

LSI YW12(SQA Unit Code-HD9H 04)

Work with young people to manage resources for youth work activities



Overview

This standard is for youth workers who support young people to manage resources, including finances, for an event, activity and/or project. It is also suitable for those who manage the resources and finances of such a project themselves.

This standard covers working with young people to draw up a financial and project plan for an event, activity and/or project, managing the resources required, monitoring the income and expenditure and keeping accurate records.

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Performance criteria

- You must be able to:*
- P1 evaluate available information and consult with relevant parties to establish the available budget for the proposed activity
 - P2 work with young people to identify the resources needed for the proposed activity, including the necessary skills, people's time, equipment and materials
 - P3 assist young people to identify any gaps in the available resources required to achieve the objectives for the activity, and to explore options for meeting the gaps, and the impact upon budgets
 - P4 work with young people to develop and implement realistic plans for raising money and obtaining further resources
 - P5 involve young people in preparing an accurate project plan for the required activity, setting out a schedule of actions
 - P6 agree the project plan and budget with the young people involved and any further relevant parties
 - P7 work with young people to establish an accurate and readily understood system for monitoring progress against the schedule and budget
 - P8 brief all those involved regarding the project, ensuring that they understand their roles and responsibilities
 - P9 monitor the expenditure and any income whilst the activity is being progressed, identifying promptly any significant variations from the budget, the reasons for these, and take prompt appropriate action
 - P10 work with young people to achieve the objectives for the activity, using the success of the activity, identifying any improvements in how resources might have been managed, and use this to inform future work
 - P11 keep clear, accurate and comprehensive records in a form that other people can understand

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Knowledge and understanding

You need to know and understand:

- K1 legal, regulatory and ethical requirements relating to youth work, and their impact on own area of operations
- K2 legislation and organisational guidelines relating to raising money or other resources for youth work activities
- K3 the information required and their sources for preparing a realistic estimate of the budget and resources necessary for the activities
- K4 the importance of young people participating in identifying, planning, and managing resources
- K5 the importance of spending time on, and of consulting with relevant stakeholders when identifying the resources required and establishing a budget for activities
- K6 how to prepare, agree and monitor a budget with young people
- K7 financial accountabilities and the extent to which people are financially responsible within own organisation
- K8 how to evaluate resource requirements and identify gaps
- K9 why it is important to support young people in obtaining their own resources for activities
- K10 the range of available resources, both within and outside own organisation
- K11 how to set, monitor and document action plans with young people
- K12 systems for tracking income and expenditure during implementation of an event, activity or project
- K13 why it is important to monitor expenditure carefully and involve young people in the monitoring
- K14 the importance of providing accurate and regular information regarding performance against the budget to relevant people
- K15 the limits of own authority, and to whom to refer to when necessary
- K16 the values and principles underpinning youth work

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Additional Information

Values

Working with representatives of the sectors within youth work, LSIS has agreed a suite of values and principles which distinguish youth work from other, sometimes related, activities involving young people. These values and principles are at the core of the work undertaken within youth work and underpin this standard. The behaviours required within this standard include those which reflect particular values and principles.

Behaviours

1. Present information clearly, accurately and concisely, and in ways which promote understanding
2. Make the best use of available resources, and pro-actively seek new sources of support where necessary
3. Treat young people with respect
4. Act within the limits of your authority

Glossary

'Activity' is used in this standard to cover an event, activity and/or project

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