

**Learner Unit Achievement Checklist**

**SEG Awards ABC Level 3 Certificate in Youth Work Practice (England)**

**603/5561/X**

###### Level 3 Certificate in Youth Work Practice (England)

## Centre Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Learner Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Notes to learners – this checklist is to be completed, to show that you have met all the mandatory and required optional units for the qualification.

**T/506/9206 Theory of Youth Work - Mandatory Unit**

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| Assessment Criteria | Evidence (Brief description/title) | Portfolio Reference | Date Completed | Comment |
| **1.1** Describe the key purpose of youth work.  **1.2** Identify current national and local policies and guidancethat informs youth work.  **1.3** Outline current legislation that informs youth work.  **1.4** Describe own organisation’s purpose and policies. |  |  |  |  |
| **2.1** Describe the following principles for youth work:a) active participation and empowerment of young peopleb) voluntary engagement by young peoplec) non-formal education and informal learningd) equality, diversity and inclusione) code of conduct. |  |  |  |  |
| **3.1** Describe different types of communities.  **3.2** Describe how the local community affects young people’s lives.  **3.3** Outline how youth work impacts on the young person’s local community. |  |  |  |  |
| **4.1** Identify the sectors and structures in which youth work is delivered.  **4.2** Describe different models of youth work delivery. |  |  |  |  |
| **5.1** Describe the skills, knowledge, qualities and values of an effective youth worker.  **5.2** Outline how professional boundaries are important to engaging with young people and with own team.  **5.3** Outline how anti-discriminatory practice can impact on youth work. |  |  |  |  |
| **6.1** Assess personal skills, knowledge, qualities and values required to practice as a youth worker.  **6.2** Identify the impact own prejudice and values could have when engaging with young people.  **6.3** Identify the boundaries of own role as a youth worker in relation to young people and colleagues.  **6.4** Create a personal development plan to address own areas for improvement. |  |  |  |  |

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**T/617/9747 Safeguarding in a youth work setting - Mandatory Unit**

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| Assessment Criteria | Evidence (Brief description/title) | Portfolio Reference | Date Completed | Comment |
| **1.1** Define the terms ‘child protection’ and ‘safeguarding’.  **1.2** Outline safeguarding legislation, guidelines, policies and procedures relevant to own organisation.  **1.3** Outline own organisation’s child protection policies and procedures.  **1.4** Describe how own organisation’s safeguarding policies and procedures influence own practice.  **1.5** Describe the boundaries of confidentiality when working with young people. |  |  |  |  |
| **2.1** Identify a range of child protection and safeguarding support agencies.  **2.2** Describe forms of abuse and their characteristics.  **2.3** Describe forms of exploitation and their characteristics.  **2.4** Identify own organisation’s safeguarding officer in relation to reporting child protection issues.  **2.5** Identify own organisation’s policies and procedures for keeping staff and volunteers safe. |  |  |  |  |
| **3.1** Describe a health and safety risk assessment risk benefit process used in a youth work setting, including assessing behaviour and needs of an individual young person or group of young people.  **3.2** Develop a health and safety risk assessment risk benefit analysis of work areas including off-site visits. |  |  |  |  |
| **4.1** Describe how policies and practices for contemporary technology help keep young people safe.  **4.2** Describe the importance of an organisation-wide approach to using social media and other technologies safely.  **4.3** Outline how youth work can raise awareness around potential harm related to using contemporary technologies. |  |  |  |  |
| **5.1** Describe how youth work can protect and support young people.  **5.2** Describe how the purposes and principles of youth work align with child protection and safeguarding policies and procedures.  **5.3** Outline ways to support and empower young people to manage personal risk.  **5.4** Outline the challenges when implementing safeguarding procedures in a youth work setting. |  |  |  |  |

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**D/617/9760 Young People’s Development - Mandatory Unit**

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| Assessment Criteria | Evidence (Brief description/title) | Portfolio Reference | Date Completed | Comment |
| **1.1** Define adolescence.  **1.2** Describe theories related to adolescent development.  **1.3** Outline how adolescent development impacts on young people’s lives. |  |  |  |  |
| **2.1** Identify how knowledge of adolescent development benefits youth work and young people.  **2.2** Describe how changes during adolescence could affect the professional relationship between the youth work practitioner and the young person  **2.3** Outline how changes during adolescence affect young people’s behaviour and lead to stereotypes  **2.4** Describe how to challenge stereotypes impacting on young people. |  |  |  |  |
| **3.1** Describe how youth work practitioners can support young people during adolescence.  **3.2** Describe organisations that can support young people that may face difficulties during adolescence. |  |  |  |  |

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**H/617/9761 Engaging and Communicating with Young People - Mandatory Unit**

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| Assessment Criteria | Evidence (Brief description/title) | Portfolio Reference | Date Completed | Comment |
| **1.1** Describe why relationship building with young people is important in youth work.  **1.2** Describe how effective communication skills impact on building and maintaining professional relationships with young people.  **1.3** Identify ways to engage young people in order to establish a professional relationship. |  |  |  |  |
| **2.1** Describe the different approaches of engaging young people and increasing their participation in youth work. |  |  |  |  |
| **3.1** Describe the advantages and disadvantages of different methods of communication when working with young people.  **3.2** Describe the challenges of using social media to engage with young people. |  |  |  |  |
| **4.1** Communicate with young people using effective listening skills. |  |  |  |  |
| **5.1** Support young people to develop positive relationships in their local community.  **5.2** Assess own strengths and areas for improvement when communicating with others.  **5.3** Engage with the local community to support young people’s involvement. |  |  |  |  |
| **6.1** Describe youth workers’ role in supporting young people to access impartial information and guidance. |  |  |  |  |

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**T/617/9795 Group Work within a Youth Work Setting - Mandatory Unit**

