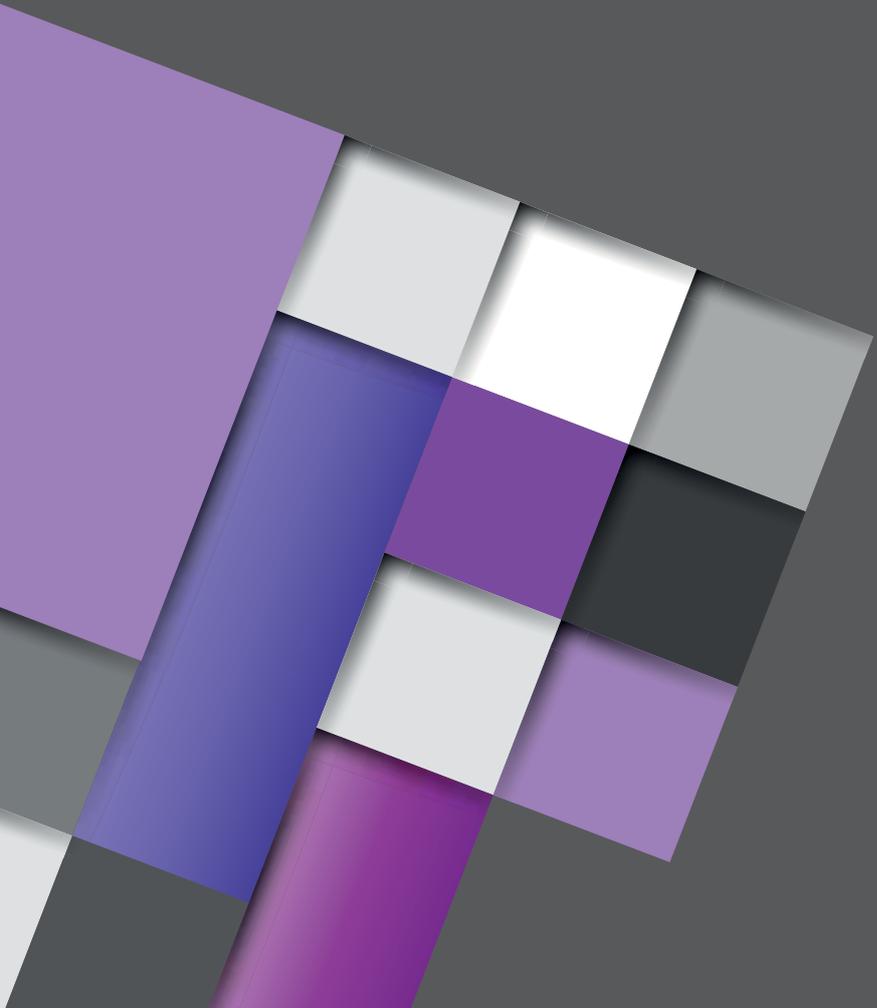


retail

and events 2014/15



always the

right course

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Retail and Events

Welcome to Retail and Events at Edinburgh College

Our programmes are designed to give you training in the latest skills and technologies required within the retail and events industries. There's a diverse range of courses, from NC to HND, to suit your requirements. You'll be supported by teaching staff who have first-hand experience of working within the events and retail sectors, so you'll benefit from established industry links too.

As one of the most popular visitor destinations in the world, Edinburgh hosts some of the most vibrant, renowned and respected events. From the world's largest arts festival in the summer, to its spectacular Hogmanay celebrations, it's an exciting place to study. With a whole host of festivals in food, theatre, film, music, and literature also running throughout the year, there's no better place to learn about visualising, planning, and creating events. Here at Edinburgh College, you'll be able to develop the expert knowledge and organisational skills you need to succeed in this dynamic, fast-changing and expanding industry.

Our NC Events Co-ordination programmes offer a choice of specialist subject areas within hospitality, administration or marketing. This gives you the opportunity to shape your learning according to your own interests and future career plans. Our courses cover areas relevant to the events industry, across sporting, cultural, music and business events, with a strong emphasis on teamwork - including rewarding opportunities to plan and organise events.

By working together with Queen Margaret University, our Associate Student Programme offers you the chance to study a degree in Events Management. You'll spend your first two years here at Edinburgh College developing your skills and confidence, before moving on to study for two further years at the University. This is an ideal route to fast-track your career development.

As part of our programmes, you'll have the valuable opportunity of organising an event. We have success stories every year. In 2012 we were finalists at the Scottish

Event Awards, and we were also highly commended at the same event in 2013. These achievements go to show the high standard of the programmes we provide.

If you're looking to build a career in the retail industry, we offer a variety of courses. To prepare you for this exciting and vibrant industry, you'll focus on gaining first-hand work experience, developing your skills in customer service, time management, organisation and planning, presentation techniques and, most importantly, teamwork. These are the key skills you'll need to work well with the public in both the retail and events Industries.

The following course guide is designed to help you choose the retail and events course that's right for you. Whether you're looking to become a member of an events or retail team, run your own events business, or become a retail manager, you'll find the ideal course here.



Employability: Retail Assistant

Campus: Sighthill

Mode of Attendance: Short Full-Time

What is this course about?

This course will give you the basic skills and knowledge you need to start your career in retail. The course consists of both work placements and college time.

Your first 8 weeks will be spent in college developing the essential skills and knowledge you need to enable you to work within the retail sector. You'll then use these skills within a work placement, initially for 1 day per week, progressing up to a full week (depending on individual placement providers) to build your confidence and develop your employability skills.

With this perfect combination of college time and work placement, this course will equip you with the essential skillset desired by employers as well as allowing you to progress to further relevant studies to enhance your skills even further.

