youth SCOTLAND
The network of youth groups

The Hi5 Award

A Complete Step-by-Step Guide

Contents

Welcome to the Hi5 Award! 3

Who is it for? 3

How does it work? 3

What does it offer? 3

How to Complete an Award 4

1. Personal Details 4
2. Planning the Award 4
3. Working on the Challenge 5
4. Reviewing Achievement 6

How to Submit an Award 7

1. Assessing the Award 7
2. Registering the Candidate 7
3. Receiving Your Certificate 9

Additional Resources 10

What's Next? Explore our Learning Pathway! 11

Hi5 Award – Completed Example 12

Welcome to the Hi5 Award!

Who is it for?

The Hi5 Award is designed to be flexible and inclusive, for use by young people with all kinds of interests and abilities. **It is open to young people ages 5+.**

How does it work?

The Hi5 Award acts as a **framework to record, recognise and accredit** all kinds of achievements. Young people can choose their own challenge or take on a prescribed challenge, then complete it by following the award's *Plan – Do – Review* structure.

What does it offer?

Hi5 Awards are externally **quality assured by SQA and credit-rated** on the SCQF so they can be compared to other qualifications gained in college or school. Based on the number of hours a young person dedicates, they can earn:

Time	Star Level	SCQF Credit Points	SCQF Level	Award Cost
5+ hours	★	1	SCQF Level 2	£7 per head *(digital copy)* OR £8 per head *(hard copy)*
15+ hours	★★	2		
25+ hours	★★★	3		

How to Complete an Award

1. Personal Details

On the front page of their Hi5 Award booklet, a young person will add their:

- Name
- Date of Birth
- Postcode

Make sure you have the correct spelling for the young person's first and last name so that you will be able to provide it for their award certificate.

Note on Data Protection: You should obtain appropriate consent to share a young person's personal data with Youth Scotland and with the awarding body, the Scottish Qualifications Authority (SQA). In line with our GDPR requirements, you might be asked to provide evidence of your permission to share a young person's data at the award assessment stage. Find more information in **Youth Scotland's Privacy Policy.**

2. Planning the Award

Set the Challenge

First, support the young person to think about what they'd like to do to earn their award. This will be their **challenge.** A challenge could be:

- A new activity that the young person wants to try
  (To build a model rocket!)

- A new goal that builds on their previous achievements
  (To make decorations with my arts and crafts kit!)

- Incorporated into existing activities with a school or youth group
  (To take part in my youth club's summer programme!)

Whatever they decide, their challenge should be achievable (not too difficult or too easy) and must take at least 5 hours to complete. The challenge title will be printed on the young person's award certificate.

Set the Targets

Next, support the young person to identify between 2 and 4 **targets** to work towards in their challenge.

Targets could be steps in the process of completing a challenge, for example:

Challenge: *To build a model rocket!*

- Target 1: Organise all the pieces.
- Target 2: Read the instructions.
- Target 3: Glue the parts together.

Targets could also be individual goals the young person wants to achieve, for example:

Challenge: *To make decorations with my arts and crafts kit!*

- Target 1: To make a big paper chain.
- Target 2: To make paintings of my favourite places.
- Target 3: To make animals with air clay.

At the Hi5 Award level, **targets can be prescribed** and may be the same for a group of young people who are all completing the same challenge.

Note on Scribing: Written work for the Hi5 Award can either be completed by the young person or it can be scribed on their behalf. Be sure to make a note in the award booklet where scribing has occurred.

3. Working on the Challenge

Recording Time

As the young person works on their challenge, they should keep track of their time using the space provided in the award booklet. The total time they spend will be printed on their certificate, along with the corresponding star rating:

5+ hours: ★

15+ hours: ★★

25+ hours: ★★★

Please note: a young person can record part hours (ex: 1.5) on their timesheet. However, when they calculate the total time they spent on the award, it must be rounded down to the nearest whole hour.

Recording Evidence

The young person should use the space provided in their booklet to record evidence of the work they did on their challenge. Many things can be used as evidence, including:

- Written comments
- Photographs or drawings
- Stickers, stamps or decorations
- Tickets or receipts
- Planning sheets

The important thing is that the young person takes ownership of the process, is proud of their work, and has a keepsake of their experience.