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| Assessment Criteria | Evidence (Brief description/title) | Portfolio Reference | Date Completed | Comment |
| **1.1** Identify the types of groups young people are part of or join.  **1.2** Describe the reasons why young people join groups.  **1.3** Review the benefits for young people of joining groups.  **1.4** Describe key characteristics of effective groups. |  |  |  |  |
| **2.1** Critically compare the different roles in a group.  **2.2** Explain the stages of group development.  **2.3** Describe the factors that increase group effectiveness.  **2.4** Evaluate how to maintain groups.  **2.5** Explain the reasons for group breakdown. |  |  |  |  |
| **3.1** Explain the main leadership styles appropriate to different group stages and situations.  **3.2** Analyse own leadership styles when working with groups of young people. |  |  |  |  |
| **4.1** Explain how conflict may arise in a group work setting.  **4.2** Explain ways of managing personal feelings in a potential conflict situation in group work.  **4.3** Explain ways of defusing conflict in a group work setting. |  |  |  |  |
| **5.1** Reflect on and evaluate the effectiveness of the roles within a group.  **5.2** Reflect on and evaluate achievement of group goals.  **5.3** Evaluate group strengths and weaknesses. |  |  |  |  |
| **6.1** Evaluate own group work skills and leadership style.  **6.2** Summarise development actions for improving own group work skills. |  |  |  |  |

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**A/617/9796 Working with Behaviour that Challenges in Youth Work Settings - Mandatory Unit**

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| Assessment Criteria | Evidence (Brief description/title) | Portfolio Reference | Date Completed | Comment |
| **1.1** Define what is meant by behaviour that challenges.  **1.2** Explain the impact of conflict and behaviour that challenges in a youth work setting.  **1.3** Compare examples of conflict and behaviour that challenges that can occur in a youth work setting.  **1.4** Explain why it is important to develop a trusting and respectful relationship with young people.  **1.5** Explain the importance of setting and maintaining appropriate boundaries and expectations with young people.  **1.6** Evaluate own values in relation to working with young people and managing young people’s behaviour. |  |  |  |  |
| **2.1** Explain de-escalation techniques that can be used to address conflict and behaviour that challenges in a youth work setting.  **2.2** Analyse own strengths and weaknesses in dealing with conflict and behaviour that challenges in youth work settings.  **2.3** Demonstrate methods of defusing conflict and behaviour that challenges in youth work settings. |  |  |  |  |
| **3.1** Explain how positive feedback affects and enhances behavioural change in young people.  **3.2** Demonstrate methods of providing positive acknowledgement of changed behaviour.  **3.3** Analyse examples of the impact of positive acknowledgement of changed behaviour in a youth work setting. |  |  |  |  |
| **4.1** Explain situations when additional support is required to manage conflict and behaviour that challenges.  **4.2** Evaluate support mechanisms available when managing conflict and behaviour that challenges. |  |  |  |  |
| **5.1** Explain own practice in relation to conflict and behaviour that challenges in youth work settings.  **5.2** Reflect on own practice in relation to managing conflict and behaviour that challenges.  **5.3** Create a development plan to enhance own skills in managing conflict and behaviour that challenges. |  |  |  |  |

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**F/617/9797 Reflective Practice in a Youth Work Setting - Mandatory Unit**

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| Assessment Criteria | Evidence (Brief description/title) | Portfolio Reference | Date Completed | Comment |
| **1.1** Define reflective practice within a youth work setting.  **1.2** Explain the benefits of reflection in developing youth work practice.  **1.3** Evaluate approaches to reflective practice and their potential strengths and weaknesses. |  |  |  |  |
| **2.1** Use regular reflection on own experience, skills and behaviour.  **2.2** Evaluate own areas of strength and potential areas for development.  **2.3** Create a development plan with organisational objectives to address own learning and support needs.  **2.4** Evaluate the development plan with own line manager. |  |  |  |  |
| **3.1** Monitor outcomes of own work and others.  **3.2** Review and revise own practice based on feedback from others.  **3.3** Apply the result of own reflection and development to own practice.  **3.4** Support others in reflective practice and provide constructive feedback to them around delivery.  **3.5** Demonstrate how reflection can improve own and others practice. |  |  |  |  |
| **4.1** Use relevant sources of information that can support own continuing professional development on a regular basis.  **4.2** Explain the value of reflective practice and continuing professional development in relation to youth work. |  |  |  |  |

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**J/617/9798 Work-Based Practice in Youth Work - Mandatory Unit**

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| Assessment Criteria | Evidence (Brief description/title) | Portfolio Reference | Date Completed | Comment |
| **1.1** Explain what is meant by young people’s participation and empowerment.  **1.2** Review a range of methods of empowering young people to participate in planning a youth work programme.  **1.3** Use a planning model to create session plans for a youth work programme.  **1.4** Analyse the rationale for developing the youth work programme.  **1.5** Summarise the main stages of programme and activity planning.  **1.6** Plan youth work activities using participation and empowerment principles to support young people’s own development.  **1.7** Comply with organisational policies, procedures and safeguarding requirements when planning the youth work programme.  **1.8** Develop resources in a format appropriate to the needs and capabilities of young people. |  |  |  |  |
| **2.1** Identify the different roles in the group.  **2.2** Describe own roles within the group.  **2.3** Identify the role of the group leader.  **2.4** Describe the importance of different roles within the group. |  |  |  |  |
| **3.1** Deliver a youth work programme.  **3.2** Undertake and adjust session plans to deliver a youth work programme. |  |  |  |  |
| **4.1** Plan a group youth work activity which takes into account internal and external factors that influence effective groups.  **4.2** Negotiate with group appropriate ground rules for working with each other in youth work activity.  **4.3** Review activity with an appropriate observer.  **4.4** Reflect with an appropriate observer, the positives and negatives of the following: a) Group effectiveness b) Roles in group c) Own contribution to group |  |  |  |  |
| **5.1** Explain methods of evaluating the effectiveness of activities in youth work programme.  **5.2** Plan evaluation methods for the youth work programme.  **5.3** Evaluate the youth work programme.  **5.4** Evaluate youth work programme requirements with young people using participation principles and inclusive practice.  **5.5** Complete evaluation records for the programme delivered. |  |  |  |  |

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**L/617/9799 Detached and Outreach Youth Work**

