

Youth Achievement Award | Silver

Building skills by helping to plan and deliver activities



PLAN



DO



REVIEW

You can complete your Silver 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:

Daniel Jones

Date of Birth:

15 June 2010

Postcode:

EH3 5LJ

Group/Project/School:

Edinburgh High School

Scottish Candidate Number:

123456789

Booklet Number:

3456

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 Silver Youth Achievement Award, you'll have the chance to build your skills by taking responsibility for helping to organise and deliver activities with 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 Silver 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 Silver Youth Achievement Award

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

I am going to help put on our school play.

What will you be responsible for doing in this challenge?

I am one of the director's assistants. I'll be responsible for organising props, making sure the stage is clean after rehearsal, and creating programmes for the show.

Why do you want to take on this challenge?

I watched the play last year in school and thought it looked really fun. I'm excited to help out this year. I want to make new friends and help make a great show.

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 problem solving, confidence and communication).

- Be more organised
- Get better at communicating and working in a team
- Learn how to use Canva

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

These questions will help you plan your challenge.
At the Silver Award level, your challenge will be to build your skills by helping to plan and deliver an activity.

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

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

Planning My Challenge

My challenge is to...

*Help put on the school play
as a director's assistant.*

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 ... *Learn how to use Canva and make a really cool programme*

2:

I will ... *Talk to new people and make new friends*

3:

I will ... *Be organised and keep track of the props*

4:

I will ... *Practice working in a team*

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



In your challenge, you will be helping to organise an activity/event with 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:

Sam Johnson

Date:

5/ 9/ 25

Peer assessment can be done
by any other young person.



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 a Bronze Youth Achievement Award, some of the hours you spent on that award can count towards your Silver! Just add your Bronze 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. (A Bronze Youth Achievement Award counts for 30 of the 60 hours you will need for your Silver award.)

Date	Time spent (hours)	What did you do
DD/MM/YYYY	30 hours	Previous learning - Bronze Youth Award
DD/MM/YYYY	1 hour	I completed the planning pages of
15/6/2024	30	Previous learning - Bronze Award
5/9/2025	0.5	Planning my Silver Award
8/9/2025	1	First play meeting after school
13/9/2025	2	Play rehearsal
13/9/2025	0.5	Stage cleaning
14/9/2025	1	Made a big list of props
15/9/2025	2	Labelled all the prop shelves
20/9/2025	2	Play rehearsal
20/9/2025	0.5	Stage cleaning
21/9/2025	1	Practicing on Canva
23/9/2025	1	Working on the programme
24/9/2025	1	Editing the programme

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)

**05****Youth Achievement Award: Silver**

Date	Time spent (hours)	What did you do?
27/9/2025	2	Play rehearsal
27/9/2025	0.5	Stage cleaning
28/9/2025	2	Finished making the programme
4/10/2025	2	Play rehearsal
4/10/2025	0.5	Stage cleaning
9/10/2025	2	Dress rehearsal
9/10/2025	0.5	Stage cleaning
10/10/2025	0.5	Worked on my award booklet (portfolio)
10/10/2025	3	Opening night of the play
10/10/2025	0.5	Stage cleaning
11/10/2025	2	Saturday matinee show
11/10/2025	2	Saturday night show
12/10/2025	1.5	Final set breakdown and stage cleaning
14/10/2025	0.5	Worked on my Awards booklet (evaluation pages)
		TOTAL HOURS:
		62

Each challenge must be at least 10 hours. It takes 60+ hours in total to earn a Silver Award.



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 Bronze award to count towards your Silver? If you’ve added a Bronze 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:

Learn how to use Canva and make a really cool programme

I watched YouTube videos to learn about Canva and looked at other programmes to get ideas. I made a design with a big photo and our school colours.

2:

Talk to new people and make new friends

I met so many new people as part of the play. Even people from other year groups!

3:

Be organised and keep track of the props

I made a really big list of all the props for the whole show. Then I used tape and sticky labels to mark where they all had to go on the prop shelves.

4:

Practice working in a team

I worked together with the whole stage crew to clean the stage after rehearsal and all the shows. We all took turns doing each of the cleaning jobs.

