

UNIVERSITY OF WOLVERHAMPTON

BA (HONS) EVENT AND VENUE MANAGEMENT COURSE GUIDE 2013-14

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About this guide

This Course Guide has been designed to help you plan your course. You are encouraged to read this Guide through now. It will be a considerable advantage to you to be familiar from the outset with the various aspects of your studies that are described. It may be that the relevance of some of the sections will not be immediately obvious. Keep it somewhere accessible, so that you can refer to it as needed.

Obviously even in a document like this we have not covered every query and problem that you might have about the course. The Course Guide should be read in conjunction with the [Undergraduate Student Guide](#) / [Postgraduate Student Guide](#); the [Student Charter](#); the University's [Policies and Regulations](#) and the [University Assessment Handbook](#). These documents should provide you with all the basic information that we think you will need for your period of study here.

If you find that there is something you need to know, please contact your Academic School Office or local [Student Centre](#) on the details included below.

Please enter the contact details for your Personal Tutor for your future reference:	----- <i>The name of your Personal Tutor will be given to you at the beginning of your course and can be checked via e:Vision</i>
Your local Academic School Office is:	School of Sport, Performing Arts and Leisure (SSPAL), School Office, Performance HUB, WH338, telephone 01902 322898
Your Student Centre (Here to Help) is:	here2help Walsall, WA005, telephone 01902 323135

Please note that in order to develop and improve the Course, it may be necessary on occasions to amend or revise the details given in this Course Guide. We are pleased to hear your views and welcome suggestions for ways of improving the operation of the Course.

Welcome

On behalf of the Course Management Team I should like to extend to you a very warm welcome and wish you every success in your studies at the University of Wolverhampton.

The University experience and academic success is all about the effort you put into learning and making the most of the wide range of opportunities available to you. We welcome students who are eager to think for themselves, to take control of their own learning and who are ready to get involved in developing the skills required in a highly competitive job market.

You will need to demonstrate good time management skills, independent learning, flexibility and discipline in order to achieve a study-work-life balance. We believe it is important that you are encouraged to make your own contribution to the effective operation and development of your chosen course. We are, therefore, keen to hear your views and would welcome any suggestions that you may have about ways of improving any aspect of your course and/or the student experience here at the University.

The BA (Hons) Event and Venue Management course lies within the Leisure Industries Department, which has established an excellent reputation for the quality of its courses, for an innovative approach to teaching and learning, and for the support offered by all the staff involved in teaching on your programme.

There are many exciting months ahead for you, both in terms of your study and in the social activities in which you participate. The staff are here to help you both enjoy this period of your life as well as to help to motivate you to succeed. They cannot do this alone! In order to achieve to your potential, you too must actively seek both help and encouragement by attending lectures, seminars, and tutorials, and by participating in many of the on-line activities and tutorials that both precede and follow the face to face sessions. Some of you will be balancing study with the world of employment – this should enhance your understanding and development of the concepts that we introduce.

Remember that the outcome of your studies could affect the whole of your future career and therefore study should certainly be your first priority but in resolving to work hard do not forget to have time for recreation and social activities. Do take full advantage of the University facilities at your disposal.

If you have any concerns about your programme of study please do speak to your course leader, or to your personal tutor.

Steven Gelder (s.gelder@wlv.ac.uk): Course Leader:
BA (Hons) Event and Venue Management
BA (Hons) Sport Management
BA (Hons) International Hospitality Management
BA (Hons) Tourism Management

On behalf of the department, we sincerely hope that you enjoy your course and we all look forward to meeting you,

Peter Robinson

Principal Lecturer and Head of Department, Leisure Industries

Pre-Course Reading List:

BA Event and Venue Management

Author:	Bowdin, G., Allen, J., O'Toole, W., McDonell, I. and Harris, R. (2011)
Title:	Events Management
ISBN No:	750665335
Edition (Year):	2011

Author:	Robinson P., Wale D & Dickson G.(eds.)
Title:	Events Management
ISBN No:	1845936825
Edition (Year):	2010

Course Management and Staff Involved with the Course

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Val Train Departmental Administrator	01902 323188	v.a.train@wlv.ac.uk

Please note: during the summer period, teaching staff are often away from their desks dealing with research, admissions, and course preparation. Please contact Val Train, during that period.