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| Assessment Criteria | Evidence (Brief description/title) | Portfolio Reference | Date Completed | Comment |
| **1.1** Define ‘detached’ and ‘outreach’ youth work.  **1.2** Explain the role of a detached and outreach youth worker.  **1.3** Evaluate the benefits and challenges of targeted detached and outreach work.  **1.4** Explain how the values and principles of detached and outreach youth work relate to generic youth work principles and practice. |  |  |  |  |
| **2.1** Evaluate personal knowledge and skills against those required for the role of a detached and outreach youth worker.  **2.2** Explain the differences in professional boundaries between outreach, detached and centre based youth work. |  |  |  |  |
| **3.1** Compare the difference in power dynamics between detached and outreach and centre based work with young people.  **3.2** Explain the dynamics and roles within a group of young people observed on detached and outreach youth work practice.  **3.3** Explain how different approaches with young people affects their participation in detached and outreach youth work. |  |  |  |  |
| **4.1** Explain how each of the following affects detached and outreach youth work: a) Organisational policies and procedures b) Organisational support c) Recording procedures d) Child protection, safeguarding and confidentiality e) Professional boundaries f) Professional safety and risk g) Ethical issues h) Quality assurance i) Legislation |  |  |  |  |
| **5.1** Create a plan for detached and outreach youth work to include: a) The rationale for intervention b) The evidence to support the rationale c) Aims, objectives and outcomes d) Resources (including people) e) Length of time to implement the plan f) Safety, boundaries and risk g) Communication methods with young people h) Methods for engaging with young people and the local community i) A community profile to include partners and other organisations j) Exit strategy k) Evaluation |  |  |  |  |
| **6.1** Carry out detached youth or outreach youth work sessions following own plan of work and organisational policies and procedures. |  |  |  |  |
| **7.1** 7.1. Effectively record detached and outreach sessions evidencing the following: a) How initial contact was managed b) Communication with young people c) Child protection and confidentiality issues d) How personal safety was maintained e) How organisational procedures were maintained f) Engagement with the local community g) How professional boundaries were maintained h) How legislation impacted on practice |  |  |  |  |
| **8.1** 8.1. Evaluate the sessions completed, detailing: a) Areas for improvement b) Future development plans c) Young people’s feedback d) Positive and negative impact of the work |  |  |  |  |
| **9.1** Critically reflect on own practice, to include: a) Organisational support b) Areas of good practice c) Areas for future development |  |  |  |  |

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**A/617/9801 Facilitate the Learning and Development of Young People through Mentoring**

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| Assessment Criteria | Evidence (Brief description/title) | Portfolio Reference | Date Completed | Comment |
| **1.1** Define the term mentoring.  **1.2** Explain the different stages of a mentoring relationship with young people.  **1.3** Explain the process of recording regarding an ongoing mentoring relationship with a young person. |  |  |  |  |
| **2.1** Explain the interpersonal and communication skills required to facilitate the learning and development needs of young people.  **2.2** Explain how different styles and methods of mentoring impact on the learning and development of young people. |  |  |  |  |
| **3.1** Support young people to express their goals and aspirations.  **3.2** Support young people to identify ways of removing barriers to achievement.  **3.3** Support young people to create a personal development plan. |  |  |  |  |
| **4.1** Explain the importance of promoting the wellbeing, resilience and achievement of young people through mentoring.  **4.2** Demonstrate mentoring strategies and activities with young people that support their wellbeing and resilience. |  |  |  |  |
| **5.1** Explain the importance of a formal agreement for a mentoring relationship.  **5.2** Explain the importance of mentoring guidelines.  **5.3** Analyse potential ethical issues that may arise.  **5.4** Explain situations when mentees may benefit from being referred to other professionals. |  |  |  |  |
| **6.1** Evaluate the effectiveness of the mentoring process in facilitating the learning and development of the individual young people. |  |  |  |  |

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**T/617/9814 Principles of Supporting Young People with regard to Relationships and Sexual Health**

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| Assessment Criteria | Evidence (Brief description/title) | Portfolio Reference | Date Completed | Comment |
| **1.1** Explain the issues affecting that may affect young people with regard to relationships and sexual health.  **1.2** Identify factors which could affect attitudes and behaviour with regard to relationships and sexual health.  **1.3** Explain how the factors identified in 1.2 could affect young people’s decision-making in regard to relationships and sexual health.  **1.4** Explain the social, health and emotional impacts associated with relationships, sexual activity or teenage pregnancy. |  |  |  |  |
| **2.1** Summarise good practice when working with young people with regard to relationships and sexual health.  **2.2** Explain how to support young people to identify their needs and priorities.  **2.3** Describe the codes of practice, relevant professional guidance and organisational policies relevant to this area of youth work.  **2.4** Explain the importance of adhering to policies and guidelines with regard to professional conduct, confidentiality and gaining consent. |  |  |  |  |

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**F/617/9816 Support Young People who are Refugees or Seeking Asylum**

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| Assessment Criteria | Evidence (Brief description/title) | Portfolio Reference | Date Completed | Comment |
| **1.1** Describe the issues which may affect the daily lives of young people who are seeking asylum.  **1.2** Explain the impact of the broader social and legal environment on the needs of young people seeking asylum. |  |  |  |  |
| **2.1** Describe the information, advice, agencies, charities and support services which are available to young people who are refugees or seeking asylum locally and nationally.  **2.2** Describe how to support young people who are refugees or seeking asylum to identify and their concerns, priorities and realistic options.  **2.3** Describe how to encourage young people who are refugees or seeking asylum to take action upon their concerns, priorities and realistic options. |  |  |  |  |
| **3.1** Describe the statutory and legal frameworks for protecting the rights of young people who are refugees or seeking asylum. |  |  |  |  |

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Notes to learners – this checklist is to be completed, to show that you have met all the mandatory and required optional units for the qualification.