Note on Evidence: To make the most of the award experience, encourage young people to record evidence of their full participation in the challenge (not just the work they did to achieve their targets). This could mean including a record of how they worked together with others, tried new things, or gained unexpected skills.

4. Reviewing Achievement

When the young person is finished working on their challenge, they will be able to reflect on their experience by completing:

- **A tick-box review** of what their challenge helped them to achieve
- **A short-answer space** sharing something they felt they did very well

Finally, there is space for a parent, teacher, or youth worker to provide an Achievement Statement (a positive comment on the young person's special achievement or unique contribution to the challenge).

How to Submit an Award

1. Assessing the Award

When the young person has finished filling out their award booklet, you should review it to confirm that it meets all the following criteria:

1. The challenge is clearly described
2. At least two targets were identified
3. At least 5 hours of activity were recorded
4. There is evidence to confirm the challenge was completed
5. The review section has been completed
6. The achievement statement has been completed

Every Hi5 Award must be assessed before it can be submitted to Youth Scotland for certification.

Note on Assessment: Award assessment is usually carried out by the parent, guardian, youth worker or teacher who has supported the young person with their award. It is strongly recommended that all assessors should attend Youth Scotland's **Level 1 Training** for Hi5 and Dynamic Youth Awards.

2. Registering the Candidate

After you've assessed the award, you are ready to submit it to Youth Scotland through **Awards Force** (our online submission platform). Log into your account and click the *Start Submission* button. Select *CRF - Hi5 Award* from the dropdown. You will be asked to provide the following information:

Award Group Information

- Your Name
- Local Authority Area
- Awards Delivery Hub (ADH)
- Awards Delivery Group (ADG)
- Certificate Delivery Address

To proceed, select the *Save + Next* button at the bottom of the screen.

Candidate Registration Form

Consent to Share Information

Review the explanatory information, then **check the box** indicating that you have received consent from the young person to share their information with Youth Scotland and the awarding body.

Young Person's Details

Select the blue *Add Young Persons Details* button and provide the following information for the Hi5 Award candidate:

- Name
- Booklet Number
- Date of birth
- Postcode
- Gender
- Ethnicity
- Disability
- Challenge title
- Hours spent on challenge
- Challenge evaluation information (from the award review section)

If you are submitting more than one Hi5 Award, select the blue *Add Young Persons Details* button until all candidates are registered (you can register up to 40 candidates on each Candidate Registration Form). To move forward, click the purple *Save + Next* button.

Uploading Your Sample Evidence

In this section, you will provide a representative sample of the Hi5 Awards that you are submitting. For each sample, you'll input:

- The name of the young person
- Their completed award booklet (uploaded as one document)
- Any additional evidence from their challenge (optional)

If you are only submitting one Hi5 Award, you will enter this as your sample. If you are submitting multiple awards, you will need to provide at least two samples or 10% of the total number in your submission, whichever is greater. When you are ready, click the purple *Save + Next* button to continue.

Assessment Form

Here, you will confirm that you have assessed each award in your submission by ticking the criteria boxes. Then, enter the following information:

- Name of Assessor
- Date of Assessment
- Contact Email of the Assessor

Next, review each of the statements regarding certificate printing and check the boxes confirming your consent.

Finally, enter the Submission Date in the final dropdown, and click the purple *Submit Submission* button.

Note on Awards Force: We cannot accept any Hi5 Award submissions by mail or email. To receive a certificate, you must submit your award through the Awards Force platform. If you're having trouble logging into your account or if you have any questions about using the platform, contact our team at: **awards@youthscotland.org.uk.**

3. Receiving Your Certificate

After submission, Youth Scotland will review the awards and carry out our quality assurance (standardisation) process. At this stage, you will receive feedback on your submission and could be asked for additional information or samples in Awards Force.

Once an award has been standardised and all the assessment criteria are met, you will receive a confirmation email and your award certificate will be sent out within two weeks.

Note on Certificates: Please make sure that all the information (candidate name, challenge title, etc.) is accurate and spelled correctly when entered in Awards Force, as this will appear on printed award certificates. If incorrect information has been entered, you will be responsible for the cost of any certificate reprints that are required.