- For all discussions about your course, you should see your Personal Tutor, in the first instance.
- For all discussions about individual modules, you should see the Module Leader, in the first instance.
- For all discussions about your academic progress or any problems you may be experiencing, please make an appointment with your Personal Tutor.
- For all discussions about possible special educational support available to you, you should see the School Special Needs Tutor.

For comments about the course, please contact your elected student rep, so that you can raise issues through the Leisure Staff-Student Liaison Committee. Alternatively see the Course Leader.

Student Voice

The Student Voice is a partnership between the University and the Students' Union, put in place to make sure students opinions/feedback are heard at every level of university governance, from course level to the University's governing body.

The main positions within the Student Voice are Course Reps, who are volunteer students on every course. They have meetings with lecturers on a regular basis, highlighting both positive and negative feedback to Heads of Department or lecturers within their course. School Reps are elected during the Spring Elections and have meetings with Senior Management in their Schools. They are an essential link between Course Reps, the Students' Union and management within each School.

If you ever wanted to get involved with the student voice, or need more information please contact the Engagement Team in the Students' Union - www.wolvesunion.org/voice/.

Engagement

The University recognises that you have made a significant investment in both time and money in choosing to study for a degree. The University is committed to helping you fulfil your potential. Your engagement with the study materials, and participation in the sessions, activities and assessment tasks are very important in ensuring that you are able to do so.

Your engagement will help you to:

- Understand the subject area you are studying;
- Acquire and develop the skills and knowledge needed to ensure success;
- Prepare for assessment tasks;
- Learn from and with your fellow students;
- Receive feedback from your tutors on your progress;
- Fully participate in sessions, forums, seminars and other activities;
- Develop your communication skills.

If you are unable to participate in any of the activities or sessions please let your tutor know that you are unable to do so. He/she will then be able to give you advice on what was dealt with during the session or activity, and what you need to do to catch up. Please do remember how important engagement and participation is to your success. You are encouraged to engage with the University's Virtual Learning Environment (VLE) and Student Management System, further details of how to access these can be found [here](#).

Contact time with teaching and associated staff is available to help shape and guide your studies. The term 'contact hours' refers to the amount of time that you spend learning in contact with teaching or associated staff, when studying your chosen course. The number of contact hours on a course is influenced by the subject, as well as how and where you are studying.

The Wolverhampton Graduate

The University provides a high quality teaching and learning experience supported by learning environments which are conducive to deep and interactive learning. The environment enables students to achieve their full potential and attain the best possible outcomes, to maximise employment opportunities and career advancement.

By the end of your course, the university expects you to be a **Wolverhampton Graduate who is knowledgeable and enterprising, digitally literate and a global citizen.**

- **Digitally Literate**
Our graduates will be confident users of advanced technologies; they will lead others, challenging convention by exploiting the rich sources of connectivity digital working allows.
- **Knowledgeable and Enterprising**
Our graduates will know how to critique analyse and then apply knowledge they acquire in an enterprising way.
- **Global citizens**
Our graduates will bring informed understandings of their place and ethical responsibilities in the world.

Further information can be found on the University student webpage for [Graduate Attributes](#).

About the Course

This Guide outlines the modules which are available, teaching and learning activities and assessment tasks. If there is anything you need to discuss further, please contact the Course Leader Steve Gelder s.gelder@wlv.ac.uk

The educational aims of the course are:

The BA (Hons) Event & Venue Management Course is a popular choice for students wishing to gain employment in this exciting and rapidly expanding industry, for starting your own events business and for event professionals looking to enhance their career prospects.

The course equips you with an events management portfolio of knowledge and skills so that you can consider the diverse work opportunities available in the events industry regionally, nationally and internationally. Whilst studying with us, you learn about the dynamic global marketplace within which events venues operate, gain a working understanding of digital technologies and develop entrepreneurship and business skills that will help you to plan, organise and stage events.

The course learning outcomes are:

At the end of this course you, the student, will be able to:

- 1 Understand the role and scope of the events sector and critically analyse events and venues impact upon their environments and on regional, national and global culture.
- 2 To acquire industry knowledge and develop operational and entrepreneurial skills, relevant to employability and to the operation and management of events and venues.
- 3 Recognise the changing trends in the event and venue industry and their ability to attract retain and develop consumers and markets.
- 4 Apply problem solving techniques to manage challenges and appropriate theoretical concepts and models to the management of venues, artists, performers, staff and consumers.
- 5 Develop awareness of and utilise digital technologies in learning environments and in the context of planning and managing events and venues.
- 6 Understand, manage and critically evaluate the role of regional, national and global stakeholders and their impact on the structure and organisation of the events industry and on the management of venues.

