



Federal Ministry of Education



Regulatory Body



Sector Skills Council

## **NIGERIA SKILLS QUALIFICATION FRAMEWORK (NSQF)**

### **NATIONAL OCCUPATIONAL STANDARDS (NOSs) FOR HOSPITALITY AND TOURISM TRADE**

#### **EVENT HANDLING OPERATION**

#### **CRAFTSMAN CADRE**

#### **EVENT DECORATOR ASSISTANT**

#### **LEVEL 1**

#### **REVIEWED BY**

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

**Federal Republic of Nigeria**

**27-28 AUGUST 2024**

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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 TRAD: EVENT HANDLING OPERATIONS**  
**CADRE: CRAFTSMAN**  
**CAREER PATH: ASSISTANT DECORATOR**  
**NSQ LEVEL: 1**

**TABLE OF STANDARDS**

<b>S/N</b>	<b>STANDARD TITLE</b>	<b>REFERENCE NUMBER</b>	<b>CREDIT VALUE</b>	<b>GUIDED LEARNING HOURS</b>
<b>MANDATORY UNIT</b>				
1.	Maintain A safe hygienic and secure work environment	HTT/GP/001/L1	3	30
2.	Practice Team Work in Event Planning & Decoration	HTT/GP/002/L1	3	30
3.	Communication in a work environment	HTT/GP/003/L1	3	30
4.	Assist identify and take stock of tools, equipment materials and accessories by type of event decoration	HTT/GP/004/L1	2	20
<b>OPTIONAL UNIT</b>				
5	Knowledge of event decoration	HTT/ED/001/L1	2	20
6	Demonstrate principles and knowledge of event decoration	HTT/ED/002/L1	2	20
7	Assist identify and collect basic event decoration tools, equipment, materials and accessories in event decoration	HTT/ED/003/L1	2	20
8	Assist with the use appropriate event decoration tools, equipment, materials and accessories it	HTT/ED/004/L1	2	20
9	Assist carry out routine cleaning of decoration items	HTT/ED/005/L1	2	20



10	Assist in the Decoration Arrangements For An Event Venue	HTT/ED/006/L1	2	20
11	Assist in setting and decorating event venue using materials, tools and equipment	HTT/ED/007/L1	3	30
12	Assist provide basic customer care services	HTT/ED/008/L1	2	20

\*Unit Ref No: **HTT**= Hospitality and Tourism Sector **ED**= Event Management  
**001**=Unit number  
**L1**= Level 1

## **UNIT 01: MAINTAIN A SAFE HYGIENIC AND SECURE WORK ENVIRONMENT**

**Unit reference number:**     **HTT/GP/001/L1**

**NSQ level:**     **1**

**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) The learner will:		PERFORMANCE CRITERIA The learner can:	Evidence Type						Evidence Ref. Page No.		
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	Mention 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	Explain the importance of maintaining good personal hygiene									
LO 3: Understand the importance of personal presentation in event decoration	3.1	Define the term “personal presentation” in event planning and decoration									
	3.2	Explain the importance of personal presentation within the event decoration industry.									

	3.3	Outline the benefits of personal presentation in retaining customers										
	3.4	Demonstrate professional behaviour in dealing with customers										
<b>LO4: Comply with Health and Safety Regulations</b>	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 a supervisor										
	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										
Learner's Signature:			Date:									
Assessor's Signature:			Date:									
IQA Signature (if sampled)			Date:									
EQA Signature (if sampled)			Date:									

## **UNIT 02: PRACTICE TEAM WORK IN EVENT PLANNING & DECORATION**

**Unit reference number: HTT/GP/002/L1**

**NSQ Level: 1**

**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 in the workplace, in such a way that the learner 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 the learner works with and receiving constructive feedback for improvement. This unit is appropriate for the learner 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)

