

# youth achievement awards

SKV  
share responsibilities  
help to organise activities  
enjoy working with others

Name:

Group/school/project:

Date of birth:

Postcode:

Scottish Candidate No. (if known):

# TO GAIN YOUR AWARD

At **Silver level** you will be involved in **helping to plan and organise activities** where your contribution and responsibilities within a Challenge are clearly identified. This could mean taking **complete responsibility for part** of a Challenge or **sharing responsibility for a whole** Challenge. 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 **90 or more**. This flexibility allows your Challenges to fit with the activities you are helping to plan and organise for your Silver Youth Achievement Award.

## To gain your Silver 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 help to organise your Challenge.
- ☐ Identify how you will take 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.
- ☐ Help with planning, organising and complete 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 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 90 hours in total, complete the 'Evaluation & Peer Assessment' section.
- ☐ Your Award Group 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.

## Bronze Youth Achievement Award as prior learning for the Silver Youth Achievement Award

If you have successfully completed a Bronze Youth Achievement Award you can reduce the number of total hours to **60** or more on the **4 or more** Challenges required to achieve your Silver Award.



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

**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 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.*

## 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 responsibility for helping to plan and organise the activity with 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 responsibility for helping to plan and organise activities with 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  
**helping to plan and  
organise** activities  
with others



I took **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 **responsibility** for **helping to plan and organise** activities with 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 responsibility for helping to plan and organise activities with others you have **achieved**

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

Date

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Date

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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.
- ☐ 4 or more Challenges have been completed for this award.
- ☐ 90 or more hours have been completed for this award.
- ☐ 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 tick 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 helping to plan and organise with 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 Award:

	Award Group Worker	Agency Assessor	Comments and action points
4 or more Challenges have been completed*	<input type="checkbox"/>	<input type="checkbox"/>	
90 or more hours have been completed*	<input type="checkbox"/>	<input type="checkbox"/>	
*A Bronze 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

YOUTH SCOTLAND, Balfour House, 19 Bonnington Grove, Edinburgh EH6 4BL

Tel: 0131 554 2561 Fax: 0131 454 3438

Email: [awards@youthscotland.org.uk](mailto:awards@youthscotland.org.uk)

Web: [www.youthscotland.org.uk](http://www.youthscotland.org.uk)

 @youthscotland

 [fb.com/youthscotland](https://fb.com/youthscotland)

