



Federal Ministry of Education



Regulatory Body



Sector Skills Council

NIGERIA SKILLS QUALIFICATION FRAMEWORK (NSQF)

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

EVENT HANDLING OPERATION TRADE

MASTERCRAFT CADRE

EVENT DECORATOR

LEVEL 3

REVIEWED BY

HOSPITALITY & TOURISM SECTOR SKILLS COUNCIL OF NIGERIA (HTSSCN)

Federal Republic of Nigeria

27-28 AUGUST, 2024

LIST OF NOS REVIEWERS				
S/N	NAME	DESIGNATION	ORGANISATION/ ASSOCIATION/UNION	POSITION
1.	Prof. Bassey Esu	Trainer	Institute of Tourism Professionals of Nigeria (ITPN)	Chairman
2.	Nura Sani Kangiwa	Director General/CEO	NIHOTOUR/ HT Sector Skills Council Secretariat	Member
3.	Chief Abiodun Odusanwo	Operator/Employer (Chairman BoD HT Sector Skills Council of Nigeria	Institute of Tourism Professionals of Nigeria (ITPN	Member
4.	Ieren A. Emmanuel	Operator/Employer	Owende Catering School Abuja FCT	Member
5.	Katto Ola Emmanuel	Operator/Employer	Mastermind Catering and Culinary Institute, Abuja FCT	Member
6.	Amos Opoola	Operator/Employer	Hospitality & Tourism Management Association of Nigeria (HATMAN)	Member
7.	Tongrit Julie	Operator/Employer	Orit Travel & Tours, Abuja FCT	Member
8.	Aturu Samson	Operator/Employer	Hospitality & Tourism Management Association of Nigeria (HATMAN)	Member
9.	Chef Fatima Haruna	Operator/Employer	Chef Fatima Culinary Academy	Member
10.	Libabatu Timohy Avong	Operator/Employer	Event Worth, Abuja	Member
11.	Abinbola Ogunlusi	Operator/Employer	QMDCI Hospitality	Member
12.	Florence Oyelade Adedayo-Tayo	Operator/Employer	QMDCI Hospitality	Member
13.	Babayomi Omojola	Operator/Employer	Institute of Tourism Professionals of Nigeria (ITPN)	Member
14.	Ibrahim Baba	Trainer	National Institute for Hospitality & Tourism, Abuja FCT	Member
15.	Foluke Okoroma	Trainer	National Institute for Hospitality & Tourism, (NIHOTOUR) Abuja FCT	Member
16.	Asufi Stella	Trainer	National Institute for Hospitality & Tourism (NIHOTOUR) Abuja FCT	Member

17.	Kazeem Kayode	Trainer	National Institute for Hospitality & Tourism, (NIHOTOUR) Abuja FCT	Member
18.	Tina Ejiofor Ogonna	Trainer	National Institute for Hospitality & Tourism, (NIHOTOUR) Abuja FCT	Member
19.	Muhammad Bilyaminu Musa	NSQF Regulatory Agency personnel	National Board for Technical Education (NBTE)	Observer
20.	Maryam Yusha'u Abubakar	NSQF Regulatory Agency personnel	National Board for Technical Education (NBTE)	Observer
21.	Elijah Dabak Sheleph	Trainer	NIHOTOUR/ HT Sector Skills Council Secretariat	Member
22.	Philip Egga Maga	Council Under-Secretary	NIHOTOUR/ HT Sector Skills Council Secretariat	Member/Secretary

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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
CAREER PATH: EVENT DCORATOR
NSQ LEVEL: 3 (MASTERCRAFT OPERATOR)

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/L3	3	30
2.	Practice Team Work in Event Planning & Decoration	HTT/GP/002/L3	3	30
3.	Communication in a work environment	HTT/GP/003/L3	3	30
4.	Identify And Take Stock Of Event Decoration Tools, Equipment, Materials And Accessories Items	HTT/GP/004/L3	2	20
OPTIONAL UNIT				
5	Demonstrate Effective Use Of Tools, Equipment, Materials And Accessories In Event Decoration	HTT/ED/001/L3	3	30
6	Collect Event Decoration Tools, Equipment, Materials And Accessories Items	HTT/ED/002/L3	3	30
7	Perform Administrative Tasks Involved In Event Decoration	HTT/ED/003/L3	3	30
8	Carry Out Routine Cleaning Of Decoration Items	HTT/ED/004/L3	3	30
9	Assemble And Arrange Decoration Items For Event	HTT/ED/005/L3	4	40
10	Set And Decorate Event Venue	HTT/ED/006/L3	4	40
11	Provide Customer Care Service In Event Decoration	HTT/ED/007/L3	3	30

