

# YOUTH achievement awards platinum

**develop** your leadership skills

**create** and deliver learning opportunities for others

**enjoy** active responsibility

Name:

Youth Group:

Award Group Worker:

# TO GAIN YOUR AWARD

At **Platinum level** you will take **complete responsibility for creating and delivering learning opportunities** for others. **Your challenges are set for you** as follows:

## Challenge 1

Research and produce a **personal development plan**

## Challenge 2

Undertake **Training** related to Placement (30 hours minimum)

## Challenge 3

Undertake one or more **Placements** creating and delivering learning opportunities for others (60 hours minimum)

## Challenge 4

Produce a detailed **Evaluation** of your involvement and progress within the Award

## Challenge 5

Plan, prepare and deliver a **Presentation** on your Platinum Award

Your Personal Development Plan (Challenge 1) will look at your past experiences, your current status and your immediate and long-term goals. It will involve identifying the skills, attitudes and knowledge you currently have and which others you will require to enable you to meet your goals. It will help you decide what Placement you will do and what Training you will need to do in order to support this.

You will be expected to spend a minimum of 30 hours Training (Challenge 2) to acquire the additional skills, attitudes and knowledge that you have identified as being necessary to meet the goals that you have identified in your Personal Development Plan. You might choose to do your Training before your Placement (Challenge 3) or you might choose to do the two side-by-side. E.g. attend your Training for part of each week whilst also taking a leadership role on your Placement for part of each week.

Your Placement (Challenge 3) must involve a minimum of 60 hours of creating and delivering learning opportunities for others. It should develop the skills, attitudes and knowledge that you have acquired through your Training. You can either undertake a single extended Placement or a number of shorter Placements. If more than one Placement is undertaken, additional copies of Challenge 3 pages must be completed for each Placement.

When you have completed your Placement you are asked to reflect on your previous Challenges and produce a detailed Evaluation (Challenge 4) of your experiences. This Challenge helps you to review what you have done and reflect on what you did well, what you could have improved and what you have learnt.

Finally you will plan, prepare and deliver a Presentation (Challenge 5) on your Platinum Award to an audience. This is an opportunity for you to show all of the work you have undertaken as part of your Award and celebrate your achievements.

**Name:**

**Date of Birth:**

**Postcode:**

**Scottish Candidate Number:**

If you do not know your Scottish Candidate Number you can enquire on the Scottish Qualifications Authority website: <http://www.sqa.org.uk/sqa/38676.html>

You will need to be part of an Award Group. An Award Group is made up of your peers and must have at least 2 members and we suggest no more than 5. An Award Group cannot include the Award Group Worker/s. The role of your Award Group is to:

- **Support and advise you** as you work on your Award
- **Approve your** planned Challenges and personal Targets where appropriate
- **Help you to review** and evidence your achievements and learning
- **Approve your** completed Challenges and recommend you for the Award

**The other members of my Award Group are:**

Name/s:

You will need to be supported by at least one Award Group Worker who has successfully completed Youth Scotland approved Awards Introductory Training. Your Award Group Worker will take responsibility for mentoring you and coordinating and facilitating your Award Group.

**The Award Group Worker/s supporting me is/are:**

Name/s:

## PLAN

I will research and produce a Personal Development Plan.

### Targets

1. I will identify my past achievements and the skills that I have gained through these.
2. I will identify my personal strengths and interests and ways in which I can build on them.
3. I will identify my short and long term goals and how this award can help me meet these.
4. I will identify the gaps in my experience, knowledge and skills that will be required in my placement and the training I will need to address these.
5. I will identify one or more suitable placements that will enable me to create and deliver learning opportunities for others.

I plan to **start** my Challenge on: ..... I plan to **finish\*** my Challenge by: .....

*\* This is your best guess but don't worry if it doesn't go to plan.*

## DO

As you work on your Personal Development Plan, you will need to gather evidence to show how you are meeting each of the 5 Targets. Organise and present this in your personal Portfolio of Evidence.



Now that you have completed your Challenge think about how you did and complete the Review below.

## REVIEW

I met the **Targets** (please tick)

**Target 1:** fully  partly  not at all  **Target 2:** fully  partly  not at all

**Target 3:** fully  partly  not at all  **Target 4:** fully  partly  not at all

**Target 5:** fully  partly  not at all

I think this **because** .....

Please tick to indicate how much you agree/disagree with each of the following statements:

Statement	I agree fully	I agree partly	I disagree
I enjoyed this challenge	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I planned and organised my work effectively	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I used a range of resources	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I benefited from the advice of others	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I reassessed my personal values	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I identified my goals successfully	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I explored ways to meet these goals	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I identified gaps in my experience	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I gained confidence	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I learned a lot about myself	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

## REVIEW

I **found** the most difficult thing was...