<b>UNIT 02:</b>											
<b>LEARNING OUTCOME (LO)</b> <b>The learner will:</b>		<b>PERFORMANCE CRITERIA</b> <b>The learner can:</b>	<b>Evidence Type</b>					<b>Evidence Ref. Page No.</b>			
<b>LO1 : Understand role in working effectively with others in event decoration</b>	1.1	Define the term "Team Work"									
	1.2	Work effectively with members of the Team in event decoration.									
	1.3	Exhibit the importance of cordial relationship									
	1.4	Identify the different team members and their roles in event decoration									
	1.5	Explain the importance of communicating clearly and effectively with team members									
	1.6	Maintain cordial working relationship with team mates									
<b>LO2 : Demonstrate team work relationship in event decoration</b>	2.1	Describe the term "Team work"									
	2.2	Outline the benefits and importance of working as a team									
	2.3	Outline the persons who are part of your team and their roles									
	2.4	Explain the different techniques and strategies of team work to avoid conflict in event decoration									
	2.5	Demonstrate understanding of one's task and expectation									

	2.6	Understand roles and adhere to instructions accurately									
	2.7	Demonstrate ability to plan and organise one's task in order of importance									
	2.8	Place everything needed for work within reach									
<b>LO 3: Understand the importance of work management and skill development in event planning and decoration</b>	3.1	Explain the term "work organisation" in event decoration									
	3.2	Organise decoration work to avoid distractions and manage time effectively									
	3.3	Arrange decoration schedules to improve work									
	3.4	Identify with appropriate persons what aspects of your work that are up to standard and what areas to improve									
	3.5	Show the need to learn and improve frequently in event decoration									
Learner's Signature:			Date:								
Assessor's Signature:			Date:								
IQA Signature (if sampled)			Date:								
EQA Signature (if sampled)			Date:								

### **UNIT 03: COMMUNICATION IN A WORK ENVIRONMENT.**

**Unit reference number: HTT/GP/003/L1**

**NSQ level: 1**

**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)
8. Work Product (WP)

UNIT 03:											
LEARNING OUTCOME (LO) The learner will:		PERFORMANCE CRITERIA The learner can:	Evidence Type				Evidence Ref. Page No.				
<b>LO1</b> <b>Demonstrate a Non-complex Communication System in a Work Environment</b>	1.1	Use simple verbal means to pass on necessary information									
	1.2	Use non-verbal means to pass on necessary information									
	1.3	Interpret symbols and signs appropriately									
<b>LO2</b> <b>Know the source of information in a Work Environment</b>	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									

<b>LO3</b> <b>Demonstrate the various means of communication in a work environment</b>	3.1	Identify 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 04: ASSIST IDENTIFY AND TAKE STOCK OF EVENT DECORATION TOOLS, EQUIPMENT, MATERIALS AND ACCESSORIES ITEMS**

**Unit Reference Number:** HTT/GP/004/L1

**NSQ Level:** 1

**Credit Value:**2

**Guided Learning Hours:**20

##### **Unit Purpose:**

To enable the learner acquire knowledge, skills and competence to effectively undertake tasks to identify and take stock of event decoration tools like hammer, 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)
8. Recognition of Prior Learning (RPL)

<b>UNIT 04:</b>											
<b>LEARNING OUTCOME (LO)</b>		<b>PERFORMANCE CRITERIA</b>	<b>Evidence Type</b>				<b>Evidence Re Page No.</b>				
<b>The learner will:</b>		<b>The learner can:</b>									
<b>LO 1: Know And Identify decor material and accessory</b>	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									
<b>LO2: Apply stock taking procedures in event decoration</b>	2.1	Describe what event décor materials, tools, equipment and accessories are and their specifications									
	2.2	Assist Take stock of event décor event materials, tools, equipment and accessories before and after event									
	2.3	Assist 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.									
<b>LO 3: Assist haandle stock taking activites at event decoration</b>	3.1	Assist report cases of displaced event decor tools, equipment and accessories before, during and after event									
	3.2	Assist 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: DEMONSTRATE KNOWLEDGE OF EVENTS DECORATION.

