



The network  
of youth groups

# Youth Achievement Awards

## A Complete Step-by-Step Guide



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# Welcome to the Youth Achievement Awards!

## Credits and Qualifications

The Youth Achievement Awards are **SQA Customised Awards** that are **credit-rated on the SCQF**, meaning they can be compared to qualifications that a young person might gain in college or school:

Award Level	Scottish Credit and Qualifications Framework	SCQF Credit Points	Insight Tariff Points	Award Cost
<b>Bronze Award</b>	<b>SCQF Level 4</b>	<b>7</b>	<b>7</b>	<b>£19 (per head)</b>
<b>Silver Award</b>	<b>SCQF Level 5</b>	<b>8</b>	<b>15</b>	
<b>Gold Award</b>	<b>SCQF Level 6</b>	<b>10</b>	<b>47</b>	
<b>Platinum Award</b>	<b>SCQF Level 7</b>	<b>16</b>	<b>136</b>	

## Levels of Responsibility

The four levels of the Youth Achievement Award correspond to the amount of responsibility a young person will undertake. A young person can choose to directly access the awards at any level, or can progress along the learning pathway:



# Completing an Award (Bronze, Silver or Gold)

## 1. Overall Award Planning

To earn a Bronze, Silver or Gold Youth Achievement Award, a young person will complete **60 hours of learning**. They can choose to do this in a single challenge or they can choose to spread their hours out across as many as four challenges.

Each challenge they undertake must be at least 10 hours and must be planned and recorded in its own award booklet.

**Note on Scribing:** Written work for the Youth Achievement Awards 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.

## 2. Personal Details

On the front page of each award booklet, a young person will add their:

- Name
- Date of Birth
- Postcode
- Group / Project / School
- Scottish Candidate Number (*required to receive your award certificate*)
- Booklet Number
- Challenge Number

**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](#).

## 3. Challenge Planning

### Setting a Challenge

To get started, the young person will think about their challenge and complete a series of planning questions. Then, they will use their answers to decide on a title for their challenge. Note that the challenge planning questions vary slightly based on the responsibility level of their award (Bronze, Silver or Gold):

Bronze Award	Silver Award	Gold Award
<ul style="list-style-type: none"> <li>What is the activity, project or experience you're going to take part in?</li> <li>What kind of things will you be doing in this challenge?</li> <li>Why do you want to take part in this challenge?</li> <li>List some skills you want to gain or improve by working on this challenge.</li> </ul>	<ul style="list-style-type: none"> <li>What is the activity, project or event you are going to help organise?</li> <li>What will you be responsible for doing in this challenge?</li> <li>Why do you want to take on this challenge?</li> <li>List some skills you want to gain or improve by working on this challenge.</li> </ul>	<ul style="list-style-type: none"> <li>What is the activity, project or event you are going to organise and lead?</li> <li>Create a list of key tasks you will need to complete to achieve this challenge.</li> <li>Why do you want to take on this challenge?</li> <li>List some skills you want to gain or improve by working on this challenge.</li> </ul>

### Challenge Examples

Each challenge must take at least 10 hours to complete (60+ total hours for the award). However, it is up to the young person to decide what they do for their challenge. No matter what they choose, it should clearly fit the **responsibility level** of their award:

#### Bronze Award (taking part in activities)

Example 1: *To go on a Girlguiding camping residential.*  
 Example 2: *To take part in a workshop on money management.*

#### Silver Award (helping to plan and deliver activities)

Example 1: *To volunteer with the beginner classes at my dance studio.*  
 Example 2: *To help put on a movie night at my youth group.*

#### Gold Award (organising and leading activities for others)

Example 1: *To set up a board game club at my school.*  
 Example 2: *To organise a beach clean-up day.*

## Setting the Targets

Next, the young person will refer back to their planning questions and **identify 4 targets** to work towards in their challenge. These targets must be personal and individual and must also match the responsibility level of their award.

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

Challenge: *To help put on a movie night at my youth group.*

- Target 1: Take part in planning sessions with the Movie Night Team.
- Target 2: Help collect and count all the votes for movie choice.
- Target 3: Help set up the snack table and chairs.
- Target 4: Help clean up after the event.

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

Challenge: *To set up a board game club at my school.*

- Target 1: To feel more confident speaking in front of a group.
- Target 2: To practice teaching people how to play new games.
- Target 3: To learn more about the best board games for all ages.
- Target 4: To meet new people and make new friends.

## Peer Assessment (planning stage)

Once the young person has completed the planning pages for their award, another young person will provide a peer assessment, making sure it meets the following criteria:

- The challenge is clearly described and meets the award responsibility level
- Four personal targets have been set
- The challenge and targets are suitable for the young person

When the criteria are met, the peer assessor will tick all the boxes and will sign and date the section. Note that the peer assessor can be any other young person (a friend, sibling, or someone in their award group). They do not need to have completed an award to give a peer assessment.

