fit-for-purpose qualifications that have stronger linkages with labour market and learner needs
- increase the accountability of education and training institutions towards maintaining high quality standards in their provisions
- improve the opportunities for mobility and progression of learners within and across higher education, vocational and general education sectors
- promote the concept of lifelong learning through the recognition of all types of learning: formal, non-formal and informal.

1.4 Aim of the Occupational Trade Standards

The standards are to produce learners with acquired skills and competence capable of carrying out hospitality, travel and tourism and trade operational tasks with stand

alone occupational trade career path skills for both training standards and frameworks at levels accordingly.

1.5 Design, Level and Credit of the Occupational Trade Standard

The design and development of occupational trade standards are generally undertaken by the Hospitality and Tourism Sector Skills Council of Nigeria. The Council also has the responsibility for developing, maintaining and updating the standards. The awarding body classifies the qualifications, approves and monitors deliveries at centres and issues qualifications to competent learners.

1.6 Validation of Occupational Standards

All occupational standards placed on the NSQ are to be validated the Council stakeholders to ensure that they are fit-for-purpose and meet validation standards and the needs of learners or the labour market. It also ensures that the validation standards, process and roles of validators are defined and transparent.

As a matter of policy, a Validation Panel of practising employers, professional experts and educators/trainers ensure that each occupational standards meet the Validation Standards which the regulatory body oversees. Panel members were selected in a transparent and objective manner and the Validation Panel only judge the validity of occupational standards using the Validation Standards published as provided in the NSQ Handbook. The Panel assigned a Validity Period of three (3) years for every valid standard.

1.7 Enabling Learners with Special Needs

As a matter of policy, the developed standards creates the environment that enables learners with special needs to be integrated into the education and training systems and recognizing their achievements on the NSQ. By these, the workplaces and centres to handle training must provide equal and suitable opportunities for the integration and access of learners with special needs and recognition of their achievements. Learners with special needs are to be provided with suitable support and resources, and ensure their integration and recognition of achievements.

1.8 Promoting Lifelong Learning

The Council pursuant to the NSQF guideline develop the occupational standards to promote Lifelong Learning which aims to recognize prior learning, and to further enhance progression pathways between education and training sectors. This is by developing a common understanding of Recognition of Prior Learning (RPL) in the context of the NSQ to be on equal terms with formal learning. With guidance, the training centre are to provide mechanisms for RPL in accordance with the NSQ education and training regulations.

1.9 Placement of Occupational trade standard on the NSQ

The occupational trade standards are developed in accordance with the NSQ process for 'Qualification Placement'. These are with the aim of ensuring that Training Provider/ roles and responsibilities in the 'Qualification Placement' process are clear, transparent and the arrangements for placing occupational trade standard on the NSQ.

1.10 Method of Assessment

As validated by the Council, the assessment tasks and activities are designed to ensure that individual learners have the opportunity to demonstrate their achievement of different learning outcomes. One way of ensuring this is directly linking the assessment to the learning outcomes, making the purpose of assessment clear and transparent, including to individual learners. Assessment involves gathering, evaluating, analysing and judging evidence in order to decide whether a learner has achieved the predefined learning outcomes. It relies on a broad range of formative and summative assessment tools and processes the former providing an insight into learner progress while the latter is rather more formal and provides evidence for future credits and awards upon achieving competences on desired trade standards.

In the course of training, assessment often relies on the use of a number of tools and instruments. Assessment tools and instruments can include, but are not limited to:

- Case Studies
- Observed Practical Exercises
- Observed Performance at Work
- Role-play and/or other targeted Group Activity
- Oral, Audio and Visual Processes and Presentations
- Long-Answer Questions (reports, proposals for action, specialist articles)
- Short Answer Questions and Structured Questions for oral (Skills based and Written for knowledge-based criteria)
- Selected-Response Items (e.g. multiple-choice).

Assessment processes is both fit-for-purpose, rigorous and fair, and should be aligned with the level and type of learning provided by the occupational trade standards for qualifications. With assessment practices managed and delivered across a broad range of education and training institutions, it is important to ensure that quality assurance mechanisms are in place with a view to ensuring that assessment is efficiently, effectively and consistently delivered, and that internal and external assessment moderation and verification processes exist.