Unit Reference Number: **HTT/ED/001/L1**

**NSQ Level: 1**

**Credit Value: 2**

**Guided Learning Hours:20**

**Unit Purpose:** This unit standard specifies the competencies required to know the concept and history of event decoration industry. It includes the concept, history and career opportunities in the event decoration industry. This unit standard is intended for those wishing to make a career 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. Oral Question and Answer(OQA)
3. Written Question and Answer(WQA)
4. Witness Testimony (WT)
5. Personal Statement (PS)
6. Assignment (ASS)
7. Reflective Journal Log (RJ)
8. Recognition of Prior Learning (RPL)

Unit 05 Standard:										
LEARNING OUTCOME (LO)		PERFORMANCE CRITERIA	Evidence Type				Evidence Ref. No.			
The learner will:		The learner can:								
<b>LO 1: Understand the concept of events decoration</b>	1.1	Explain the meaning of events and decorations								
	1.2	Explain the importance of event decoration as part of an event								
	1.3	Identify the various types of events								
	1.4	Identify the organisations offering services in event decorations								
<b>LO 2: Understand the history and development of</b>	2.1	Explain the origin of the event decoration in the hospitality industry in Nigeria								

the event decoration industry	2.2	Identify trends and how they affect the events decoration industry										
	2.3	Explain challenges in the events decorations										
LO 3: Demonstrate knowledge of the employment characteristics of event decoration	3.1	Identify careers opportunities in events decoration										
	3.2	Mention the characteristics of an event decorator										
	3.3											
LO 4: Demonstrate simple decoration techniques	4.1	Identify Basic items for event decoration										
	4.2	State methods of decoration for various events										
	4.3	Identify various fabrics for event decoration										
	4.4	Specify different items required for arrangements of events										
	4.5	Carryout simple table settings and designs										
	4.6	Carryout simple fabric wall and aisle designs										
	4.7	Carry out of simple balloon designs										
	4.8	Carry out simple floral arrangements										
Learner's Signature:			Date:									
Assessor's Signature:			Date:									
IQA Signature (if sampled)			Date:									
EQA Signature (if sampled)			Date:									

## UNIT 06: DEMONSTRATE PRINCIPLES AND KNOWLEDGE OF EVENT DECORATION

**Unit Reference Number:** HTT/ED/002/L1

**NSQ Level:** 1

**Credit Value:** 2

**Guided Learning Hours:** 20

### **Unit Purpose:**

To enable trainee acquire knowledge, skills and competence to demonstrate principles and basic knowledge in event decoration. It includes sourcing of additional services, basic 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. Assignment (ASS)
4. Witness Testimony (WT)
5. Personal Statement (PS)
6. Reflective Journal (RJ)
7. Recognition of Prior Learning (RPL)

<b>UNIT 06:</b>										
<b>LEARNING OUTCOME (LO)</b>		<b>PERFORMANCE CRITERIA</b>	<b>Evidence Type</b>				<b>Evidence Ref. Page No.</b>			
<b>The learner will:</b>		<b>The learner can:</b>								
<b>LO 1:</b> Understand basic process of event decoration tasks	1.1	Identify checklist of basic event decoration services								
	1.2	Outline the process of decoration services for an event								
	1.3	Explain the importance of developing an event schedule/programme								
	1.4	Describe basic customer requests in event decorative needs/ideas								
<b>LO 2:</b>	2.1	Explain the term 'contractual								

Demonstrate understanding of contractual agreement		agreement'											
	2.2	State the basic contractual agreements in event and decoration reservations											
	2.3	Explain the basic aspects to be covered in a reservation contractual agreement											
<b>LO 3:</b> Understand the basic principles of costing an event decoration	3.1	Explain terms like 'costing', 'quotation', 'invoice' and 'receipt' in even decorations											
	3.2	Identify cost items like payment receipt, waybill, delivery invoice etc											
	3.3	Outline the factors to be considered in the costing of event decoration services											
	3.4	Understand the costing of outsourced services in event and decoration											
	3.5	Explain cases where refund policies and cancellation fees are applicable in event decoration											
Learner's Signature:			Date:										
Assessor's Signature:			Date:										
IQA Signature (if sampled)			Date:										
EQA Signature (if sampled)			Date:										

## **UNIT 07: IDENTIFY AND COLLECT EVENT DECORATION TOOLS, EQUIPMENT, MATERIALS AND ACCESSORIES ITEMS**

**Unit Reference Number:**   HTT/ED/003/L1

**NSQ Level:** 1

**Credit Value:** 2

**Guided Learning Hours:**20

### **Unit Purpose:**

To enable the learner acquire knowledge, skills and competence to identify, assist identify, receive, collect decoration tools like hammer, 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.

