

Youth Achievement Award | Bronze

Building skills by taking part in activities



PLAN



DO



REVIEW

You can complete your Bronze Award all in one challenge or in up to four challenges.

Each challenge must be recorded in its own award booklet.

(Keep track of your booklets with the tick boxes below.)

Name:

Beth Smith

Date of Birth:

1 January 2010

Postcode:

G51 2BQ

Group/Project/School:

Govan Community Group

Scottish Candidate Number:

123456789

Booklet Number:

1234

Because this is an SQA Customised Award, you must include your SCN to get your certificate.

This is my:

1st Challenge



2nd Challenge

3rd Challenge

4th Challenge

With the Bronze Youth Achievement Award, you'll have the chance to build your skills by taking part in activities and experiences. 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 Bronze 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 Bronze Youth Achievement Award

What is the activity, project or experience you are going to take part in?
(This will be your challenge)

I am going to take part in a "Spend Smart Save Smart" workshop at my community centre.

These questions will help you plan your challenge.

At the Bronze Award level, your challenge will be to take part in an activity, project or experience that builds your skills.

What kind of things will you be doing in this challenge?

I am going to go to 4 workshop sessions on how to manage money. Then, I am going to write up my own plan to build my savings.

Why do you want to take part in this challenge?

I want to know more about what people my age can do to make money. I also want to figure out a good plan to save up for things I want to buy (like a new phone).

You can complete 1 - 4 challenges for your Bronze Award.

Each challenge must be 10+ hours (with a total of 60+ hours for the award).

List some skills you want to gain/improve by working on this challenge.

Remember: a skill can be something practical or specific that you've learned how to do, or it can be something you're able to do in general (things like organisation, confidence or teamwork).

- Build more money management skills
- Feel more confident
- Get better at doing research
- Be more independent

Written work for the award can be scribed on your behalf. (Make a note where this occurs.)

Planning My Challenge

My challenge is to...

Complete the "Spend Smart Save Smart" workshops and build my money management skills.

Review your planning pages and come up with a title for your challenge.

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 ...

Complete four "Spend Smart Save Smart" workshop sessions

2:

I will ...

Create my own savings plan

3:

I will ...

Learn how to track the money I spend

4:

I will ...

Feel more confident about money

You will set 4 targets for the challenge. Targets can be:

- Steps in the process of completing your challenge
- Particular skills you want to build
- Specific goals you want to achieve

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



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:

Emily Wright

Peer assessment can be done by any other young person.

Date: 5/ 3/ 25



Challenge Time Log

Use the space below to record and track any time you spend working on your challenge. Along with this log, you'll need to present a **portfolio of evidence** that shows what you've done and achieved. You'll learn more about this portfolio in the next section.

Did you know? If you've completed any Dynamic Youth Awards, the hours you spent on those challenges can count towards your Bronze award! Just add your Dynamic Youth Award to the time log below as 'previous learning', and make sure to include a picture or copy of your award certificate when you submit your portfolio of evidence. (Dynamic Youth Award challenges can count for up to 30 of the 60 hours you will need for your Bronze award.)

In this time log, track the hours you spend:

- Planning the challenge
- Working on the challenge
- Reviewing your award

(As well as previous learning hours you want to claim)

Date	Time spent (hours)	What did you do
DD/MM/YYYY	10 hours	Previous learning - Dynamic Youth Award
DD/MM/YYYY	1 hour	I completed the planning pages of
10/11/2024	30	Previous learning - Dynamic Youth Awards
5/3/2025	0.5	Planning my Bronze Award
8/3/2025	3	"Spend Smart Save Smart" Workshop 1
14/3/2025	1	Filled out Spend Smart worksheets
15/3/2025	3	"Spend Smart Save Smart" Workshop 2
16/3/2025	1	Filled out workshop spending survey
22/3/2025	3	"Spend Smart Save Smart" Workshop 3
24/3/2025	1	Filled out Save Smart worksheets
29/3/2025	3	"Spend Smart Save Smart" Workshop 4
30/3/2025	1.5	Filled out final workshop packet
2/4/2025	2	Online research (how young people make money)
3/4/2025	1	Online research (savings plans)

