

## SKILLSER PRACTICE PACK

# Event Planning & Coordination

**Vocational & Small Trade • Beginner to Intermediate • 10 hours**

Produce or simulate a consistent service/product with costing and quality checks.

### Use this pack beside the course

- Set one observable result for the course.
- Complete the practical activity before marking the lesson complete.
- Keep evidence: screenshots, files, calculations, recordings, photos or finished samples.
- Use the checkpoint feedback to decide what to review.
- Treat the Skillser certificate as proof of course completion, not external accreditation.

# 1. Define your course outcome

Write a result another person could inspect. Avoid goals such as “understand more”. Prefer “I can create / explain / analyse / produce / perform ...”.

## My outcome for Event Planning & Coordination

---

---

---

---

---

## What I can already do

---

---

---

---

## My constraints

- Time available each week
- Phone-only or limited device access
- Internet/data cost
- Budget for tools or materials
- Confidence or previous experience
- A current rule, platform interface or policy may need verification

## 2. Working principles

Use these principles while you move through the course. They are designed to keep practice connected to a result.

### 1. Write the production/service steps in order.

Write one decision or example from your own context where this principle matters.

---

---

### 2. Record materials, time, waste and direct cost.

Write one decision or example from your own context where this principle matters.

---

---

### 3. Create a pre-delivery quality checklist.

Write one decision or example from your own context where this principle matters.

---

---

### 4. Define enquiry, approval, payment and handover.

Write one decision or example from your own context where this principle matters.

---

---

### 3. Three practical challenges

Do these away from the lesson player. Each challenge should leave evidence you can keep.

#### Challenge 1

**Explain the course topic in your own words without notes.**

What I produced / what happened

---

---

What I would improve next

---

#### Challenge 2

**Create one practical output that someone else can inspect.**

What I produced / what happened

---

---

What I would improve next

---

#### Challenge 3

**Review the result against clear criteria and improve one weak point.**

What I produced / what happened

---

---

What I would improve next

---

## 4. Capstone brief

Produce or simulate a consistent service/product with costing and quality checks.

### Capstone output

Create one final output that demonstrates the central skill in **Event Planning & Coordination**. It should be specific enough for another person to inspect and should include evidence of your process, not only the final result.

### Problem or goal

---

---

---

### Tools / materials / information needed

---

---

---

### Steps and timeline

---

---

---

---

### Evidence I will keep

---

---

---

## 5. Review and next step

Score the work honestly. The purpose is to decide what to practise next.

| Criterion  | 1               | 2            | 3              | 4                  |
|------------|-----------------|--------------|----------------|--------------------|
| Clarity    | Unclear         | Partly clear | Clear          | Very clear         |
| Quality    | Frequent errors | Some errors  | Meets standard | Consistent         |
| Process    | Cannot explain  | Incomplete   | Repeatable     | Adaptable          |
| Evidence   | Little proof    | Some proof   | Clear proof    | Portfolio-ready    |
| Reflection | No review       | General      | Specific       | Tested improvement |

### My next 30-day practice plan

---

---

---

---

---

---

---

### Content review note

Where this course depends on current laws, tax rules, CAC procedures, exam policies, financial products, software interfaces, advertising platforms, security guidance or regulated professional advice, verify the current official source before acting.