These will be achieved through the following learning activities:

Learning Activities in this course are wide and varied and will contribute to the development of graduate attributes and personal skills development, this will be achieved through:

Knowledge & Enterprise – Participative learning activities contributing to this graduate attribute will include attending lectures to gain industry-specific knowledge, participation in seminars and workshops to further develop and apply their knowledge. Undertaking field trips and work-based projects will play a pertinent role developing wider understanding of practical application of theory. Work experience is an essential part of the course and will help to develop entrepreneurial skills.

Global citizenship – will be developed by students undertaking a variety of activities including lectures, discussions (both online and in class). Using subject knowledge and theory in various scenarios, within regional, national and international contexts, and increasing complexity will contribute to ongoing development of this attribute as they progress through their course.

Digital literacy will be developed by a range of Independent study activities and formative assessments which will engage students with digital technologies thus extend technological skills and the knowledge and understanding of the technology used by the industry e.g. Prezi presentation software is used to deliver a digital presentation in the Consumers and Communications module at level 5. Other opportunities will include participation in online discussions, producing course-relevant videos and/or other digital work, alongside reflective learning through the online forum PebblePad.

The course is accredited by the following professional body/ies
N/A

External Examiners

Mr J Duddell	Award External Examiner	University of Salford
Dr A Clegg	Award External Examiner	University of Chichester

External Examiners play a key role in helping the University to ensure that our standards are comparable with other institutions in the sector and are consistent over the years and that our assessment processes and regulations treat all students fairly and equitably. It is not part of their remit to communicate with individual students (it is to be noted that students are given access to External Examiner reports in their entirety in line with the HEFCE Publication 06/45 and some students may have the opportunity to meet with externals if they visit placement areas or attend for planned meetings or assessment). Students are therefore reminded that they must not make direct contact with External Examiners in respect of their assessed work or performance. Any student issues should be relayed either directly to the Module or Course Leader.

Academic Regulations

This course follows the University’s academic regulations. A full version of these regulations can be found on the University web page for [Policies and Regulations](#). These regulations govern your course and will be binding on you. It is, therefore, important that you read and become familiar with them. If you have any questions regarding the regulations you should raise your query by logging an [e:Vision](#) Helpdesk call.

The maximum period over which an award may be studied is detailed in the regulations appropriate to your course. Typically these are:

Undergraduate Honours Degrees

Full Time Students	Normal	Maximum
Honours Degree	3 years	5 years
Degree	3 years	5 years
Part Time Students	Normal	Maximum
Honours Degree	5 years	8 years

Degree	4 years	8 years
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Undergraduate Sandwich Honours Degrees

Full Time Students	Normal	Maximum
Honours Degree (sandwich)	4 years	6 years
Degree (sandwich)	4 years	6 years

Part Time Students	Normal	Maximum
Honours Degree (sandwich)	6 years	10 years
Degree (sandwich)	5 years	10 years

The above maximum registration periods do not include time away from study approved under the [Leave of Absence](#) procedure.

Please be aware that to be eligible to continue on your course you must pass at **least one module** in your first year of study.

Course Information

Attendance

The University recognises that you have made a significant investment in both time and money in choosing to study for a degree. Staff are committed to helping you fulfil your potential. Your attendance at and participation in classes is a key factor in ensuring that you do so.

Attendance will help you to:

- Understand the subject area you are studying;
- Acquire and develop the skills and knowledge needed to ensure success;
- Prepare for and undertake assessments;
- Learn from and with your fellow students;
- Receive feedback from teaching;
- Participate in practical and group work;
- Develop your communication skills.

If you are unable to attend a class please let your tutor know that you are unable to do so. He/she will then be able to give you advice on what was covered in the class, and what you need to do to catch up. Please do remember how important attendance is to your success.

The University considers this to be so important that it reserves the right to review the position of students who fail to attend.