*Unit Ref No: **HLT**= Hospitality and Tourism Sector**ED**= Event Management
001=Unit number
L3= Level 3

UNIT 01 STANDARD: MAINTAIN A SAFE HYGIENIC AND SECURE WORK ENVIRONMENT

Unit reference number: HTT/GP/001/L3

NSQ level: 3

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	2.1	State your responsibilities under the health and Safety act								
	2.2	State the general rules of hygiene that								

Health, safety and Environmental Security		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 in one's Workplace	3.1	Identify some hazards or potential hazards in your work environment and act appropriately								
	3.2	Report any accidents or near accidents 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								

you should follow

State clothing, footwear and headgear
that should be worn at all times

State the importance of maintaining good personal hygiene

Demonstrate the Ability to control and report hazards in one's Workplace

Identify some hazards or potential hazards in your work environment and act appropriately

Report any accidents or near accidents quickly and accurately to the right person

Follow health, hygiene and safety procedures while working

Practice emergency procedures correctly

Follow security procedures of the organization

Observe government regulations on health and safety in the Events Industry (OHS 2012)

Comply with Health and Safety Regulations

State the importance of working in a healthy, safe and hygienic way

State where you can obtain information about Health and safety in your work place

Describe the types of hazards that can occur in your workplace and how to deal with them

State hazards that you can deal with personally and hazards that must be reported to someone else

Describe how to warn other people about hazards and why this is important

Explain why accidents and near accidents should be reported and who these should be reported to

Describe the type of emergencies that may happen in the Workplace and how to handle them

Explain why accidents and near accidents should be reported and who these should be reported to

Describe the type of emergencies that may happen in the Workplace and how to handle them

		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/L3

NSQ level: 3

Credit value: 2

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 Communication System in a Work Environment	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								
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:
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UNIT 03: PRACTICE TEAM WORK IN EVENT PLANNING & DECORATION

Unit reference number: HTT/GP/003/L3

NSQ Level: 3

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								

[illegible]

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

UNIT 04: IDENTIFY AND TAKE STOCK OF EVENT DECORATION TOOLS, EQUIPMENT, MATERIALS AND ACCESSORIES ITEMS

Unit Reference Number: HTT/GP/004/L3

NSQ Level: 3

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)

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 event decoration	2.1	Explain in details what event décor materials, tools, equipment and accessories are and their specifications									
	2.2	Take stock of event décor event materials, tools, equipment and accessories before and after event									
	2.3	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: Handle stock taking activities at event decoration	3.1	Report cases of displaced event decor tools, equipment and accessories before, during and after event									
	3.2	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 EFFECTIVE USE OF TOOLS, EQUIPMENT, MATERIALS AND ACCESSORIES IN EVENT DECORATION

Unit Reference Number: HTT/ED/001/L3

NSQ Level:3

Credit Value:3

Guided Learning Hours: 30

Unit Purpose:

To enable the learner acquire knowledge, skills and competence in the areas of effectively 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:

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: Identify tools, equipment, material and accessory	1.1	Identify the tools, equipment , materials and accessories used in event decoration.									
	1.2	uses different tools/equipment, materials and accessories in event decoration.									
	1.3	Maintain procedure for storage of tools and equipment.									

	1.4	Select the appropriate tools/equipment, materials and accessories for a specific event decoration										
	1.5	Use tools and equipment etc safely and in accordance with manufacturer's guidelines.										
	1.6	Maintain and store tools and equipment etc in accordance with manufacturer's guidelines										
LO2: Handle event from start and close down in event decoration	2.1	Transport tools, equipment and material to venue.										
	2.2	Keep inventory of tools/equipment, materials and accessories.										
	2.3	Practice safe manual handling techniques in the offloading of tools/equipment, materials and accessories.										
LO 3: Carry out personal presentation in event decoration	3.1	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 tools,/equipment, materials and accessories in accordance with set procedures.										
Learner's Signature:			Date:									
Assessor's Signature:			Date:									
IQA Signature (if sampled)			Date:									
EQA Signature (if sampled)			Date:									

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

Unit Reference Number: HTT/ED/002/L3

NSQ Level: 3

Credit Value: 3

Guided Learning Hours: 30

Unit Purpose:

To enable the learner acquire knowledge, skill to 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: Identify decor material and accessory	1.1	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.									

