

Youth Achievement Award | Gold

Building skills by organising and leading activities for others



PLAN



DO



REVIEW

Name: _____

Date of Birth: _____

Postcode: _____

Group/Project/School: _____

Scottish Candidate Number: _____

Booklet Number: _____

This is my:

1st Challenge

2nd Challenge

3rd Challenge

4th Challenge

With the Gold Youth Achievement Award, you'll have the chance to build your skills by taking the lead on organising and delivering an activity for others. As you start your learning journey, take some time to plan what you will be doing and decide what your goals will be.

You can choose! You'll complete 60 hours of learning for your Gold award. You can do this all in one challenge or, if you'd rather spread your hours out across different projects, you can do up to 4 challenges (each 10+ hours). You will need to complete one booklet for each challenge (and don't forget to mark the challenge number on the front cover!)



Planning My Gold Youth Achievement Award

What is the activity, project or event you are going to organise and lead?
(This will be your challenge)

Create a list of the key tasks that you will need to complete in order to achieve this challenge.

Why do you want to take on this challenge?

List some of the skills you want to gain/improve by working on this challenge.
Remember: a skill can be something practical and specific that you've learned how to do, or it can be something you're able to do in general that helps you succeed in different projects (things like communication, decision making and leadership).



Planning My Challenge

My challenge is to...

My personal targets

Review your answers from page 2 and choose 4 things that you would like to work towards while completing this challenge (for example, something you hope to achieve or a skill you want to build). These are your personal targets.

1:

I will ...

2:

I will ...

3:

I will ...

4:

I will ...



Peer Assessment

Show the plan you've made to a friend or member of your group and ask them to check that it meets the requirements below. When they agree that it does, they must tick the boxes, then sign and date.

You have clearly described your challenge

In your challenge, you will be planning and leading an activity/event for others

You have set yourself at least 4 personal targets to work towards

Your challenge and targets are suitable for you

Friend/group
member's name:

Date:



Building a Portfolio of Evidence

As you work on your challenge, you will build a portfolio of evidence—this is a record of everything you've done and achieved.

What is evidence?

Many things can be evidence of the work you've done for your challenge. It's up to you what you choose to include in your portfolio, but you might add things like:

- Photos or videos
- Drawings
- Writing
- Receipts
- Planning sheets
- Flyers
- Supporting statements
- Evaluations
- Questionnaires
- Newspaper clippings
- Social media posts or pages
- Text and WhatsApp messages
- Materials used during your presentation (for example PowerPoint, photos, notes)

Reminder: No matter what kinds of evidence you choose, you should include an explanation along with each that describes what it is and how it relates to your challenge and personal targets. You will also need to make sure your time log is updated as you add new evidence.

Want a Silver award to count towards your Gold? If you've added a Silver Youth Achievement Award as previous learning in your challenge log, don't forget to include a picture or copy of your award certificate in your portfolio of evidence!

Creating your portfolio

A portfolio is an organised collection of evidence, but it's up to you what you want it to look like. Your portfolio could be a binder, scrapbook, digital file or any other way you'd like to present the evidence for your challenge. Just remember that no matter how you collect and organise your portfolio, you'll need to upload a digital version of it when you submit your award.

If you want, you can use our **Evidence Booklet** as a template to build your portfolio.

Reminder: No matter how you organise your portfolio of evidence, make sure you've clearly labelled it with your name, the name of the award you're completing (Bronze, Silver or Gold) and the name of your challenge.



Reviewing Your Challenge

Look back at the personal targets you set for this challenge. List these targets again here and describe what you did during your challenge to work towards each one.

1:

Empty box for target 1

2:

Empty box for target 2

3:

Empty box for target 3

4:

Empty box for target 4

What did you enjoy most about your challenge?

Empty box for reflection on enjoyment

Reflect on the level of responsibility you took when completing your challenge. How did you take individual responsibility and lead activities for others?

Empty box for reflection on responsibility

What was the most difficult part of this challenge? How did you work to overcome this difficulty?

Empty box for reflection on difficulty

Reflecting on Skill Development

Think about how working on your challenge has helped you to improve or build new skills. Tick all that apply.