Blended Learning

The Learning Activities in this course address all elements of the blended learning strategy which will contribute to the graduate attribute of digital literacy and ensure that students:

1. Have access to an electronic copy of all lecturer-produced course documents e.g. module guides, assessment briefs, presentations, handouts, and reading lists
2. Have formative assessment opportunities on line with appropriate meaningful electronic assessment feedback; will be included in all modules
3. Have opportunities to collaborate on line with others in their learning cohort; specifically in modules 4LI001, 4LI006, 4SW001, 4LI007, 4LI008, 5LI001, 5LI005, 5LI006, 5LI007, 5LI008, 5SW001, 6LI011, 6LI012, 6LI015, 6LI016, 6SW001
4. Have the opportunity to participate in electronic Personal Development Planning (ePDP); in modules 4LI003, 4LI007, 4SW001, 5LI005, 6LI015, 6SW001

5. Submit all appropriate assessments online; in modules 4LI007, 5L1001, 5LI005, 6L1012, 6LI015, 6LI016
6. Opportunities to engage in interactive learning during all face to face sessions

Assessment methods

Level 4

- Written assessments in modules 4LI001, 4LI005, 4LI006 and 4LI007 demonstrate an understanding of the subject area
- Presentations in modules 4LI003 and 4LI006 will be delivered to peers and the module tutor, skills developed through group work, class discussions and group presentations hone skills for seminar presentations at level 5 and debates at level 6.
- Portfolios of work in modules 4SW001 and 4LI006 provide development opportunities toward more focused in-depth pieces at level 5
- Case studies form parts of teaching activities across a range of modules at Level 4 and provide the first steps toward integrating theory to practical situations 4, which continues at both level 5 in the employment skills and level 6 in the professional project and consultancy modules.
- Academic skills at level 4 learnt in 4SW001 provide students with research skills which provide the basis for all academic work and in particular prepare students for challenges in researching (at level 5) and completing a professional project at level 6
- Assessment at level 4 in 4LI001 through a presentation understanding of legislation essential for modules at level 5 and 6 which build on the learning and application of event relevant legislation.

Level 5

- Written assessments demonstrate analysis and application and build in length and depth to provide progression toward level 6. Essays, reports and a paper are summative assessments in modules 5LI001, 5LI005, 5LI006, and 5LI007.
- Group presentations (in module 5LI006 and 5LI001), will be formal and may be peer-assessed and provide the grounding for development toward presenting work to industry partners at level 6.
- Seminar presentations and discussions with/to peers in 5LI008 prepare students for debating activities at level 6
- Proposals provide an assessed route in module 5SW001 to accessing feedback for formulating full dissertation briefs at level 6 in module 6SW001.
- Portfolios of work in modules 5LI005 provide development opportunities toward more focused in-depth pieces at level 6.
- Operational techniques at level 5 in 5LI007 equip students with theoretical and practical underpinning for event operation at level 6
- A training session in 5LI001 helps students to develop awareness of event relevant legislation and provides an opportunity for students to take additional BIIAB industry qualifications, this continues at level 6.

Level 6

- Written assessments in modules 6SW001, 6LI015, 6LI016, 6LI011 and 6LI012 demonstrate critical analysis and application and may provide the sole formal assessment method at level 6. Reports in modules 6LI015 and 6LI016 will be expected to reach industry standards and are the basis of feedback commentary at level 4 and 5. Essay (module 6LI012) will be a substantive academic paper, which will be marked against advanced criteria in which Harvard referencing will be fully implemented. Again this is the subject of feedback in both level 4 and 5 written submissions.
- Dissertation (in module 6SW001) and consultancy processes (in module 6LI015) demonstrate synthesis of learning from prior assessment methods
- Group presentations (in modules 6LI011) are professional and may be aimed at an external audience, and students take part in a group debate and seminar in 6LI012.
- Students build on and put into practice their operational and legislative learning in 6LI011 in the planning and staging of an event.

- Previous presentations and debates at level 4 and 5 provide key skills toward presenting professional project work at the undergraduate conference and within seminar proposal and report submissions.

Assessment Marking Scheme and Performance Descriptors

From September 2013 all marking on your course will be conducted in percentages – aligned with the new performance descriptors. Student feedback asked for better clarity of assessment criteria. The new marking scheme includes performance descriptors so you can better understand the level at which you are working and where you need to improve to raise your marks. On e:Vision you will be able to view the performance descriptor for your module mark to give you immediate feedback on your assessment with further detailed personal feedback to follow from your module tutor. Further details can be viewed at: www.wlv.ac.uk/newmarkingscheme.