### **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 07											
LEARNING OUTCOME (LO)		PERFORMANCE CRITERIA	Evidence Type				Evidence Re Page No.				
The learner will:		The learner can:									
<b>LO 1: Identify decor material and accessory</b>	1.1	Assist with Identifying materials used in social, promo, rally, fair/exhibition, business or entertainment event decoration etc.									
	1.2	Explain the uses of the different materials in event decoration.									
	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									
<b>LO2: Demonstrate knowledge of start and close down procedures in event decoration</b>	2.1	Outline the procedure for transporting materials to the venue.									
	2.2	Explain the importance of keeping an inventory of decoration material.									
	2.3	Practice safe manual handling techniques in the offloading of décor tools, equipment, material and accessories.									
<b>LO 3: Demonstrate knowledge of importance of personal presentation in event decoration</b>	3.1	Assist perform decoration start-up in accordance with laid down procedures.									
	3.2	Assist 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	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 08: USE APPROPRIATE TOOLS, EQUIPMENT, MATERIALS AND ACCESSORIES IN EVENT DECORATION

**Unit Reference Number:** HTT/ED/004/L1

**NSQ Level:** 1

**Credit Value:** 2

**Guided Learning Hours:** 20

### **Unit Purpose:**

To enable the learner acquire knowledge, skills and competence in the areas of identifying, selecting, assembling **Tools:** hammer, screwdriver, hot glue gun, thumb pin, 2inch nails, scissors; **Equipment:** drill machine, balloon inflator; **Materials:** batting wood, 2by2inch framing wood, duck-tape, transparent fishing wire and paper ribbon; **Accessories** 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:**

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)

<b>UNIT 08:</b>										
<b>LEARNING OUTCOME (LO)</b>		<b>PERFORMANCE CRITERIA</b>	<b>Evidence Type</b>				<b>Evidence Ref. Page No.</b>			
<b>The learner will:</b>		<b>The learner can:</b>								
<b>LO 1:</b> <b>Know tools,</b>	1.1	Identify the tools, equipment and materials used in event decoration.								

<b>equipment, material and accessories</b>	1.2	Explain the uses of the different tools, equipment and materials in event decoration.											
	1.3	Outline the procedures for the maintenance and storage of tools and equipment.											
	1.4	Select the appropriate tools, equipment and materials for decorating an event.											
	1.5	Use tools and equipment safely and in accordance with manufacturer's guidelines.											
	1.6	Maintain/store tools and equipment in accordance with manufacturer's guidelines											
<b>LO2: Demonstrate knowledge of start and close down procedures in event decoration</b>	2.1	Outline the procedure for transporting tools, equipment and material to event venue.											
	2.2	Explain the importance of keeping an inventory of tools, equipment and material.											
	2.3	Practice safe manual handling techniques in the offloading of tools, equipment and material.											
<b>LO 3: Demonstrate knowledge of the the importance of personal presentation in event decoration</b>	3.1	Assist in the performance of decoration start-up in accordance with laid down procedures.											
	3.2	Assist in 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	Maintain and store tools, equipment and 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 09: CARRY OUT ROUTINE CLEANING OF DECORATION ITEMS**

**Unit reference number: HTT/ED/005/L1**

**NSQ level: 1**

**Credit value: 2**

**Guided learning hours: 20**

**Unit Purpose:** This Standard comprises of the **equipment:** drill machine, balloon inflator; **materials:** batting wood, 2by2inch framing wood, duck-tape, transparent fishing wire, balloons and paper ribbon; **accessories** 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 assistant event decorator 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

### **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 (DO)
2. Learner's Personal Statement (PS)
3. Work Product (WP)
4. Witness Statement (WT)
5. Assignment (ASS)
6. Questioning (QA)
7. Reflective Journal (RJ)