1.12 Assessment/evidence requirements for Occupational Trade Standards

The general assessment method of generating evidences are as follows:-

Direct Observation (OBS)

Oral Question & Answer (OQA) for Skills based criteria

Written Question & Answer (WQA) for knowledge based criteria

Witnesses Testimony (WT)

Assignment (ASS)

Personal Statement (PS)

Reflective/Learning Journal (LJ)

Work Product [(WP)

Recognition of Prior Learning (RPL)

SECTOR: HOSPITALITY TRAVEL AND TOURISM
OCCUPATIONAL TRADE: EVENT HANDLING OPERATIONS
CADRE: ARTISAN
CAREER PATH: SUPPORT EVENT DECORATOR
NSQ LEVEL: 2

TABLE OF STANDARDS

S/N	UNIT TITLE	UNIT REFERENCE NUMBER	CREDIT VALUE	GUIDED LEARNING HOURS
MANDATORY UNIT				
1.	Maintain A safe hygienic and secure work environment	HTT/GP/001/L1	3	30
2.	Communication in a work environment	HTT/GP/002/L1	3	30
3.	Practice Team Work in Event Planning & Decoration	HTT/GP/003/L1	3	30
4.	Support Identify And Take Stock Of Event Decoration Tools, Equipment, Materials And Accessories Items	HTT/GP/004/L1	2	20
OPTIONAL UNIT				
5	Support Event Decorator	HTT/ED/001/L1	3	30
6	Support Collect Event Decoration Tools, Equipment, Materials And Accessories Items	HTT/ED/002/L1	3	30
7	Support With Administrative Tasks Involved In Event Decoration	HTT/ED/003/L1	3	30
8	Support Carry Out Routine Cleaning Of Decoration Items	HTT/ED/004/L1	3	30
9	Support Assemble And Arrange Decoration Items For Event	HTT/ED/005/L1	4	40
10	Support Set And Decorate Event Venue	HTT/ED/006/L1	4	40

11	Support Provide Customer Service In Event Decoration	HTT/ED/007/L1	3	30
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TRADE: SUPPORT EVENT DECORATOR

*Unit Ref No: **HTT**= Hospitality and Tourism Sector**ED**= Event Management

001=Unit number

L2= Level 2

UNIT 01: MAINTAIN A SAFE HYGIENIC AND SECURE WORK ENVIRONMENT

Unit reference number: **HTT/GP/001/L2**

NSQ level: **2**

Credit value: **3**

Guided learning hours: **30**

Unit Purpose:

This unit is about personal hygiene, environment sanitation and ensuring own contribution to security in the work place. It focuses on the learner's ability to

work under safe and hygienic conditions. More so, it provides the learner with a broad understanding of reviewing hazards and hazard based procedures such that they are part of a team maintaining safety while decorating an event. This unit is appropriate to a learner that directly works in the setup of an event.

Unit assessment requirement / evidence requirement

Assessment must be carried out in real workplace environment in which learning and human development is carried out. **Simulation is not allowed** in this unit and level

Assessment methods to be used include:

1. Direct Observation Question (DO)
2. Question and Answer(QA)
3. Witness Testimony (WT)
4. Personal Statement (PS)
5. Reflective Journal (RJ)
6. Recognition of Prior Learning (RPL)

UNIT 01:										
LEARNING OUTCOME (LO)		PERFORMANCE CRITERIA	Evidence Type				Evidence R			
The learner will:		The learner can:								
LO1: Maintain Personal Health and Hygiene	1.1	Wear Clean, Smart and appropriate Clothing								
	1.2	Keep hair neat and tidy and in line with your organization's Standard								
	1.3	Use jewelry, perfume and cosmetics allowed by organization								
	1.4	Get any cuts, grazes, burns treated by the appropriate person								
	1.5	Report illnesses and any infections promptly to the appropriate person								
LO2 : Understand Health, safety and Environmental Security	2.1	State your responsibilities under the health and Safety act								
	2.2	State the general rules of hygiene that you should follow								
	2.3	State clothing, footwear and headgear that should be worn at all times								
	2.4	State the importance of maintaining good personal hygiene								
LO3 : Demonstrate the Ability to control and report hazards	3.1	Identify some hazards or potential hazards in your work environment and act appropriately								
	3.2	Report any accidents or near accidents								