Self-Management Skills – (organisation, responsibility, decision making)

- I set my own goals and broke down big objectives into smaller tasks (challenges and targets)
- I took time to plan my work and was organised
- I stayed focused and worked to deadlines when I needed to
- I showed resilience and kept trying even when I found something difficult
- I took responsibility and prioritised or delegated tasks to make sure everything got done

Co-operation and Social Skills – (communication, teamwork, leadership)

- I encouraged others to share their ideas and worked to make sure everyone felt included
- I supported and motivated others when we tried to accomplish a task
- I gave instructions and/or shared my knowledge with others to help them complete a task
- I helped find a compromise for different opinions and/or helped resolve a conflict

Critical Thinking Skills – (curiosity, creativity, problem solving)

- I tried to imagine what others might want or need in an activity as I made my plans
- I considered possible risks in an activity and thought of how to take precautions
- I was flexible and adapted my ideas when a situation changed or I got new information
- I used my judgment to consider options and make decisions about what would work best



Reflecting on Personal Development



FINAL REVIEW

What difference has completing your challenge made to you? Tick one box for each statement.

Green for 'A Lot' - Yellow for 'A Little' - Orange for 'The Same'

	A lot	A little	The same
I feel more confident in myself	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I am better at dealing with things that don't go to plan or how I expected	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I am better at planning, organising and staying focused on tasks	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I am better at listening, talking and getting along with others	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I am better at working together with others to achieve a task	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I am better at thinking about things, solving problems and making decisions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
What I have done in this challenge has improved things for myself, others or the world around me	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

I confirm that this is all my own work and where I have had help this has been noted.

Name:

Date:

Signature:



Peer Assessment



FINAL REVIEW

Show this completed booklet and your portfolio of evidence to another young person and ask them to check that you have met the requirements below. When they agree, they must tick the boxes, then sign and date.

<input type="checkbox"/>	You have completed your planning pages in full
<input type="checkbox"/>	You have accurately recorded the time you spent working on your challenge (remember you will need 60 hours to complete your award)
<input type="checkbox"/>	You have evidence of working towards your personal targets
<input type="checkbox"/>	You have evidence of planning and leading an activity/event for others
<input type="checkbox"/>	Your portfolio is well-organised and presents evidence linking to your challenge and personal targets
<input type="checkbox"/>	You have completed your challenge review in full (and, if this is the only or final challenge you will do for your Gold award, you have also completed the sections for planning, delivering and reviewing your presentation)

Friend/group member's name:

Date:



Supporting Statement

Ask a youth worker, teacher or another adult who supported you to add a statement below about how they think you got on in your challenge.



Planning Your Presentation

As part of your Gold award, you will deliver a presentation about what you have learned and accomplished through your award experience. Use the space below to help you prepare for your presentation. (Remember that the time you spend delivering and working on this presentation does not count towards the 60+ hours you need to complete your award).

Reminder: You might have chosen to complete more than one challenge for your Gold award, but you only need to deliver one presentation. If you're doing multiple challenges, you can leave these presentation sections blank until you reach the booklet for your final challenge. Then, use that space to reflect on your entire award experience and create a presentation that shows your full learning journey.

When and where will your presentation take place?

Date:	Time:	Location:
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Who will you invite to your presentation and why?

As you prepare your presentation, think about everything you've learned and achieved throughout your challenge(s). What are 3 key points you want to cover when telling other people about your award experience?

1:

2:

3:

Will you use any media during your presentation? (a display board, video, PowerPoint, etc.)

Don't forget the Q&A! Make sure you've scheduled time at the end of your presentation for audience questions. As you plan for the day, you can think about what some of these questions might be so that you will be ready to answer them.



→ Completing Your Presentation

Once you have finished delivering your presentation, ask two members of your audience to give a short statement about how they think you got on. If you have trouble getting these statements on the day, you can ask for them afterwards but statements should only be given by people who attended the presentation.

Audience Statement 1

Audience Statement 2

Don't forget your evidence! You'll need to include your presentation in the portfolio of evidence for your award. It's up to you what types of evidence you choose, but you might add things like materials you used during the presentation, photos/videos from the day or feedback you collected from your audience.



