



Schools Awards Introductory Training Handout

Youth Scotland
Balfour House
19 Bonnington Grove
Edinburgh
EH6 4BL

Email: awards@youthscotland.org.uk Telephone: 0131 554 2561

The Hi5, Dynamic Youth Awards and Youth Achievement Awards

Youth Scotland Awards support quality youth work practice and provide a route for young people to gain recognition and accreditation for the activities **they choose to be involved in**. They are a **framework**, not a programme, and the starting point is the work that you are already delivering or plan to deliver with young people.

A Youth Work Approach

Youth Scotland Awards follow a youth work approach. Youth work has three definitive features; involvement is voluntary and young people choose to participate, it builds from where young people are and respects their life experiences, young people and workers are partners in learning process with the young person recognised as being an active partner. More information on the nature and purpose of youth work can be found here

Award Group Workers (assessors) should obtain appropriate consent for the personal data of the young people they support, to be shared with Youth Scotland and with the relevant awarding body, currently the Scottish Qualifications Authority (SQA), for the purpose of fulfilling the criteria of Youth Scotland's Awards. In line with GDPR requirements, you may be asked to provide evidence of this permission if requested at the assessment stage. Information on Youth Scotland's Privacy Policy can be found at

www.youthscotland.org.uk/privacy/

Hi5 Award

- Starting age of 5
- Have a minimum 5 hour time commitment on activity
- Candidates complete a challenge sheet including evidence
- Each candidate has between 2 and 4 targets
- The Award follows a Plan – Do – Review process
- It measures individual distance travelled
- Reflects special achievement or unique contribution
- Are credit rated on the (SCQF) where they sit at level 2 and are externally quality assured by the SQA



Award Levels

The Hi 5 Award has three levels and the levels are based on cumulative hours.

1 star:	5+ hours
2 star:	15+ hours
3 star:	25+ hours

Assessment

Stage 1 The Award Group Worker (AGW) (this could be a teacher, youth worker or parent) will assess the Challenge sheet confirming all performance criteria have been met and recommend them for certification.

Stage 2 The AGW will claim certificates using the candidate registration form (CRF). Certificates will then be issued from Youth Scotland to the address on the CRF. **During covid-19 digital certificates will be send out by email and then when offices get back to normal the original certificate will be posted.**

Youth Scotland will randomly select a 20% sample of candidate registration forms and ask to view a sample of all Hi5 Challenge sheets listed on each. You must retain all Challenge sheets and evidence for 15 working days from the date of submitting a CRF just in case your submission is selected for sampling. Youth Scotland will process your claim and post/courier your Certificates to the return address within 15 working days. **During Covid-19 the SQA has asked that certificated awards are kept for 6 months to enable them to sample if needed.**

Dynamic Youth Award Key Features

- Starting age of 10
- Has a minimum time commitment of 5 hours on activity
- Challenge sheet with a portfolio of evidence
- The Award follows a Plan – Do – Review process
- Each candidate has between 2 and 4 personal targets
- Candidates are supported and assessed by their peers
- Measures individual distance travelled
- Reflects special achievement or unique contribution
- Are credit rated on the (SCQF) where they sit at level 3 and are externally quality assured by the SQA
- Links to the Youth Achievement Awards (please note that prior learning can only be used towards your Bronze YAA and must have been started within 24 months). You can claim up to 30 hours and you can reduce the number of challenges from 4 to 2 depending on hours claimed.



The Dynamic Youth Awards Levels

- Dynamic Youth Award Certificates are awarded a 'Star' rating based on cumulative hours accrued
- Star Ratings

5 – 15 Hours	★
16 – 30 Hours	★ ★
31 – 100 Hours	★ ★ ★
101 – 250 Hours	★ ★ ★ ★
251+ Hours	★ ★ ★ ★ ★

- The Award enable young people to identify learning and /or personal development targets
- There is a minimal amount of writing involved (and may be scribed depending on circumstances)
- The Challenge sheets are designed to be user friendly (and are colour coded)

What is a Challenge?

A challenge is defined as being an activity that a young person intends to do, and which is either new to that young person or builds upon their previous achievements.

What is a Target?

Targets are what the young person plans to achieve when/by doing their Challenge. The targets,

therefore, might each be a sequential step in the process needed to complete a Challenge, or they might identify particular individual goals that they want to achieve.

It is important that targets should be tailored to meet the needs of each individual young person. For example, you may have a whole group who plan to 'organise a fundraising bake sale' as a shared challenge, but within that, each young person should pinpoint what they, as an individual, aim to achieve during the Challenge. Targets can be around developing skills or knowledge or personal development.