in one's Workplace		quickly and accurately to the right person								
	3.3	Follow health, hygiene and safety procedures while working								
	3.4	Practice emergency procedures correctly								
	3.5	Follow security procedures of the organization								
	3.6	Observe government regulations on health and safety in the Events Industry (OHS 2012)								
LO4: Comply with Health and Safety Regulations	4.1	State the importance of working in a healthy, safe and hygienic way								
	4.2	State where you can obtain information about Health and safety in your work place								
	4.3	Describe the types of hazards that can occur in your workplace and how to deal with them								
	4.4	State hazards that you can deal with personally and hazards that must be reported to someone else								
	4.5	Describe how to warn other people about hazards and why this is important								
	4.6	Explain why accidents and near accidents should be reported and who these should be reported to								
	4.7	Describe the type of emergencies that may happen in the Workplace and how to handle them								
	4.8	Explain why accidents and near accidents should be reported and who these should be reported to								
	4.9	Describe the type of emergencies that may happen in the Workplace and how to handle them								
	4.10	Explain why accidents and near accidents should be reported and who these should be reported to								
	4.11	Describe the type of emergencies that may happen in the Workplace and how to handle them								
	4.12	Explain why accidents and near accidents should be reported and who these should be reported to								
	4.13	Describe the type of emergencies that may happen in the Workplace and								

		how to handle them								
	4.14	Explain why accidents and near accidents should be reported and who these should be reported to								
	4.15	Describe the type of emergencies that may happen in the Workplace and how to handle them								
	4.16	Explain why accidents and near accidents should be reported and who these should be reported to								
	4.17	Describe the type of emergencies that may happen in the Workplace and how to handle them								
	4.18	Explain why accidents and near accidents should be reported and who these should be reported to								
	4.19	Describe the type of emergencies that may happen in the Workplace and how to handle them								
Learner's Signature:			Date:							
Assessor's Signature:			Date:							
IQA Signature (if sampled)			Date:							
EQA Signature (if sampled)			Date:							

UNIT 02: DEAL WITH COMMUNICATION AS PART OF EVENT DECORATION FUNCTIONS

Unit reference number: HTT/GP/002/L2

NSQ level: 2

Credit value: 3

Guided learning hours: 30

Unit Purpose:

This unit deals with basic communication that is effective and timely in such a way that one contributes to the team's effectiveness. It focuses on using words, body language and symbols to communicate with the people in own's work place, identifying sources of information needed for an efficient work flow and passing on

information clearly and effectively. This unit is appropriate for a learner at a basic level of engagement in the events decoration Industry.

Unit assessment requirements/evidence requirements

The assessor must assess criteria 1 & 3 by directly observing the candidates' work.

The assessor must assess criteria 1, 2, & 3 by directly observing the candidates' work.

The other criteria may be assessed through questioning or witness testimony if no naturally occurring evidence is available

The performance evidence gathered through observing the candidate's work must cover the following

1. Ways of Communicating
2. Verbal b) Non-verbal c) Signs/symbols
3. Means of Communication
 - a) Telephone b) Memo c) Letters

Unit assessment requirement / evidence requirement

Assessment must be carried out in real workplace environment in which learning and human development is carried out. **Simulation is not allowed** in this unit and level

Assessment methods to be used include:

1. Direct Observation Question (DO)
2. Question and Answer(QA)
3. Witness Testimony (WT)
4. Assignment (ASS)
5. Personal Statement (PS)
6. Reflective Log Journal (RJ)
7. Recognition of Prior Learning (RPL)

UNIT 02:										
LEARNING OUTCOME (LO) The learner will:		PERFORMANCE CRITERIA The learner can:	Evidence Type					Evidence R		
LO1 Demonstrate a Non-complex	1.1	Use simple verbal means to pass on necessary information								
	1.2	Use non-verbal means to pass on necessary information								

Communication System in a Work Environment	1.3	Interpret symbols and signs appropriately									
LO2 Know the source of information in a Work Environment	2.1	Locate the Source of information in an Organization or Work Environment									
	2.2	Relate appropriately with the source of information									
	2.3	Use the various information flow systems in a work environment									
	2.4	Use information to avoid challenges in a Work situation									
	2.5	Report findings in accordance to procedure in a Work environment									
LO3 Demonstrate the various means of communication in a work environment	3.1	Locate the various communication equipment in the Work environment									
	3.2	Use effectively the various communication equipment in a work environment									
	3.3	Pass information effectively to the right personnel									
	3.4	Pass information effectively using symbols, signs and codes									
	3.5	Follow instructions in line with ethics of the work environment									
Learner's Signature:			Date:								
Assessor's Signature:			Date:								
IQA Signature (if sampled)			Date:								
EQA Signature (if sampled)			Date:								