Platinum Youth Achievement Award

Ages 16+ | SCQF Level 7 | 150+ hours

Gold Youth Achievement Award

Ages 14+ | SCQF Level 6 | 60+ hours

contributes 30 hours

Silver Youth Achievement Award

Ages 14+ | SCQF Level 5 | 60+ hours

contributes 30 hours

Bronze Youth Achievement Award

Ages 14+ | SCQF Level 4 | 60+ hours

contributes up to 30 hours

Dynamic Youth Award

Ages 10+ | SCQF Level 3 | 10+ hours

Hi5 Award

Ages 5+ | SCQF Level 2 | 5+ hours

Explore the Learning Pathway

Recognise and accredit achievement with our full suite of youth awards!

youth SCOTLAND
The network of youth groups

Hi5 Award

PLAN DO REVIEW

The cover collects information needed to process a young person's award.

Make sure spelling is correct for the young person's first and last name so it can be printed on their award certificate.

Name:
Annie Smith

Date of Birth:
10/1/2019

Postcode:
EH45 9AL

Written work for the award can be scribed on a young person's behalf. (Make a note where this occurs.)

1: What is your Challenge?

to take part in summer programme activities

The Challenge is the activity a young person will complete.

The Challenge can be individual or part of the existing activities for a school / youth group.

2: What things will you do or have you done in your Challenge?

1: Try new STEM experiments

Identify 2 - 4 targets to work towards in the Challenge (these can be prescribed).

2: Make arts & crafts

3: Play some new games

4:

Record the time spent on your Challenge

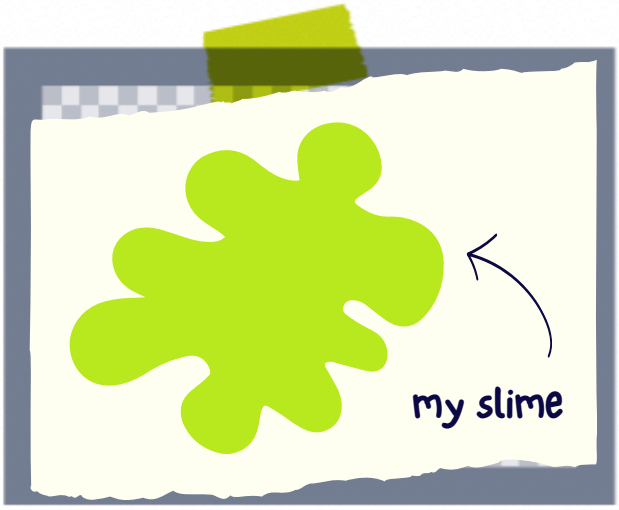
Date	Time spent (hours)
20/5/25	2
22/5/25	1.5
23/5/25	3
25/5/25	1
TOTAL HOURS:	7

It takes 5+ hours to earn a Hi5 Award.

Young people record time spent on their award here (part hours can be recorded but the total must be rounded down to the nearest whole).

3: Show what you did in your Challenge

Write, draw, add a photo, or show in any way you choose.



We tried STEM experiments and made slime! Mine was green.

This is me working on my bunny mask for arts and crafts day.

Young people can draw, write, make a story, or add photos or stickers to show what they did in their Challenge.

Additional evidence pages can be added if a young person has more to include.

If you want to add more do this on another sheet of paper.

4: Tick one box for each statement. My Challenge has helped me to:

	A lot	A little	The same
Join in more activities	✓		
Work better together with others		✓	
Gain more skills		✓	
Discover new things	✓		
Feel better about myself	✓		

When their challenge is complete, the young person will reflect and tick the relevant box for each statement.

5: One thing I did really well was...

I made a really pretty bunny mask in arts and crafts. It had lots of glitter.

The young person will describe something they feel they've done really well.

Your peer/teacher/worker says:

Annie brought so much great energy to our group summer programme! She listened and worked together with others to learn new games and try new activities.

A parent, teacher, or youth worker provides a brief Achievement Statement.

Achievement statement given by: Jane Johnson

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.