The Youth Achievement Awards Key Features

- There are 4 levels of the Youth Achievement Awards and each level is based upon the degree of responsibility a young person takes within their Challenges
- Young people choose their award level
- There is direct entry at every award level
- Each award level has a specific number of Challenges to complete
- Each Challenge requires a minimum 10 hour's time commitment
- The Gold Award has one prescribed Challenge – a final presentation of their award journey
- The starting age for the Youth Achievement Award Bronze, Silver and Gold is 14 and 16 for the Platinum Award
- Young people set themselves between 2 and 4 personal targets to work towards within each Challenge
- The Awards are an SQA Customised Award
- The Awards are credit rated on the SCQF where they sit at levels 4,5,6 & 7
- Candidates are supported and assessed by their peers
- Challenges can be done concurrently, there is no requirement to finish one before progressing to the next
- There is potential for dual accreditation with other Awards & Qualifications
- There are no set time scales, young people progress through the Award at their own pace
- The Awards allow already completed pieces of work to be accredited retrospectively up to 12 months prior and also recognises prior learning e.g. the Dynamic Youth Awards (up to 50% of Challenges up to 24 months prior for Bronze level)

Bronze Youth Achievement Award

The Bronze Award encourages young people to take part in peer group and 1 2 1 activities.

Silver Youth Achievement Award

The Silver Award encourages young people to **help to organise** activities. By taking an increased level of responsibility and helping to organise the activities they are making a vital contribution to ensuring that the activity takes place.

Gold Youth Achievement Award

The focus of the Gold Award is on planning, organising and leading activities. Significant responsibility will be demonstrated at this level giving others the opportunity to engage in activities the Gold candidate delivers.

You will need to complete 4 or more different Challenges. A Challenge must take at least 10 hours to complete. The combined hours for all Challenges must total at least 60 hours Bronze, 90 hours Silver or 105 hours Gold + Presentation.

Progression through the Award levels using prior learning is recognised in hours. Young people wishing to progress to the next level of Award can take 30 hours off the total number of hours needed at the next responsibility level. Equivalent SQA qualifications can be used as prior learning towards up to 50% of the same award level. Prior learning is not taken into consideration for the Platinum level.

Awards Progression Table

Bronze	Silver		Gold	
60 Hours	Bronze + 60hrs	90 Hours	Silver + 75hrs	105 Hours
Challenge 1	Challenge 1	Challenge 1	Challenge 1	Challenge 1
Challenge 2	Challenge 2	Challenge 2	Challenge 2	Challenge 2
Challenge 3	Challenge 3	Challenge 3	Challenge 3	Challenge 3
Challenge 4	Challenge 4	Challenge 4	Challenge 4	Challenge 4
Plus a Presentation				

The Platinum Youth Achievement Award

Challenge 1	Personal development Plan
Challenge 2	Training (30 Hours)
Challenge 3	Placement (60 Hours)
Challenge 4	Evaluation
Challenge 5	Presentation

At the Platinum level direction is provided on the activities that must take place. The Award includes a total of approximately 135 hours participation. This Award requires the young person to go through processes that will help them to develop the skills to take on a leadership role - and because of this young people need to be 16 years of age when they start the Award.

The young person is required to produce a personal development plan, undertake training, and undertake placements working with young people, produce an evaluation of their progress, and then prepare for and give a presentation.

There is no minimum time commitment for completion of the personal development plan, presentation and evaluation at Platinum

Bronze Challenge page

The Challenge is a descriptor of the activity that the young person intends to be involved in and should reflect the responsibility of the Award level

PLAN

Describe the Challenge you will be **taking part** in...

I will

Describe your **personal Targets**

1. I will...	3. I will...
2. I will...	4. I will...

I plan to **start** my Challenge on: I plan to **finish*** my Challenge by:

** This is your best guess but don't worry if it doesn't go to plan.*

Each level requires more responsibility and wording. Change the Bronze Challenge to Silver using the same Challenge but more responsibility.

Silver Challenge

Responsibility describes what the young person plans to contribute towards the activity and what their role is in organising this Challenge

PLAN

Describe the challenge you will be **helping to plan and organise**...

I will

Describe how you will be taking **responsibility** within your challenge...

I will take **responsibility** within my challenge by.....

.....

.....

.....

Describe your **personal Targets**

1. I will...	3. I will...
2. I will...	4. I will...

I plan to **start** my Challenge on: I plan to **finish*** my Challenge by:

** This is your best guess but don't worry if it doesn't go to plan.*

Awards SCQF Levels

“SCQF stands for the Scottish Credit and Qualifications Framework. The SCQF is aimed at helping people understand Scottish qualifications. This helps them to make better choices about learning and helps them to progress. The SCQF brings together all the

mainstream Scottish qualifications. It gives them credit points, which show how much learning has been achieved, and a level, which shows how demanding the learning is.