UNIT 03: PRACTICE TEAM WORK IN EVENT PLANNING & DECORATION

Unit reference number: HTT/GP/003/L2

NSQ Level: 2

Credit Value:3

Guided Learning Hours: 30

Unit Purpose:

This unit deals with fulfilling one's own roles when working in a team, that is the people working with you in your workplace, in such a way that one contributes to the team's effectiveness. 'Team' here includes your line

manager or immediate supervisor as well as other people there working at the same level as the learner. The unit focuses on carrying out instructions accurately, working at a good pace so as not to slow down the work of others, communicating with the people you work with and receiving constructive feedback to improvement. This unit is appropriate for a person at a basic level of engagement in the Industry.

Unit assessment requirement / evidence requirement

Assessment must be carried out in real workplace environment in which learning and human development is carried out. **Simulation is not allowed** in this unit and level

Assessment methods to be used include:

1. Direct Observation Question (DO)
2. Question and Answer(QA)
3. Witness Testimony (WT)
4. Personal Statement (PS)
5. Reflective Log Journal (RJ)
6. Recognition of Prior Learning (RPL)

UNIT 03:										
LEARNING OUTCOME (LO)		PERFORMANCE CRITERIA	Evidence Type				Evidence Ref. I			
The learner will:		The learner can:								
LO1 : Understand your role in working effectively with others in event decoration	1.1	Define the term "Team Work"								
	1.2	Outline the benefits and importance of working as a team								
	1.3	Outline the persons who are part of your team and their roles								
	1.4	Explain the different techniques and strategies of team work to avoid conflict in event decoration								
	1.5	Demonstrate understanding of one's task and expectation								
	1.6	Understand roles and adhere to instructions accurately								
	1.7	Demonstrate ability to plan and organise one's task in order of importance								
	1.8	Place everything needed for work within reach								
LO2: Demonstrate	2.1	Describe the term "Team work"								

team work in event planning and decoration	2.2	Explain the importance of working effectively with members of the Team in event decoration.										
	2.3	Describe the importance of cordial relationship										
	2.4	Identify the different team members in event planning and decoration Understand how information is transmitted to others in event decoration team										
	2.5	Explain the importance of communicating clearly and effectively with team members										
	2.6	Maintain cordial working relationship with team mates										
LO 3: Understand the importance of work management and skill development in event planning and decoration	3.1	Explain the term “work organisation” in event decoration										
	3.2	Explain how you can organise your work to avoid distractions and use time effectively										
	3.3	Describe what you have to do to improve your work										
	3.4	Identify with appropriate persons what aspects of your work that are up to standard and what areas to improve										
	3.5	Explain why you need to learn and improve frequently in event decoration										
LO 4: Know the Importance of Team Work	4.1	State why it is important to understand what is required of you at work.										
	4.2	state what is required of your team in the whole organisation and why										
	4.3	Explain why important information should be communicated to others in your team in good time										
	4.4	Explain how to communicate effectively and why										
	4.5	Explain in what cases you can assist others and when you cannot so as to complete own work in time										
	4.6	Demonstrate professional behaviour in dealing with team members										
Learner’s Signature:			Date:									

screwdriver, glue gun, thumb pin, 2inch nails, scissors; Equipment like drill machine, balloon inflator; Materials like batting wood, 2by2inch framing wood, duck-tape, transparent fishing wire and paper ribbon and Accessories like floral arrangements, centre-pieces, table cloths, seat covers, drapery and over layers amongst others.

