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Home Study

correspondence courses in...

Wedding Planning and/or Event Management

Introduction

Welcome to The Wedding Planner School, Europe's premier academy for vocational events training. What makes WPS so remarkable is our dedication to our students, always going the extra mile to make your experience with us as straight-forward and rewarding as possible. We are the only academy to offer home study, weekend and one-to-one courses in both wedding and event planning as well as work experience at real-life events and updates from events recruiters. We even allow our graduates to put a free link on our website and invite them to feature in national magazines free of charge in case studies – what an excellent way to generate business for you.

Event Management

The Event Management course introduces the different types of events you could find yourself working on and the essential foundation knowledge base required by an event professional.

There is so much more to event management than most people anticipate, including working with a very different range of clients and marketing your events which is the hardest task of all.

Wedding Planning

The Professional Wedding Planning diploma course covers everything that clients demand from a Wedding Planner, with a strong focus on customer care and avoiding pitfalls when planning a wedding for a private client.

It's not all champagne and roses, so it is our job to teach you to expect the unexpected, to be successful in your career and above all to enjoy the best job in the world!

The activities within our home learning courses can be used as functional tools for the future. This makes the course ideal for those wanting to find employment in these competitive industries *and* those who wish to start out in business on their own.

We strongly advise *not* attending courses run by wedding planning consultancies, as the diplomas are not recognised internationally and it is not in their interests to give you the right information as you will become their competitor. By enrolling with a dedicated training college you can be assured the highest level of independent education and the insider information that successful wedding & event managers don't want you to know, written by highly successful former professionals. What many claim to be 'advanced level' are actually more similar to our accredited and recognised foundation level.

The Wedding Planner School is a Fully-Accredited Member of the International Association for Distance Learning.

There is also an option to combine wedding planning and event management in one larger course.

Home Study (Correspondence) Course Format

The course involves you reading the information supplied by your tutors and completing a series of activities relating to each chapter. There are twelve chapters broken into four sections in the single subject courses and thirteen chapters in four slightly larger sections in the combined course, to be completed and marked before you receive your diploma certificate. The certificate is subject to a 70% pass/fail assessment by WPS tutors. A random sample are also externally audited to ensure fairness and consistency.

All UK postage costs will be covered by the WPS and you do not need to buy any additional textbooks.

Help is provided by telephone and email and if necessary candidates may book a day with a tutor for face-to-face assistance for a fee to cover travel/tutorial expenses.



The Diploma

Candidates may use their personal course tutor as a CV academic referee and once certified, may show the diploma to future employers and customers. The certificate is indicative of candidates' core competence and the support facilities available while they build up their portfolio of experience.

Duration of course

Candidates may take as long as necessary to complete each module however it is essential that all modules are completed within 12 months of registering for the course. We estimate that doing just 2 hours per week takes approximately 2-3 months to complete the home study foundation course and 3-6 months to complete the higher levels.

Discounts

Once you have enrolled on a WPS course you are entitled to study any further home study or weekend courses for a greatly reduced fee within 12 months of registering. These special concessions start from just £495.

Entry Requirements

We recommend for your own benefit, that you have a GCSE (or equivalent) in English. Allowances will be made if you have fluent English skills with no formal qualifications at the discretion of the board. If your spoken English is good but your written English is not, you should consider a weekend course instead.

Enrolment

If you wish to start a course and feel that you satisfy the entry requirements please complete the attached form and return it by post to the WPS with your tuition fee. You will receive your materials exactly ten days or less from the date your application is received. **For your complete protection, you have a seven-day cooling-off period should you change your mind, after which time, please note, the scheme is non-refundable under any circumstances.**

For payments by installment, please refer to the application form or contact the school office for a standing order mandate. For 'frequently asked questions', please visit our website. Or, if you want to enrol NOW, ring us and we'll fill in your forms for you, over the phone.

Wedding Planner Foundation Diploma

Understanding the role of a wedding planner
Market Research & Business Planning
Customer Service
Schedules & Planning Deadlines
Marriage Law & Procedures
Researching suppliers
Venues
Negotiating
Themes, creating and designing
The first meeting with your clients
Setting up in business (non-compulsory module)
Getting your own clients

Event Management Foundation Diploma

Understanding the role of an event manager
Introducing Events (private, corporate and charity)
Research & Business Planning
Customer Service
Event Management Planning Schedules
Researching suppliers
Venues
Negotiating
Designing Event Themes
Holding a client planning meeting
Setting up in business (non-compulsory module)
Getting your own clients

Foundation Level Combined Wedding & Event Management Diploma covers all of the above topics in specially integrated modules. By studying the combined diploma, you not only learn *everything* you would from each of the single subject courses, but you are also able to compare and contrast the two disciplines without increasing the amount of coursework by very much.