Support for learning

Students on this course will benefit from a range of support. At an operational level students are able to receive guidance from the Course Leader or specific Module Leaders, and if needed, from the Head of Department. In addition students will have access to a Personal Tutor independent of their programme of study who will assist them in both academic and personal development.

The University provides Counselling and Financial Support, together with academic advice and guidance through the website (www.wlv.ac.uk/skills) and the Learning Centre, including the provision of a Study Skills Advisor (for national and international students) .

Students are supported from the earliest stages of their course with the Academic Skills modules that is designed to prepare students for their study at university and to provide advice and guidance on fundamental aspects of University study including communications skills, personal development, and the use of feedback from assessments. Reflective personal development practices are encouraged throughout the entire course duration within various modules which will help the student to monitor their progression.

Academic study skills are supported through three School-wide modules, which start by developing academic skills at level 4, moving to more formal research methods at level 5, and culminating in the application of study skills to significant work-related and career-related activities in The Professional Project at level 6. The level 4 Academic Skills module is designed to prepare you for your study at university and to provide advice and guidance on fundamental aspects of University study, including communications skills, personal development, and the use of feedback from assessments.

Distinctive features of the course

The University of Wolverhampton offers students an opportunity to study Event and Venue Management with opportunities for practical application of learning through work placement, field trips, a consultancy project and the opportunity to stage an event at level 6.

The teaching team bring with them a wealth of industry experience from across the world and from a wide range of public, private and voluntary sector organisations. The team is active in research and writing textbooks that inform the teaching on this course, and continue to deliver applied research to ensure they remain at the cutting edge of industry developments. In 2010 they published Robinson P, Wale D, Dickson G (2010) Events Management. Oxford: CABI working with colleagues in New Zealand and the USA to provide the latest in events management theory and practice. Members of the teaching team are also involved in the publication of Research Themes for Events, (Macpherson G, Finkel R, Robinson P and McGillivray D) due out in 2012. The team also work closely with industry bodies, and hosted the 9th Association of Event Management Education (AEME) Educators Forum in July 2011.

The teaching at the University is designed to meet the needs of a wide variety of learners, and benefits from technology supported learning so that you can develop your IT skills whilst developing and presenting exciting and industry-relevant assessments.

The award provides the opportunity to gain BIIAB professional qualifications including those related to licensing, drugs awareness and music promotion.

Finally the University of Wolverhampton continues to develop state of the art facilities which will greatly enhance your learning experience. In 2007 the Sports Centre opened for use of students and staff, 2008 saw a new teaching block being built and 2011, the first regional performance hub dedicated to the provision of live performance. The Performance Hub provides the most up-to-date facilities, designed to nurture talent and produce future stars in the Creative Industries. Open for community use as well as the University, the building complements and enhances the performing arts facilities currently available on the Wolverhampton City campus and also accommodates a brand new learning centre.

Academic Misconduct

We take pride in the academic integrity of our staff and students but when academic misconduct is suspected the University will take action. The University considers seriously all acts of academic misconduct, which by definition are dishonest and in direct opposition to the values of a learning community. If not challenged, academic misconduct will ultimately devalue our academic standards and undermines the honest efforts on the part of our staff and students.

Academic misconduct includes plagiarism, collusion and cheating and may be deliberate or unintentional. Whatever form it takes, it will be thoroughly investigated and penalties will be applied if proven.

Support for Students

The University and the Students' Union believe that many incidents of academic misconduct can be avoided by increasing students' knowledge and skill.

A variety of support mechanisms are in place to help students succeed and avoid academic misconduct:

- Visit the Learning Centre or our study skills support website at www.wlv.ac.uk/skills. See the section on tackling academic misconduct.
- Download the Students' Union guide to Avoiding Academic Misconduct ("Write Right") - available from the [Student's Union website](#):
- Book a Skype appointment with study skills adviser or join the online chat service [ASSIST](#) - through the [Learning Centre "Skills for Learning"](#) website.
- Contact your personal tutor or module leader.

Remember – there is help available if you need it.

Defining Academic Misconduct

Cheating

Cheating is defined as any attempt to gain unfair advantage in an assessment by dishonest means, and includes, for example, all breaches of examination room rules, impersonating another student, falsifying data, and obtaining an examination paper in advance of its authorised release. Cheating attracts the University's most severe penalties.