Unit assessment requirement / evidence requirement

Assessment must be carried out in real workplace environment in which learning and human development is carried out. **Simulation is not allowed** in this unit and level

Assessment methods to be used include:

1. Direct Observation Question (DO)
2. Question and Answer (QA)
3. Assignment (ASS)
4. Witness Testimony (WT)
5. Work Product (WP)
6. Personal Statement (PS)
7. Reflective Journal (RJ)

UNIT 04:									
LEARNING OUTCOME (LO)		PERFORMANCE CRITERIA	Evidence Type				Evidence Re Page No.		
The learner will:		The learner can:							
LO 1: Know And Identify decor material and accessory	1.1	Identify materials used in social, promo, rally, fair/exhibition, business or entertainment event decoration etc.and their uses							
	1.2	Identify and explain the portfolios for taking stock of event décor materials, tools, equipment and accessories							
	1.3	Outline the procedures for the maintenance and storage of materials.							
	1.4	Select the appropriate materials for a specific event decoration							
	1.5	Use materials safely in accordance with manufacturer's guidelines.							
	1.6	Maintain and store materials in accordance with manufacturer's guidelines							
LO2: Apply stock taking procedures in	2.1	Describe what event décor materials, tools, equipment and accessories are and their specifications							

8. Recognition of Prior Learning (RPL)

event decoration	2.2	Support Take stock of event décor event materials, tools, equipment and accessories before and after event									
	2.3	Support keep inventory of decoration material tools, equipment and accessories before and after event									
	2.3	Practice safe manual handling techniques in the stock taking of décor tools, equipment, material and accessories.									
LO 3: Support handle stock taking activities at event decoration	3.1	Support report cases of displaced event decor tools, equipment and accessories before, during and after event									
	3.2	Support take inventory of stocks at close down in accordance with laid down procedures.									
	3.3	Practice health and safety in the start-up and close-down of events.									
	3.4	Maintain and store materials in accordance with set procedures.									
Learner's Signature:			Date:								
Assessor's Signature:			Date:								
IQA Signature (if sampled)			Date:								
EQA Signature (if sampled)			Date:								

UNIT 05: SUPPORT EVENT DECORATOR

SUPPORT IN THE USE OF TOOLS, EQUIPMENT, MATERIALS AND ACCESSORIES IN EVENT DECORATION

Unit Reference Number: HTT/ED/001/L2

NSQ Level: 2

Credit Value: 3

Guided Learning Hours: 30

Unit Purpose:

To enable the learner acquire knowledge, skills and competence in the areas of offering support in identifying, selecting, assembling **Tools:** hammer, screwdriver, hot glue gun, thumb pin, 2inch nails, scissors; **Equipment:** drill machine, balloon inflator; **Materials:** batting wood, 2by2-inch framing wood, duck-tape, transparent fishing wire and paper ribbon; **Accessories** floral arrangements, oasis centre-pieces, table cloths, seat covers, drapery and over layers and props

Unit assessment requirement / evidence requirement

Assessment must be carried out in real workplace environment in which learning and human development is carried out. **Simulation is not allowed** in this unit and level

Assessment methods to be used include:

1. Direct Observation Question (DO)
2. Question and Answer(QA)
3. Assignment (ASS)
4. Witness Testimony (WT)
5. Personal Statement (PS)
6. Reflective Journal (RJ)
7. Recognition of Prior Learning (RPL)

UNIT 05:											
LEARNING OUTCOME (LO)		PERFORMANCE CRITERIA	Evidence Type					Evidence Ref. I			
The learner will:		The learner can:									
LO 1: Support Identify tools, equipment, material and accessory	1.1	Support Identify the tools, equipment , materials and accessories used in event decoration.									
	1.2	Explain the uses of the different tools/equipment, materials and accessories in event decoration.									
	1.3	Outline the procedures for the maintenance and storage of tools and equipment.									
	1.4	Support select the appropriate tools/equipment, materials and accessories for a specific event decoration									
	1.5	Support to use tools and equipment etc safely and in accordance with manufacturer's guidelines.									
	1.6	Support maintain and store tools and equipment etc in accordance with manufacturer's guidelines									

[illegible]

UNIT 06: SUPPORTCOLLECT EVENT DECORATION TOOLS, EQUIPMENT, MATERIALS AND ACCESSORIES ITEMS

Unit Reference Number: HTT/ED/002/L2

NSQ Level: 2

Credit Value: 3

Guided Learning Hours:30

Unit Purpose:

To enable the learner acquire knowledge, skill to support in identify, assist receive, collect decoration tools such as hammer, screwdriver, hot glue gun, thumb pin, 2inch nails, scissors; Equipment like drill machine, balloon inflator; Materials like batting

wood, 2by2inch framing wood, duck-tape, transparent fishing wire and paper ribbon and Accessories like floral arrangements, centre-pieces, table cloths, seat covers, drapery and over layers.

