

youth achievement awards

gold

plan activities for others
lead activities you have organised
enjoy taking responsibility

Name:

Group/school/project:

Date of birth:

Postcode:

Scottish Candidate No. (if known):

TO GAIN YOUR AWARD

At **Gold level** you will need to **take total responsibility for planning, organising and leading activities for others**. You will need to complete **4 or more** different Challenges. You will also need to **plan, prepare and deliver a Presentation** on your Gold Award. A Challenge must take at least **10** hours to complete. The combined hours for the **4 or more** Challenges must total **105 or more**. There is no specified number of hours associated with the Presentation but however many hours it takes, this is in addition to the 105 hours or more spent on your Challenges. This flexibility allows your Challenges to fit with the activities you are planning, organising and leading for your Gold Youth Achievement Award.

To gain your Gold Award

- ☐ Join together with others to form an Award Group.
- ☐ Talk to other members of your Award Group and choose your first Challenge.
- ☐ Set yourself personal Targets that you would like to achieve as you plan, organise and lead activities for others in your Challenge.
- ☐ Identify how you will take total responsibility whilst completing your Challenge.
- ☐ Record what you are planning to do on the 'Plan' sheet and ask your Award Group to assess and approve your plan.
- ☐ Plan, organise and lead activities for others in your Challenge spending at least 10 hours on it.
- ☐ Collect evidence that shows what you have done, how long you spent doing it and how you took total responsibility.
- ☐ Organise your evidence and put it in your portfolio.
- ☐ Think about how you did in your Challenge and complete the 'Challenge Review' section of the 'Review' sheet.
- ☐ Show your Challenge evidence to your Award Group.
- ☐ Ask your Award Group to review your evidence and complete the 'Award Group Assessment' section of the 'Review' sheet.
- ☐ Start on your next Challenge*.
- ☐ When you have successfully completed 4 or more Challenges taking a minimum of 105 hours in total, you must plan, prepare and give a Presentation on your Gold Award.
- ☐ When you have successfully completed 4 or more Challenges and given your Presentation on your Gold Award, complete the 'Evaluation & Peer Assessment' section.
- ☐ Your Award Group will need to double check that you have completed everything, and your Award meets the required standard.
- ☐ Only when your Award Group is happy that your Award meets the required standard should they sign and date the 'Peer Assessment' section and recommend your Award for certification.

*You can do more than one challenge at a time e.g. you can be doing one at school and one at a youth club. You do not need to complete one before you start another.

Silver Youth Achievement Awards as prior learning for the Gold Youth Achievement Award



If you have successfully completed a Silver Youth Achievement Award you can reduce the number of total hours on the **4 or more** challenges required to achieve your Gold Award to **75 or more**. The hours spent on your presentation are in addition to the 75 or more spent on your Challenges.

Please include your Silver Youth Achievement Award Certificate in your portfolio as evidence for the hours you are claiming.

ABOUT ME

Name:

Date of Birth:

Postcode:

Scottish Candidate Number:

If you do not know your Scottish Candidate Number you can enquire on the Scottish Qualifications Authority website: <http://www.sqa.org.uk/sqa/38676.html>

You will need to be part of an Award Group. An Award Group is made up of young people and must have at least 2 members (including you) and we suggest no more than 5. An Award Group cannot include the Award Group Worker/s. The role of your Award Group is to:

- **Help you to select** and approve your planned Challenges
- **Support you** to complete your Challenges
- **Help you to review** and evidence your achievements and learning
- **Approve your** completed Challenges and recommend you for the Award

The other members of my Award Group are:

Name/s:

You will need to be supported by at least one Award Group Worker who has successfully completed Youth Scotland approved Awards Introductory Training and who will take responsibility for supporting you and coordinating and facilitating your Award Group.

The Award Group Worker/s supporting me is/are:

Name/s:

PLAN

Describe the challenge in which you will be taking **total responsibility for planning, organising and leading for others**. I will

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

I will take **total 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.*

Challenge Approval

(Your planned Challenge must be approved by young people who are members of your Award Group)

We, the members of the Award Group, agree that:

- ☐ The Challenge is clearly described.
- ☐ It is clearly described how they will take total responsibility for planning and organising and leading the activity for others.
- ☐ There are at least 2 personal Targets identified.
- ☐ The Challenge will take at least 10 hours to complete.
- ☐ The Challenge and Targets are suitable for this person.

Signed: (Young person who is a member of the Award Group)

Date

DO

As you work on your Challenge you will need to gather evidence of this in your personal Portfolio. A Portfolio is simply an organised collection of evidence. You can keep your evidence in a Folder, Scrapbook, Diary etc. or electronically on a Memory Stick. Your Portfolio must be well organised and presented and show how you are 'taking total responsibility for planning, organising and leading activities for others', working towards all your targets and the time you are spending on your Challenge.