[illegible]



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

Tips for Recording Evidence:

- Add your evidence while it's fresh, shortly after the activity
- Identify / highlight yourself in any group photos you include
- Redact personal details from your evidence before submitting
- Clearly caption your evidence, including how it links to the challenge and targets

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 Dynamic Youth Award to count towards your Bronze Award? If you've added a Dynamic Youth Award as previous learning in your challenge log, don't forget to include a picture or a 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:

Complete four "Spend Smart Save Smart" workshop sessions

I took part in all four workshops. I also finished all the session packets.

2:

Create my own savings plan

I did a lot of online research and used what I learned in workshops to make a savings plan so I can buy a new phone.

3:

Learn how to track the money I spend

I got an app that helps me track money I spend. I use it all the time now.

4:

Feel more confident about money

I worked really hard to learn how I can be smart about spending and saving money. I even have my own bank account now!

What did you enjoy most about your challenge?

I didn't expect it but I met lots of really cool people in my Spend Smart Save Smart workshops, like other people my age who told me about what they do to make money.

Think about what you have achieved in this challenge. What skills did you gain/improve by working on this challenge?

My workshops really helped me build my knowledge and money management skills. I am way more confident about money now and it makes me feel more independent.

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

When I first started, I was pretty nervous. I felt like there was a lot to learn and I was getting overwhelmed but I tried to be determined and take things one step at a time.



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 built my confidence by taking part in a new experience
- ☒ 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 showed resilience and kept trying even when I found something difficult
- ☐ I overcame a setback when things did not go to plan

Reflect on your experience and tick what applies (you don't need to tick every skill).

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

- ☒ I listened and showed respect to others while working in a group
- ☒ I spoke up in a group and shared my opinions
- ☒ I followed instructions and asked for help when I didn't understand something
- ☒ I worked together with people I didn't know and/or made new friends

As you reflect on specific skills, think about how they fit together into general skill categories.

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

- ☒ I was curious about something and found a way to learn more
- ☒ I used my creativity to come up with new ideas or imagine how something could be done
- ☒ I asked for more information when I needed it so I could make a good decision
- ☒ I reflected on my learning and can think of ways to use my new skills in the future

Reflecting on Personal Development



FINAL REVIEW

To finish your challenge review, reflect on each statement and tick the box that matches your experience.

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 checked="" 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 checked="" type="checkbox"/>
I am better at planning, organising and staying focused on tasks	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I am better at listening, talking and getting along with others	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
I am better at working together with others to achieve a task	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
I am better at thinking about things, solving problems and making decisions	<input checked="" 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 checked="" 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:

Beth Smith

Date:

12/4/25

Signature:

Beth Smith

Signing the confirmation statement is an important part of taking ownership of the work you've done.

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.



You have completed your planning pages in full



You have accurately recorded the time you spent working on your challenge (remember you will need 60 hours to complete your award)



You have evidence of working towards your personal targets



Your portfolio is well-organised and presents evidence linking to your challenge and personal targets



You have completed your review pages in full

Friend/group member's name:

Emily Wright

Date:

13/4/25

The peer assessor can be the same or different from the one who reviewed your planning pages.

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.

Your teacher or youth worker should provide a supporting statement here. This should be specific to you and the work you did in your challenge.

I have seen Beth's confidence grow so much since she started our workshop sessions. At first, she was hesitant to ask questions in front of the group but by the end, she always had her hand up! She also did a wonderful job reflecting and setting goals for herself in our session worksheets.



Congratulations!

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

Take the next step with our Learning Pathway!