Award	Award Level	SCQF Level	SCQF Credit Points	Insight Tariff Points	Age Criteria	Time Commitment (Hours)	Per Head Cost (£)
Hi5	1 Star	2	1	n/a	5+	5	6
	2 Star	2	2	n/a	5+	15	6
	3 Star	2	3	n/a	5+	25	6
Dynamic Youth	1 Star	3	1	0.7	10+	5	6
	2 Star	3	2	1	10+	16	6
	3 Star	3	7	5	10+	31	6
	4 Star	3	17	11	10+	101	6
	5 Star	3	31	21	10+	251	6
Youth Achievement	Bronze	4	7	7	14+	60	16
	Silver	5	11	20	14+	90	16
	Gold	6	14	65	14+	120	16
	Platinum	7	16	136	16+	135	16

The Youth Achievement Award will appear on the young person's Scottish Qualification Certificate alongside their school, college and work place qualifications. The Gold level award gains 14 UCAS tariff points.

SCQF levelled awards, whose provider is a member of the Awards Network, and which are included in the Awards Network list of awards, can be used as prior learning and account for up to 50% of the challenges and award hours at the equivalent SCQF level Youth Achievement Award by including the certificates in the portfolio of evidence. This does not apply to Platinum level. For more information on eligible awards visit <https://www.awardsnetwork.org/awards>

Portfolios & Portfolio Building

In addition to the Award booklets or Challenge sheets, each young person must submit a portfolio of evidence. The portfolio should be an organised collection of evidence that illustrates what the young person has achieved and how they have worked towards their targets whilst completing their Challenges. Portfolio building by the participants is an integral part of the Award and forms part of the learning outcomes.

Evidence templates can be downloaded from the Youth Scotland website www.youthscotland.org.uk

NOTE

A Portfolio must demonstrate that the young person:

- **Was involved in the activity**
- **Worked towards their targets**
- **Took the appropriate amount of responsibility for the Award level**
- **Spent the minimum time required on each Challenge**
- **Completed the appropriate number of Challenges**

Assessment

Stage One: Award Group Assessment supported by the Award Group Worker (assessor) and recommended for Internal Verification.

When the Award Group Worker (assessor) has agreed the portfolio has met the essential criteria and all necessary signatures are in place, the Award Group Worker (assessor) completes the Quality Assurance Checklist (QAC) at the back of the booklet or candidate registration form (CRF) from the website www.youthscotland.org.uk for the DYA.

Please Note: During Covid-19 the assessment process may vary depending on the phased return to standardisation meetings. This will be advised before standardisation meeting dates.

Internal Verification

Stage Two: Assessment by the Operating Agency's Internal Verifiers.

Using the QAC the Internal Verifier checks that all essential criteria have been met. If the Internal Verifier identifies any action points they should discuss them with the Award Group Worker (assessor). They should also offer guidance as to how the criteria might be successfully met. Once the Internal Verifier is satisfied that the portfolios are complete and meet the required national standards, they sign and date the QAC which accompanies the submission to the Standardisation meeting. They must also complete the Candidate Registration Form (CRF) and email to awards@youthscotland.org.uk 3 weeks prior to the Standardisation meeting. For DYA they should complete the CRF and email to Awards@youthscotland.org.uk then post the portfolios into the Youth Scotland office for Standardisation.

Standardisation Meeting – National Event

Stage Three: Standardisation by a panel of Internal Verifiers & lead verifiers

Standardisation is carried out by a panel of Internal Verifiers who feedback to the Lead Internal Verifiers, who then makes a decision as to whether a submission is passed or deferred. If the previous stages of assessment have been applied correctly then no issues should arise during Standardisation that will affect accreditation of portfolios and the issue of Award certificates, YAA will be posted out to the young person's home address by the SQA and DYA will be posted out to the address provided on the CRF. However, in the event that the quality assurance process has not been applied correctly and the portfolios submitted do not meet the standards expected then they will be deferred and 'referred back' to the Operating Agency main contact for further work to be undertaken. The main contact will receive feedback and action points to be addressed to ensure that the quality assurance process is applied properly in all future submissions. The DYA are externally quality assured by SQA (Scottish Qualification Authority) and the YAA is externally verified by the SQA.

For further information about the Awards please see our website: www.youthscotland.org.uk
Or email awards@youthscotland.org.uk