## 4. Working on a 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. This can include time spent:

- Planning their award
- Working on their challenge and targets
- Evaluating their award

A young person can record part hours (ex: 1.5) but must spend at least 10 hours on each challenge and 60+ hours in total on their award.

**Note on Previous Learning:** With our awards learning pathway, some of the hours a young person has spent on previous awards can contribute to their next award. A young person should make note of any previous learning awards in their challenge time log and include a photo or copy of their award certificate in their portfolio of evidence.

**Dynamic Youth Award** challenges can count for up to 30 hours of the 60 needed for a Bronze Award.

**A Bronze Youth Achievement Award** counts for 30 hours of the 60 needed for a Silver Award.

**A Silver Youth Achievement Award** counts for 30 hours of the 60 needed for a Gold Award.

### Building a Portfolio of Evidence

As the young person works on their challenge, they will create a **portfolio of evidence**—a record of everything they've done and achieved. Many things can be used as evidence, including:

- Written comments
- Drawings, photographs or videos
- Stickers, stamps or decorations
- Tickets, receipts or flyers
- Planning sheets or research notes
- Social media posts, texts or emails
- A copy of prior award certificates (to claim previous learning hours)

This portfolio will be a visual reminder of the award experience and can be a helpful tool if the young person chooses to talk about their award in a job or college application.

## Top Tips for Recording Evidence

1. Add your evidence while it's fresh, shortly after the activity
2. Identify / highlight yourself in any group photos
3. Redact personal details before submitting
4. Clearly caption all your evidence  
*(including how it links to the challenge, targets and responsibility level)*

**Note on the Portfolio:** Young people are welcome to use our [Evidence Booklet](#) to structure their portfolio of evidence. However, using this template is not required and it is up to the young person to decide how they want to organise and present their evidence (for example as a binder, scrapbook or digital file).

## 5. Reviewing Achievement

### Reflecting on the Challenge

When the young person has finished working on their challenge, they will complete the review pages in their award booklet. This includes a:

- **Short answer review** of how they have worked towards their personal targets
- **Short answer review** of their experience completing the challenge
- **Tick box review** of how this challenge helped them to developed specific skills
- **Tick box review** of the impact of this experience on their personal development

Next, the young person will sign and date the confirmation statement, an important part of taking ownership of their work. Then, they will share their award booklet and their portfolio of evidence with another young person for the final peer assessment.

### Peer Assessment (completed challenge)

A friend or group member will complete the final peer assessment (it can be the same young person as the first assessment or someone different).

The peer assessor will make sure all listed criteria have been met (these vary slightly across the Bronze, Silver and Gold Awards). When this is confirmed, they will tick all the boxes and will sign and date the section.

## **Supporting Statement**

Finally, a youth worker, teacher or another adult will provide a short statement about how the young person got on in their challenge.

### **Example Statement:**

*Beth was a tremendous help in putting on our youth group movie night. She showed great commitment, coming to all our planning meetings and getting to the event extra early to help set up. Her enthusiasm inspired all the other volunteers!*

## **6. Gold Award Presentation**

As part of the Gold Award, a young person will deliver a presentation on their award experience. This presentation:

- Takes place after all challenges are complete
- Has a notional 20 hours (for preparation, delivery and reflection)
- Does not count towards the 60+ hours needed to complete the award

If the young person has chosen to complete their award across multiple challenges, they can leave the Presentation section of their award booklet blank until they reach the booklet for their final challenge. Then, they will use the space provided to plan, record and reflect on their presentation.

## Completing an Award (Platinum)

### Overall Award Planning

Unlike the Bronze, Silver and Gold Awards, the Platinum Youth Achievement Award is completed in **five prescribed challenges** (approximately 150+ hours of learning in total).

The Platinum award booklet guides the young person through the *Plan-Do-Review* process for each of these challenges. The young person will gather evidence for every challenge they complete and organise it into an overall Platinum portfolio of evidence.

### Personal Details

As with the other Youth Achievement Awards, the young person will add the following information on the front page of their award booklet:

- Name
- Date of Birth
- Postcode
- Group / Project / School
- Scottish Candidate Number (*required to receive your award certificate*)
- Booklet Number

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](#).

## Challenge 1: Personal Development Plan

### Time: Approx 20 hours

In this challenge, the young person will research and create a Personal Development Plan that considers their past experiences, skills and immediate and long-term goals. Creating this development plan should help the young person decide what opportunities will be right for them in *Challenge 2: Training* and *Challenge 3: Placement(s)*.

