



Higher National Unit Specification

General information for centres

Unit title: Youth Work: Delivering Youth Work

Unit Code: F7FB 33

Unit purpose: This Unit is designed to provide candidates with the knowledge and skills required to work with young people in a range of youth work settings. It offers opportunities to develop practical skills and to demonstrate the application of the core values and principles of youth work in practice. This Unit is one of three Units introducing participants to youth work and will normally be delivered as part of the Professional Development Award in Youth Work at SCQF level 6. Candidates may be working or planning to work with young people, either as volunteers or in paid employment. It provides underpinning knowledge and understanding drawn from the National Occupational Standards for Youth Work and the CLD Competences as defined by the Standards Council for Scotland.

On completion of the Unit the candidate should be able to:

- 1 Demonstrate the application of core values and principles of youth work in practice
- 2 Engage with young people in a youth work setting
- 3 Plan, deliver and review a youth work activity

Credit points and level: 1.5 HN Credit at SCQF level 6: (12 SCQF credit points at SCQF level 6*)

**SCQF credit points are used to allocate credit to qualifications in the Scottish Credit and Qualifications Framework (SCQF). Each qualification in the Framework is allocated a number of SCQF credit points at an SCQF level. There are 12 SCQF levels, ranging from Access 1 to Doctorates.*

Recommended prior knowledge and skills: In order to undertake this Unit, candidates will require to be working with, or have access to work with, young people, either as staff or as a volunteer.

Core Skills: There is no automatic certification of Core Skills in this Unit. However, there may be opportunities to develop aspects of *Communication, Working with Others, Problem Solving, Information and Communication Technology* and *Numeracy* Core Skills.

General information for centres (cont)

Unit title: Youth Work: Delivering Youth Work

Context for delivery: If this Unit is delivered as part of a Group Award, it is recommended that it should be taught and assessed within the subject area of the Group Award to which it contributes. This is a mandatory Unit in the PDA Youth Work at SCQF level 6.

Assessment: The Outcomes within this Unit may be assessed holistically. Assessment should include observed practice, questions to test underpinning knowledge, and could also include one or more of the following: a recording sheet, a reflective diary, an oral account, and/or the use of case studies supported by specific questions.

Higher National Unit specification: statement of standards

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The sections of the Unit stating the Outcomes, Knowledge and/or Skills, and Evidence Requirements are mandatory.

Where evidence for Outcomes is assessed on a sample basis, the whole of the content listed in the knowledge and/or skills section must be taught and available for assessment. Candidates should not know in advance the items on which they will be assessed and different items should be sampled on each assessment occasion.

Outcome 1

Demonstrate the application of core values and principles of youth work in practice

Knowledge and/or Skills

- ◆ Impact of personal values and value conflicts in relation to promoting diversity and respecting others' beliefs
- ◆ Sources of support available to staff working in this field
- ◆ Recognition of young people's skills, needs and aspirations, and the young person's role as partner
- ◆ Partnership working
- ◆ Organisational culture and climate
- ◆ Responsibilities of individuals in relation to equality, diversity and respecting others' beliefs
- ◆ Reflective Practice

Evidence Requirements

Candidates will need to provide evidence to demonstrate their knowledge and/or skills by showing that they can:

- ◆ Demonstrate understanding of young people's skills, needs, and aspirations
- ◆ Provide examples of personal involvement with young people as partners
- ◆ Outline the role which may be played by other agencies to deliver the service
- ◆ Demonstrate compliance with organisational policies and procedures, eg health and safety
- ◆ Produce a reflective record of own youth work practice in an agreed format, which could encompass supporting notes, reflective log, diary, checklist, discursive evidence, and audio/video

Assessment guidelines

This Unit may be assessed holistically. The assessment should include observation of practice, an observation checklist and a reflective log/diary, and should also include some short answer questions to test the underpinning knowledge.