Now that you have completed your Challenge, think about how you did and complete the review below.

CHALLENGE REVIEW

I met my planned **Targets** (please tick)

Target 1: fully ☐ partly ☐ not at all ☐

Target 3: fully ☐ partly ☐ not at all ☐

Target 2: fully ☐ partly ☐ not at all ☐

Target 4: fully ☐ partly ☐ not at all ☐

I think this **because**

I SPENT

hours in total
planning, organising
and leading
activities for others



I took **total responsibility** by...

One thing that I **learned**...

One thing that I **enjoyed**...

One thing that I would **do differently** next time...

Show the young people in your Award Group your Booklet and Evidence and ask them to assess your work. If they agree that it meets the criteria listed below, ask them to write a short statement about your achievements and sign and date it. If they do not agree that it meets the criteria, discuss what needs to change and make the changes.

Award Group Assessment

(Your completed Challenge must be assessed by young people who are members of your Award Group)

We, the members of the Award Group, agree that:

- ☐ There is clear evidence that you took **total responsibility for planning, organising and leading activities** for others and completed this Challenge.
- ☐ There is clear evidence of the **hours** you have claimed (at least 10 hours).
- ☐ There is clear evidence that you have attempted **all** your personal **Targets** in this challenge.
- ☐ We feel that by taking **total responsibility for planning, organising and leading activities** for others you have **achieved**

Signed: (Young person who is a member of the Award Group)

Date

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Describe the challenge in which you will be taking **total responsibility** for planning, organising and leading for others. I will

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Signed: (Young person who is a member of the Award Group)

Date

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(Your completed Challenge must be assessed by young people who are members of your Award Group)

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Signed: (Young person who is a member of the Award Group)

Date

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Award Group Assessment

(Your completed Challenge must be assessed by young people who are members of your Award Group)

We, the members of the Award Group, agree that:

- ☐ There is clear evidence that you took **total responsibility for planning, organising and leading activities** for others and completed this Challenge.
- ☐ There is clear evidence of the **hours** you have claimed (at least 10 hours).
- ☐ There is clear evidence that you have attempted **all** your personal **Targets** in this challenge.
- ☐ We feel that by taking **total responsibility for planning, organising and leading activities** for others you have **achieved**

Signed: (Young person who is a member of the Award Group)

Date

PRESENTATION PLAN

Where my presentation will take place: (full name and address of venue)

When my presentation will take place:
(date and time)

Who I will invite and why (my target audience)

What key points will I raise during my presentation: (list six key points)

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.

How I will present evidence of my learning and achievements (visual displays, video, audio, PowerPoint etc.)

Arrangements I will need to make **in advance** of the presentation (e.g. invitations, programmes, hand-outs, evaluation sheets, catering etc.)

Arrangements I will need to make **on the day** of the presentation (e.g. seating, tables, setting up equipment, hearing loops, etc.)

Questions I think the audience might ask me:

PRESENTATION REVIEW

I have discussed the following statements with my Award Group and this is how we feel they apply to me: *(please tick)*

I planned and prepared well	fully <input type="checkbox"/>	partly <input type="checkbox"/>	not at all <input type="checkbox"/>
I organised the event effectively	fully <input type="checkbox"/>	partly <input type="checkbox"/>	not at all <input type="checkbox"/>
I enjoyed giving the presentation	fully <input type="checkbox"/>	partly <input type="checkbox"/>	not at all <input type="checkbox"/>
I dealt with problems successfully	fully <input type="checkbox"/>	partly <input type="checkbox"/>	not at all <input type="checkbox"/>
I empathised with the needs of the audience	fully <input type="checkbox"/>	partly <input type="checkbox"/>	not at all <input type="checkbox"/>
I responded to situations appropriately	fully <input type="checkbox"/>	partly <input type="checkbox"/>	not at all <input type="checkbox"/>
I coped well	fully <input type="checkbox"/>	partly <input type="checkbox"/>	not at all <input type="checkbox"/>
I gained confidence	fully <input type="checkbox"/>	partly <input type="checkbox"/>	not at all <input type="checkbox"/>
I communicated well	fully <input type="checkbox"/>	partly <input type="checkbox"/>	not at all <input type="checkbox"/>
My key points were understood	fully <input type="checkbox"/>	partly <input type="checkbox"/>	not at all <input type="checkbox"/>
I presented my achievements effectively	fully <input type="checkbox"/>	partly <input type="checkbox"/>	not at all <input type="checkbox"/>
The audience enjoyed the presentation	fully <input type="checkbox"/>	partly <input type="checkbox"/>	not at all <input type="checkbox"/>

The most difficult bit was...