Did you know? When you earn a Bronze Youth Achievement Award, you've already made progress towards a Silver! Your Bronze award counts for 30 of the 60 hours you will need for your Silver Youth Achievement Award.



Your Notes



Building skills by taking part in activities

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:

Balfour House, 19 Bonnington Grove, Edinburgh EH6 4BL

Tel: 0131 554 2561

Email: awards@youthscotland.org.uk

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**



Youth Achievement Award

Evidence Booklet



PLAN



DO



REVIEW

This optional booklet can
be used to organise your
portfolio of evidence.

If you choose to use it, make
sure you add your challenge
title and tick the boxes below
so it can be matched to your
award booklet.

Name:

Beth Smith

Group/Project/School:

Govan Community Group

Challenge Title: (Please make sure this title exactly
matches the one you listed in your award booklet)

Complete the "Spend Smart Save Smart" workshops and build
my money management skills.

I am working towards my:

Bronze Award



Silver Award



Gold Award



This is my:

1st Challenge



2nd Challenge



3rd Challenge



4th Challenge





Building a Portfolio of Evidence

A portfolio of evidence is a record of everything you've done and achieved in your challenge. This Evidence Booklet is an optional tool to create your portfolio. You can use this space for photos, drawings, or any other type of evidence, as well as descriptions that explain the 'who, what, when and why' of each piece of evidence you include.

You can choose! A portfolio is just an organised collection of evidence, and it's up to you what you want it to look like. Instead of using this Evidence Booklet, you can create a portfolio with 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.

What evidence should I include?

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
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Tips for Recording Evidence:

- Add your evidence while it's fresh, shortly after the activity
- Identify / highlight yourself in any group photos you include
- Redact personal details from your evidence before submitting
- Clearly caption your evidence, including how it links to the challenge and targets

Want previous learning to count towards this award? If you've added a Youth Achievement Award or Dynamic Youth 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!

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 the time log in your Awards Booklet is updated as you add new evidence.



Portfolio of Evidence

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 the time log in your Awards Booklet is updated as you add new evidence.

Please tell us why you have included this evidence and how it shows how you have worked on your challenge and towards your personal target or targets.



A portfolio can include a mix of evidence types or all the same type (for example, all photos).



These are copies of my Dynamic Youth Award certificates (in my time log for previous learning).

This is the flyer for the "Spend Smart Save Smart" workshop I am joining at the community centre.

I am going to go to four workshop sessions and I will learn about ways I can save my money.

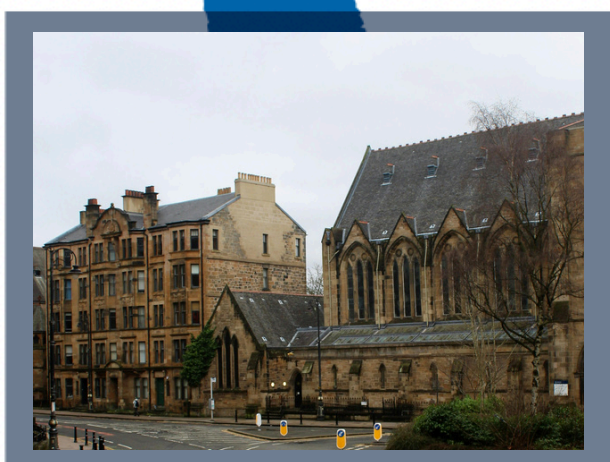
(Target 1)



Portfolio of Evidence

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Please tell us why you have included this evidence and how it shows how you have worked on your challenge and towards your personal target or targets.



This is the community centre where I am taking my workshops. I take the bus to get here every Saturday.

(Target 1)

Be sure to add text that explains how each piece of evidence links to your challenge / targets.



This is a copy of the Spend Smart worksheets I completed after my first workshop.

At first I had trouble with some of the questions but I kept going and answered everything I could. Then I looked up the things I didn't understand so I could finish.