The personal targets for this challenge are prescribed:

1. I will reflect on my past achievements and outline my learning journey so far.
2. I will identify my personal strengths, skills and interests.
3. I will identify my personal goals, both short- and long-term.
4. I will identify one or more suitable placements that will enable me to create and deliver opportunities for others to learn.
5. I will consider the knowledge, skills and experience required for my proposed placement and will identify training opportunities that can fill any gaps in these.

The young person will organise their evidence for this challenge into a collection labeled 'Challenge 1,' and will add it to their overall Platinum portfolio of evidence. Then, they will review their achievements using the questions in their Platinum Award booklet.

## Challenge 2: Training

### Time: 30+ hours

In this challenge, the young person will complete at least 30 hours of training to build additional skills, knowledge and experience that will help them in their placement.

Young people will use the space provided in their award booklet to:

- Plan their challenge (choosing training based on the goals outlined in their PDP)
- Set four personal targets for their experience
- Record their time

They will organise their evidence for this challenge into a collection labeled 'Challenge 2,' and will add it to their overall Platinum portfolio of evidence. Finally, they will reflect on their experience in the section provided in their award booklet.

## Challenge 3: Placement(s)

### Time: 60+ hours

In this challenge, the young person will complete at least 60 hours in placement (either one extended placement or several shorter ones). During the placement(s), they will practice the skills they've built through their training and will have the chance to create and deliver learning opportunities for others.

Young people will use the space provided in their award booklet to:

- Plan and describe the placement(s) they will undertake
- Set four personal targets for their experience
- Record their time

They will organise their evidence for this challenge into a collection labeled 'Challenge 3,' and will add it to their overall Platinum portfolio of evidence. Finally, they will reflect on their experience in the section provided in their award booklet.

**Note on Challenges 2 and 3:** The young person can choose to complete their training hours before they start their placement or, if they want, they can choose to work on Challenge 2 and Challenge 3 at the same time (for example, taking part in training during one half of the week and attending their placement during the other).

## Challenge 4: Progress Evaluation

### Time: Approx 20 hours

In this challenge, the young person will reflect on their Platinum award experience so far and will create a detailed progress evaluation. This progress evaluation will help them reflect on what they've accomplished, what they have learned and what they can improve for next time.

The personal targets for this challenge are prescribed:

1. I will describe how creating my personal development plan helped me consider my goals and identify a pathway for achieving them.
2. I will describe how my training helped me to fill the gaps in my experience, knowledge and skills.

3. I will describe how my placement(s) helped me to develop my existing skills and build new ones.
4. I will reflect on my overall experiences in the Platinum Award so far and describe how it has contributed to my learning journey and how it will help me in the future.

The young person will organise their evidence for this challenge into a collection labeled 'Challenge 4,' and will add it to their overall Platinum portfolio of evidence. Then, they will review their achievements using the questions in their Platinum Award booklet.

## Reflecting on the Award Experience

At the end of Challenge 4, the young person will complete an overall review of their Platinum award experience in the space provided in their award booklet. This includes a:

- **Tick box final review** on the impact of their award experience
- **Confirmation statement** that this is the young person's own work
- **Peer Assessment** of the award booklet and Platinum portfolio of evidence
- **Supporting Statement** from a youth worker, teacher or other adult

This section should be completed before the young person moves onto Challenge 5, as it will help them prepare for their presentation.

## Challenge 5: Presentation

### Time: Approx 20 hours

In this challenge, the young person will prepare and deliver a presentation about what they have learned and accomplished through their Platinum award.

Young people will use the space provided in their award booklet to:

- Plan the details and logistics of their presentation
- Outline the key points of their presentation
- Review and reflect on their presentation

The young person will organise their evidence for this challenge into a collection labeled 'Challenge 5,' and will add it to their overall Platinum portfolio of evidence. They will then reflect on their presentation by answering the questions provided in their award booklet.

# Submit a Youth Achievement Award

## 1. Assessing the Award

**Note on Assessment:** Unlike the Hi5 or Dynamic Youth Award, the Youth Achievement Awards must be assessed twice. First, the Award Group Worker who facilitated the award will complete a review. Then, a second review called the Internal Verification (IV) must be done by someone who has completed Youth Scotland's [Internal Verifier Training](#).