What did you enjoy most about your challenge?

I think the play made a lot of people happy and I was really proud to be part of it. I also made so many great friends that I never would have met if I hadn't helped with the show.

Reflect on the level of responsibility you took when completing your challenge. How did you share responsibility for activities and work with others?

There were some things I got to do by myself like making the programme and organising props. And other things I got to do with a team, like working together with the crew to clean the stage and break down the sets.

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

I wasn't sure where to start when I found out I was going to make the show programme and I didn't know what to do. But I did lots of research to learn about Canva and got inspired looking at other programmes.

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 was reliable and finished the tasks I was responsible for
- ☒ 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 worked as a team with others to accomplish a task or achieve a group goal
- ☒ I listened and showed respect for other people's ideas and opinions
- ☒ I spoke up in a group and shared my ideas and opinions
- ☒ I supported others and helped someone with a task when I saw they needed it

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

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

- ☒ 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 tried to imagine what others might want or need in an activity as I helped with planning
- ☒ 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 type="checkbox"/>	<input checked="" 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 checked="" type="checkbox"/>	<input 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 checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I am better at working together with others to achieve a task	<input checked="" type="checkbox"/>	<input 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:

Daniel Jones

Date:

14/10/25

Signature:

Daniel Jones

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



You have evidence of helping to organise an activity/event with others



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:

14/10/25

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.

Daniel was such a huge help on our director assistant team. He always showed up with a great attitude and worked really well with all his teammates on the crew to make sure the stage was show-ready every night.



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 Silver Youth Achievement Award, you've already made progress towards a Gold! Your Silver award counts for 30 of the 60 hours you will need for your Gold Youth Achievement Award.



Your Notes



Building skills by helping to plan and deliver 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:

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Facebook: fb.com/youthscotland

Instagram: @youth_scotland

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The network
of youth groups

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



scottish credit and
qualifications framework

Youth Achievement Award

Evidence Booklet



PLAN



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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:

Daniel Jones

Group/Project/School:

Edinburgh High School

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

Help put on the school play as a director's assistant.

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

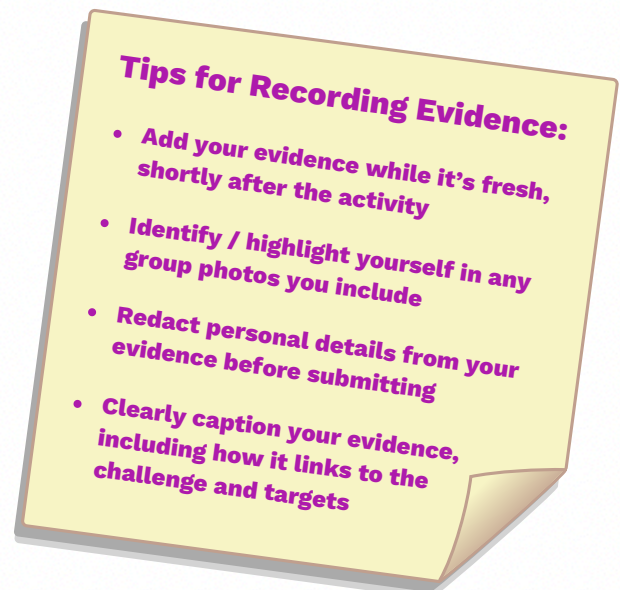
A portfolio of evidence is a record of everything you've done and achieved in your challenge. This Evidence Booklet is an optional tool to create your portfolio. You can use this space for photos, drawings, or any other type of evidence, as well as descriptions that explain the 'who, what, when and why' 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
- Planning sheets
- Flyers
- Supporting statements
- Evaluations
- Questionnaires
- Newspaper clippings
- Social media posts and pages
- Text and WhatsApp messages



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).



This a copy of my Bronze Youth Achievement Award certificate (in my time log for previous learning).

Today was our first play meeting after school.

The director's assistants talked about our responsibilities and we decided that we're going to all take turns doing the different clean-up jobs after rehearsal. We made a list to keep track of who is doing what.

(Target 2 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.



You can easily attach a digital file (like a Word document, PDF or Excel spreadsheet) as evidence.