Reviewing Your Presentation

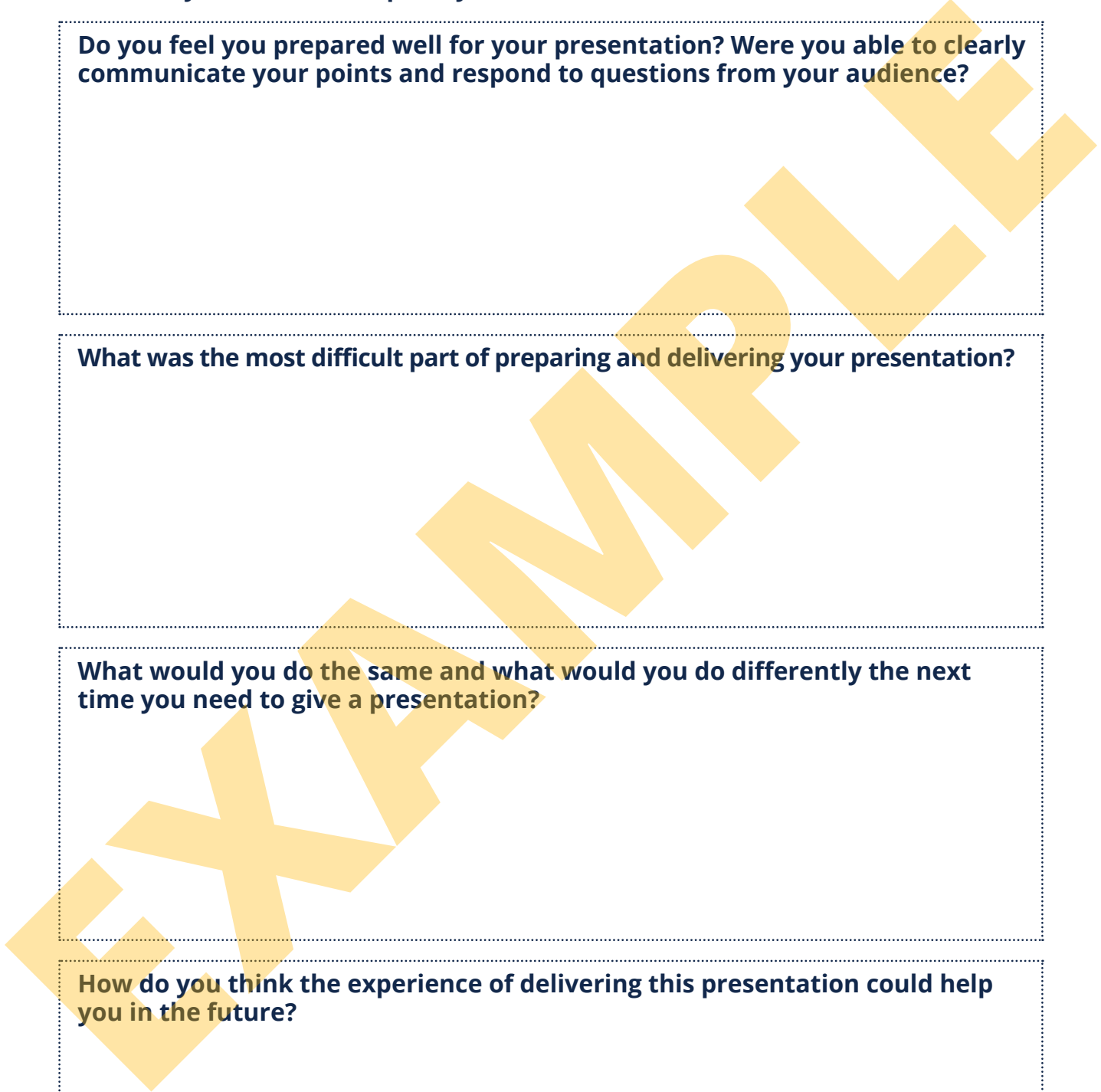
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Do you feel you prepared well for your presentation? Were you able to clearly communicate your points and respond to questions from your audience?

What was the most difficult part of preparing and delivering your presentation?

What would you do the same and what would you do differently the next time you need to give a presentation?

How do you think the experience of delivering this presentation could help you in the future?





Congratulations!

Your award is now ready for assessment by your youth worker/teacher!

Take the next step with our Learning Pathway!

Learn how you can build on the skills you've developed in this award with the Platinum Youth Achievement Award.



Your Notes

EXAMPLE



Building skills by organising and leading activities for others

The Youth Achievement Awards were originally created by UK Youth, Youth Scotland developed the awards for use in the Scottish context, and exclusively hold the rights to operate them in Scotland.

Youth Scotland:

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Twitter/X: x.com/YouthScotland

Facebook: fb.com/youthscotland

Instagram: @youth_scotland

A company limited by guarantee No: 125456.

Scottish Charity No: SC000501.

Registered in Scotland.

www.youthscotland.org.uk



This award has been
SCQF credit rated by **SQA**