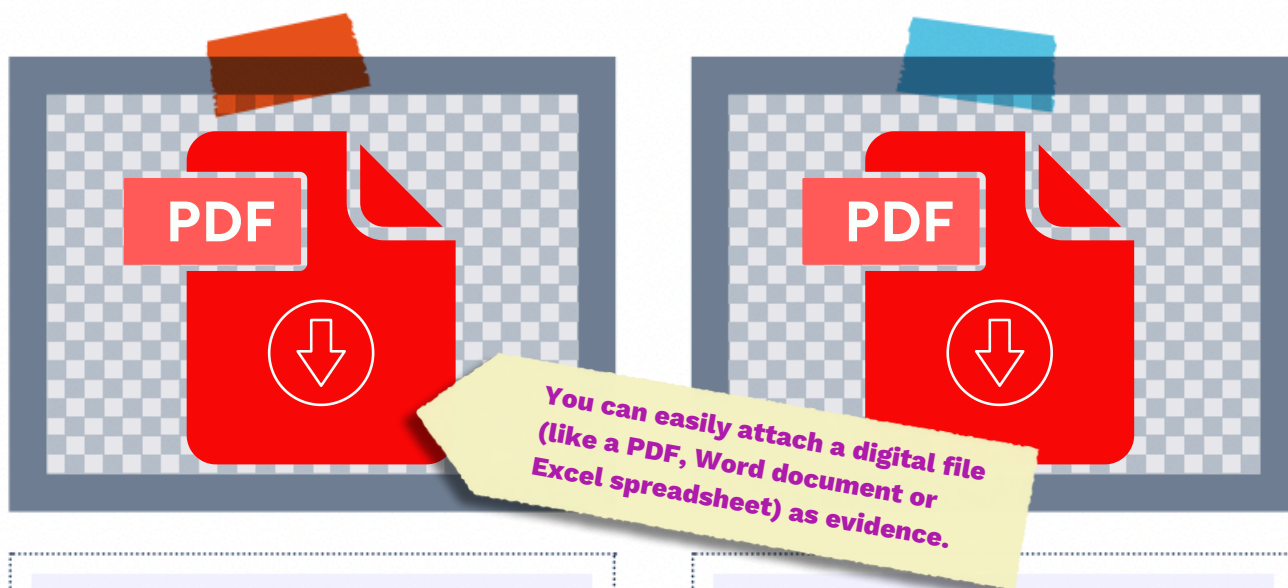
(Target 1)



Portfolio of Evidence

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Please tell us why you have included this evidence and how it shows how you have worked on your challenge and towards your personal target or targets.



This is a copy of my spending survey from Workshop 2. This was kind of fun to fill out! I never really thought about the different kinds of things I spent my money on before.

(Target 1)

This is a copy of my Save Smart Worksheets from Workshop 3.

I really liked the games and puzzles about savings. I've been thinking a lot about how I can save money to buy a new phone and this gave me some really good ideas.

(Target 1 and 4)



Portfolio of Evidence

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Please tell us why you have included this evidence and how it shows how you have worked on your challenge and towards your personal target or targets.



This is a picture of my workshop in action. At first I was really nervous to speak up and ask questions but I tried and got better at it. I really liked when we broke into smaller groups. Some of my friends in the workshop had really cool ideas for how young people can make money!

(Target 1 and 4)



This is a copy of my final packet from Workshop 4.

It was really cool to think back on all the things I learned this month. I feel like I know so much more about making plans and setting goals for saving my money.

(Target 1 and 4)



Portfolio of Evidence

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Please tell us why you have included this evidence and how it shows how you have worked on your challenge and towards your personal target or targets.



These are notes from my online research about how young people make money. I thought setting up an Etsy shop or selling old clothes on Vinted were both really cool ideas. I am talking to my parents about trying it.

(Target 2)



This is a copy of my savings plan. When I first sat down to work on it, it felt like it was going to take forever to save enough money for some of the things I want (like a new phone). But after all the workshops, I knew how I could break it down into smaller goals and now I feel really good about my plan.