**K/617/9826 Support Young People to Achieve their Learning Potential**

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| Assessment Criteria | Evidence (Brief description/title) | Portfolio Reference | Date Completed | Comment |
| **1.1** Describe legislation that affects young people’s access to education and learning opportunities.  **1.2** Explain how current national policies have influenced access to learning opportunities for young people. |  |  |  |  |
| **2.1** Facilitate young people’s recognition of how their interests, talents and abilities can help them to learn.  **2.2** Demonstrate how you have supported a young person to achieve a goal. |  |  |  |  |
| **3.1** Explain the importance of the role that parents and carers may play in young people’s learning.  **3.2** Describe the roles of key professionals involved in supporting young people’s learning.  **3.3** Explain the importance of information sharing between those involved in young people’s learning  **3.4** Explain potential barriers to information sharing between those involved in young people’s learning. |  |  |  |  |
| **4.1** Engage with young people to set and monitor progress towards goals and targets.  **4.2** Support young people’s learning activities.  **4.3** Support young people to address their barriers to learning.  **4.4** Support young people to identify how to transfer their learning to other areas of their lives.  **4.5** Provide young people with positive feedback to celebrate their achievements.  **4.6** Work with young people to evaluate their learning. |  |  |  |  |

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Notes to learners – this checklist is to be completed, to show that you have met all the mandatory and required optional units for the qualification.

**Y/617/9837 Support Young People who are Looked After or are Leaving Care**

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| Assessment Criteria | Evidence (Brief description/title) | Portfolio Reference | Date Completed | Comment |
| **1.1** Explain the social, emotional and personal issues that might arise for young people who are looked after or are leaving care.  **1.2** Explain the key factors that may be relevant to the needs of young people who are looked after or leaving care. |  |  |  |  |
| **2.1** Describe sources of information and support services which are available to support young people who are looked after or leaving care.  **2.2** Support young people to share their views about their care plan.  **2.3** Support young people to maintain positive relationships and contact with support systems. |  |  |  |  |
| **3.1** Describe the statutory and legal frameworks for protecting young people who are looked after or leaving care.  **3.2** Explain how to give support in a way that balances the interests of the young person, inherent risks and legal duties of care. |  |  |  |  |

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Notes to learners – this checklist is to be completed, to show that you have met all the mandatory and required optional units for the qualification.

**H/617/9839 Support Young People’s Transition to Independence**

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| Assessment Criteria | Evidence (Brief description/title) | Portfolio Reference | Date Completed | Comment |
| **1.1** Explain how independence is relative to each individual young person’s stage of development, level of understanding and ability.  **1.2** Describe the reasons why some young people may find it difficult to move to independence.  **1.3** Explain the reasons why independence should be a staged process. |  |  |  |  |
| **2.1** Identify a range of potential practical challenges to individual independence.  **2.2** Explain the purpose and reasons for development plans for young people’s transition to independence.  **2.3** Work with a young person to identify their skills and areas for development for independent living. |  |  |  |  |
| **3.1** Describe emotional challenges that may be experienced by young people as they move towards independence.  **3.2** Identify ways to support young people to develop emotionally in moving towards independence to include: a) interpersonal skills b) resilience skills c) reducing transition anxiety |  |  |  |  |
| **4.1** Analyse the range of risks for young people transitioning to independence.  **4.2** Communicate to young people how to assess risks in day to day situations |  |  |  |  |
| **5.1** Identify the range of support services and systems available to young people moving towards independence, locally and nationally.  **5.2** Provide young people with information, guidance and advice to support their transition to independence. |  |  |  |  |

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Notes to learners – this checklist is to be completed, to show that you have met all the mandatory and required optional units for the qualification.

**H/617/9842 Referrals and Signposting in Youth Work Settings**

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| Assessment Criteria | Evidence (Brief description/title) | Portfolio Reference | Date Completed | Comment |
| **1.1** Summarise how youth work principles support young people when signposted to support services and individuals.  **1.2** Explain the role of the youth worker in signposting and referring young people to supporting services.  **1.3** Explain how own youth work practice supports young people. |  |  |  |  |
| **2.1** Describe a range of referral services and individuals that support and help young people.  **2.2** Explain how to identify the most appropriate referral opportunities for young people. |  |  |  |  |
| **3.1** Support young people in relation to referral and signposting decision-making.  **3.2** Enable young people to make informed choice in referral process.  **3.3** Explain own role in a referral process. |  |  |  |  |

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Notes to learners – this checklist is to be completed, to show that you have met all the mandatory and required optional units for the qualification.

**A/617/9846 Support Young People who are not in Employment Education or Training or that have been Excluded from School**

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| Assessment Criteria | Evidence (Brief description/title) | Portfolio Reference | Date Completed | Comment |
| **1.1** Describe issues and barriers that may affect young people who are not in employment, education or training.  **1.2** Explain issues that may affect young people who are excluded from school.  **1.3** Explain issues that can affect young people’s opportunities for accessing employment, education or training.  **1.4** Explain the effects of exclusion on the health, safety and well-being of young people.  **1.5** Describe the information, support and community services which are available to support young people not in education, employment or training and young people that have been excluded from school. |  |  |  |  |
| **2.1** Support young people to identify and access relevant sources of information, advice and guidance about their employment and training options, rights and responsibilities.  **2.2** Support young people to recognise the benefits that employment, education or training opportunities may offer to them.  **2.3** Support young people to plan how to achieve their employment, education and training goals. |  |  |  |  |

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Notes to learners – this checklist is to be completed, to show that you have met all the mandatory and required optional units for the qualification.