When the young person has finished their award, the Award Group Worker and an Internal Verifier should review all award booklets and portfolios of evidence to confirm that the following criteria have been met:

### Bronze, Silver and Gold Award Criteria

#### Planning Pages

- The challenge is clearly described
- The challenge reflects the responsibility level of the award
- Four personal targets have been identified
- The award planning pages have been peer assessed, signed and dated

#### Evidence Pages

- There is evidence the young person completed 60 hours of learning
- There is evidence of working towards all personal targets
- The quantity and quality of the evidence is appropriate for the award level
- The evidence is organised and presented in a way that links to the targets
- Evidence of prior learning has been included where appropriate
- (For Gold Award only) there is evidence the young person delivered a presentation

#### Review Pages

- The challenge review and self-evaluation have been completed
- The completed challenge has been peer assessed, signed and dated
- The young person has confirmed the authenticity of all work

## Platinum Award Criteria

### For Each Challenge

- There is clear evidence to show successful completion of the challenge
- There is clear evidence of work towards all targets
- The challenge review has been completed
- The Awards Group Worker has assessed the completed challenge

### Challenge 1: Personal Development Plan

- The young person has described their journey and identified past achievements
- The young person has identified their personal strengths, skills and interests
- The young person has identified one or more suitable placements that will enable them to deliver learning opportunities for others
- The young person has identified gaps in their experience, knowledge or skills required for their placement(s) and the training they will need to address these
- The young person has completed the review of the challenge and demonstrated the ability to reflect on the experience of researching and producing a Personal Development Plan

### Challenge 2: Training

- The young person has identified four personal targets (related to the gaps in their experience, knowledge or skills identified in their Personal Development Plan)
- The young person has appropriately evidenced working towards their targets
- The young person has appropriately evidenced completing 30+ hours of training
- The young person has completed the review of this challenge and demonstrated the ability to reflect on the experience of undertaking training

### Challenge 3: Placement

- The young person has identified four personal targets (related to the goals identified in their Personal Development Plan)
- The young person has appropriately evidenced working towards their targets
- The young person has appropriately evidenced completing 60+ hours of placement(s)
- The young person has completed the review of this challenge and demonstrated the ability to reflect on the experience of undertaking their placement(s)

### **Challenge 4: Progress Evaluation**

The young person has produced a detailed evaluation that addresses:

- How creating a personal development plan helped them to consider their goals and a pathway for achieving them
- How training helped them fill the gaps in their experience, knowledge and skills
- How placement(s) helped them to develop their existing skills and build new ones
- A reflection on their overall experiences in the Platinum Award, how it has contributed to their learning journey and how it will help them in the future

The young person has also:

- Completed the review of this challenge and demonstrated the ability to reflect on the experience of producing a detailed evaluation of their experiences and progress within the Platinum Award

### **Challenge 5: Presentation**

- The young person has planned and organised when, where and how they will deliver their presentation
- The young person has planned and organised who they will invite to their presentation and why
- The young person has presented 3 key points about their award experience
- The young person has completed the review for this challenge and demonstrated the ability to reflect on the experience of planning and delivering their Platinum Award presentation
- The young person has completed the impact statements
- The young person has obtained a peer review for their Platinum Award
- The young person has provided a well-organised and well-presented portfolio of evidence
- The young person has clearly indexed and annotated their evidence

### **For the Award**

- All 5 challenges have been completed
- The evaluation section has been completed in full

## 2. Registering the Candidate

After the award assessment is complete, 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 – Youth Achievement Award* (Bronze / Silver / Gold / Platinum) 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)

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 Youth Achievement Award candidate:

- Name
- Booklet Number
- Scottish Candidate Number
- Date of birth
- Postcode
- Gender
- Ethnicity
- Disability
- Evaluation information (from the award review section)

If you are submitting more than one Youth Achievement Award of the same level, select the blue *Add Young Persons Details* button until all candidates are registered. If you want to submit additional Youth Achievement Awards that

are of a different level, you'll need to start a new 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 Youth Achievement 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 Youth Achievement Award, you will enter this as your sample. If you are submitting multiple Bronze or Silver Awards, you will need to provide at least two samples or 10% of the total number in your submission, whichever is greater. If you are submitting multiple Gold or Platinum Awards, every one must be sampled. 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 statement on the SQA Certificate Checklist and the SQA Certificate Postage list and tick the boxes confirming your consent.

## Internal Verification – Second Check

Here, you will provide the name and email address for the person responsible for the Internal Verification (IV) of the Youth Achievement Award. You will then tick the box confirming the Internal Verifier has assessed the awards and they have met all the criteria.

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

**Note on Submissions:** We cannot accept any Youth Achievement 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](mailto: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. At this point, the award will pass to the SQA where it will be certificated. The certificate will be sent by the SQA directly to the young person at the address associated with their Scottish Candidate Number.

**Note on Certificates:** Please note that Youth Achievement Award certificates are printed by the SQA using the candidate details in their database. Please make sure that all the information (name, address, etc.) associated with the young person's Scottish Candidate Number is up to date and spelled correctly in the SQA database. You will be charged for any certificate reprints that are needed.



## 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