

# CERTIFICATE SUPPLEMENT (\*)

## 1. TITLE OF THE CERTIFICATE (NL)

**Diploma Beroepsonderwijs**  
**Kwalificatie: Medewerker evenementenorganisatie**  
**Kwalificatiedossier: Marketing, communicatie en evenementen**  
In the original language

## 2. TRANSLATED TITLE OF THE CERTIFICATE (EN)

**Certificate Senior Secondary Vocational Education**  
**Qualification: Event organisation officer**  
**Qualification file: Marketing, communication and events**  
This translation has no legal status

## 3. PROFILE OF SKILLS AND COMPETENCES

The most important duties of an Event organisation officer are:

Core task 1: Assists in setting up operational plans for carrying out marketing & communication policy

- 1.1 Searches for information and analyses this for the benefit of an operational plan
- 1.2 Makes proposals for an operational plan
- 1.3 Refines an operational plan
- 1.4 Comments on, and actualises operational plans

Core task 2: Manages online & offline marketing & communication activities

- 2.1 Maps out marketing and communication issues
- 2.2 Devises solutions for marketing and communication issues
- 2.3 Drafts a project plan for the solution of marketing and communication issues
- 2.4 Carries out a project plan for the solution of marketing and communication issues
- 2.5 Evaluates a project plan for marketing- and communication issues
- 2.6 Develops and manages information, promotion and PR-material
- 2.7 Updates the information on the internet and intranet and maintains the web site

Core task 3: Organises events

- 3.1 Consults with client
- 3.2 Drafts an operational plan for an event and explains this
- 3.3 Organises and coordinates the transport of materials and persons
- 3.4 Arranges and coordinates the layout (appointments) of rooms and installation of materials
- 3.5 Arranges and coordinates the daily amenities
- 3.6 Carries out supporting activities on behalf of human resource management / personnel
- 3.7 Coordinates security on locations
- 3.8 Coordinates and monitors the process during the event and evaluates the event

### \* Explanatory note

This document is designed to provide additional information about the specified certificate and does not have any legal status in itself. The format of the description is based on the following texts: Council Resolution 93/C 49/01 of 3 December 1992 on the transparency of qualifications, Council Resolution 96/C 224/04 of 15 July 1996 on the transparency of vocational training certificates, and Recommendation 2001/613/EC of the European Parliament and of the Council of 10 July 2001 on mobility within the Community for students, persons undergoing training, volunteers, teachers and trainers.

More information is available at: <http://www.europass.cedefop.europa.eu/>

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#### 4. RANGE OF OCCUPATIONS ACCESSIBLE TO THE HOLDER OF THE CERTIFICATE

An Event organisation officer can work in a large variety of sectors, among which profit, non-profit, government and event, music & entertainment. This is because there is a great variety of organisations which are involved in event organisation in this professional area for other organisations. The Event organisation officer can work at an event organisation agency, museum, media production organisation, theatre etc.

#### 5. OFFICIAL BASIS OF THE CERTIFICATE

<p><b>Name and status of the body awarding the certificate</b> The certificate issued on completion of the programme is signed by the examination board at the school where the pupil attended the programme.</p>	<p><b>Name and status of the national/regional authority providing accreditation/recognition of the certificate</b> Ministry of Education, Culture and Science</p>																				
<p><b>Level of the certificate (national or international)</b> Qualification level 4 of the Dutch VET qualification structure Characteristics: non-job related skills such as tactical and strategic capacities. The professional bears his or her own responsibility, which is not only related to practical implementation in terms of monitoring and supervision, but also a more formal, organisational responsibility. The range of tasks also includes drafting new procedures. NLQF level 4 - EQF level 4 - ISCED 3A</p>	<p><b>Grading scale / Pass requirements</b></p> <table border="0"> <tr><td>10</td><td>excellent</td></tr> <tr><td>9</td><td>very good</td></tr> <tr><td>8</td><td>good</td></tr> <tr><td>7</td><td>very satisfactory</td></tr> <tr><td>6</td><td>pass</td></tr> <tr><td>5</td><td>fail</td></tr> <tr><td>4</td><td>unsatisfactory</td></tr> <tr><td>3</td><td>very unsatisfactory</td></tr> <tr><td>2</td><td>poor</td></tr> <tr><td>1</td><td>very poor</td></tr> </table>	10	excellent	9	very good	8	good	7	very satisfactory	6	pass	5	fail	4	unsatisfactory	3	very unsatisfactory	2	poor	1	very poor
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<p><b>Access to next level of education/professions</b> An Event organisation officer can develop through higher professional education, the following of which are suitable options: Commercial economy, Commercial management, Communication, International business &amp; languages and Media &amp; entertainment management. Associate degrees such as Assistant marketer, Marketing management, Cross-media communication, Communication (event) management and Leisure management are also appropriate options.</p>	<p><b>International agreements</b> The profession of Event organisation officer is not regulated in the Netherlands. However the education and training for this profession on qualification level 4 is regulated under the European directive 2005/36/EC, amended by directive 2013/55/EU. The regulated education and training gives access to regulated professions at the level of a diploma according to article 11 of this directive.</p>																				
<p><b>Legal basis</b> Act on Vocational Education and Training (WEB), registered number of qualification (crebo): 25147 The education and training for this qualification is offered as of August 1, 2015.</p>																					

#### 6. OFFICIALLY RECOGNISED WAYS OF ACQUIRING THE CERTIFICATE

Senior secondary vocational education features two learning pathways: the school-based pathway (bol) and the training on the job pathway (bbi).

In the school-based pathway, the majority of the course consists of theory at school. The extent of the practical component (vocational practice) is between 20% and 60%. In the training on the job pathway, the extent of vocational practice is at least 60% of the course. The participant works four days a week in a training company, and attends school for theory subjects just one day a week.

In principle it is possible to follow both learning pathways, but which pathway is offered will depend on the individual educational institution.

<p><b>Average duration of the education/ training leading to the certificate</b></p>	<p><b>3 years (4800 study hours) (depending on previous education)</b></p>
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#### Entry requirements

The certificate preparatory vocational secondary education (vmbo) advanced vocational programme, combined programme, or theoretical programme, or a comparable level.

## 7. ADDITIONAL INFORMATION

Dutch senior secondary VET is based on qualification files, that each contain one or more qualifications. The information included in part 3 and 4 is derived directly from the qualification file determined by the Minister of Education, Culture and Science. The complete qualification file can be found at <http://kwalificaties.s-bb.nl/>, only in Dutch.

Optional subjects are linked to the qualification. The optional subjects have a total size of 15% of the course duration. The optional subjects completed by the student are listed on the certificate.

Additional information, including a description of the Dutch national qualifications system, is available at the Netherlands National Reference Point (NRP): [www.s-bb.nl](http://www.s-bb.nl). The NRP is the information centre for vocational qualifications in the Netherlands. SBB has been appointed in this capacity by the Ministry of Education, Culture and Science.