**J/617/9848 Work with Young People Involved in or Impacted by Youth Violence Criminal Activities and Exploitation**

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| Assessment Criteria | Evidence (Brief description/title) | Portfolio Reference | Date Completed | Comment |
| **1.1** Explain the factors that can contribute to young people’s involvement in youth violence and/or criminal behaviour through exploitation.  **1.2** Explain how peer influence can affect involvement in youth violence, criminal behaviour or exploitation.  **1.3** Describe the positive and negative influence of the media on involvement in youth violence and criminal behaviour. |  |  |  |  |
| **2.1** Explain how to empower young people to: a) express their views b) understand their own behaviour  **2.2** Explain the importance of trust and boundaries in negotiating relationships with young people involved in or impacted by youth violence, criminal exploitation or sexual exploitation.  **2.3** Explain the importance of body language when working with young people involved in youth violence.  **2.4** Identify local language and signs from own practice related to young people involved in youth violence, criminal activity / exploitation or sexual exploitation.  **2.5** Create a plan for safe working when working with young people involved in youth violence, criminal activity, those being criminally exploited or those being sexually exploited  **2.6** Explain the three key aspects of desistance theory and the role youth work can play supporting young people with these. |  |  |  |  |
| **3.1** Identify the potential impacts on young people of being involved in or impacted by youth violence, criminal activity, criminal exploitation or sexual exploitation.  **3.2** Identify local and national sources of support for young people involved in or impacted by youth violence, criminal activity, criminal exploitation or sexual exploitation.  **3.3** Explain how support services can positively impact young people impacted by youth violence, criminal activity, criminal exploitation or sexual exploitation through collaborative working. |  |  |  |  |
| **4.1** Explain different approaches to addressing serious youth violence, youth criminal activity, criminal exploitation and sexual exploitation.  **4.2** Identify local and national policies and initiatives designed to address serious youth violence, youth criminal activity, criminal exploitation and sexual exploitation. |  |  |  |  |

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Notes to learners – this checklist is to be completed, to show that you have met all the mandatory and required optional units for the qualification.

**L/617/9852 Understand how Youth Work can Support Young People’s Mental Health and Wellbeing**

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| --- | --- | --- | --- | --- |
| Assessment Criteria | Evidence (Brief description/title) | Portfolio Reference | Date Completed | Comment |
| **1.1** Summarise the social, emotional and psychological issues that may affect young people’s mental health and wellbeing.  **1.2** Explain the factors that may affect the needs of young people in relation to mental health and wellbeing. |  |  |  |  |
| **2.1** Describe the sources of information, agencies and support services which are available to help young people in relation to mental health and wellbeing  **2.2** Explain how to help build self-confidence, independence and self-esteem in young people with regard to mental health and wellbeing.  **2.3** Explain how to support young people to express their views, anxieties and feelings about their support needs, without fear of pressure or judgement. |  |  |  |  |
| **3.1** Describe the statutory and legal frameworks for protecting young people’s mental health and wellbeing. |  |  |  |  |
| **4.1** Explain the role that youth workers can have supporting young people with developing positive mental health.  **4.2** Evaluate own role as a youth worker supporting young people to develop positive mental health. |  |  |  |  |

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Notes to learners – this checklist is to be completed, to show that you have met all the mandatory and required optional units for the qualification.

**R/617/9853 Understand how Youth Work can Support Young People who are Experiencing Poverty**

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| Assessment Criteria | Evidence (Brief description/title) | Portfolio Reference | Date Completed | Comment |
| **1.1** 1.1. Define the term poverty.  **1.2** 1.2. Explain the factors which place young people at the greatest risk of living in poverty. |  |  |  |  |
| **2.1** 2.1. Explain how youth work principles and practice relate to tackling poverty.  **2.2** 2.2. Explain how youth workers can support young people who are living in poverty.  **2.3** 2.3. Evaluate a local or national policy that has a positive impact for tackling child poverty. |  |  |  |  |
| **3.1** Explain how poverty may impact on young people’s development and learning opportunities. |  |  |  |  |
| **4.1** 4.1. Explain how partnership organisations can support young people who are experiencing poverty.  **4.2** 4.2. Identify a range of organisations that can support young people who are experiencing poverty.  **4.3** 4.3. Create an action plan for supporting young people experiencing poverty in own work setting. |  |  |  |  |

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Notes to learners – this checklist is to be completed, to show that you have met all the mandatory and required optional units for the qualification.

**D/617/9855 Understand how Youth Work can Support Young People who Misuse Substances**

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| Assessment Criteria | Evidence (Brief description/title) | Portfolio Reference | Date Completed | Comment |
| **1.1** Define substance misuse.  **1.2** Describe a range of substances to include their: a) Street names b) Long-term effects c) Short-term effects d) Different categories |  |  |  |  |
| **2.1** Evaluate the impact of substance misuse on young people in relation to: a) Their development b) Long-term effects c) Short-term effects d) Their family e) The community  **2.2** Summarise the impact of substance misuse on the youth work provision. |  |  |  |  |
| **3.1** Explain how youth work principles and practice support young people who misuse substances.  **3.2** Describe a range of referral organisations that support young people who misuse substances. |  |  |  |  |
| **4.1** Explain the importance of professional boundaries between youth workers and young people who misuse substances.  **4.2** Explain the key principles of confidentiality and safeguarding that apply when working with young people who misuse substances.  **4.3** Explain how to communicate confidentiality protocols to young people in youth work settings.  **4.4** Explain how information sharing protocols are important for supporting young people who misuse substances. |  |  |  |  |

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Notes to learners – this checklist is to be completed, to show that you have met all the mandatory and required optional units for the qualification.

**H/617/9856 Understand how Youth Work Supports Young People who are Lesbian Gay Bisexual Transgender or Questioning (LGBTQ+)**

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| Assessment Criteria | Evidence (Brief description/title) | Portfolio Reference | Date Completed | Comment |
| **1.1** Define what it means to be LGBTQ+.  **1.2** Explain the personal, psychological, social and health issues that may affect young people who are LGBTQ+.  **1.3** Give definitions for the following: a) Homophobia b) Transphobia c) Heterosexism  **1.4** Explain how LGBTQ+ people can be affected by the following: a) Homophobia b) Transphobia c) Heterosexism  **1.5** Explain why “coming out” is important for LGBTQ+ young people. |  |  |  |  |
| **2.1** Explain how youth work can support young people who are LGBTQ+.  **2.2** Evaluate own youth work practice with young people who are LGBTQ+.  **2.3** Evaluate own organisational practices in relation to supporting the needs of young people who are LGBTQ+.  **2.4** Describe a range of organisations that can support LGBTQ+ young people. |  |  |  |  |

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Notes to learners – this checklist is to be completed, to show that you have met all the mandatory and required optional units for the qualification.