How do I get a place?

- 16-17 years old to qualify for funding for this course
- Be able to demonstrate an interest in working within the retail sector
- Demonstrate good communication skills

What will I learn?

- Skills for Customer Care
- Working for Yourself
- Personal Development: Self and Work
- Enterprise Activity
- Work Experience
- Numeracy

What can I do next?

Further training or employment

NC Retailing

Campus: Sighthill

Mode of Attendance: Full-Time

What is this course about?

This is a nationally recognised programme which will provide you with a practical and broad introduction to retailing. It will enable you to acquire and develop the skills and knowledge you need to gain employment in the retail sector, or to progress to further study.

How do I get a place?

Minimum of 3 Standard Grades at General Level, one of which should be English or an equivalent written subject such as History, or a relevant group of SCQF 4 units or 4 Intermediate 1's at A or B pass.

What will I learn?

- Working in Retail
- Satisfying Customer Needs
- Storing, Replenishing and Displaying Stock
- Planning and Implementing an Event
- Selling Skills
- Stock Handling
- Marketing: Basic Principles
- Visual Merchandising
- Skills for Work Retailing Intermediate 2
- National Progression Award in Enterprise and Employability

What can I do next?

- Progress to HND Year 1 in Retail Management, Business, Events, or Travel and Tourism
- Employment in the retail industry

HND Retail Management

Campus: Sighthill

Mode of Attendance: Full-Time

What is this course about?

This course is designed to prepare you for a career in the retail industry. You'll develop your knowledge and understanding of managing, controlling and presenting stock. In addition, you'll learn the underpinning concepts of management and finance.

These are all important skills that you'll need in order to pursue a successful career in retail. You'll be well-prepared to progress your studies at degree-level in a range of retail management and business programmes. This exciting and challenging course will also prepare you for entry to the retail industry at team leader, supervisor or manager level.

How do I get a place?

- For Year 1, a minimum 2 Highers or relevant NC pass at SCQL Level 6
- For Year 2, pass all 15 credits available at HND Year 1 Level

What will I learn?

- Retail Environment
- Stock Presentation
- Security
- Law
- Creating a Culture of Customer Care
- Graded Unit 1

What can I do next?

- Employment opportunities in store operations, merchandising and buying
- Employment in the retail industry at supervisor or manager level
- Progress to degree-level courses in Retail Management or Business Management



NC Events Co-ordination (using Administration)

Campus: Sighthill

Mode of Attendance: Full-Time

NC Events Co-ordination (Level 5 with Hospitality)

Campus: Granton

Mode of Attendance: Full-Time

NC Events Co-ordination (with Marketing)

Campus: Milton Road

Mode of Attendance: Full-Time

What is this course about?

This vibrant course is designed to equip you with the knowledge and skills required for employment in the events industry at operational or assistant level.

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How do I get a place?

- Minimum 4 Standard Grades at 3 and above or 4 Intermediate 1s at A or B pass

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- Minimum 4 Standard Grades at 3 and above or 4 Intermediate 1s at A or B pass

What will I learn?

Subjects in the programme include

- Event Organisation
- Events Costing
- Marketing
- IT
- Administration Activities and Word Processing

You'll be well prepared for a whole range of programmes at HND Year 1 Level upon completion of this course

What will I learn?

Subjects in the programme include

- Event Organisation
- Events Costing
- Marketing
- IT
- Service of Food and Drink
- Word Processing

What can I do next?

Upon successful completion of this course, you may be able to progress to an HND Year 1 Level course in, for example, Events, Tourism or Administration and Information Technology.

What will I learn?

Subjects in the programme include

- Event Organisation
- Events Costing
- Marketing
- Marketing Basic Principles
- IT
- Word Processing

You'll be well prepared to progress to study at HND Year 1 Level in a range of areas

What can I do next?

Progress to an HND Year 1 Level course in Events, Tourism or Administration and Information Technology.

HND Events Management

Campus: Granton, Milton Road, Sighthill

Mode of Attendance: Full-Time

What is this course about?

HND Events Management is designed to give you knowledge and experience in the organisation of events. This course will help you to develop the range of skills you need in this dynamic, fast-changing and expanding industry.

You'll cover an exciting selection of areas, including sporting, cultural, music and business events. There's a strong emphasis on teamwork and you'll be expected to plan and organise an event as part of the course - fantastic practical experience to enhance your future prospects.

The course is ideal if you're planning to pursue a career in the events industry working as a member of an events team, or even running your own business, for example as a wedding planner or event manager. The course will also make sure you're well prepared for a whole range of degree courses in events management.

How do I get a place?

- For HND Year 1, minimum 2 Highers, at Grade C or above (including English) plus 3 Standard Grades at Grade 3 or above (two of which should be Maths and English) or satisfactory completion of appropriate SCQF 5 or 6 SQA units
- If you don't meet these criteria but have relevant work experience we welcome your application
- For HND Year 2, you must hold an HND Year 1 in Events with 15 credits

What will I learn?

- Events Industry: An Introduction
- Event Applications
- Event Legislation
- Event Budgeting and Funding
- Communications
- IT
- Marketing and Work Experience
- Managing an Event
- Conferences: An Introduction
- Food and Beverage Events
- Behavioural Studies
- Marketing in Travel and Tourism
- Business Planning and Presentation
- Public Relations
- Digital Culture: Online Communication
- Desktop Publishing
- Selling Skills
- Entrepreneurship
- Managing Human Relations in Hospitality

What can I do next ?

BA Honours in Events Management at Queen Margaret University





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Our course portfolio may be subject to alteration.
For information or to speak to an advisor call 0131 660 1010