



CO-ORDINATE MEETINGS, MINOR EVENTS AND TRAVEL ARRANGEMENTS

UNIT STANDARD: 13929



Course Information



Qualification Title	National Certificate: New Venture Creation
Course Title	Co-ordinate meetings, minor events and travel arrangements
Course Level	3
Course Credits	3
Course Duration	Three days
Cost of Course	R2 800,00 per delegate (excluding 15% VAT)

Course Overview

This unit standard will be useful to people who aim to achieve recognition at some level in Further Education and Training or to meet the Fundamental requirement of a wide range of qualifications registered on the National Qualifications Framework.

National Certificate: New Venture Creation

Who Should Attend?	This course is aimed at individuals working in an administrative environment, including SMME`s (Small, Medium and Micro Enterprises), where the acquisition of competence against this standard will add value to the learner`s job, or chances of finding employment
Course Objectives	People credited with this unit standard are able to: - Identifying a date, venue and time for meeting or event - Liasing or negotiating with meeting attendees regarding availability - Booking venues and catering - Finalising meeting room arrangements - Making travel, car hire and accommodation arrangements - Notifying and confirming arrangements with attendees or stakeholders - Processing and distributing all documentation required for the meeting or event
Benefits	- Working as part of an office support team includes contributing to the arrangements of meetings from lower level management to executive levels - Principles will include data gathering, liaison and negotiation with outside parties and team members - Details of meeting will include venue, date, reason and time of meeting

Course Content

Course Modules	1. Making travel, car hire and accommodation arrangements 2. Arranging venue and catering 3. Agenda for meeting/event is forwarded to venue provider and caterers so that correct times for meals and breaks can be adhered to. 4. Use and understanding of directories for telephone, venue and conference centers, restaurants, car rental, travel and accommodation 5. Telephone techniques 6. Map Book 7. Use of technology: photocopier, e-mail, fax machines, website for research
Certification and Assessments	• All delegates who complete the summative assessment will be assessed, moderated and receive the SOR (Statement of Results) then the certificate of competence from WWiSE or SETA if it's a qualification

About WWiSE

Who are we?

World Wide Industrial & Systems Engineers (WWiSE) is an ISO consultancy, training, business solutions and systems implementation firm based in Southern Africa that provides clients with effective business processes and Safety, Health, Environmental, Risk and Quality (SHERQ) management solutions in preparation for ISO compliance. The solutions we provide and implement allow our clients to compete favourably in modern competitive business environments, locally and internationally. We also strive to be the leading training providers in SHERQ, ISO, Engineering, Finance, Business and Project Management.

What do we do?

Our services are aimed at the improvement of quality, efficiency, knowledge and competitiveness of client companies. The service range includes:

- ISO and SHERQ Systems implementation services whereby we assist client companies in meeting the requirements of ISO 9001, 14001, 22000, 31000, 27001, 20000-1, 50001 and ISO 45001 standards.
- Integrated Management Systems development whereby we integrate several business systems and quality management solutions into a single management system to comply with various quality and safety standards.
- Training of all employees (Shop Floor to Executive Management) in the fields of SHERQ, Engineering, Finance, Business and Project Management to meet the job responsibilities and expertise requirements of International Standards.
- ISO and Legal auditing which includes gap analysis audits, product, process, procedural, and systems auditing by our registered SAATCA auditors.
- Customised web-based solutions integrating current systems to be in line with ISO requirements

We are a Level 1 BBBEE Contributor that specialises in systems development, consultancy, training and auditing.