**K/617/9857 Understand how to Manage Staff in a Youth Work Setting**

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| Assessment Criteria | Evidence (Brief description/title) | Portfolio Reference | Date Completed | Comment |
| **1.1** Explain the principles of staff management in a youth work setting.  **1.2** Compare different approaches to management of staff and analyse for own setting.  **1.3** Summarise types of supervision, including the role of team supervision. |  |  |  |  |
| **2.1** Explain the characteristics of effective team work.  **2.2** Explain how to build effective working relationships within a team.  **2.3** Explain team development processes and team roles.  **2.4** Review and revise communication approaches within team working. |  |  |  |  |
| **3.1** Describe the potential triggers of conflict.  **3.2** Explain the impact of conflict within a team  **3.3** Evaluate different approaches to managing conflict within a team |  |  |  |  |
| **4.1** Explain the different roles and responsibilities of volunteers.  **4.2** Summarise how volunteer roles complement and differ from those of paid staff.  **4.3** Explain effective practice used to manage staff and volunteers.  **4.4** Evaluate own practices by reflecting on own performance |  |  |  |  |
| **5.1** Evaluate own role, responsibilities and management style.  **5.2** Summarise own areas of development based on reflective practice.  **5.3** Summarise own areas of development based on peer feedback.  **5.4** Describe own role and responsibilities for the health, safety and emotional wellbeing of self and team. |  |  |  |  |

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Notes to learners – this checklist is to be completed, to show that you have met all the mandatory and required optional units for the qualification.

**M/617/9858 Facilitating Youth Trips and Residentials**

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| Assessment Criteria | Evidence (Brief description/title) | Portfolio Reference | Date Completed | Comment |
| **1.1** Explain the benefits of young people taking part in trips and residentials.  **1.2** Explain how residentials and trips relate to youth work learning aims and objectives. |  |  |  |  |
| **2.1** Describe legislative and policy requirements for trips and residentials.  **2.2** Explain the importance of the safeguarding of young people when on a trip or residential.  **2.3** Explain the risk assessment process for youth trips and residentials.  **2.4** Explain emergency procedure plans for the trip or residential. |  |  |  |  |
| **3.1** Plan a youth trip or residential following own organisations procedures  **3.2** Clarify roles and responsibilities to all staff and volunteers involved in the trip or residential  **3.3** Identify learning goals with young people to plan activities during the trip or residential |  |  |  |  |
| **4.1** Apply a range of facilitation and evaluation skills during the trip or residential, to enable young people to identify whether their learning goals have been achieved. |  |  |  |  |
| **5.1** Demonstrate how to work as part of a team during a trip or residential.  **5.2** Evaluate how own role and responsibilities contribute to the effectiveness of the team. |  |  |  |  |

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Notes to learners – this checklist is to be completed, to show that you have met all the mandatory and required optional units for the qualification.

**T/617/9859 Young People’s Participation in Youth Work**

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| Assessment Criteria | Evidence (Brief description/title) | Portfolio Reference | Date Completed | Comment |
| **1.1** Explain how young people’s participation relates to the principles of youth work.  **1.2** Explain how young people’s participation is supported by national standards.  **1.3** Compare and contrast models of participation.  **1.4** Discuss how the United Nation’s Convention on the Right of the Child supports young people’s participation. |  |  |  |  |
| **2.1** Evaluate examples of young people’s participation in a youth work setting.  **2.2** Evaluate barriers to participation within a youth work setting and present ways to overcome them.  **2.3** Examine the impact of supporting young people’s participation within youth work. |  |  |  |  |
| **3.1** Plan a project to support and promote young people’s participation in a youth work setting.  **3.2** Deliver a project to promote young people’s participation in a youth work setting.  **3.3** Evaluate the effectiveness of a project to promote young people’s participation in a youth work setting. |  |  |  |  |
| **4.1** Reflect on own personal youth work practice in relation to young people’s participation.  **4.2** Create own personal development plan to promote young people’s participation. |  |  |  |  |

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Notes to learners – this checklist is to be completed, to show that you have met all the mandatory and required optional units for the qualification.

**R/506/9178 Managing Performance in a Youth Work Setting**

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| Assessment Criteria | Evidence (Brief description/title) | Portfolio Reference | Date Completed | Comment |
| **1.1** Assess theories and models of management  **1.2** Analyse a manager’s responsibilities for planning, coordinating and controlling work  **1.3** Explain how a manager’s role contributes to the achievement of an organisation’s vision, mission and objectives |  |  |  |  |
| **2.1** Identify the role of management in a youth work setting  **2.2** Explain the importance of effective decision-making in planning youth work programme  **2.3** Identify information required to make decisions that take into account business objectives, values and policies  **2.4** Explain how one model of management could be used to guide a manager’s actions |  |  |  |  |
| **3.1** Explain the difference between outcomes and outputs  **3.2** Explain the relationship between business objectives and performance management  **3.3** Describe performance management techniques suitable for a youth work setting  **3.4** Explain the features of a performance management system  **3.5** Describe the use of management information and accounts in performance management |  |  |  |  |

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Notes to learners – this checklist is to be completed, to show that you have met all the mandatory and required optional units for the qualification.

**K/617/9860 Managing a Budget within a Youth Work Setting**

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| Assessment Criteria | Evidence (Brief description/title) | Portfolio Reference | Date Completed | Comment |
| **1.1** Explain how to calculate the estimated costs of activities, resources and overheads needed to achieve a realistic budget.  **1.2** Describe the components of a budget sheet.  **1.3** Define the elements needed to gain stakeholder support for the budget. |  |  |  |  |
| **2.1** Describe the importance of budget setting in a youth work setting.  **2.2** Analyse information that enables realistic budgets to be set.  **2.3** Perform a risk assessment and create a contingency plan.  **2.4** Assess effectiveness of organisational policies and procedures for budget setting.  **2.5** Explain how to report spending against the budget for fund holders so that they can track own spending. |  |  |  |  |
| **3.1** Apply budget monitoring and control techniques.  **3.2** Identify causes of variations on the budget.  **3.3** Propose realistic revisions to the budget, supporting recommendations with evidence.  **3.4** Carry out budget related reports and information within agreed timescales.  **3.5** Explain the actions to be taken in the event of suspected instances of fraud, malpractice with money. |  |  |  |  |
| **4.1** Undertake a SWOT analysis in terms of what has worked and the areas for improvement.  **4.2** Evaluate own role and responsibility in terms of what has worked and areas for improvement.  **4.3** Evaluate the effectiveness of the budget setting process and make recommendations. |  |  |  |  |