<b>UNIT 09:</b>												
<b>LEARNING OUTCOME (LO)</b>		<b>PERFORMANCE CRITERIA</b>	<b>Evidence Type</b>				<b>Evidence Ref. Page No.</b>					
<b>The learner will:</b>		<b>The learner can:</b>										
<b>LO1</b> <b>Understand the routine cleaning and servicing of decoration items</b>	1.1	Explain the importance of reading the cleaning schedule correctly										
	1.2	Explain the importance of selecting the appropriate cleaning equipment and agent.										
	1.3	Explain the importance of cleaning and returning cleaning agents and equipment.										
	1.4	State the importance of routine cleaning and how to carry out decoration cleaning and service										
	1.5	Explain the importance of identifying and reporting to the relevant personnel any item that needs attention in the event area.										
	1.6	Explain the importance of obtaining the necessary stock to replace items in the event activity										
	1.7	Explain the importance of maintaining good posture at work.										
	1.8	Distinguish between routine and periodic cleaning.										
<b>LO 2:</b> <b>Carry out routine cleaning of decoration items</b>	2.1	Identify the items for cleaning, read the cleaning schedule and select the appropriate equipment and cleaning agent.										
	2.2	Obtain the necessary stock to replace items for event										
	2.3	Use personal protective equipment and observe the right posture when cleaning										
	2.4	Re-stock event items ,report forgotten , lost or damaged items										
	2.5	Identify and report to the relevant personnel any item that needs attention in the decoration area.										
	2.6	Recognise clean and return cleaning agents and equipment.										
<b>LO3</b> <b>Carry out periodic cleaning of Events decoration items</b>	3.1	Prepare the decoration items for periodic cleaning.										
	3.2	Select the right decoration equipment for periodic cleaning										

	3.3	Carry out high dusting										
	3.4	Assist in arrangement of linen fabrics and drapes										
	3.5	Identify and report any item that requires specialist attention to the relevant personnel.										
	3.6	Wear Personal Protective Equipment, observe color code and the right posture.										
LO4 Understand the periodic cleaning of décor items	4.1	Explain the importance of periodic cleaning										
	4.2	Explain the importance of selecting the right equipment, wearing PPE and observing the right posture.										
	4.3	Explain the importance of reporting any item that requires specialist attention to the relevant personnel.										
	4.4	Explain the basic periodic cleaning that should be carried out and how frequently each task should be done.										
Learner's Signature:			Date:									
Assessor's Signature:			Date:									
IQA Signature (if sampled)			Date:									
EQA Signature (if sampled)			Date:									

## UNIT 010: SET THE DECORATION ARRANGEMENTS FOR AN EVENT VENUE

**Unit reference number:** HTT/ED/006/L1

**NSQ level:** 1

**Credit value:** 2

**Guided learning hours:** 20

**Unit Purpose:**

The learner is exposed to the knowledge competence and skills of clearing and arranging event venue in the areas of floor cleanliness, style arrangement of chairs, tables, stage, wall and ambience. Efficient application of decoration items are necessary. This unit is appropriate for learners who are aspiring to work as event decoration assistant 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 (DO)
2. Learner's Personal Statement (PS)
3. Work Product (WP)
4. Witness Statement (WT)
5. Assignment (ASS)
6. Questioning (QA)
7. Reflective Journal (RJ)

<b>UNIT 010:</b>										
<b>LEARNING OUTCOME (LO)</b>		<b>PERFORMANCE CRITERIA</b>	<b>Evidence Type</b>				<b>Evidence Ref. Page No.</b>			
<b>The learner will:</b>		<b>The learner can:</b>								
LO1 Demonstrate knowledge of decoration design	1.1	Identify the items for specific event								
	1.2	Explain decoration designs for chair cover.								
	1.3	Identify 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								

[illegible]



## UNIT 011: ASSIST IN SETTING AND DECORATING EVENT VENUE USING MATERIALS, TOOLS, EQUIPMENT AND ACCESSORIES

**Unit reference number:** HTT/ED/007/L1

**NSQ level:** 1

**Credit value:** 3

**Guided learning hours:** 30

**Unit Purpose:** The learner is exposed to the knowledge competence and skills of setting event venue in the areas of floor cleanliness, style arrangement of chairs, tables, stage, wall and ambience. The application of decoration items are necessary. This unit is appropriate for learners who are aspiring to work as event decoration assistant 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

