



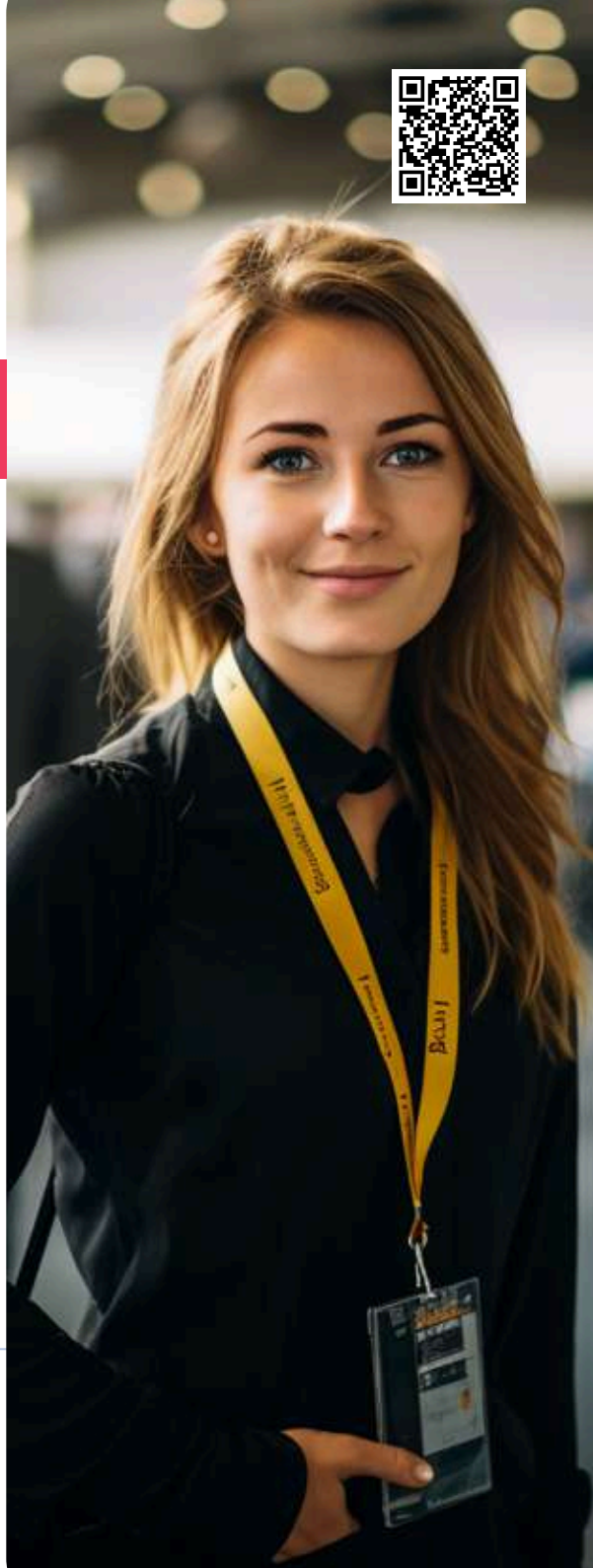
# Events

# Assistant

## Apprenticeship - Level 3

whether you're someone who loves bringing people together, thrives on organisation, and enjoys seeing ideas come to life, this apprenticeship is for you!

If you are someone that's always planning the next big gathering or you're excited by the buzz of live events, a career in Event Management could be the perfect way to channel your creativity and organisational skills.



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[www.pro-app.co.uk](http://www.pro-app.co.uk)

# Why Pro Apprenticeships?

We do things differently!



## About Us

Pro Apprenticeships are a multi award-winning and Ofsted Outstanding Apprenticeship Training Provider.

Established in 2016, we set up with the aim of creating life-changing opportunities for people and helping businesses grow through the development and retention of motivated, driven staff.

## Why us?

We are good at what we do, really good at what we do! We have industry-leading tutors and a network of employers that allows us to stay on top of the ever-changing technology and business landscape.

Be it latest marketing, software and business trends, we always deliver outstanding training.

## You can trust us



### We Are Learner Focused

Our support and training is always tailored to your specific needs.



### 100% First Time Pass Rate

Our industry leading tutors will help you pass with flying colours.



### 87% Distinction Rate

We'll help you to achieve the very best that you can!



### We Are Best In Class

We are one of a select few providers to be rated **Outstanding** by Ofsted.

# Events Assistant

## Level 3 Apprenticeship

### Overview

In this apprenticeship you'll learn a range of different aspects of event management, from planning, execution to evaluation. The apprenticeship will cover a range of skills required including time management, dealing with stakeholders and practical skills like scheduling, resourcing, budgeting and event marketing.

### Key skills you'll develop:

- Event Planning and Coordination
- Budget Management and Cost Tracking
- Venue Sourcing and Supplier Liaison
- Marketing and Promotion of Events
- Customer Relationship Management
- On-Site Event Support and Troubleshooting

### How will this be delivered?

This apprenticeship is delivered through a combination of work-based learning, online training sessions or face to face sessions. You will build a portfolio of work that you have created to evidence your skills. When ready to finish your apprenticeship, you will undertake an end point assessment – but don't worry you will have plenty of support to prepare for this.

