

# Events Assistant

**Advanced apprenticeships:** Information for employers



**BIG CREATIVE  
EDUCATION  
APPRENTICESHIPS  
TRAINING  
ACADEMY**

**Introducing a new specialist Event Assistant Apprenticeship bringing together a partnership approach to deliver a 15-month set of modules in this exciting industry and creative sector.**

- 1** Employer supplies a job description
- 2** LLSOM / BCT recruit and present applications for consideration
- 3** Employers chose candidates via an interview process
- 4** Candidate begins role with employer and attends two remote masterclasses a month

## The learning pathway

Using the combined experience of LLSOM/BCE/NTIA we are looking to introduce a bespoke learning pathway via an **Event Assistant Apprenticeship Level 3** that focuses on live event procedures, protocol, and policies.

With years of experience in delivering events and managing spaces, LLSOM and BCE are expertly positioned to deliver innovative training to the new generation in this exciting sector.

LLSOM and BCE will deliver an innovative apprenticeship to meet your needs as an employer and we will provide a highly capable and motivated event assistant(s) that matches the culture and personality of your company.

Apprentices learn in real time the techniques and strategies relevant to today's fast paced industry, thus ensuring the ability to inaugurate apprentices into your business faster and more efficiently. Apprenticeships provide a fantastic opportunity to bolster your workforce with fresh talent or to up-skill your current employees with the relevant industry training.

### Who can be an apprentice?

Any individual aged 16+ and have a minimum of 5 GCSEs A\*-C, including Maths and English (4 or above in the new GCSE scales).

## How it works

### Recruitment

Working from your organisation's supplied job description LLSOM/BCE can market, recruit, and screen the candidates providing you with a shortlist of the best candidates for interview.

All our candidates are vetted and selected for their ability to demonstrate talent, commitment, and a passion for the industry.

Your current workforce can also benefit from our Event Assistant Apprenticeship. You can recommend internal candidates and we will take them through the eligibility and application process to become an apprentice through their ongoing employment in your company.

### Duration

The duration of our apprenticeships is 15 months which we expect our employers to commit to providing the employment agreement with the apprentice is working and being upheld. All the usual employment terms and conditions apply, and apprentices are also subject to the same HR policies as all other staff in your company.

### Apprentice wage

Apprentices in the first year of an apprenticeship are legally entitled to at least the apprenticeship National Minimum Wage pay rate of £5.28 per hour (from 1 April 2023).

Employers are free to exceed this amount by factoring in elements that are unique to each placement such as travel costs, how demanding the role might be or the maturity and experience of the apprentice.

## The training

### L3 advanced 'Event Assistant' standard

Creative Apprenticeship Standards are level 3 apprenticeships (A level equivalent), combining work-based learning with 'off the job training'. Off the job training equates to an average of 6 hours per training per week and can be a mix of:

1. Monthly tutorials / industry masterclasses
2. Online learning platform - flexible independent study time
3. Video 1-1 tutorials
4. Access to Cortex\* Training's specialist guest speakers
5. Support from an industry specialist assessor

\*Cortex Training deliver specialist professional industry training to the events industry and add value to the BCE apprenticeship through the delivery of the masterclasses and additional specialist core training.

End Point Assessment - After 12 months the apprentice becomes eligible for their End Point Assessment that will include an interview with an End Point assessor, workplace observation and a workplace project / case study.

If you have any enquiries please contact  
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