

Cambridge International College

The leading Accredited International Distance-Training College - from Britain across the World!

International Headquarters: Heron House, St Peter, Jersey JE3 7BY, Britain.

Tel: +44 (0)1534 485485 Email: learn@cambridgetraining.com Website: www.cambridgecollege.co.uk



INTERNATIONAL 'CAREER PROGRESS' DIPLOMA PROGRAM ON EVENT MANAGEMENT: OPERATIONS & LOGISTICS

**A Program of great value to men and women seeking exciting careers
in Tourism, Cultural, Business & Sporting Event Organisation & Management**

Event management is particularly challenging from an operational viewpoint. Many events are staged on sites where everything has been set up over a 24-hour period, with all the elements carefully synchronised. In contrast, many other events require years of planning; large convention bids are often won five years before the event is held. This Program deals with the detailed operational management required for successful events, including the logistics of setting up an event and breaking it down afterwards. An event manager needs to plan the implementation of events with attention to every detail, to avoid even minor mistakes which could have serious repercussions, such as the delayed radio or television broadcasts of an event.



Lamia El Kallawy
CIC Member in Egypt,
(MBA Organizational Management)

This Program covers in detail such important topics as production and staging, staffing, safety and security, spectator management, protocol, catering and waste management. These are some of the many operational details that need to be finalised before an event. In addition, the Program considers event promotion and evaluation, as well as careers in a changing environment.

Note: We recommend the study of the "sister" Program to this one - covering **Event Management Strategy & Planning** - before the study of this Program

Major Topics Covered in this Diploma Program:

- * Project management: mission statement, event proposal, planning tools, IT, project closure.
- * Promotion & public relations: image/branding, promotional activities, advertising and publicity.
- * Event staging: site, theme, rehearsals, contractors, catering, accommodation, the environment.
- * HR: job descriptions, recruitment, selection, training, leadership skills, team building, co-ordination.
- * On-site services. Safety and security: health & safety, risk management, outdoor event safety.
- * Crowd procedures: spectator management, first aid, risk assessment, planning for emergencies.
- * Event protocol: order of precedence, styles of address, dress, seating plans, dining, flag flying.
- * Cultural and religious considerations. Operational monitoring & control. Job & career opportunities.

On successfully completing this Professional Program of Study you will:

- ✓ **Be awarded the CIC Diploma on Event Management: Operations & Logistics.**
- ✓ **Have attained an accredited qualification at Level 4, equated to the British National framework at the same study level as Higher National Diploma (HND) and National Vocational Qualification (NVQ) Level 4.**
- ✓ **Have attained an accredited qualification for managerial and supervisory levels showing you possess competence in professional work activities.**
- ✓ **Be eligible for an equivalent Core Subject Study Exemption (and Fee reduction) from the CIC International BA on Hospitality Administration.**



Brian Tom wrote from Solomon Islands: "Thank you for your excellent Training Materials, and your professional lecturers. After completing my international diploma with your college, I am now employed by the Solomon Islands government, as one of the Disaster Management officers, under the Ministry of Home Affairs. Your college is truly globally recognised."

THE FEE FOR THIS 'CAREER PROGRESS' DIPLOMA PROGRAM IS:

£220 or US\$440 or Euro 330 paid in full on enrolment
(Instalment terms are **not** available for these Programs)

This Fee **includes** the supply by **registered airmail post** of a professional Study & Training Publication, together with a detailed 'Study & Training Guide'. It also **includes** an Examination (despatched to the appointed Invigilator under **registered cover**) and the award of the CIC Diploma (despatched to the Member under registered cover) when that has been passed. It also **includes** privileged access to the CIC **Member Services Website**.

ENROLLING AS A MEMBER FOR CIC & STUDY TRAINING

Complete the **Enrolment Form on page 3** fully and in **CAPITAL LETTERS**. Then post it (or fax or scan and email it) **WITH** your Fee payment by **registered airmail post** to the College at:

Heron House, St Peter, Jersey JE3 7BY, Britain
OR

you may send your **enrolment details** through our website: www.cambridgecollege.co.uk

YOU MAY SEND YOUR PAYMENT by whichever of these ways you find easiest:-

CURRENCY NOTES: we accept British Pounds (£), United States Dollars (US\$), Euro (E).