I **learned**...

I **enjoyed**...

I **gained**...

Things that I would **do differently** next time...

Show your Award Group your Booklet and Evidence and ask them to assess your work. If they agree that it meets the criteria listed below, ask them to write a short statement about your achievements and sign and date it. If they do not agree that it meets the criteria, discuss what needs to change and make the changes.

### Award Group Assessment

We agree that:

- There is clear evidence that you have **researched and produced** a Personal development Plan
- There is clear evidence that you have worked towards **all Targets**
- We feel that by researching and producing your Personal Development Plan, you have **achieved**

.....  
.....

\_\_\_\_\_

Signed: (Award Group Member)

\_\_\_\_\_

Date

### PLAN

I will undertake at least **30 hours** of Training related to my Placement(s).

Describe the Training you will undertake.

The training I will undertake is.....  
 .....

Describe your **personal Targets**

- |              |              |
|--------------|--------------|
| 1. I will... | 3. I will... |
| 2. I will... | 4. I will... |

I plan to **start** my Challenge on: ..... I plan to **finish\*** my Challenge by: .....

*\* This is your best guess but don't worry if it doesn't go to plan.*

### Challenge Approval

*(Your planned Challenge must be approved by the members of your Award Group)*

**We, the members of the Award Group, agree that:**

- The Training will take at least 30 hours
- The Training described is relevant to the planned Placement(s)
- The Targets are suitable for this person

.....

Signed: (Award Group Member)

.....

Date

### DO

As you undertake your Training, you will need to gather evidence to show how you are meeting your personal Targets and the time you are spending on your Challenge. Organise and present this in your personal Portfolio of Evidence.



Now that you have completed your Challenge think about how you did and complete the Review below.

### REVIEW

I met my planned **Targets** *(please tick)*

- |   |   |
|---|---|
| <b>Target 1:</b> fully <input type="checkbox"/> partly <input type="checkbox"/> not at all <input type="checkbox"/> | <b>Target 3:</b> fully <input type="checkbox"/> partly <input type="checkbox"/> not at all <input type="checkbox"/> |
| <b>Target 2:</b> fully <input type="checkbox"/> partly <input type="checkbox"/> not at all <input type="checkbox"/> | <b>Target 4:</b> fully <input type="checkbox"/> partly <input type="checkbox"/> not at all <input type="checkbox"/> |

I think this **because** .....

Please tick to indicate how much you agree/disagree with each of the following statements:

Statement	I agree fully	I agree partly	I disagree
I enjoyed this challenge	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I planned and organised my work effectively	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I communicated my ideas well	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I worked well with others	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

### I SPENT

.....  
**hours** in total  
 undertaking my  
 Training



## REVIEW

Statement	I agree fully	I agree partly	I disagree
I managed my time effectively	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I worked hard	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I contributed well to discussions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I gained confidence	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I learned a lot about myself	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

I **found** the most difficult thing was...

I **learned**...

I **enjoyed**...

I **gained**...

Things that I would **do differently** next time...

Show your Award Group your Booklet and Evidence and ask them to assess your work. If they agree that it meets the criteria listed below, ask them to write a short statement about your achievements and sign and date it. If they do not agree that it meets the criteria, discuss what needs to change and make these changes.

## Award Group Assessment

We agree that:

- There is clear evidence that your training took at least **30 hours**
- There is clear evidence that you have worked towards **all** your personal **Targets**
- There is clear evidence that you **actively participated** in the Training
- We feel that by undertaking this Training you have **achieved**

.....

.....

\_\_\_\_\_

Signed: (Award Group Member)

\_\_\_\_\_

Date

## PLAN

I will undertake one or more Placements totaling at least **60 hours** taking complete responsibility for creating and delivering learning opportunities for others.

Describe the Placement(s) you will undertake.

The Placement(s) I will undertake is/are.....  
 .....

Describe your **personal Targets**

- |              |              |
|--------------|--------------|
| 1. I will... | 3. I will... |
| 2. I will... | 4. I will... |

I plan to **start** my Placement(s) on: ..... I plan to **finish\*** my Placement(s) by: .....

*\* This is your best guess but don't worry if it doesn't go to plan.*

## Challenge Approval

*(Your planned Challenge must be approved by the members of your Award Group)*

**We, the members of the Award Group, agree that:**

- The Placement(s) will take at least 60 hours
- They will take complete responsibility for creating and delivering learning opportunities for others
- The Targets are suitable for this person

.....

Signed: (Award Group Member)

.....

Date

## DO

As you undertake your Placement(s), you will need to gather evidence to show how you are meeting your personal Targets and the time you are spending on your Challenge. Organise and present your evidence in your personal Portfolio of Evidence.