I learned...

I enjoyed...

I gained...

One thing I would do differently next time...

Show the young people in your Award Group your Booklet and Evidence and ask them to assess your work. If they agree that it meets the criteria listed below ask them to write a short statement about your achievements and sign and date it. If they do not agree that it meets the criteria discuss what needs to change and make the changes.

Award Group Assessment

(Your completed Presentation must be assessed by young people who are members of your Award Group)

We, the members of the Award Group, agree that:

- ☐ There is clear evidence that you **planned** your Presentation.
- ☐ There is clear evidence that you **delivered** your Presentation to an audience.
- ☐ There is clear evidence that your Presentation was **on your Gold Award**.
- ☐ We feel that by planning, preparing and giving a Presentation on your Gold Award to an audience you have **achieved**

Signed: (Young person who is a member of the Award Group)

Date

EVALUATION

Now that you have completed your Award, think about what you have achieved and the difference you feel this has made to you. You can discuss this with your Award Group and Worker. Complete the Evaluation below by **ticking the box** that best describes how you feel about each statement. You can also write something about how completing the Award has helped you, this is optional

What difference?

	Much Better	A Little Better	The same	Worse
I have a better, more positive, view of myself	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I am better at solving problems and making decisions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I am better at working with others to achieve a task	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I have better skills in listening and talking	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I am better at making friends and trusting others	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I am better at respecting others and appreciating their needs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

How else do you think your Award has helped you?

I confirm this Booklet and Portfolio of Evidence is all my own work and where I have had help this is noted.

Signed: (Your Signature)

Date

Peer Assessment

(Your completed award must be peer assessed by young people who are members of your Award Group)

We, the members of the Award Group, agree that:

- ☐ We have approved all planned Challenges and Targets in this award.
- ☐ We have assessed all completed Challenges in this award.
- ☐ We have assessed the Presentation on this award.
- ☐ 4 or more Challenges have been completed for this award (not including the Presentation).
- ☐ 105 or more hours have been completed for this award (not including the Presentation).
- ☐ The Evaluation section is completed in full.

On behalf of the Award Group I recommend this award for certification

Signed: (Young person who is a member of the Award Group)

Date

QUALITY ASSURANCE CHECKLIST

Checklist (please initial each check)

For each Challenge:

	Award Group Worker	Agency Assessor	Comments and action points
The Challenge has been made clear	<input type="checkbox"/>	<input type="checkbox"/>	
There is a minimum of 2 personal Targets	<input type="checkbox"/>	<input type="checkbox"/>	
The Challenge and Targets have been approved by the Award Group	<input type="checkbox"/>	<input type="checkbox"/>	
The Challenge involved at least 10 hours	<input type="checkbox"/>	<input type="checkbox"/>	
The Challenge review has been completed	<input type="checkbox"/>	<input type="checkbox"/>	
The Award Group has peer assessed the Challenge	<input type="checkbox"/>	<input type="checkbox"/>	
There is clear evidence of taking total responsibility for planning, organising and leading activities for others	<input type="checkbox"/>	<input type="checkbox"/>	
There is clear evidence of working towards all personal Targets	<input type="checkbox"/>	<input type="checkbox"/>	
There is clear evidence of hours claimed for the Challenge	<input type="checkbox"/>	<input type="checkbox"/>	

For the Presentation:

	Award Group Worker	Agency Assessor	Comments and action points
There is clear evidence of successful planning, preparation and delivery of the Presentation	<input type="checkbox"/>	<input type="checkbox"/>	
The Presentation Review has been completed	<input type="checkbox"/>	<input type="checkbox"/>	
The Award Group has peer assessed the Presentation	<input type="checkbox"/>	<input type="checkbox"/>	

For the Award:

	Award Group Worker	Agency Assessor	Comments and action points
4 or more Challenges have been completed	<input type="checkbox"/>	<input type="checkbox"/>	
105 or more hours have been completed* (not including the Presentation)	<input type="checkbox"/>	<input type="checkbox"/>	
A Presentation has been completed	<input type="checkbox"/>	<input type="checkbox"/>	
*A Silver Award Certificate has been provided to support a claim for prior learning	<input type="checkbox"/>	<input type="checkbox"/>	
The Evaluation section has been completed in full	<input type="checkbox"/>	<input type="checkbox"/>	

I confirm that this Award has been supported by me and that it meets the required standards.

Signed: (Award Group Worker)

Date

I confirm that this Award has been assessed by me on behalf of the Operating Agency, and that it meets the required standards. I endorse the Award Group's recommendation and Award Group Worker's assessment.

Signed: (Agency Assessor)

Date



SAMPLE

SAMPLE

YOUTH SCOTLAND

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