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Outcome 2

Engage with young people in a youth work setting

Knowledge and Skills

- ◆ Potential barriers to participation
- ◆ Communication and interpersonal skills required to work with young people and other staff members
- ◆ Limits and boundaries of own role
- ◆ Group work skills as applied in practice when working within youth work, eg communication, advising, developing skills of young people.
- ◆ Strategies to overcome communication difficulties
- ◆ Roles and responsibilities of group workers
- ◆ Rights and responsibilities of young people
- ◆ Components of a group work session
- ◆ Confidentiality

Evidence Requirements

Candidates will need to provide evidence to demonstrate their knowledge and/or skills by showing that they can:

- ◆ Demonstrate methods to support young people's participation
- ◆ Apply effective communication and interpersonal skills in own practice
- ◆ Explain the components of a group work session
- ◆ Identify situations/aspects of work which require onward referral
- ◆ Demonstrate a clear understanding of the rights and responsibilities of young people
- ◆ Demonstrate equality of opportunity and access within a group activity
- ◆ Describe how you would convey the 'rights, responsibilities and consequences' message to young people
- ◆ Explain the need to respect confidentiality

Assessment guidelines

This Unit may be assessed holistically. The assessment should include observation of practice, an observation checklist and a reflective log/diary, and should also include some short answer questions to test the underpinning knowledge.

Higher National Unit specification: statement of standards (cont)

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Outcome 3

Plan, deliver and review a youth work activity

Knowledge and Skills

- ◆ Methods of engaging with young people
- ◆ Components of a group work session
- ◆ Current policies and guidelines relevant to the activity
- ◆ Planning skills and tools
- ◆ Co-ordination and delivery of an activity in a youth work setting
- ◆ Working with colleagues as part of team
- ◆ Management of human and physical resources
- ◆ Accountability - professional and financial
- ◆ Risk assessment and legislative requirements
- ◆ Communication, recording and monitoring tools relevant to communicating impact of the activity

Evidence Requirements

Candidates will need to provide evidence to demonstrate their knowledge and/or skills by showing that they can:

- ◆ Demonstrate the use of a variety of methods of engaging with young people
- ◆ Produce a plan of an appropriate youth work activity including components of a group work session
- ◆ Identify risk factors and legislative requirements
- ◆ Deliver the planned activity demonstrating effective teamwork
- ◆ Facilitate the group work session
- ◆ Apply relevant policies and adhere to guidelines
- ◆ Produce evidence, which indicates use of risk assessment
- ◆ Review, evaluate and record the completed activity including own contribution, conclusions and suggest improvements
- ◆ Communicate findings

Assessment Guidelines

This Unit may be assessed holistically. The assessment should include a plan of the activity, observation of practice, an observation checklist, a completed reflective report and also short answer questions to test the underpinning knowledge. Assessment evidence could also include work products, such as an observed practice/checklist, a reflective log/diary, a checklist/report, peer assessments, and participant evaluation.

Administrative Information

Unit code: F7FB 33

Unit title: Youth Work: Delivering Youth Work

Superclass category: PN

Date of publication: August 2009

Version: 01

History of changes:

Version	Description of change	Date

Source: SQA

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Higher National Unit specification: support notes

Unit title: Youth Work: Delivering Youth Work

Unit Code: F7FB 33

This part of the Unit specification is offered as guidance. The support notes are not mandatory. While the exact time allocated to this Unit is at the discretion of the centre, the notional design length is 60 hours.

Guidance on the content and context for this Unit

This Unit is designed to provide candidates with the opportunity to apply knowledge and skills in working with young people in a range of youth work settings. It will normally be delivered as part of the PDA in Youth Work at SCQF level 6 and is underpinned by the theoretical knowledge and practice gained in the other two Units in the PDA, ie *Youth Work: Understanding and Exploring Youth Work* and *Youth Work: Engaging with Young People*.

The term Youth Work in this context would include uniformed organisations, youth clubs, detached youth work, issue based groups, youth action groups, Achievement Awards, ethnic groups and gender groups.

Candidates should be made aware of:

- ◆ ways of applying the process of prioritising the needs of young people
- ◆ awareness of self in relation to duty of care, supervision, need for onward referral when outside own area of responsibility,
- ◆ professional accountability
- ◆ working with other agencies which could contribute to the service

Outcome 1

This Outcome is about core values and principles of youth work and how they are applied in practice. The Outcome therefore highlights the importance of

- ◆ engagement
- ◆ participation
- ◆ collaboration, and
- ◆ partnership

when working with participants in a youth work setting. These key features and the diversity within Youth Work should be examined and applied. Consideration should be given to common underpinning features of all approaches and settings. Examples of different approaches/contexts for these should be demonstrated.

Higher National Unit specification: support notes (cont)

Unit title: Youth Work: Delivering Youth Work

Outcome 2

The key feature of this Outcome is the understanding of the application of group work and communication skills. This should include ensuring that candidates appreciate the importance of the rights and responsibilities of young people and the role and responsibilities of youth workers.