Unit assessment requirement / evidence requirement

Assessment must be carried out in real workplace environment in which learning and human development is carried out. **Simulation is not allowed** in this unit and level

Assessment methods to be used include:

1. Direct Observation Question (DO)
2. Question and Answer(QA)
3. Assignment (ASS)
4. Witness Testimony (WT)
5. Work Product (WP)
6. Personal Statement (PS)
7. Reflective Journal (RJ)
8. Recognition of Prior Learning (RPL)

UNIT 06:												
LEARNING OUTCOME (LO)		PERFORMANCE CRITERIA	Evidence Type					Evidence Ref. I				
The learner will:		The learner can:										
LO 1: Support Identify decor material and accessory	1.1	Support Identify materials used in social, promo, rally, fair/exhibition, business or entertainment event decoration.										
	1.2	Explain the uses of the different materials etc in event decoration.										
	1.3	Describe the procedures for the maintenance and storage of materials etc.										
	1.4	Support select the appropriate materials for a variety of event decoration										
	1.5	Support use materials safely and in accordance with manufacturer's guidelines.										
	1.6	Support maintain and store materials in accordance with manufacturer's guidelines										
LO2: Demonstrate knowledge of start and close down procedures in	2.1	Explain the procedure for transporting material to venue.										
	2.2	Explain the importance of keeping an inventory of decoration material.										
	2.3	Practice safe manual handling										

event decoration		techniques in the offloading of décor tools, equipment, material and accessories.									
LO 3: Demonstrate knowledge of importance of personal presentation in event decoration	3.1	Support perform decoration start-up in accordance with laid down procedures.									
	3.2	Support perform decoration close down in accordance with laid down procedures.									
	3.3	Practice health and safety in the start-up and close-down of events.									
	3.4	Support maintain and store materials in accordance with set procedures.									
Learner's Signature:			Date:								
Assessor's Signature:			Date:								
IQA Signature (if sampled)			Date:								
EQA Signature (if sampled)			Date:								

Learner's Signature:

Assessor's Signature: _____

IQA Signature (if sampled)

EQA Signature (if sampled)

UNIT 07: SUPPORT WITH ADMINISTRATIVE TASKS INVOLVED IN EVENT DECORATION

Unit Reference Number: HTT/ED/003/L2

NSQ Level:2

Credit Value: 3

Guided Learning Hours:30

Unit Purpose:

This unit standard specifies the competencies required to demonstrate knowledge in the administrative tasks involved in event decoration. It includes sourcing of additional services, contractual agreements and record keeping. This unit standard is intended for those interested in event decoration.

Unit assessment requirement / evidence requirement

Assessment must be carried out in real workplace environment in which learning and human development is carried out. **Simulation is not allowed** in this unit and level

Assessment methods to be used include:

1. Direct Observation Question (DO)
2. Question and Answer(QA)
3. Witness Testimony (WT)
4. Personal Statement (PS)
5. Work Product (WP)
6. Reflective Journal (RJ)
7. Recognition of Prior Learning (RPL)

UNIT 07:									
LEARNING OUTCOME (LO)		PERFORMANCE CRITERIA	Evidence Type					Evidence R	
The learner will:		The learner can:							
LO1: Understand the process of administering event decoration tasks	1.1	Describe checklist of basic event decoration services							
	1.2	Outline the process of decoration services for an event							
	1.3	State the importance of developing an event schedule/programme							
	1.4	Describe basic customer consultation techniques in understanding decorative needs/ideas							
	1.5								
LO2 : Support prepare contractual agreement	2.1	Explain the term ‘contractual agreement’ Explain the basic aspects to be covered in a contractual agreement Understand the legal framework of contractual agreements Support Prepare event decoration contract reservation							
	2.2	Carry out basic contractual agreements in event and decoration							
	2.4	Understand the legal framework of contractual agreements							
	2.5	Support Prepare simple event decoration contract reservation							

[illegible]

IQA Signature (if sampled)	Date:
EQA Signature (if sampled)	Date:

UNIT 08: SUPPORT CARRY OUT ROUTINE CLEANING OF DECORATION ITEMS

Unit reference number: HTT/ED/004/L2

NSQ level: 2

Credit value: 3

Guided learning hours: 30

Unit Purpose:

This Standard exposes the learner to the knowledge and skills of support carry out competent routine cleaning of decoration items such as drill machine, balloon inflator; batting wood, 2by2inch framing wood, duck-tape, transparent fishing wire, balloons and paper ribbon; floral arrangements vessels , centre-pieces, table cloths, seat covers, drapery and over layers. It emphasizes the need to carry out periodic cleaning according to organization's standards. This unit is appropriate for learners who are aspiring to work as senior assistant event decorator in the industry.

Unit assessment requirements/evidence requirements

Assessment must be carried out in real workplace environment in which learning and human development is carried out. **Simulation is not allowed** in this unit and level

Assessment methods to be used include:

1. Direct Observation Question (DO)
2. Question and Answer(QA)
3. Witness Testimony (WT)
4. Personal Statement (PS)
5. Work Product (WP)
6. Reflective Journal (RJ)
7. Recognition of Prior Learning (RPL)

Unit 08:

LO (Learning outcome)			Criteria:-				Evidence Type				Evidence Ref Page number			
LO1 Support carry out routine cleaning of decoration items	1.1	Identify the items for cleaning, read the cleaning schedule and select the appropriate equipment and cleaning agent.												
	1.2	Select all necessary stock to replace items for event												
	1.3	Use personal protective equipment and observe the right posture when cleaning												
	1.6	Demonstrate ability re-stock event items and report forgotten items												
	1.7	Communicate to the relevant personnel any item that needs attention in the decoration area.												
	1.9	Support clean and return cleaning agents and equipment.												
LO2 Support carry out routine cleaning and servicing of decoration items														
	2.1	Explain and read a cleaning schedule correctly to assistants												
	2.2	support select the appropriate cleaning equipment and agent.												
	2.3	Operate in cleaning and returning cleaning agents and equipment.												

	4.4	Carry out periodic cleaning that should be carried out and how frequently each task should be done.											
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Learners Signature:	Date:
Assessors Signature:	Date:
IQA Signature (if sampled)	Date:
EQA Signature (if sampled)	Date:

UNIT 09: SUPPORT ASSEMBLE AND ARRANGE DECORATION ITEMS FOR EVENT

Unit reference number: HTT/ED/005/L2

NSQ level: 2

Credit value: 4

Guided learning hours: 40

Unit Purpose:

The learner is exposed to the knowledge, competence and skills of supporting the assemble and arranging event venue with required items in the areas of floor cleanliness, style arrangement of chairs, tables, stage, wall and ambience. Competent application of decoration items assemblage and arranged by designs is required. This unit is appropriate for learners who are aspiring to work as senior assistant event decoration in the industry.

Unit assessment requirements/evidence requirements

Assessment methods to be used include:

1. Direct Observation Question (DO)
2. Question and Answer(QA)
3. Witness Testimony (WT)
4. Personal Statement (PS)
5. Work Product (WP)
6. Reflective Journal (RJ)
7. Recognition of Prior Learning (RPL)

Unit 09: Assist arrangement venue for decoration

LO (Learning outcome)			Criteria:-				Evidence Type				Evidence Ref Page number			
LO1 Demonstrate knowledge of decoration design	1.1	Identify the items for specific event												
	1.2	Explain different sitting decoration designs for various events.												
	1.3	Identify types of drapes fabrics by design and usage												
	1.4	Describe types of lightning used for different types of events												
	1.5	Identify flower designs and purposes												
	1.6	Identify table settings and dressings												
	1.7	Identify and report to the relevant personnel any item that needs attention in the decoration area												
LO2 Support carry out routine of arranging decoration items														
	2.1	Describe how to assemble chairs and tables for decoration												
	2.2	Describe how to arrange chairs and tables for decoration												
	2.3	Explain how to arrange chairs and tables for decoration												
	2.4	Keep decoration items clean.												
	2.5	Carry out routine decoration in event area												

UNIT 010: SUPPORT SET AND DECORATE EVENT VENUE

Unit reference number: HTT/ED/006/L2

NSQ level: 2

Credit value: 4

Guided learning hours: 40

Unit Purpose:

The learner is exposed to the knowledge and skills of supports in setting various small size of event venue in the areas covering functions of floor cleanliness, style arrangement of chairs, tables, stage, wall and ambience. He may assist where complex tasks are involves. This unit is appropriate for learners who are aspiring to work as senior assistant event decorator.