Other common examples of cheating would include –

- Being in possession of "revision notes" during an examination
- The purchase or commission of assignments from others
- Theft of other students' work
- Prohibited communication during an examination

Plagiarism

Plagiarism is the act of taking someone else's work and passing it off as your own. This includes incorporating either unattributed direct quotation(s) or substantial paraphrasing from the work of another/others. It is important to cite all sources whose work has been drawn on and reference them fully in accordance with the referencing standard used in each academic school.

The most common forms of plagiarism are –

- Cut or copied and pasted materials from websites
- Copying the work of another student (past or present) including essays available through “essay bank” websites – or other data.
- Copying material from a text book or journal

When you're using other people's work or ideas it is important to engage with their work critically. You can quote, paraphrase, summarise or critically review – but you must always provide appropriate references.

Collusion

Collusion is when two or more people combine to produce a piece of work for assessment that is passed off as the work of one student alone. The work may be so alike in content, wording and structure that the similarity goes beyond what might have been coincidence. For example – where one student has copied the work of another, or where a joint effort has taken place in producing what should have been an individual effort.

Collusion should not be confused with the normal situation in which students learn from one another, sharing ideas and group work to complete assignments (where this is specifically authorised).

Penalties

Where an offence is admitted, or a panel decides that cheating, plagiarism or collusion has occurred, a penalty will be imposed. There is a cumulative range of penalties which will be applied to any continuous period of registration for study with the University. The severity of the penalty will vary according to the nature of the offence and the number of previous offences. Penalties range from failure of the assignment under investigation to exclusion from the University.

Full details about the University's policy on Academic Misconduct and regulations and procedures for the investigation of academic misconduct are available on the [Conduct and Appeals](#) website.

Course Structure for Undergraduate courses

Students will study:

Full-time: normally modules worth 120 credits each academic year

Part-time: normally modules worth no more than 80 credits each academic year.

BA (Hons) Event and Venue Management Course Structure

Level 4

Year long modules			
Core	4LI001	Themes in Leisure: Understanding Event & Venue Management	20 Credits
Core	4LI007	Employability: The World of Work	20 Credits

Semester 1				Semester 2			
Core	4LI006	Understanding the Leisure Business	20	Core	4LI005	Global Citizenship: Culture and Diversity in Leisure	20
Core	4SW001	Academic Skills	20	Core	4LI008	Developing Leisure Enterprises: Understanding Management & Finance	20

Level 5

Year long modules			
Core	5LI001	Themes in Leisure: Managing Events and Venues	20 Credits
Core	5LI005	Employability: Workplace Supervision	20 Credits

Semester 1				Semester 2			
Core	5LI008	Consumers and Communications in Leisure Services	20	Core	5SW001	Research, Interpretation and Analysis	20
Core	5LI006	Developing Leisure Enterprises: The Entrepreneurial Manager	20	Core	5LI007	Leisure Operations Management	20

Level 6

Year long modules			
Core	6SW001	The Professional Project	40 Credits

Semester 1				Semester 2			
Core	6LI016	Developing Leisure Enterprises: The Strategic Thinker	20	Core	6LI015	Employability and Enterprise: The Consultancy Project	20
Core	6LI011	Critical and Contemporary Issues in Event and Venue Management	20	Core	6LI012	The Changing Face of Event and Venue Management	20

University Academic Calendar

[University Academic Calendar.](#)

Where to get help with your course

Employability & Your Personal Development Portfolio (PDP)

What is 'Employability'?

'Employability' is concerned with the development of skills aimed at enhancing your employment prospects throughout your time here at the University of Wolverhampton. Developing specialist subject and academic knowledge is important for employers but they also want to employ individuals who are able to:

- Communicate effectively,
- Work in a team and have good interpersonal skills.
- Solve problems
- Work on their own using their own initiative and are able to adapt to changing situations
- Be self-confident

How Will You Develop Your Employment Skills?

At the School of Sport, Performing Arts and Leisure we aim to provide you with the opportunity to develop these through the modules you will be studying. The assessments you do for your modules are designed to help you develop Subject specific skills through the research you undertake for the assignments. In addition, they are also designed to help you develop other key skills such as your written communication skills. Where you have formal presentations, this will build your self-confidence in addition to helping you develop your skills of verbal communication. Working as part of a team will develop vital group-work skills. Attending your classes regularly will further ensure that you have the opportunity to develop other skills.