(Target 2)



Portfolio of Evidence

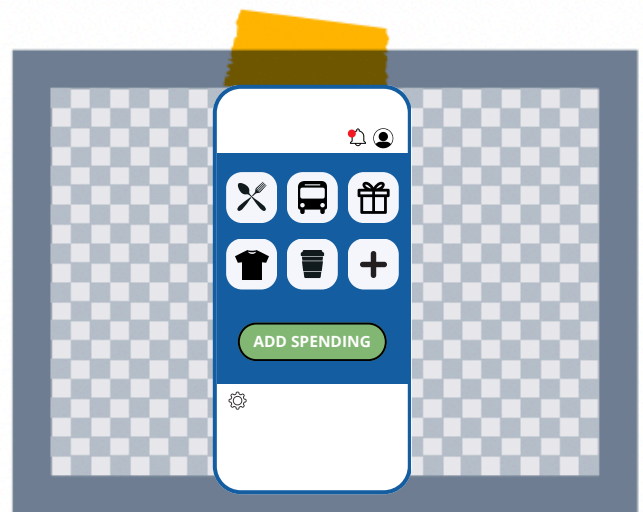
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Please tell us why you have included this evidence and how it shows how you have worked on your challenge and towards your personal target or targets.



These are my notes from my online research on budgeting. I used to think budgeting was a big serious thing and I'd have to use Excel and stuff. But I read that a lot of people my age have apps that make it way easier!

(Target 3)



This is a screenshot from my new budget tracking app. I can add in the money I spend in all different categories and that way I can see what kind of things I buy the most.

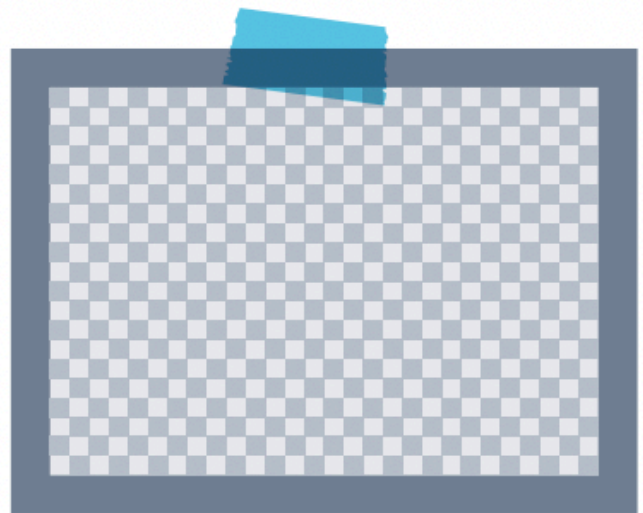
(Target 3 and 4)



Portfolio of Evidence

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 the time log in your Awards Booklet is updated as you add new evidence.

Please tell us why you have included this evidence and how it shows how you have worked on your challenge and towards your personal target or targets.



This is a pamphlet I got from the bank when I opened the current account with my mom! I am really excited about having my own account. Today, I learned all about how to make deposits and withdrawals and I practiced using my bank card to buy snacks at the store.

(Target 4)

Include as many pieces of evidence as you need to show the work you've done for the challenge and targets.