Now that you have completed your Challenge think about how you did and complete the Review below.

## REVIEW

I met my planned **Targets** *(please tick)*

**Target 1:** fully  partly  not at all      **Target 3:** fully  partly  not at all

**Target 2:** fully  partly  not at all      **Target 4:** fully  partly  not at all

I think this **because** .....

Please tick to indicate how much you agree/disagree with each of the following statements:

<b>Statement</b>	<b>I agree fully</b>	<b>I agree partly</b>	<b>I disagree</b>
I enjoyed this challenge	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I planned and organised effectively	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I dealt with problems successfully	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I empathised with the needs of others	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

## I SPENT

.....  
**hours** in total taking a leadership role in my placement(s)





## REVIEW

### Statement

I agree fully

I agree partly

I disagree

I responded to situations appropriately




I communicated well




I worked well with others




I negotiated effectively




I gained confidence




I learned a lot about myself




I found the most difficult thing was...

I learned...

I enjoyed...

I gained...

Things that I would **do differently** next time...

Show your Award Group your Booklet and Evidence and ask them to assess your work. If they agree that it meets the criteria listed below, ask them to write a short statement about your achievements and sign and date it. If they do not agree that it meets the criteria, discuss what needs to change and make the changes.

## Award Group Assessment

We agree that:

- There is clear evidence that your Placement(s) took at least **60 hours**
- There is clear evidence that you have worked towards **all** your personal **Targets**
- There is clear evidence to show that you took **complete responsibility, created and delivered learning opportunities** for others in your placement(s)
- We feel that by undertaking this/these placement(s) you have **achieved**

.....

.....



Signed: (Award Group Member)

Date

## PLAN

I will produce a **detailed evaluation** of my **involvement** and **progress** within the Platinum Award

### Targets

1. I will reflect on how effective the planning process has been in helping me to understand my current situation and identify how I can move forward.
2. I will show how the training helped me address the gaps in my experience, knowledge and skills.
3. I will show how the placement(s) helped develop my existing skills and new skills acquired through training.
4. I will illustrate how I have benefited from the training and placement(s).
5. I will illustrate how the Platinum Award has helped me identify and meet my personal goals.

I plan to **start** my Challenge on: ..... I plan to **finish\*** my Challenge by: .....

*\* This is your best guess but don't worry if it doesn't go to plan.*

## DO

As you work on your Evaluation, you will need to gather evidence to show how you are meeting each of the 5 Targets. Organise and present this in your personal Portfolio of Evidence.



## REVIEW

I met the **Targets** (please tick)

**Target 1:** fully  partly  not at all  **Target 2:** fully  partly  not at all

**Target 3:** fully  partly  not at all  **Target 4:** fully  partly  not at all

**Target 5:** fully  partly  not at all

I think this **because** .....

## I SPENT

.....  
**hours** in total taking a leadership role in my placement(s)



Please tick to indicate how much you agree/disagree with each of the following statements:

Statement	I agree fully	I agree partly	I disagree
I enjoyed this challenge	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I planned and organised effectively	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I reflected honestly	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I learnt a lot about myself	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I reassessed my personal values	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I expressed myself clearly	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I gained confidence	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I have been objective in my observations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

## REVIEW

I found the most difficult thing was...

I learned...

I enjoyed...

I gained...

Things that I would **do differently** next time...

Show your Award Group your Booklet and Evidence and ask them to assess your work. If they agree that it meets the criteria listed below, ask them to write a short statement about your achievements and sign and date it. If they do not agree that it meets the criteria, discuss what needs to change and make the changes.

## Award Group Assessment

We agree that:

- There is clear evidence that you **fully completed** your Evaluation
- There is clear evidence that you have worked towards **all** the **Targets**
- There is clear evidence to show that you **reflected** on your **involvement and progress** within the Platinum Award
- We feel that by undertaking this training you have **achieved**

.....

Signed: (Award Group Member)

Date

I will **plan, prepare** and **give a presentation** on my Platinum Award . I will gather evidence of this and organise and present it in my personal Portfolio of Evidence.

**Where** will my presentation take place? *(full name and address of venue)*

**When** will my presentation take place? *(date and time)*

**Who** I will invite and why? *(my target audience)*

**What** key points will I raise during my presentation? *(list six key points)*

1.

2.

3.

4.

5.

6.

**How** will I present evidence of my learning and achievements? (Hand-outs, visual displays, video, audio, PowerPoint etc.)

**What** arrangements will I need to make in advance of the presentation? (e.g. invitations, programmes, hand-outs, evaluation sheets, catering etc.)

