



Strategic Programme Learner Workbook

Developed by Chris Kemp & Pascal Viot

Participant Name:

Date:

The SAFE Project has been developed in a partnership between:



Erasmus+



Mind Over Matter
Consultancy Ltd
www.momconsultancy.com



Institut Suisse de Sécurité
Urbaine et Événementielle
www.issue.ch



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Introduction

This document is the Erasmus+ SAFE assessment workbook, which has been created so that participants on the programme can complete all of the assessments at the strategic level. Some of the participants may be taking a single module, others just a few, whilst many may be taking all five. The assessments for all modules being taken are contained in the workbook. The workbook will be given out at the beginning of the module(s) and the facilitator will provide the participants with time either during, at the end of, or both, for the completion of the assessment(s). Each question will focus on the specific module being taken and participants will be able to answer them using information from the different elements of the module. Once completed the handbook is either handed in to the module facilitator or is sent to them via e-mail (if completed on computer) or post (if completed by hand). It is preferred, and much easier to complete the assessments on a computer so that scripts are more legible, e-mailable and the participant is assured that they will reach the tutor immediately.

Each module has three assessment questions. Some are generic whilst others are taken from a particular area delivered during the module. Participants must make sure that they read the three questions before the particular module commences to be sure that they know what to look out for, or when to ask specific questions, which may help them with the assessment answers.

Accreditation

The course was developed with the help of a grant from the Erasmus+ fund of the European Union. This grant was awarded to a number of partners who are part of the SAFE project and the education section comprised, iSSUE from Switzerland, Mind over Matter Consultancy from the UK and TSC from the Netherlands. Through the SAFE project the team developed both an education programme on an operational level and one on a strategic level. The facilitator of the programme has demonstrated the capability to provide the training in a competent manner and passed the stringent requirements to become an educator on the programme. All accredited providers can be found on the SAFE website. Only accredited organisations and/or facilitators can teach the modules and assess the practical assignments. Any organisation posing as an accredited provider that is not authorised to deliver or certificate any programme should be reported to the education team on +44 7834 140598.



Assignments

The fifteen questions contained in the Assessment Handbook must all have been attempted and passed, the resultant work marked, and a selection quality audited for the participant to be awarded the European Certificate in Strategic Event & Safety Management. This is a work-based programme and thus it is key that each assessment shows what has been learned and can be applied in the learner's workplace. This is essential to the awarding of the certificate. In order to provide the participant with the opportunity to gain the requisite knowledge and resultant experiences and to broaden their knowledge base, it is important that the facilitator carefully plans their modules with an appropriate venue well in advance of the module/course taking place.

Certificate

The European Certificate in Strategic Event & Safety Management is received on completion of the five modules ensuring that the participant has fulfilled all of the criteria identified in the handbook. This includes attending five modules and completing the assessments in the identified timeframe. If these conditions are met, then the facilitator can register the participant as successful and each will receive a certificate.

Events

This course and the associated assessments have been developed for managers practicing in health and security at events. The key skills inherent in each module are there to guide the participant and to support both their upskilling and the transference of these skills into their expanding skill set.





Legal Aspects of Event Management



b) Using information from the case study chosen, outline the areas where legislation or guidance were not adhered to and or areas where new legislation or guidance were necessary.

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c) Write up your reflections on the scenario highlighting the key points learned in relation to the law and guidance.

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Event Leadership & Management



b) What style/styles identified by Goleman do you embody and in which contexts and environments?

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c) In an evaluation of people on your module and/or those at the venue/event, what have you learned about leadership?

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Risk Assessment





Managing Health & Safety in Crowded Spaces



b) What key aspects are important when creating a health and safety plan for crowded spaces?

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c) From your site visit, what unexpected elements did you find and what did you learn from the on site experts?

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Emergency, Risk & Crisis Management



b) What are the crucial elements in an emergency plan?

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c) How did the site visit experience impact on your understanding of emergency and crisis management?

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