Candidates should be made aware of the importance of:

- ◆ Self Awareness; awareness of own role and impact of own role and impact of own intervention and limitations, when to refer on and how own views may affect intervention.
- ◆ Duty of Care; for self and young people, risk assessment, child protection and legal issues, confidentiality, understanding the needs and aspirations of young people.
- ◆ Group Work Skills; getting the group started, gathering relevant information, interpreting ideas, dealing with concerns and clearing up confusions, identifying alternatives, clarifying and elaborating on discussions, pulling together related ideas, restating suggestions after they have been fully discussed, offering a decision or conclusion, seeking consensus, assigning responsibility or delegating authority
- ◆ Communication; listening skills, oral and written communication, interpersonal skills, clarity on what is being communicated and for what purpose, knowing the group or individual, face-to-face interaction, giving and receiving feedback, removing barriers to communication

Outcome 3

Outcome 3 is about applying group work skills through a group work activity/session, taking into account any relevant and current policies and guidelines of the organisation which may influence delivery and application of youth work.

Candidates are required to consider:

- ◆ Duty of Care, disclosure, confidentiality — as outlined in Outcome 2
- ◆ Management of resources — management of human and physical resources at a practical level only
- ◆ Team Working — working as part of a team while recognising the structures of the organisation
- ◆ Accountability — professional and financial — at a basic level

Candidates should be given guidance on ways of recording aspects of the group activity and on how to evaluate their contribution to the activity.

Higher National Unit specification: support notes (cont)

Unit title: Youth Work: Delivering Youth Work

Guidance on the delivery and assessment of this Unit

This Unit is practice-based and is designed for those working or planning to work as volunteers or in paid employment for an organisation providing youth work and support to young people. In this Unit, the candidate will demonstrate the application of own knowledge, understanding and professional skills required to work with young people in a youth work setting.

Candidates may require support in understanding the processes of planning, reviewing and recording own practice and could utilise, eg workplace diaries to generate evidence and discussion regarding the application of theory to practice. Candidates should be able to facilitate a group work activity that should encompass the planning, delivery and review stages, including evidence of compliance with organisational policies.

This Unit could be assessed using observed assessment by supervision and case studies. Assessment evidence could also include other work products, such as an observed practice/checklist, a reflective log/diary, peer assessments, and participant evaluation.

Whether assessed holistically or by each Outcome, there should be evidence of application of skills by observation, supplemented by a small sampling of the underpinning knowledge through short-answer questions. Candidates should keep evidence of their plan for the activity and should discuss methods of communicating findings. They should record the activity in an agreed format which could encompass witness statements, a reflective log or diary and could include a checklist, discursive evidence, audio/video and tutor checklist. It should be noted that not all of these types of evidence are required. Candidates should record a summary of actions to be taken as a result of the reflection/evaluation. Assessment evidence could also include work products, such as an observed practice/checklist, a reflective log/diary, a checklist/report, peer assessments, and participant evaluation.

Useful websites include:

YouthLink Scotland: the national agency for youth work
www.youthlinkscotland.org

Scottish Government:

Learning Connections

<http://www.scotland.gov.uk/Topics/Education/Life-Long-ningConnections>

Standards Council for Community Learning and Development

<http://www.scotland.gov.uk/Topics/Education/Life-Long-Learning/LearningConnections/StandardsCouncil>

Youth Work

<http://www.scotland.gov.uk/Topics/People/Young-People/YouthWork>

Lifelong Learning UK: the sector skills council for lifelong learning including youth work
www.lluk.org;

Scottish Credit & Qualifications Framework — www.scqf.org.uk/Resources/Downloads.aspx

Higher National Unit specification: support notes (cont)

Unit title: Youth Work: Delivering Youth Work

Informal education website:

<http://www.infed.org>

Youth Council for Northern Ireland

<http://www.ycni.org/>

Voluntary Youth Network for Northern Ireland.

<http://www.youthnetni.org.uk/>

Welsh Assembly Government

<http://wales.gov.uk/topics/childrenyoungpeople/?lang=en>

CWVYS: Council for Wales of Voluntary Youth Services

<http://www.cwvys.org.uk/en/>

NYA: The National Youth Agency in England

www.nya.org.uk

NCVYS: National Council for Voluntary Youth Services

<http://www.ncvys.org.uk/>

LEAP — leap.scdc.org.uk

Useful publications

- ◆ *Community Learning and Development Portfolio – A resource to Record Learning Experiences and Achievements*
- ◆ *Recognition of Prior Learning Tool*
- ◆ LEAP — Learning Evaluation and Planning
- ◆ *How Good Is Our Community Learning and Development? 2* (HGIOCLD?2)

Glossary of terms

It is hoped that the following will help tutors of these Units to understand the context and use the following terms. Candidates should be able to demonstrate through their delivery the skills and knowledge identified below.