This is the list we made at our first director's assistant meeting. We wrote down all the cleaning jobs (like sweeping the stage, cleaning the props) and assigned everyone the rehearsal day when they are going to do each one.

(Target 2 and 4)

Today at rehearsal the set designers were painting all the sets. It was my job to clean all the brushes and paint rollers. This is a picture of one of the rollers before I cleaned it.

Some took a really long time but I kept trying and eventually I got all the dried paint off. Our director even said they never looked better!

(Target 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 copy of the big prop list that I made. I went through the whole script and talked to all the other teams like the set designers and the costume designers and the stage crew to make sure the list had every one of the props on it.

(Target 2, 3 and 4)

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



This is a picture of the prop shelves in the storage room.

I used the big prop list I made to get all the props together. Then I tried to be really organised and I sorted everything by when it needs to be on stage. I used sticky labels to label spots on the shelves where each prop needs to go.

(Target 3)



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.



Today at rehearsal, there were carpenters building stairs for the main set. My cleaning job was to sweep up all the sawdust in the wood shop.

I used my phone to make this pic stitch of the floor before and after I finished!

(Target 4)



This is a list of the YouTube videos I watched when I was trying to learn more about Canva.

They showed me a lot of really cool things. I really liked that I can upload my own pictures. I want to do that on the programme I make!

(Target 1)



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 the stack of other programmes I found in the school archive. They really helped me get inspiration and think of ways I could make our programme look cool.

I think I want to do the whole thing in our school colours to make it feel different.

(Target 1)

Programme



Days & Knights

This is a copy of the programme I designed for the show.

At first I was kind of nervous to make it because I'd never done something like it before and I felt a little stuck. Looking at other programmes really helped though and so did the Canva research. I'm really proud of how it turned out.

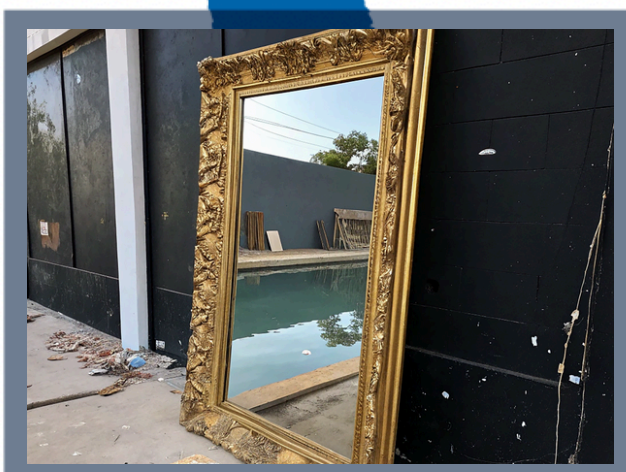
(Target 1)



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.



Today, my cleaning job at rehearsal was to shine up all the mirrors that we're using in the show. I learned that you can make mirrors really clear by cleaning them with old newspapers.

Here is one of the big mirrors after I finished cleaning it.

(Target 4)



Today was dress rehearsal! I was responsible for getting everyone's costumes organised and ready.

I feel like sorting all the props a couple of weeks ago really helped me think about how to make a good plan and stick to it to get lots of things in the right place.

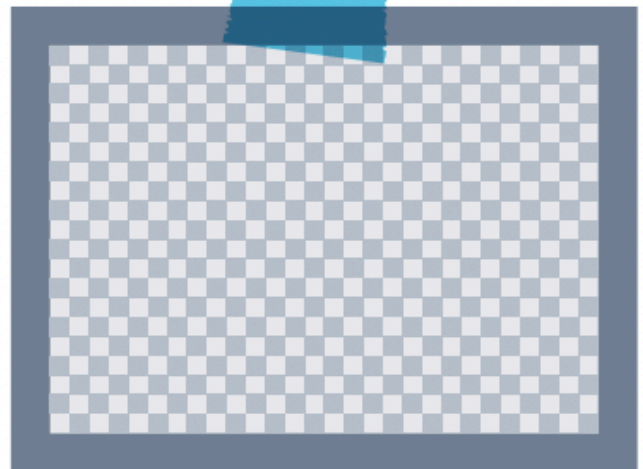
(Target 3 and 4)



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.