**What** arrangements will I need to make on the day of the presentation? (e.g. seating, tables, setting up equipment, hearing loops, etc.)

**What** are the questions I think the audience might ask me?

Please evaluate your planning, preparation and delivery of your presentation.

Statement	I agree fully	I agree partly	I disagree
I planned and prepared well	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I organised the event effectively	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I enjoyed giving the presentation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I dealt with problems successfully	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I empathised with the needs of the audience	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I responded to situations appropriately	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I coped well	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I gained confidence	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I communicated well	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
My key points were understood	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I presented my achievements effectively	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The audience enjoyed the presentation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The most difficult bit was...			
I learned...			
I enjoyed...			
I gained...			
Things that I would <b>do differently</b> next time...			

Show your Award Group your Booklet and Evidence and ask them to assess your work. If they agree that it meets the criteria listed below, ask them to write a short statement about your achievements and sign and date it. If they do not agree that it meets the criteria, discuss what needs to change and make the changes.

## Award Group Assessment

We agree that:

- There is clear evidence that you **planned and prepared** your presentation
- There is clear evidence that you **delivered** your presentation to an audience
- There is clear evidence that your presentation was **on your Platinum Award**
- We feel that by planning, preparing and giving a presentation on your Platinum Award to an audience you have **achieved** .....

Signed: (Young person who is a member of the Award Group)

Date

## EVALUATION

Now that you have completed your Award, think about what you have achieved and the difference you feel this has made to you. You can discuss this with your Award Group and Worker. Complete the Evaluation below by **ticking the box** that best describes how you feel about each statement. You can also write something about how completing the Award has helped you, this is optional

### What difference?

	Much Better	A Little Better	The same	Worse
I have a better, more positive, view of myself	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I am better at solving problems and making decisions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I am better at working with others to achieve a task	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I have better skills in listening and talking	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I am better at making friends and trusting others	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I am better at respecting others and appreciating their needs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

How else do you think your Award has helped you?

I confirm this Booklet and Portfolio of Evidence is all my own work and where I have had help this is noted.



Signed: (Your Signature)

Date

## Peer Assessment

*(Your completed Award must be peer assessed by members of your Award Group)*

**We, the members of the Award Group, agree that:**

- We have approved all Challenge Plans, where appropriate.
- We have assessed all completed Challenges in this Award.
- The Evaluation section is completed in full.

On behalf of the Award Group I recommend this award for certification

Signed: (Member of the Award Group)

Date

# QUALITY ASSURANCE CHECKLIST

Checklist (please tick each check)

## For each Challenge:

	Award Group Worker	Award Assessor	Comments and action points
There is clear evidence to show successful completion of the Challenge	<input type="checkbox"/>	<input type="checkbox"/>	
There is clear evidence of working towards all Targets	<input type="checkbox"/>	<input type="checkbox"/>	
The Challenge review has been completed	<input type="checkbox"/>	<input type="checkbox"/>	
The Award Group has assessed the completed Challenge	<input type="checkbox"/>	<input type="checkbox"/>	

## For the Training (challenge 2):

	Award Group Worker	Agency Assessor	Comments and action points
There is a minimum of 2 personal targets identified	<input type="checkbox"/>	<input type="checkbox"/>	
The targets have been approved by the Award Group	<input type="checkbox"/>	<input type="checkbox"/>	
There is clear evidence of participation in the training identified	<input type="checkbox"/>	<input type="checkbox"/>	
There is clear evidence that the training involved at least 30 hours	<input type="checkbox"/>	<input type="checkbox"/>	

## For the Placement (challenge 3):

	Award Group Worker	Agency Assessor	Comments and action points
There is a minimum of 2 personal targets identified	<input type="checkbox"/>	<input type="checkbox"/>	
The targets have been approved by the Award Group	<input type="checkbox"/>	<input type="checkbox"/>	
There is clear evidence of taking complete responsibility for creating and delivering learning opportunities for others	<input type="checkbox"/>	<input type="checkbox"/>	
There is clear evidence that the placement(s) involved at least 60 hours	<input type="checkbox"/>	<input type="checkbox"/>	

## For the Award:

	Award Group Worker	Agency Assessor	Comments and action points
All 5 challenges have been completed	<input type="checkbox"/>	<input type="checkbox"/>	
The Evaluation section has been completed in full	<input type="checkbox"/>	<input type="checkbox"/>	

I confirm that this Award has been supported by me and that it meets the required standards.

Signed: (Award Group Worker)

Date

I confirm that this Award has been assessed by me on behalf of the Operating Agency, and that it meets the required standards. I endorse the Award Group's recommendation and Award Group Worker's assessment.

Signed: (Agency Assessor)

Date





## ADDITIONAL COMMENTS & ACTION POINTS





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