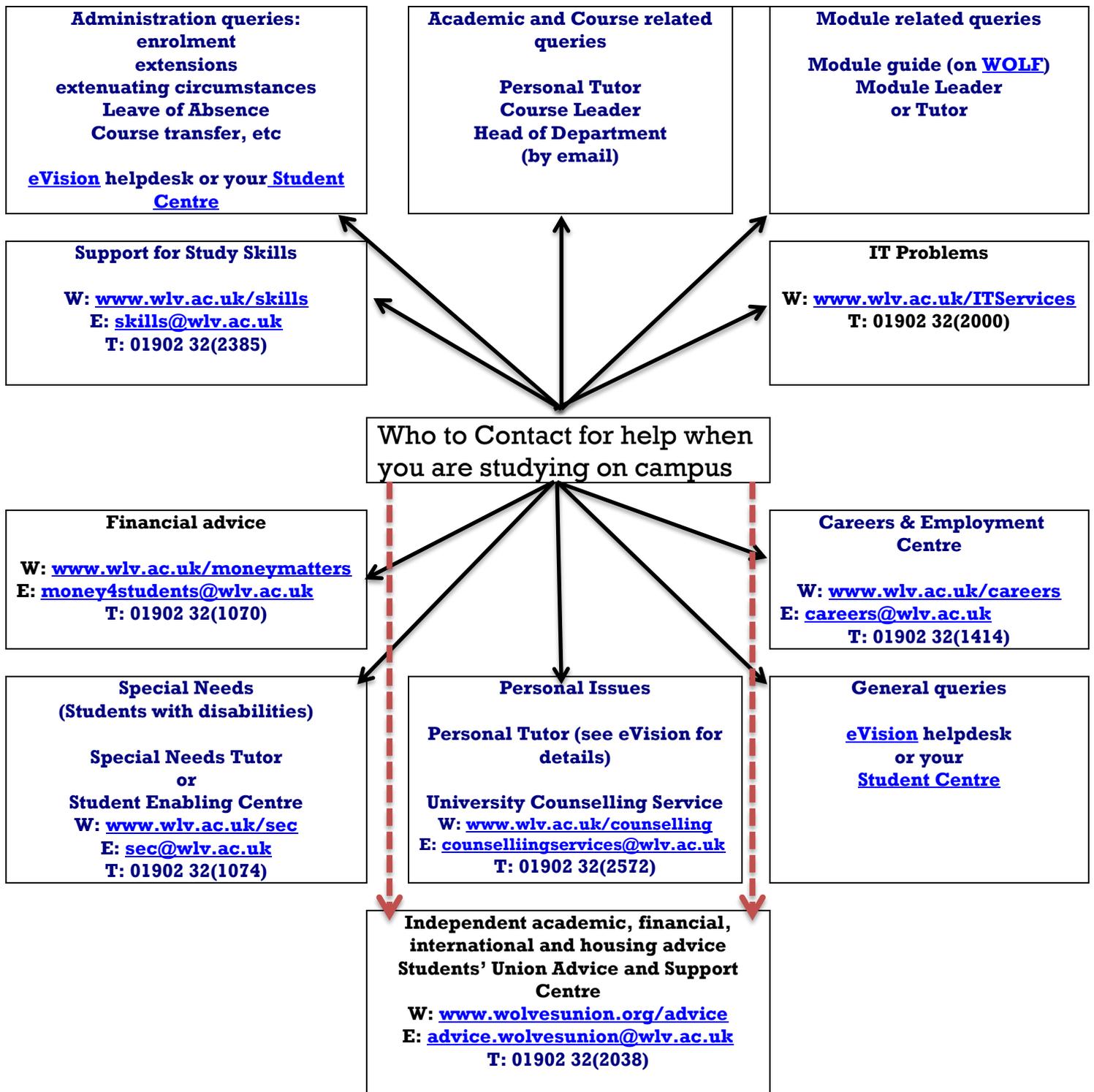
Throughout your time at the University, you will develop and be able to demonstrate a number of skills, some of which are listed below:

- Working as part of a group
- Demonstrating teamwork skills and leadership skills
- Effective communication
- Written (via reports etc.)
- Oral (through formal presentations)
- Problem-solving
- IT skills (which include use of basic packages for word processing, spread sheets, use of email etc.)
- Time management – attending classes, handing in of assignments, planning study time

You may also be working part-time. The experience you gain within a work environment is a very worthwhile one and also helps you to develop transferable skills which are valued by employers.

