

## LSIYW4.2.4 v2 (SQA Unit Code - FX5T 04) Identify and secure resources for youth work



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### Overview

This standard is about determining sources of funding and other resources for work with young people and establishing good working relationships with actual and potential fund holders. It includes submitting proposals for funding, or other forms of support, and negotiating the terms of your proposal to a successful conclusion.

This standard is for workers who have responsibility for securing substantial levels of finance to develop youth work provision.

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#### Performance criteria

*You must be able to:*

- P1 identify the finances and other resources required to deliver your organisation's proposed youth work programme
- P2 establish an up to date and accurate list of individuals and organisations which provide resources currently, and which might provide resources for future programmes
- P3 develop fully costed proposals and recommendations for obtaining the finances and other resources required to deliver proposed youth work programmes
- P4 prepare proposals that provide all of the information required, including the objectives, rationale and demonstrating that your organisation has the relevant capabilities
- P5 identify potential sources of the finance and other resources required, taking account of their objectives, interests and any costs and risks
- P6 agree your proposals and recommendations with relevant stakeholders
- P7 ensure the timely submission of clear proposals, bids or applications to potential providers of finance and other resources
- P8 address requests for further information and clarification promptly and correctly
- P9 agree contractual arrangements with providers which set out clearly and correctly the terms of the resource provisions
- P10 inform promptly all relevant parties regarding the outcome of your bid
- P11 ensure that all involved in making use of the resources understand clearly any conditions applying to its use
- P12 develop contingency plans to address any problems regarding the finances and resources required
- P13 monitor the effectiveness of the sourcing process, and identify and make changes where necessary towards enhancing the process in the future

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#### Knowledge and understanding

*You need to know and understand:*

- K1 guidelines and codes of practice and any legislative, regulatory and ethical requirements in relation to types and providers of funding for youth work
- K2 the objectives and plans of your organisation
- K3 the proposed activities of your organisation, including those which require finance and resources
- K4 the organisation's stakeholders and their views in relation to the financing of your organisation's activities
- K5 the current types and providers of finance and other resources used by your organisation, and other potential types and providers of finance and their associated benefits and risks
- K6 organisational policies and procedures on acquisition of resources, including the criteria for selecting types and providers of finance and other resources which are appropriate to organisational needs and the views of stakeholders
- K7 sources of information on resourcing opportunities, including those within the statutory and charitable sectors
- K8 how to make a business case and promote the benefits of your proposed youth work project's, and which builds upon your organisation's track record
- K9 the scope, available resources and purpose of the funding body being approached, and any constraints under which they operate
- K10 what information is required by the funding organisation and the correct format for the presentation of your proposal
- K11 relevant people in your organisation and any key stakeholders who should be consulted on proposals and recommendations for obtaining finance and resources
- K12 the importance of consulting with relevant people in your organisation and key stakeholders on proposals and recommendations for obtaining finance and resources
- K13 the importance of submitting clear proposals of bids or applications to potential providers of finance and other resources, and of allowing sufficient time for their submission and consideration
- K14 the type of agreements that should be put in place with providers of finance and what they
- K15 the type of actions that might need to be taken in the event of a shortfall in funding
- K16 why it is necessary to put contingency plans in place in relation to obtaining finance and the type of contingencies that might occur
- K17 the values and principles underpinning youth work

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#### Additional Information

##### Values

Working with representatives of the sectors within youth work, LLUK 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.

Visit the website below to access the Youth Work NOS including the Values, which are at the core of youth work.

<http://webarchive.nationalarchives.gov.uk/20110414152025/http://www.lluk.org/2010/11/national-occupational-standards-for-youth-work/>

##### Behaviours

The behaviours that underpin this standard require you to demonstrate that you:

1. comply with, and ensure others involved comply with, relevant legal requirements and organisational policies
2. show sensitivity to stakeholders needs and interests, and manage these effectively
3. present information clearly, concisely and accurately
4. show integrity, fairness and consistency in decision making
5. act within the limits of your authority

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