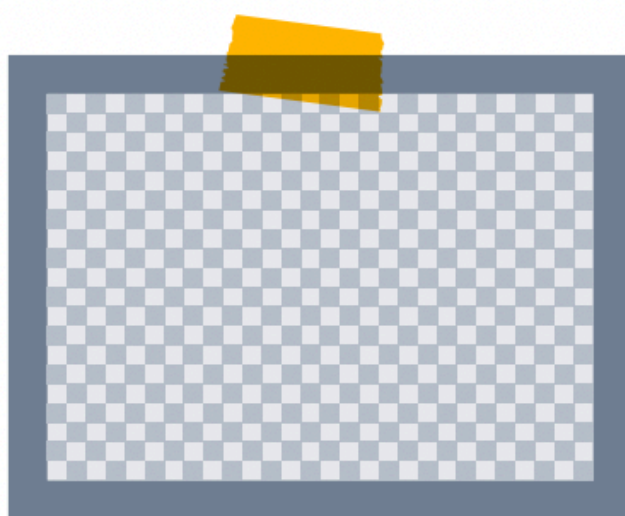
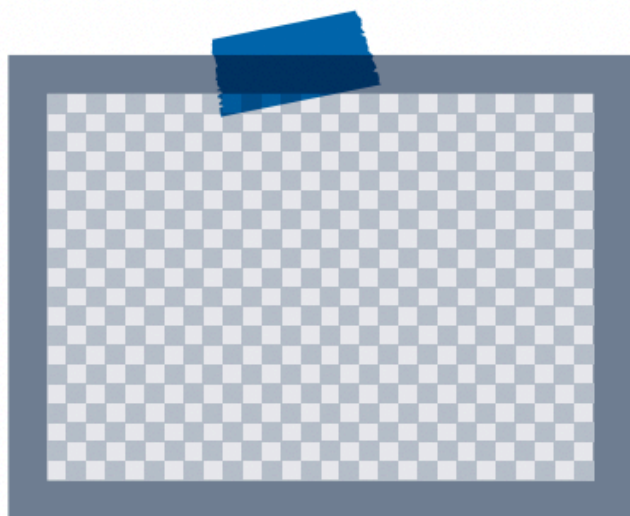
You might have a few blank spaces in your evidence booklet, or you may need extra booklets. It all depends on the challenge.