### Want to learn more?

Speak to one of our apprenticeship experts today!

### Apprenticeship details

#### Qualification

Events Assistant – Level 3

#### Length of Apprenticeship

15 Months and 3 Months EPA

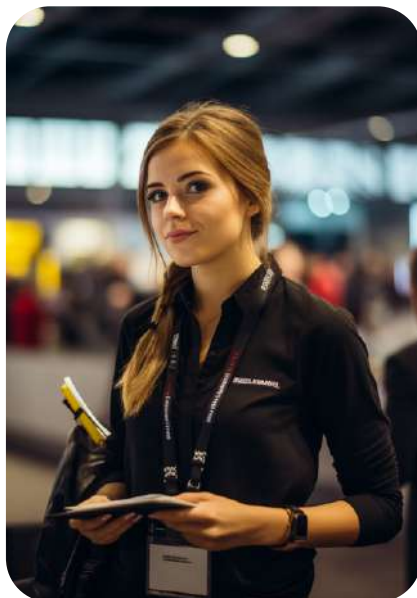
#### Typical job roles

Events Assistant, Events Manager, Conference Manager, Venue Assistant, Exhibitions Manager, Public Relations

#### Apprenticeship Value

£9000\*

\*Apprenticeships are government funded and are always entirely free for you as the apprentice! Depending on your age and the size of the company you work for, there may be a small contribution required by your employer.



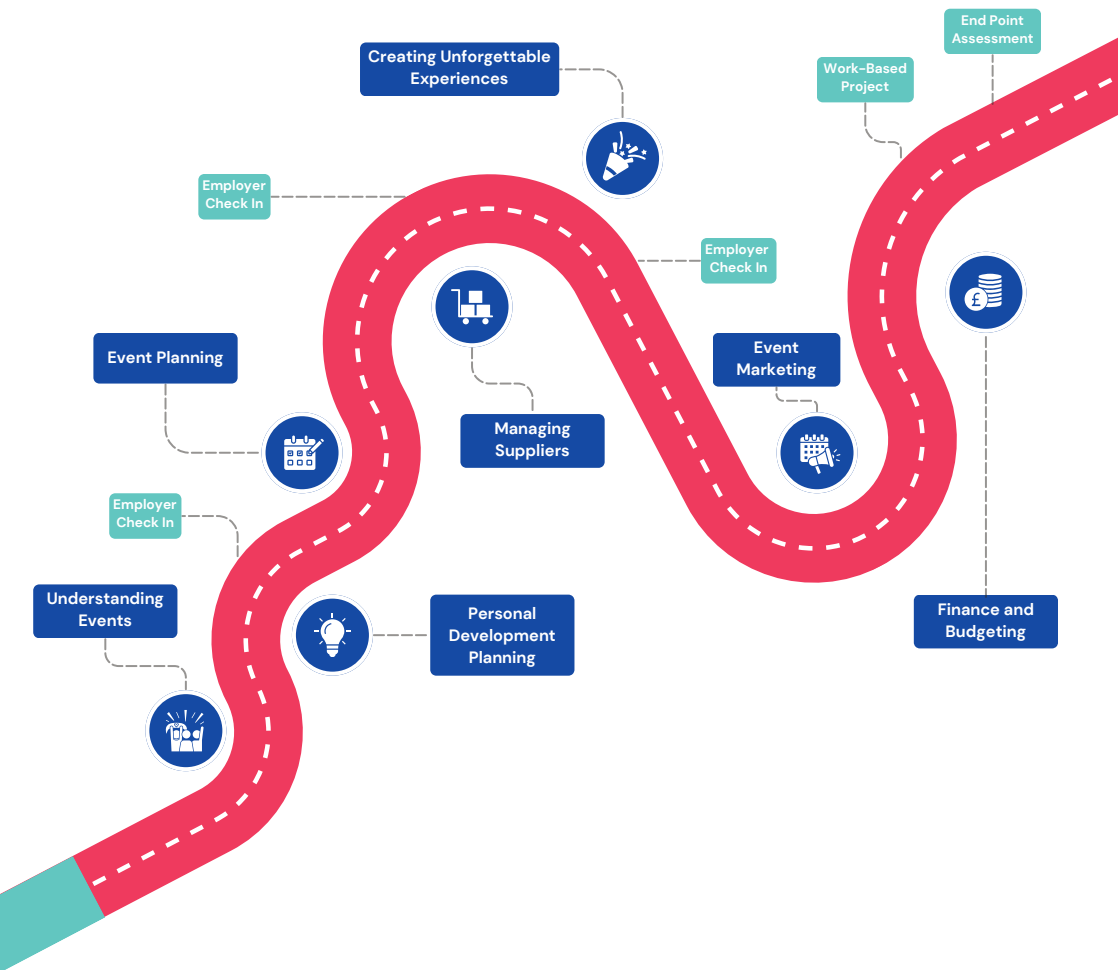
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# Your Learner Journey...

How this apprenticeship is structured.



## Ready to get started?

Whether you are looking to upskill in your current role or apply for a vacancy, we'd love to hear from you!

Send us an email at [info@pro-app.co.uk](mailto:info@pro-app.co.uk)



Read more on our website!  
[pro-app.co.uk](http://pro-app.co.uk)