Student Support

If you encounter any issues (personal or academic) the following diagram directs you to the appropriate department or staff member.



Extensions, Extenuating Circumstances and Leave of Absence

The University wants all students to do their best. You are expected to take responsibility for your own learning and we know students perform best if they participate in all activities associated with their modules.

Very occasionally something may happen suddenly which is beyond your control and this will prevent you from attending an examination (or other test) or completing an assessment by the due date. Common reasons for needing additional help are poor health or a death in the family – although other reasons may apply.

Extensions - for some assessments there may be the option to apply for a short term (maximum 7 days) extension if you are experiencing difficulties in completing your work on time. You should apply for the extension via your [e:Vision](#) account on or before your assessment date and provide supporting evidence to your [Student Centre](#). On receipt of the evidence your claim will be assessed and you will be notified by e-mail if your extension has been approved and your revised submission date. Further details can be found [here](#).

Extenuating Circumstances – claims for extenuating circumstances are also submitted via your e: Vision account on or before your assessment date and again evidence to support your claim must be provided to your [Student Centre](#). Claims for Extenuating Circumstances tend to be for more serious matters and if your claim is accepted then it enables you to take the assessment at the next available opportunity without penalty. Further details can be found [here](#). If you have any queries regarding either of these processes then please log a call on the [e:Vision](#) helpdesk.

Leave of Absence - in more extreme cases of potential prolonged absence you might consider a temporary leave of absence. Students may temporarily suspend their studies a semester at a time (and up to a maximum of four semesters). You can apply for a Leave of Absence via [e:Vision](#) but we would strongly recommend that you get advice from your Personal Tutor, your [Student Centre](#) or the [Students' Union](#), particularly regarding the financial implications, before taking this step.

Health & Safety issues

The department has a Health and Safety Representative who coordinates all Health and Safety Risk Management issues on behalf of the department. There are also two first aid officers and a fire marshal who will assist both students and staff, should the situation arise. All staff undertake basic fire safety presentations and will support you should a fire situation arise.

Health and Wellbeing whilst using your computer

As a student you will be using a computer for the majority of your study. The guidelines below are to promote good health and wellbeing in relation to your computer use.

Set-up and space

Ensure you have a comfortable working area where you can have adequate space for your keyboard, mouse, monitor or laptop/mobile device and that you are in a comfortable seated position. Try to prevent eye strain by ensuring you have good lighting, adjusting your monitor to prevent glare and by cleaning your monitor regularly. If you are using a laptop for any extended length of time try to use an external mouse to prevent continued use of a laptop mouse pad which can cause strain injuries.

Taking a break

You should take regular breaks away from the screen. One to two minutes away every thirty minutes can be most effective, with regular longer breaks every couple of hours. Physically moving away from the screen and working area will also allow for important stretching and increasing circulation as well as reducing eye strain from looking at the screen.

Progression for Further Study

Postgraduate study at the University of Wolverhampton and within the Leisure Industries Department presents a number of opportunities, as well as teaching qualifications or more specialist areas of management. For further details of courses see the University Postgraduate study choices pages on the University website. [Postgraduate study](#)

Career opportunities

BA (Hons) Event and Venue Management graduates can expect to enter a number of roles in the events sector, gain career progression or set up your own events business. Opportunities can be found in a diversity of venues worldwide from management of venues and stadia, conferencing in hotels, staging corporate, local authority or charity events, arts and music festivals, and running your own business.

Alumni

We're proud of your success. Be proud of your connection with us.

Once you complete your studies you will continue to be part of the University of Wolverhampton academic community as one of our ever growing alumni community. The WLV Alumni Association is a university-wide association bringing together Wolverhampton graduates.

For further information please visit our [Alumni](#) website.

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The Role of Event Management Services. Event management firms are frequently hired to plan and execute large-scale company meetings and special events. While weddings and concerts are common events for an event management professional, sporting events, reunions, and large parties are also occasions that can benefit from event management. Government entities, nonprofits, associations and corporations all utilize event management companies to coordinate important events and meetings. Management Events Insights provides the latest business trends across different functions and industries that are based on interviews, surveys, and case studies of our customers. 15. Aug.19. Finance Leaders on Their Journey to Business Collaboration.Â Investment and trend reports. 35000 annual interviews with the top leaders across different industries and functions provide us data on the investment trends in Europe and Southeast-Asia. Get Reports. Management Events. What's trending? subscribe to our newsletter.