Unit assessment requirements/evidence requirements

Assessment methods to be used include:

1. Direct Observation Question (DO)
2. Question and Answer(QA)
3. Assignment (ASS)
4. Witness Testimony (WT)

5. Work Product (WP)
6. Personal Statement (PS)
7. Reflective Journal (RJ)
8. Recognition of Prior Learning (RPL)

Unit 010:Support set and decorate event venue

LO (Learning outcome) Criteria:-			Evidence Type				Evidence Ref Page number			
LO1 Support with settings in event decoration	1.1	Identify items setting for variety of decorations								
	1.2	Describe decoration designs for settings on chairs, tables, walls, stage and floor.								
	1.3	Identify drapes fabrics by design and usage								
	1.4	Explain types of lightning setting used for different types of events								
	1.5	Identify various types of flowers and set them appropriately								
	1.6	Report to the relevant personnel any item that needs attention in the decoration area								
LO2 Understand the routine of setting in decoration of items										
	2.1	Describe different styles of setting chairs and tables for decoration								
	2.2	State the importance of setting chairs and tables for decoration								
	2.6	Explain the importance of obtaining the necessary stock to replace items in decoration settings								
LO3 Support Carry out Set decoration items for decoration										
	3.1	Describe how to select the right tool, equipment, material and accessories for decoration setting.								
	3.2	Explain prepare the items for decoration setting								

	3.3	Set out chairs and tables cover and linen										
LO 4 Carry out arrangement of decoration items	4.1	Set chairs and table on floor and stage according to design										
	4.2	Set and mount flower on table according to décor design										
	4.3	Set curtains and drapes										
	4.4	Report any item that requires specialist attention to the relevant personnel.										

Learners Signature:	Date:
Assessors Signature:	Date:
IQA Signature (if sampled)	Date:
EQA Signature (if sampled)	Date:

UNIT 011: SUPPORT PROVIDE CUSTOMER SERVICE IN EVENT DECORATION

Unit Reference Number: HTT/ED/007/L2

NSQ Level: 2

Credit Value: 3

Guided Learning Hours: 30

Unit Purpose:

The learner is acquainted with the knowledge and skills of competently support in attending to customers in professional manner while carrying out decoration works in friendly. This unit standard is intended for those pursuing senior assistant event decoration careers.

Unit assessment requirement / evidence requirement

Assessment must be carried out in real workplace environment in which learning and human development is carried out. **Simulation is not allowed** in this unit and level

Assessment methods to be used include:

1. Direct Observation Question (DO)

2. Question and Answer (QA)
3. Assignment (ASS)
4. Witness Testimony (WT)
5. Personal Statement (PS)
6. Reflective Journal (RJ)
7. Recognition of Prior Learning (RPL)

UNIT 011:											
LEARNING OUTCOME (LO)		PERFORMANCE CRITERIA	Evidence Type				Evidence Ref. I				
The learner will:		The learner can:									
LO 1: Support communicate with clients in providing basic event decoration services	1.1	Define the term "communication"									
	1.2	Outline the benefits of using the correct form of communication									
	1.3	Support communicate customers' needs in event planning and decoration									
	1.4	Demonstrate effective techniques in communicating to customers needs									
LO 2: Support provide customer service in event decoration	2.1	Describe the term "customer service"									
	2.2	Understand the important of excellent customer service									
	2.3	Support get feedback on customer needs									
	2.4	Support identify the different customers in event planning and decoration									
	2.5	Support identify the needs of the different customers in event planning and decoration									
	2.6	Support deal with complaints in a positive manner									
LO 3: Support with personal presentation in event decoration	3.1	Define the term "personal presentation" in event planning and decoration									
	3.2	Support provide personal presentation within the event decoration industry.									
	3.3	Provide personal presentation in retaining customers									
	3.4	Exhibit professional behaviour in dealing with customers									

Learner's Signature:												Date:											
Assessor's Signature:												Date:											
IQA Signature (if sampled)												Date:											
EQA Signature (if sampled)												Date:											