Tonight was opening night of our show! It seemed like the audience really liked it. Everyone cheered really loud at the end.

Me and the other director's assistants were all backstage for the show, that way we could help if anyone needed anything. It was super cool to watch everything come together.

(Target 4)

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

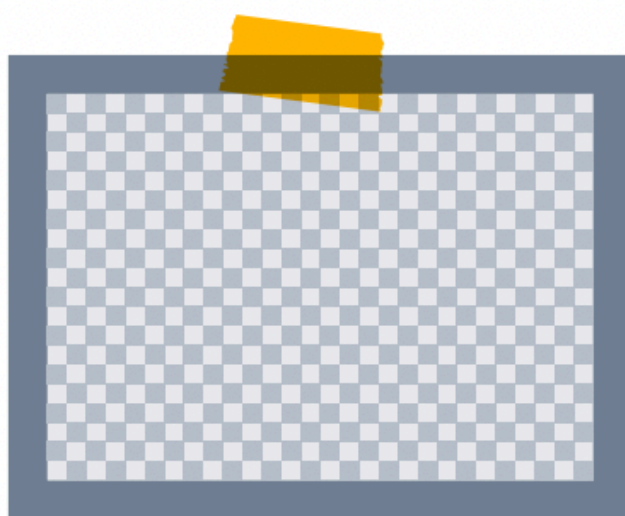
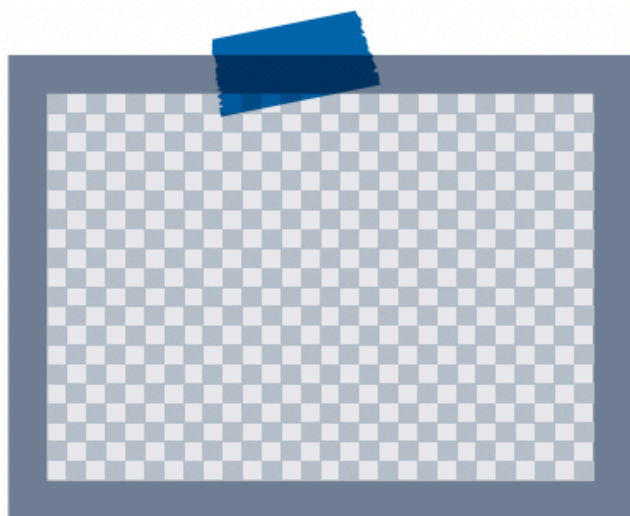
You might have a few blank spaces in your evidence booklet, or you may need extra booklets. It all depends on the challenge.



Portfolio of Evidence

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.