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**A/617/9863 Effective Outcomes-Based Youth Work**

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| Assessment Criteria | Evidence (Brief description/title) | Portfolio Reference | Date Completed | Comment |
| **1.1** Differentiate between aims, outcomes, outputs and impact of youth work practice.  **1.2** Analyse how outcomes-based practice can result in positive changes in individuals’ lives.  **1.3** Describe an Outcomes Framework for Young People and how it can be applied in a youth work setting. |  |  |  |  |
| **2.1** Explain the importance of identifying outcomes for youth work  **2.2** Compare and contrast the different types of outcomes and their impact on young people, key stakeholders and the local community. |  |  |  |  |
| **3.1** Plan an outcomes based project with young people including the short and medium term outcomes.  **3.2** Implement this project with young people.  **3.3** Identify the methods you will use to evaluate its impact on young people and other stakeholders.  **3.4** Apply these methods to evaluate the programme. |  |  |  |  |
| **4.1** Analyse a range of different methods of presenting outcomes to different types of stakeholders.  **4.2** Evaluate the most effective approach to communicate with identified stakeholders. |  |  |  |  |

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**R/617/9867 Anti-Discriminatory Practice in Youth Work**

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| Assessment Criteria | Evidence (Brief description/title) | Portfolio Reference | Date Completed | Comment |
| **1.1** Define what is meant by anti-discriminatory practice.  **1.2** Explain how anti-discriminatory practice relates to the principles of youth work.  **1.3** Outline the current legislation that relates to anti-discriminatory practice.  **1.4** Explain what is meant by protected characteristics groups.  **1.5** Describe the protected characteristics groups as stated in current legislation. |  |  |  |  |
| **2.1** Explain the consequences of not meeting the protected characteristics of a group in relation to: a) Own practice b) Youth service delivery  **2.2** Summarise how the needs of protected characteristics groups can be met: a) Through own practice b) Within the youth work environment |  |  |  |  |
| **3.1** Explain the meaning of the following terms: a) Prejudice b) Stereotyping c) Stigma d) Labelling e) Discrimination f) Equality g) Diversity h) Hate crime i) Hate speech |  |  |  |  |
| **4.1** Evaluate own youth work practice in relation to anti-discriminatory practice.  **4.2** Create a development plan in relation to anti-discriminatory practice. |  |  |  |  |

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Notes to learners – this checklist is to be completed, to show that you have met all the mandatory and required optional units for the qualification.

**T/617/9876 Supporting Young People with Disabilities and/or Diverse Learning Needs within a Youth Work Setting**

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| Assessment Criteria | Evidence (Brief description/title) | Portfolio Reference | Date Completed | Comment |
| **1.1** Give definitions for the terms disability, neurodiversity and additional learning needs.  **1.2** Identify a range of disabilities, neurodiversity and additional learning needs.  **1.3** Outline reasonable adjustments required for young people in a youth work setting.  **1.4** Explain young people’s own role in deciding their needs.  **1.5** Explain the partnership benefits of working with parents and carers in supporting young people. |  |  |  |  |
| **2.1** Identify the specific rights that relate to young people with disabilities or diverse learning needs.  **2.2** 2.2. Explain the purpose of individual plans for young people with disabilities or additional learning needs.  **2.3** Explain the principles of working inclusively with young people with disabilities or additional learning needs. |  |  |  |  |
| **3.1** Outline the individual needs, capabilities and interests of young people with disabilities and those with diverse learning needs within own youth work setting.  **3.2** Describe barriers to participation for young people with disabilities and those with diverse learning needs within own youth work setting.  **3.3** Demonstrate understanding of how to remove barriers to participation for young people.  **3.4** Use inclusive practices in own work with young people with disabilities and diverse learning needs. |  |  |  |  |
| **4.1** Explore adaptations that can be made to support young people with disabilities and young people with diverse learning needs in a youth work setting.  **4.2** Explain how to support the quality of opportunity for young people with disabilities and young people with diverse learning needs within a youth work setting.  **4.3** Demonstrate partnership working with young people and others to review and improve activities and experiences provided for young people with disabilities and young people with diverse learning needs. |  |  |  |  |

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Notes to learners – this checklist is to be completed, to show that you have met all the mandatory and required optional units for the qualification.

**A/617/9880 Supervision in the Youth Work Context**

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| Assessment Criteria | Evidence (Brief description/title) | Portfolio Reference | Date Completed | Comment |
| **1.1** Explain the functions of supervision.  **1.2** Analyse the key roles of supervision in supporting youth workers. |  |  |  |  |
| **2.1** Justify the key requirements of a model arrangement for supervision.  **2.2** Summarise the arrangements for supervision within own organisation. |  |  |  |  |
| **3.1** Explain the importance of establishing an effective relationship at the start of supervision.  **3.2** Summarise key communication skills used in supervision.  **3.3** Explain the professional boundaries required for supervision.  **3.4** Summarise the record-keeping required for good practice. |  |  |  |  |
| **4.1** Explain the importance of developing own reflective practice.  **4.2** Evaluate the application of reflective practice to youth work. |  |  |  |  |
| **5.1** Demonstrate own supervision skills to a one-to-one supervision session.  **5.2** Evaluate own supervision session by reflecting on own performance.  **5.3** Identify areas of own development in supervision skills. |  |  |  |  |

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Notes to learners – this checklist is to be completed, to show that you have met all the mandatory and required optional units for the qualification.