A “crossed” **BANK DRAFT** or **INTERNATIONAL MONEY ORDER** payable to Cambridge International College can be purchased from a bank in British Pounds, US Dollars, or Euros. Collect the draft/IMO from the bank and send it to the College **yourself**; the bank will NOT send it to the College for you. A draft/IMO in **US Dollars** must be drawn on a bank in **New York**; a draft/IMO in **British Pounds** or in **Euro** must be drawn on a bank in **London**. (*Euro or US\$ drafts must have a minimum value of E100 or US\$100.*)

By BANK TRANSFER direct to one of our ‘receive only’ Bank Accounts:

Account Name: Services to Management (for Cambridge International College)
Bank: HSBC Bank plc, Jersey St Helier Branch, Britain

for transfers in British Pounds (£) send to: Account Number: 32144670
Sort Code: 402534, SWIFT/BIC Code: MIDLGB22, IBAN: GB35 MIDL 4025 3432 1446 70

for transfers in US Dollars (US\$) send to: Account Number: 68294583
Sort Code: 400515, Swift/BIC Code: MIDLGB22, IBAN: GB59 MIDL 4005 1568 2945 83

for transfers in Euro (E) send to: Account Number: 68343364
Sort Code: 400515, Swift/BIC Code: MIDLGB22, IBAN: GB38 MIDL 4005 1568 3433 64

Post, or fax, or scan and email your Enrolment Form to the College in Britain **with the bank receipt**. We can “credit” you **only** with the sum actually **received**, so ensure you pay **all** charges at your end and **add £15** or **US\$30** or **E20** to the Fee amount for incidental charges.

A **WESTERN UNION AGENT** in your country can send your payment in British Pounds OR US Dollars to CIC on your behalf; you can pay to the Western Union Agent in **your ‘local’ currency**. You can transfer your payment through Western Union:-

either by ‘Quick Pay’ service to Account Name: Services to Management

transfers in British Pounds (£): Code City **SMCOLLEGE,UK** Account No **AUK040697**

transfers in US Dollars (US\$): Code City **STOM,UI** Account No **AUI000187**

OR by ‘Will Call’ service to David Stephen LAWSON at Jersey, U.K. In either case, mail or fax or scan and email your Enrolment Form **with the Western Union receipt** to CIC in **Jersey, Britain**, stating clearly the **10-digit Money Transfer Control Number**.

A **MONEYGRAM AGENT** in your country can transfer your Fee addressed to **David LAWSON at Jersey, U.K.** Mail or fax or scan and email your Enrolment Form **with the MoneyGram receipt** to CIC in **Jersey, Britain**; stating clearly the **8-digit MoneyGram Reference Number**.

By CREDIT CARD by **American Express, Mastercard** or **Visa**. Fee payments are accepted **ONLY** for the Study & Training of the **person named on the credit card**. CIC must receive a **signed letter** from the **cardholder** stating the **card number** and **expiry date**, and stating his/her name and contact address, and authorising a **stated sum** of money to be paid. CIC also requires a photocopy of the front and reverse of the **signed** credit card itself. Fee charged will be in **British Pounds**.

BRITISH POSTAL ORDERS These may be purchased from British Post Offices.

CHEQUES Please avoid using “personal” cheques wherever possible, as despatches of Study & Training Materials will be delayed by at least 4 weeks when Fee payment is made by personal cheque.

RELATIVES/FRIENDS IN BRITAIN, USA, EUROPE: Send them your completed Enrolment Form to forward to the College in Jersey, Britain, **with the Fee** for your Study & Training.

ENROLMENT/REGISTRATION FORM FOR STUDY & TRAINING WITH CAMBRIDGE INTERNATIONAL COLLEGE

for CIC 'Career Progress' Diploma Programs

Heron House, St Peter, Jersey JE3 7BY, Britain. Tel: +44 (0)1534 485485 Email: learn@cambridgetraining.com

All enrolments are accepted by the College on the terms and conditions stated on page 2

Please enrol me for the 'Career Progress' Diploma Program(s) which I have ticked:

- | | |
|--|--|
| <input type="checkbox"/> Cost Accounting | <input type="checkbox"/> Global Marketing Management |
| <input type="checkbox"/> Employee Development | <input type="checkbox"/> International Business & Trade |
| <input type="checkbox"/> Event Management: Strategy & Planning | <input type="checkbox"/> Leadership & Team Management |
| <input type="checkbox"/> Event Management: Operations & Logistics | <input type="checkbox"/> Organisational Behaviour |
| <input type="checkbox"/> Financial Management | <input type="checkbox"/> Project Management |
| <input type="checkbox"/> Logistics, Supply Chain & Transport Management | <input type="checkbox"/> Supply Chain Strategy & Organisation |

FEES FOR CIC MEMBERS ENROLLED FOR CIC 'CAREER PROGRESS' DIPLOMA PROGRAMS FROM 1 APRIL 2011:

ANY ONE CAREER PROGRESS DIPLOMA PROGRAM	£220 or US\$440 or E330
ANY TWO CAREER PROGRESS DIPLOMA PROGRAMS	£440 or US\$880 or E660
ANY THREE CAREER PROGRESS DIPLOMA PROGRAMS	£660 or US\$1320 or E990
For each extra Diploma Program being enrolled for at the same time , simply add: £220 or US\$440 or E330	
Instalment Terms are NOT available for Career Progress Diploma Programs	

The College reserves the right to increase Fees prior to enrolment; £ = British Pounds; US\$ = United States Dollars; E = Euro

Payment details:

I enclose: _____ **being the fee of the Program(s) ticked**

The Fee amounts stated above **INCLUDE** the cost of despatch of your Study & Training Materials, Examination(s) and Diploma(s) by **registered airmail post**

Payment is in the form of:

- Currency Notes**; **Bank Draft/IMO**; **Bank Transfer** (attach bank receipt); **British Postal Orders**;
 Western Union 10-digit money transfer control no: _____;
 MoneyGram 8-digit transfer reference no: _____; **Cheque**;
 Credit Card (see details required for credit card payments on page 2)

My particulars are (please write **clearly** in **capital letters** - with your surname or family name **last**):-

FULL NAME: Mr/Mrs/Miss/Ms _____
(write or type your full name **exactly** as you wish it to appear on your Career Progress Diploma)

FULL ADDRESS: _____
(write or type the **full** and **exact** address to which we should send your Study & Training Materials)

Email address (if available): _____

Have you studied the subject(s) before? If so, give details: _____

Practical experience of the subject(s), if any: _____

Present employment/post held: _____ Special needs, if any: _____

By submitting this Enrolment/Registration Form you are agreeing to CIC's Terms and Conditions of Enrolment/Registration as stated on page 4.

INTRODUCED BY:

MEMBER No. _____
(who will be entitled to a FREE GIFT from the College as soon as the new Member is enrolled)

Signed: _____ Date: _____ Age: _____

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TERMS AND CONDITIONS OF ENROLMENT for CIC 'Career Progress' Diploma Programs

With Cambridge International College you study in your country of residence; you do NOT come to the College premises in Britain. You may enrol on ANY DAY or DATE of the year.

By signing below you accept the following Terms & Conditions of Enrolment and agree to abide by all Rules and Regulations of

Cambridge International College of Heron House, St Peter, Jersey JE3 7BY, Britain.

1. On receipt of your Fee payment at the College in Jersey, you will be enrolled as a **Member of the College**. If you have given an **email address**, Module One for each Course/Program will be **emailed** to you so you may commence CIC Studies & Training **at once**. You will also be rapidly sent* - by **registered airmail** post - **CIC Study & Training Materials** with full **Study & Training Instructions** on how you can learn and progress rapidly with CIC - **with all of which you agree to comply fully**. (* "personal" cheques result in despatch delays.)
2. Your **Study & Training Period** will be **up to 12 months from your enrolment date** to complete Study & Training on one Program (15 months for two Programs studied together, 18 months for three Programs studied together, or 21 months for 4 Programs studied together) without additional Fee - **provided** you have completed payment of the agreed Study & Training Fee. However, you will be permitted to complete Study & Training in a **shorter period of time** if you devote sufficient time to studies and produce **satisfactory** Final Examination Work.
3. On successfully completing a CIC Career Progress Diploma Program you will be entitled to sit a **Final Examination** (which is **included** in the Study & Training Fee) under approved Invigilation/Supervision* in your own area. On passing that Examination you will be awarded the **CIC International Diploma** for the Program successfully completed.

Note: The Program Fee **includes** the despatch under registered cover for safety of your Study Materials to you, the Examination Documentation to your appointed Invigilator*, and your Diploma to you.

Signed: _____ Date: _____ Age: _____

PLEASE ATTACH - IF AVAILABLE - TWO PASSPORT-SIZE COLOUR PHOTOGRAPHS.
THE PHOTOGRAPHS ARE **NOT**, HOWEVER, ESSENTIAL, AND NEED **NOT** DELAY
THE COMMENCEMENT OF YOUR CIC TRAINING,
BUT THEY **WILL BE** NEEDED BEFORE YOU CAN SIT YOUR EXAMINATION.

* **'Approved Invigilation'** means you will sit the Final Examination **under 'true examination conditions' supervised by an 'Invigilator'*** (or 'Proctor') **appointed by the College - in your local area** (wherever you are resident at the time you are ready to sit the Examination). Arrangements for you to sit the Final Examination under Approved Invigilation/Supervision **in your local area** can **only be made**: (1) once you are an enrolled Member of the College; and (2) when you have made sufficient progress in your Study & Training. Arrangements **cannot** be made before your enrolment.