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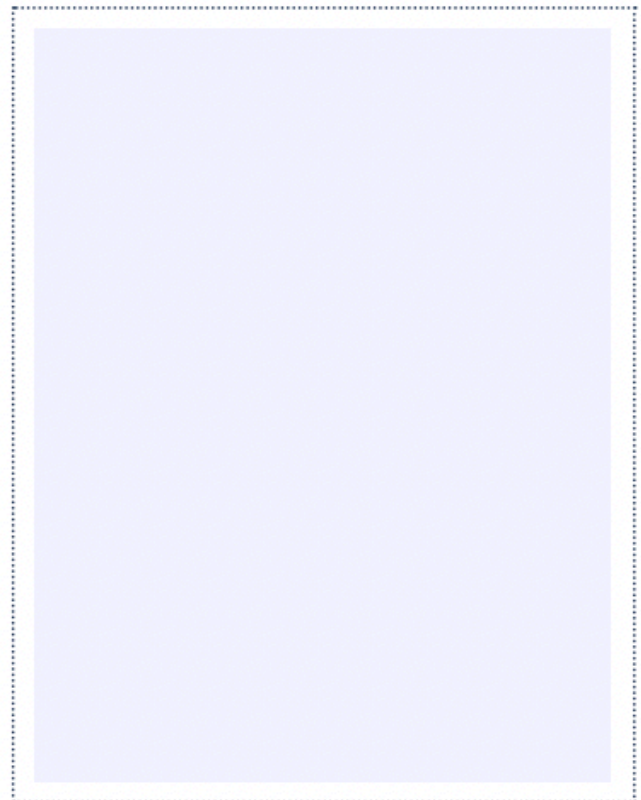
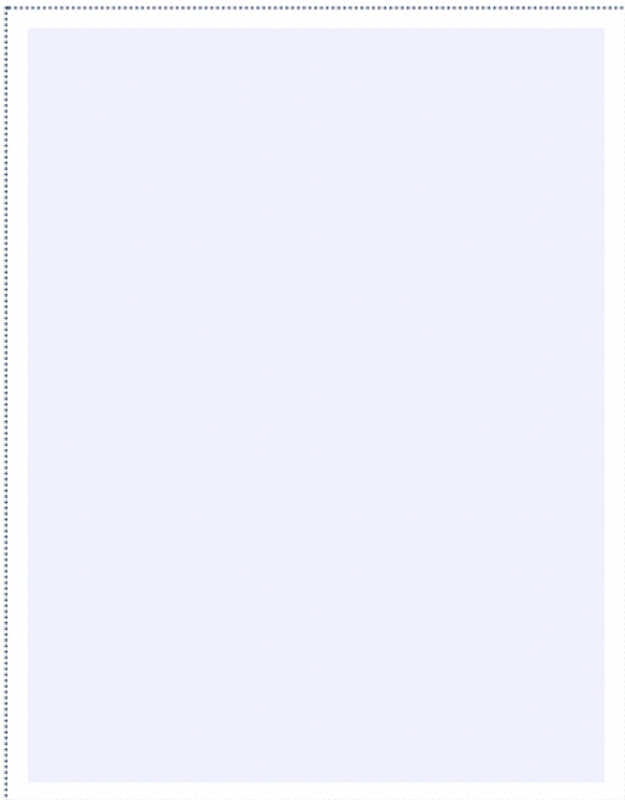
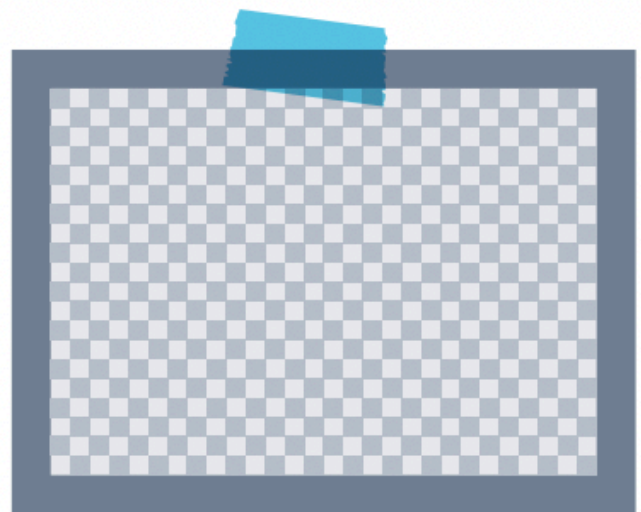
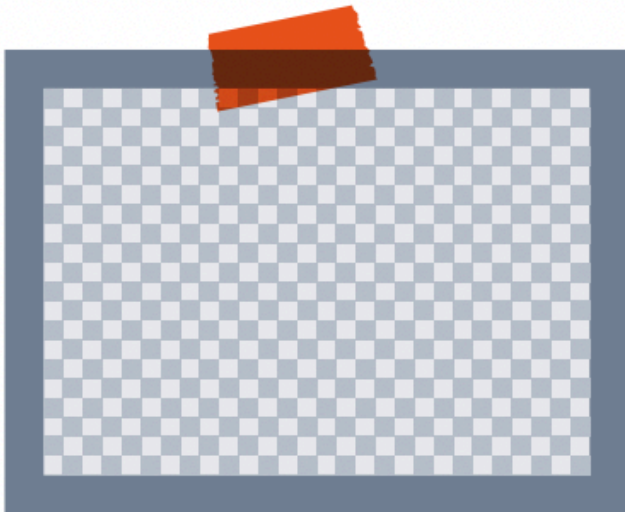




Portfolio of Evidence

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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.

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