Portfolio of Evidence

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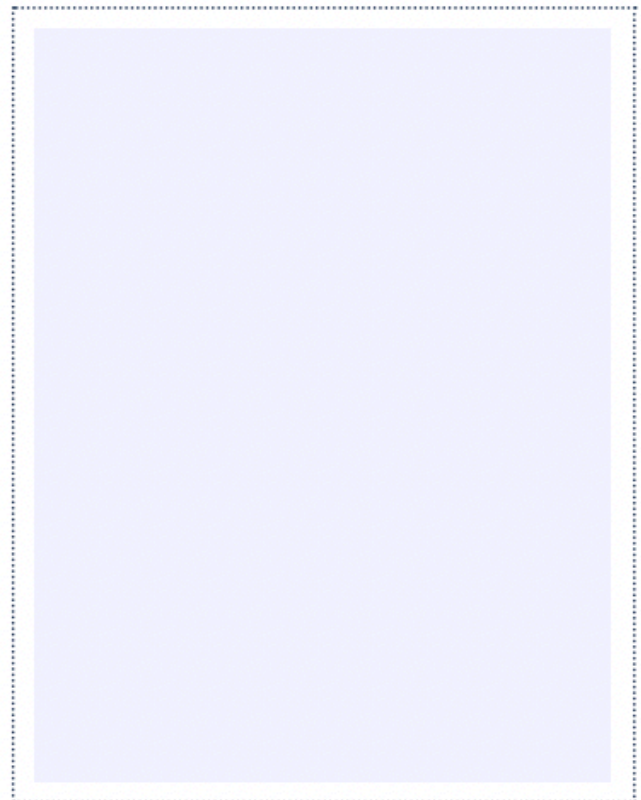
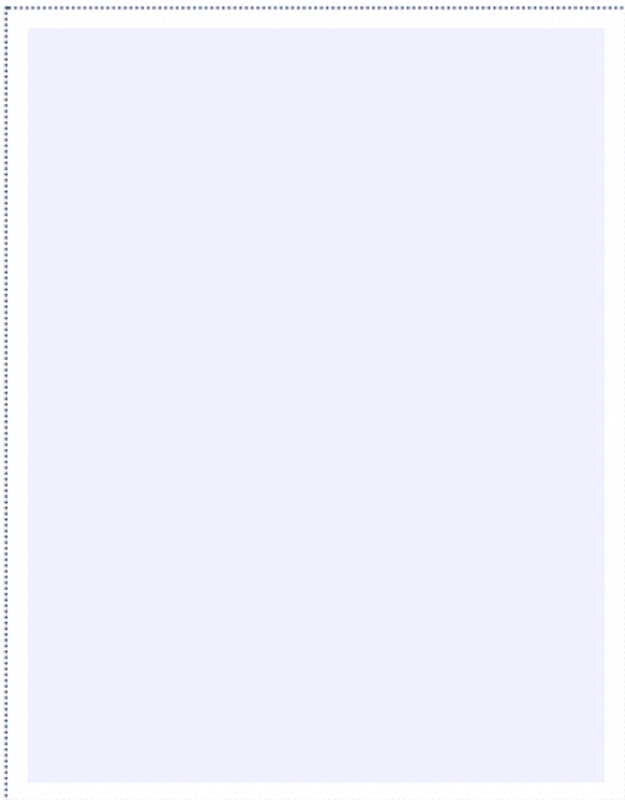
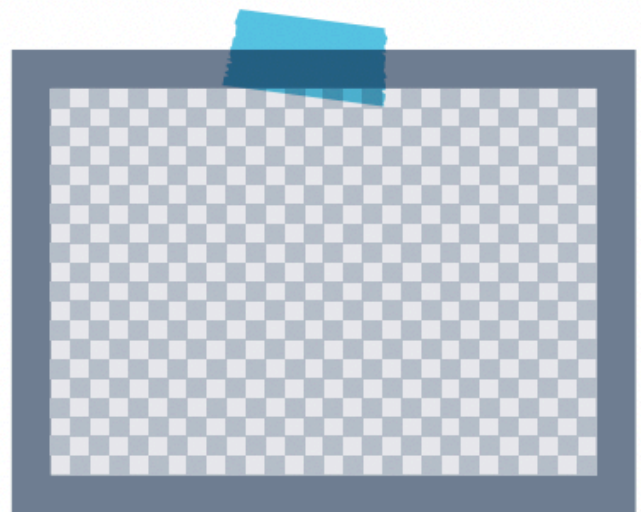
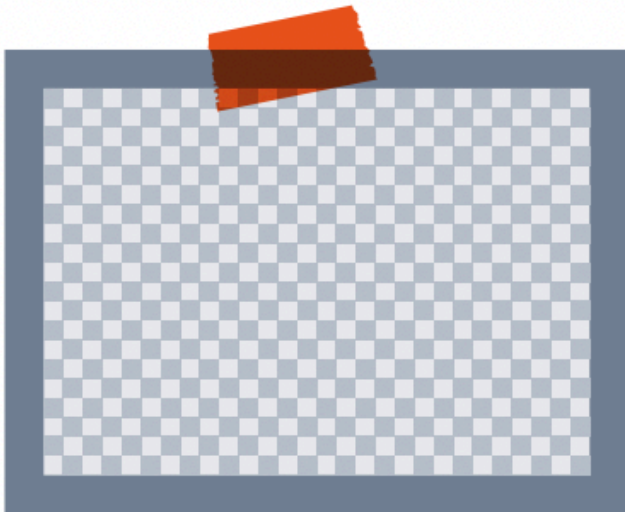




Portfolio of Evidence

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Please tell us why you have included this evidence and how it shows how you have worked on your challenge and towards your personal target or targets.



Need more space? You can fill out as many evidence booklets as you need, just make sure you clearly list the name of your challenge on the cover and number them if you are submitting more than one booklet for the same challenge.



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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Facebook: fb.com/youthscotland

Instagram: @youth_scotland

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SCQF credit rated by **SQA**