Intermediate Level (Level 2) Home Study Courses

Wedding Planner Intermediate Diploma

Marketing & Sales for Wedding Planners
Troubleshooting
Budget Management for Wedding Planners
Green Weddings
Preventing Disaster for your Wedding business
Health and Safety at Weddings
Organising Weddings Abroad
Religious, Cultural and Military Weddings
Customs & Superstitions
Wedding Etiquette & Planning Guidelines
Coordinating a Wedding Day
First Aid
High Profile (Celebrity) Weddings

Combined Subject Intermediate Diploma

Wedding & Events Business Promotion
Troubleshooting
Planning a variety of Corporate Events
Green Weddings
Business Continuity Plans
Health & Safety for Wedding & Events
Organising Overseas Events
Religious, Cultural and Military Weddings
Event Budgeting
Wedding Customs & Superstitions
Coordinating a Variety of Events
Celebrity Weddings
First Aid
Evaluating Event Performance
Organising Weddings Abroad



See booking form for current tuition fees. The above details are subject to change.

www.theweddingplannerschool.org.uk

To speak to one of our career advisers call 0131 208 4177 (9am-5.30pm weekdays)
or leave a message on our answer phone and an adviser will call you back as soon as possible

Weekend

taught courses in...

Wedding Planning and/or Event Management

The weekend courses are highly enjoyable as well as useful and have received entirely positive feedback from past students. They are an intensive course suited to those wanting to find employment in these competitive industries or those considering their own business. The essential 'kick start' to a career change, or refresher course.

The taught course takes place over 2 consecutive days, usually a weekend from 10am – 6.00pm (see enrolment form or www.theweddingplannerschool.org.uk/coursedates.html for forthcoming dates and venues). We keep class sizes very small, always between 2 and 12 trainees so that the regional market is not flooded and students receive maximum benefit. We welcome your staff and partner to attend and offer reduced prices for multiple bookings.

The course includes all teaching, resources, room hire, a frameable certificate, lunch and refreshments both days. Trainees may use their course tutor as a referee and may show the recognised certificate to future employers and customers. The certificate acts as an indication of your core competence and the support facilities you have available to you while you build up your portfolio of experience.



Candidates should be aware that this is a genuine qualification and as such we reserve the right to fail students who do not meet the standards of the course. Assessment is continuous and based on interactions with your tutor, common sense and quick thinking displayed in class. A short quiz will make up 10% of the mark.

Students may specify which topics they wish to focus on and extra time will be allocated to those areas where possible. At the end of Day 1, students will be asked to complete a brief evaluation which is a chance to influence the content or teaching style of day 2.

Course fee for weekend courses also includes meals & refreshments. See enrolment form for current prices.

The guide above is an example and is subject to change.

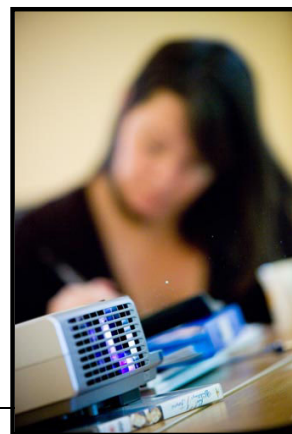
Proud to be referred by *Learn Direct, Learning & Skills Council* and the *National Learning Register*.

Enrol Now!

Example

weekend course structure:

Please note this is an example only and we may have to alter the syllabus if the national guidelines change without notice.



Day 1

Syllabus Description

Welcome Drinks & Course Introduction	
Developing the role	Examining your Job Description, Boundaries and opportunities; Client Expectations & differences.
Marketing & Sales	Effective marketing Guidelines; Getting customers & exhibiting at wedding and trade fairs.
REFRESHMENT BREAK	
Planning stage 1	Meet the clients; Budgeting for the Event; Mood Board & creativity.
LUNCH	
Doing it by the book	Licensing & Responsibility; Contracts –what they include & why; Terms & Conditions; What makes a worthy supplier? Avoiding scams.
REFRESHMENT BREAK	
Celebrity Weddings	What makes them different? How to get VIP clients; Inspiration, trends & critique; Working with media sponsors/glossy mags.
Cultures & Religions	Recognise the types of cultures and nationalities apparent in the West. Use them to inspire your clients