1. Direct Observation (DO)
2. Learner's Personal Statement (PS)
3. Work Product (WP)
4. Witness Statement (WT)
5. Assignment (ASS)
6. Questioning (QA)
7. Reflective Journal (RJ)

UNIT 011:										
LEARNING OUTCOME (LO)		PERFORMANCE CRITERIA	Evidence Type				Evidence Ref. Page No.			
The learner will:		The learner can:								
LO1 Demonstrate knowledge of settings in event decoration	1.1	Identify specific items setting in decoration								
	1.2	Explain decoration designs for settings on chairs, tables, walls, stage and floor.								
	1.3	Identify drapes fabrics by design and usage								
	1.4	Describe types of lightning setting used for different types of events								
	1.5	Identify flower settings								

	1.6	Identify and report to the relevant personnel any item that needs attention in the decoration area											
<b>LO 2:</b> Understand the routine of ‘settings’ in decoration of items	2.1	Describe how to set chairs and tables for decoration											
	2.2	Explain the importance of setting chairs and tables for decoration											
	2.3	Explain the importance of obtaining the necessary stock to replace items in decoration settings											
<b>LO3</b> Carry out Set decoration items for decoration	3.1	Select the right tool, equipment, material and accessories for decoration setting.											
	3.2	Assist prepare the items for decoration setting											
	3.3	Assist set chairs and tables cover and linen											
LO 4 Carry out arrangement of decoration items	4.1	Assist set chairs and table on floor and stage according to design											
	4.2	Assist set and mount flower on table according to décor design											
	4.3	Assist to set curtains and drapes											
	4.4	Identify and report any item that requires specialist attention to the relevant personnel.											
Learner’s Signature:			Date:										
Assessor’s Signature:			Date:										
IQA Signature (if sampled)			Date:										
EQA Signature (if sampled)			Date:										

## UNIT 012: PRACTICE CUSTOMER SERVICE IN EVENT DECORATION

**Unit Reference Number:**   HTT/ED/008/L1

**NSQ Level:**1

**Credit Value:** 2

**Guided Learning Hours:** 20

### **Unit Purpose:**

This unit standard specifies the competencies required to practice excellent customer service in event decorations. It includes the concept of customer care, relation and approach to providing customer friendly services in event planning and decoration. This unit standard is intended for those pursuing a career 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. Assignment (ASS)
4. Witness Testimony (WT)
5. Personal Statement (PS)
6. Reflective Journal (RJ)
7. Recognition of Prior Learning (RPL)

<b>UNIT 012:</b>											
<b>LEARNING OUTCOME (LO)</b> The learner will:		<b>PERFORMANCE CRITERIA</b> The learner can:	<b>Evidence Type</b>					<b>Evidence Ref. Page No.</b>			
<b>LO 1:</b> <b>Communicate with clients in providing basic event decoration services</b>	1.1	Define the term "communication"									
	1.2	Outline the benefits of using the correct form of communication									
	1.3	Explain the different techniques of meeting customers' needs in event planning and decoration									
	1.4	Demonstrate effective customer service techniques									

<b>LO 2: Demonstrate customer service in event decoration</b>	2.1	Describe the term "customer service"										
	2.2	Explain the importance of excellent customer service										
	2.3	Understand the importance of customer feedback										
	2.4	Identify the different customers in event planning and decoration										
	2.5	Identify the needs of the different customers in event planning and decoration										
	2.6	Explain the importance of dealing with complaints in a positive manner										
<b>LO 3: Understand the importance of personal presentation in event decoration</b>	3.1	Define the term “personal presentation” in event planning and decoration										
	3.2	Explain the importance of personal presentation within the event decoration industry.										
	3.3	Outline the benefits of personal presentation in retaining customers										
	3.4	Demonstrate professional behaviour in dealing with customers										
Learner's Signature:			Date:									
Assessor's Signature:			Date:									
IQA Signature (if sampled)			Date:									
EQA Signature (if sampled)			Date:									