Participation: Encourage and support young people to contribute to meeting their identified needs and aspirations.

Confidence Building: Develop the self esteem of young people and build up own self confidence to deliver a planned activity.

Needs Assessment: Identifying and prioritising the needs of young people including working in partnership with them and other agencies.

Self Awareness: Of own role and impact of own intervention and limitations, eg referring on, confidentiality etc.

Higher National Unit specification: support notes (cont)

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Duty of Care: For self and young people, eg risk assessment, child protection and legal issues.

Supervision and Support: Getting direction and support for own work and positive or critical feedback in relation to practice within organisational structure.

Organisational Culture and Climate: Working within specific organisational structures, policies, procedures and legal requirements including equalities, diversity and anti discriminatory practice.

Personal Values: Recognising own personal values and the possibility of conflict arising when promoting diversity and anti discriminatory practice.

Group Work Skills: Use of two methods approaches which take into account the individual needs within a group work setting and utilise all the expected components of delivering a group work session including a planned programme, identified outcomes, risk assessment, etc.

Risk Assessment: Be aware of risks to own and others in relation to organisational procedures, legislative requirements at a basic level and personal safety whilst undertaking youth work activity.

Working as part of a team: Utilising own and others skills to work together to achieve planned activity.

Professional Accountability: In relation to principles and values, Community Learning and Development, or Youth Work Occupational Standards should be examined and participants should be able to identify how these would be applied in own practice.

Resource Management: At this level participants should be able to demonstrate their awareness and impact of managing resources such as human, physical and financial in a youth work activity.

Communication: At this level participants should be able to articulate and converse with young people in an appropriate manner.

Reflection: At this level participants should be aware of how their behaviour influences young people and suggest how future practice could be adapted in relation to their reflection

Partnership working: Other agencies which could contribute to the service and who work with the provider on a joint project.

Limits and boundaries of own role: Participants should recognise their limitations, when to provide support and when to refer on either to another youth worker, agency or partner.

Facilitate a group work session: Using Core Skills of communication, listening, advocacy, team working, organising and relating to others, to engage with young people to facilitate their personal, social and educational development.

Empower: To enable participants to gain a voice, influence and place in society.

Higher National Unit specification: support notes (cont)

Unit title: Youth Work: Delivering Youth Work

Opportunities for developing Core Skills

There is no automatic certification of Core Skills or Core Skills components in this Unit. However, there are opportunities to develop aspects of the Core Skills of *Communication*, *Working with Others*, *Problem Solving*, *Information and Communication Technology* and *Numeracy* through the assessments of the Outcomes.

Open learning

Aspects of this Unit could be delivered by Open Learning. However, while candidates would study outwith the centre using materials provided, it would be necessary to attend the centre at intervals for workshops and assessments. For further information on Open and Distance Learning, please refer to the SQA publication, Assessment and Quality Assurance of Open and Distance Learning.

Disabled candidates and/or those with additional support needs

The additional support needs of individual candidates should be taken into account when planning learning experiences, selecting assessment instruments, or considering whether any reasonable adjustments may be required. Further advice can be found on our website www.sqa.org.uk/assessmentarrangements.

General information for candidates

Unit title: Youth Work: Delivering Youth Work

This Unit is designed to provide you with the knowledge and skills necessary to plan, deliver and evaluate a youth work activity. You will apply the core values and principles of youth work to your practice and use a variety of methods to engage with young people. This is a practical Unit which will draw on your work experience, either from your own workplace (paid or voluntary) or from a suitable work placement agreed with your centre.

This Unit is for you if you work or wish to work with young people in youth work settings, either as a volunteer or in paid employment.

This Unit is one of three Units about youth work, and provides an opportunity to apply the knowledge and understanding developed in the other two Units. This Unit will normally be delivered as part of the Professional Development Award in Youth Work at SCQF level 6.

On completion of this Unit you should be able to:

- ◆ Demonstrate the application of core values and principles of youth work in practice
- ◆ Engage with young people in a youth work setting
- ◆ Plan, deliver and review a youth work activity