[illegible]

UNIT 07: PERFORM ADMINISTRATIVE TASKS INVOLVED IN EVENT DECORATION

Unit Reference Number: HTT/ED/003/L3

NSQ Level: 3

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: Carry out process of administering event decoration tasks	1.1	Provide checklist of basic event decoration services							
	1.2	Outline the process of decoration services for an event							
	1.3	Develop an event schedule/programme							
	1.4	Apply customer consultation techniques in understanding decorative needs/ideas							
	1.5								
LO2 :	2.1	Explain the term 'contractual agreement'							

Handle contractual agreement	2.2	Explain the basic aspects to be covered in a contractual agreement									
	2,3	Understand the legal framework of contractual agreements									
	2,4	Prepare simple event decoration contract reservation									
	2.5	Negotiate and conclude a contractual agreements in event and decoration									
	2.6	Attend to a 'contractual agreement'									
	2.7	Handle legal framework of contractual agreements									
	2.8	Prepare simple event decoration contract reservation									
LO3 : Carry out costing for decorating services for event performance	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	Carry out costing of outsourced services in event and decoration									
	3.5	Apply refund policies and cancellation fees are applicable in event decoration									
	3.6										
LO4: Plan and cost decorating services for event performance	4.1	Calculate the costs for decorating a given event									
	4.2	Draw up a quotation for a given event									
	4.3	Calculate VAT in accordance with set guidelines									
	4.4	Write payment receipt for event decoration									
L O5 Keep records of event decoration services offered	5.1	Define the term 'record keeping'									
	5.2	Apply record keeping in event planning and decoration									
	5.3	Use different methods to store event									

		records									
	5.4	observe confidentiality in record keeping									
	5.5	Understand the importance of document control									
	5.6	Generate simple records of specific event decoration service offered									
	5.7	Keep simple records in accordance with laid down procedures									
Learner's Signature:			Date:								
Assessor's Signature:			Date:								
IQA Signature (if sampled)			Date:								
EQA Signature (if sampled)			Date:								

UNIT 08: CARRY OUT ROUTINE CLEANING OF DECORATION ITEMS

Unit reference number: HTT/ED/004/L3

NSQ level: 3

Credit value:3

Guided learning hours: 30

Unit Purpose:

This Standard exposes the learner to the knowledge and skills of carrying 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 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 08:

LO (Learning outcome)			Criteria:-				Evidence Type				Evidence Ref Page number			
LO1 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	Obtain the necessary stock to replace items for event												
	1.3	Use personal protective equipment and observe the right posture when cleaning												

	3.5	Clean skirting boards											
	3.6	Carry out high dusting											
	3.7	Arrange curtains and drapes											
	3.8	Report any item that requires specialist attention to the relevant personnel.											
	3.9	Wear Personal Protective Equipment, observe color code and the right posture.											
LO4													
Carry out periodic cleaning of décor items	4.1	State the importance of periodic and frequent cleaning of event materials											
	4.2	Select and apply the right equipment, wearing PPE and observing the right posture.											
	4.3	Report any item that requires specialist attention to the relevant personnel.											
	4.4	Select and carry out periodic and frequently each task procedures											

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

UNIT 09: ASSEMBLE AND ARRANGE DECORATION ITEMS FOR EVENT

Unit reference number: HTT/ED/005/L3

NSQ level: 3

Credit value: 4

Guided learning hours: 40

Unit Purpose:

The learner is exposed to the knowledge competence and skills of assembling 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. 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 09: Assist arrangement venue for decoration

LO (Learning outcome)			Criteria:-				Evidence Type				Evidence Ref Page number			
LO1 Design and plan the execution of event decoration	1.1	Identify the items for specific event												
	1.2	Plan different sitting decoration designs for various events.												
	1.3	Set types of drapes fabrics by design and usage												
	1.4	Choose type of lightning used for different types of events												
	1.5	Identify flower designs and purposes												

Carry out arrangement of decoration items		and stage according to design										
	4.2	Assemble flower on table according to décor design										
	4.3	Arrange curtains and drapes										
	4.4	Identify and report any item that requires special attention to the relevant personnel.										

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

UNIT 010: SET AND DECORATE EVENT VENUE

Unit reference number: HTT/ED/006/L2

NSQ level: 3

Credit value: 4

Guided learning hours: 40

Unit Purpose:

The learner is exposed to the knowledge and skills of 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 10:

LO (Learning outcome)			Criteria:-				Evidence Type				Evidence Ref Page number			
LO1 Know 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	Describe types of lightning setting used for different types of events												

UNIT 011: PROVIDE CUSTOMER CARE SERVICE IN EVENT DECORATION

Unit Reference Number: HTT/ED/007/L3

NSQ Level: 3

Credit Value: 3

Guided Learning Hours: 30

Unit Purpose:

The learner is acquainted with the knowledge and skills of competently 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: 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	Explain the different techniques of meeting customers' needs in event planning and decoration								
	1.4	Demonstrate effective techniques								

[illegible]