**J/617/9882 Exploring Values Beliefs and Spiritual Development within a Youth Work Setting**

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| Assessment Criteria | Evidence (Brief description/title) | Portfolio Reference | Date Completed | Comment |
| **1.1** Describe what is meant by values, beliefs and spiritual development.  **1.2** Analyse ways in which young people can explore and express their values and beliefs.  **1.3** Identify and critique own values and beliefs.  **1.4** Evaluate how own values and beliefs inform personal experience and professional practice. |  |  |  |  |
| **2.1** Plan activities with young people that explore ideas of nature, nurture, context and community in the development of ‘values’ and ‘beliefs’.  **2.2** Deliver activities which enable young people to explore values and beliefs and to develop spiritually.  **2.3** Critically reflect on the effectiveness of activities which enable young people to explore values and beliefs and to develop spiritually.  **2.4** Work within organisational policies, procedures and safeguarding requirements when planning spiritual development activities. |  |  |  |  |
| **3.1** Describe the role that faith communities can play in facilitating the exploration of values and beliefs by young people.  **3.2** Analyse why young people may get involved in faith community activities.  **3.3** Explore potential barriers to participation in faith community activities.  **3.4** Apply and assess the effectiveness of youth work practice and principles when operating within faith communities. |  |  |  |  |
| **4.1** Critically evaluate opportunities within the faith community for young people to explore values and beliefs and develop spiritually.  **4.2** Deliver activities which will enable young people to reflect on their values and beliefs.  **4.3** Enable young people to reflect on their values and beliefs of the wider faith community.  **4.4** Support young people to challenge the values and beliefs of the faith community where necessary and be challenged themselves.  **4.5** Plan activities and programmes which will enable spiritual development and support faith formation.  **4.6** Critically reflect on the effectiveness of the youth work undertakes in a faith based context. |  |  |  |  |

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**D/617/9791 Youth Work in Digital Spaces and Places**

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| Assessment Criteria | Evidence (Brief description/title) | Portfolio Reference | Date Completed | Comment |
| **1.1** Identify different types of digital communities.  **1.2** Describe how digital communities are used by young people. |  |  |  |  |
| **2.1** Describe the key purpose of youth work in the context of digital spaces and places.  **2.2** List the ways digitalisation and digital transformation impacts young people and youth work.  **2.3** Describe own organisation’s purpose and policies in relation to working in digital spaces and places. |  |  |  |  |
| **3.1** 3.1. Describe the following principles for youth work: a) Safeguarding young people in digital spaces and places b) Ethical considerations with regard to engagement with young people in digital spaces and places c) Non-formal education and informal learning in digital spaces and places d) How youth work practice can combat digital inequality and the digital divide |  |  |  |  |

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**L/617/9883 Trauma Informed Approaches to Youth Work**

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| Assessment Criteria | Evidence (Brief description/title) | Portfolio Reference | Date Completed | Comment |
| **1.1** Define Trauma.  **1.2** Explain how trauma impacts on neurological development.  **1.3** Describe how trauma can impact a young person’s development in respect of the following: a) Emotional growth b) Social growth c) Physical growth d) Cognitive processes  **1.4** Explain the concept of ‘re-traumatising’ and how to minimise this in engagement with young people. |  |  |  |  |
| **2.1** Identify ways to support recovery from trauma through youth work practices.  **2.2** Explain how to create an atmosphere that is respectful and safe.  **2.3** Identify when it is necessary to share information with other professionals and when it is necessary to signpost to external services for additional support. |  |  |  |  |
| **3.1** Define the term ‘Adverse Childhood Experiences’ (ACEs).  **3.2** Describe a range of ACEs.  **3.3** Explain how the number of ACE factors an individual has experienced may relate directly to an increase in risk and resilience. |  |  |  |  |
| **4.1** Explain appropriate ways of communicating with young people who have experienced trauma.  **4.2** Describe how relational working is essential when applying trauma informed practice principles.  **4.3** Explain the skills required to work effectively and build positive relationships with young people who have experienced trauma. |  |  |  |  |
| **5.1** Describe the importance of developing resilience as a protective factor against trauma experiences.  **5.2** Identify how a young person might already be utilising resilience to manage their trauma and build on this personal strength.  **5.3** Describe methods available to support the increase of resilience and self-esteem using a trauma informed approach. |  |  |  |  |
| **6.1** Define secondary trauma.  **6.2** Understand how secondary trauma may affect persons working with young people directly affected by trauma.  **6.3** Identify ways to manage secondary trauma. |  |  |  |  |
| **7.1** Explain how trauma informed approaches can offer young people choice and control in their recovery. |  |  |  |  |

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**K/617/9888 Social Action**

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| Assessment Criteria | Evidence (Brief description/title) | Portfolio Reference | Date Completed | Comment |
| **1.1** Describe the importance of young people having a voice in social change.  **1.2** Outline current legislation/policies that gives young people the right to be heard.  **1.3** Identify the benefits of youth participation in Social Action.  **1.4** Describe the various ways that young people participate in bringing social change locally and nationally.  **1.5** Identify local and national youth projects or activities that have influenced social change. |  |  |  |  |
| **2.1** Identify the key elements to consider when implementing Social Action Projects.  **2.2** Describe the objects of each of the elements that have been identified in 2.1.  **2.3** Explain the benefits of Social Action projects.  **2.4** Evaluate examples of Social Action projects for community and young people locally or nationally. |  |  |  |  |
| **3.1** Identify the types of challenges that may occur when implementing a Social Action project.  **3.2** Describe how you could overcome these challenges  **3.3** Explain how a failed project can still be of benefit. |  |  |  |  |
| **4.1** Describe the importance of team work when implementing Social Action projects.  **4.2** Identify the key stakeholders that the project would engage with in order for it to achieve its objective.  **4.3** Outline the leadership skills and qualities required by a youth worker to implement a successful project.  **4.4** Explain how to support young people to develop leadership skills and qualities to implement a successful project. |  |  |  |  |
| **5.1** Give examples of the impact of Social Action projects locally.  **5.2** Give examples of the impact of Social Action projects nationally. |  |  |  |  |
| **6.1** Create a plan for a Social Action project with young people locally or nationally.  **6.2** Facilitate the implementation of the Social Action project with young people.  **6.3** Evaluate with young people the effectiveness of the project. |  |  |  |  |

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