Day 2

Syllabus Description

On the day	Preparing for & Coordinating a wedding day
REFRESHMENT BREAK	
Handling staff & suppliers	Choosing the right supplier; Managing staff
Starting in Business	Personal appraisal and run through the worksheets together. Q&A session Franchises
Etiquette	Wedding & Business etiquette
Events & Weddings Abroad	Planning events in unfamiliar territory & overseas
LUNCH	
General Recap	Recover anything flagged up in yesterday's evaluation
Troubleshooting	Discuss all the things that can go wrong at different times of the planning process. Activity – In pairs select two and discuss how you would prevent & solve the problem (10 mins). Present the solutions to the class.
REFRESHMENT BREAK	
Health & Safety	'risk assessment' and the duty of the event planner
Quiz	Short-answer questions covering the topics you have learned this weekend
ASSESSMENT & EVALUATION	

The Wedding Planner School

Enrolment Form 2010-2011

www.theweddingplannerschool.org.uk for info

Code	Fee	<input checked="" type="checkbox"/>	Course Description
LO10	£595		9 th – 10 th October 2010 - Leeds
MKO10	£495		Make Up Course – Sunday 17 th October 2010 - Bristol
LN10	£645		27 th – 28 th November 2010 - London
MF11	£595		19 th – 20 th February 2011 - Manchester
LF11	£645		26 th – 27 th February 2011 - London
	£595		Other weekend course as advertised (Please state):
WP1	£545		Home Study – Wedding Planning Foundation
WP2	£545		Home Study – Wedding Planning Intermediate
W&EP1	£595		Home Study – Combined Wedding & Event Foundation
W&EP2	£595		Home Study – Combined Wedding & Event Intermediate
W&EP3	£595		Advanced Level (please contact school 01312 084177)

Abridged Terms and Conditions.

For full terms and conditions please see our website.

Weekend Course Terms & Conditions Only

- I sign below to show that I understand that my deposit is non-refundable and non-transferable unless *The Wedding Planner School* or *Learn Direct* should cancel or postpone the course.
- I enclose my non-refundable deposit of **£95 per person** made payable to The Wedding Planner School.
- I understand that the balance must be received 14 days before the course date otherwise *The Wedding Planner School* reserves the right to cancel the booking. Any changes I make to this booking will be in writing.

Home Study Terms & Conditions Only

- I sign below to show that I understand 7 days from receipt of this application my full home study course fee is non-refundable and non-transferable under any circumstances. I have adequate funds in my account and understand that I am liable for any administrative charges relating to 'bounced' cheques or rejected card payments.
- I declare that I will not plagiarise, copy, share, misuse or alter the course content in any way.
- I will complete the home study course within 12 months.

Please complete your details below

Name and Title		Postal Address													
Tel		Postcode													
Mobile															
Date of Birth	<table border="1"> <tr> <td></td><td></td><td></td><td></td><td></td><td></td> </tr> <tr> <td>D</td><td>D</td><td>M</td><td>M</td><td>Y</td><td>Y</td> </tr> </table>							D	D	M	M	Y	Y		
D	D	M	M	Y	Y										
Email															
Additional persons: Please provide full names, and full contact details on the reverse of this form															

Please read below and tick next to your chosen payment method

- I enclose the correct full cheque payment or deposit (weekend courses) for each person, made **payable to:** The Wedding Planner School
- I have already made the correct full payment by bank transfer to HSBC Account no: 21379232; Sort code: 40-34-39
- I wish to pay the full amount by card and have put on the back of this form: the **card number** that runs across the middle of the card; the **address** to which the card is registered; the **valid from date, expiry date** and **issue number** where given; the **security code** which is printed on the signature strip on the back of the card.
- I wish to pay by instalments using a card and I have supplied the card details on the back of this form. I have included the £40 supplement in the total.
- I wish to pay by instalments and have enclosed a maximum of four equal cheques: one dated today and three post- dated for the 1st day of each of the next three months. I have included the £40 supplement in the total.
- I wish to pay by instalments and have arranged a standing order with my bank. A copy of the standing order form is attached. I have included the £40 supplement in the total.

No of candidates	Fee per candidate	Total
	Home Study Course (single subject)	£545
	Home Study Course (combined subject)	£595
	Weekend Course – All except London	£595
	Weekend Course - London	£645
	Concessions	£495
Supplement per person per course only if paying by instalment		£40
Grand Total		£

Signed Date

Sign only when you have read the abridged terms & conditions at the top of this form and the full terms and conditions on our website.

Please return this form with your deposit/ to:
WPS, Eton House, 27 Earlesfield, Nailsea, BS48 4SG.