

Hi5 Award Guidelines





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Completing an Award

Personal details

The young person's personal details are entered on the front page of the challenge sheet.

	NAME:
	GROUP/PROJECT/SCHOOL:
	AGE:

Setting a challenge

Ask the young person what they would like to do for their challenge. The challenge will be based on an activity or series of activities, which together will take at least 5 hours complete. Their challenge will be printed on their personalised certificate.

What is your challenge?



Note: Any written work required for this award can either be completed by the young person or it can be scribed on their behalf

Tip: It is good practice to support the young person to select a challenge that is personal, meaningful and appropriate to them. It should be challenging but achievable neither too difficult nor too easy. This heightens the sense of achievement for the young person when they successfully complete their challenge.

Identifying targets & milestones

Ask the young person to identify up to 4 targets or milestones. These can either be things that the young person hopes to achieve (targets) or they can be things that the young person has achieved or contributed as they completed in their challenge (milestones). There is a requirement for a minimum of 2 targets/milestones to be identified.

What things will you do or have you done in your challenge?

➡ 1:

➡ 2:

➡ 3:

➡ 4:

Targets - These can be used as a planning tool whereby the young person sets themselves personal targets that they will work towards as they complete their challenge e.g. "I will work well in a team" or "I will build a birdbox"

Milestones - These can be used as a recording tool whereby the young person records 'milestones' that they have achieved as they completed their challenge e.g. "I worked well in a team" or "I built a birdbox"

The worker will support the young person to identify targets, milestones or a mix of both based on their own knowledge of the individual young person and the project or programme they are delivering.

Note: Properly documenting targets and milestones adds to your organisation's evidence base for the recording and reporting of outcomes but more importantly increases the young person's sense of achievement.

Tip: Targets and milestones are typically described using text but may also be described by adding drawings, photos, etc.

Time recording



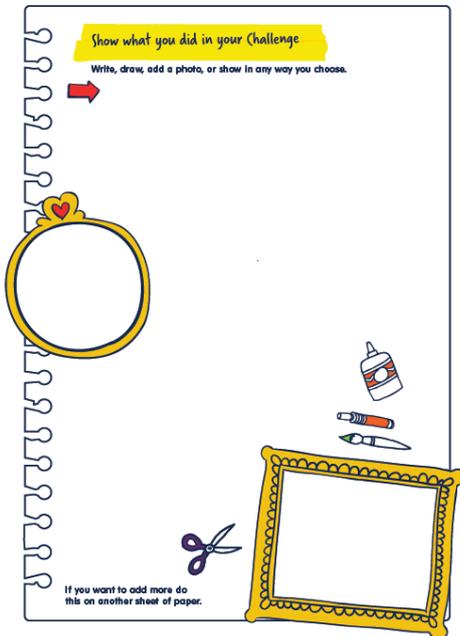
Record the time spent on your Challenge

date	hours
.....	<input type="checkbox"/>
total hours	<input type="checkbox"/>

(must be 5 hours or more)

There is a minimum time commitment of 5 hours of activity for the award, therefore, the time a young person spends doing activities within their challenge must be documented. The total time they spend on their challenge activities will be printed on their personalised certificate.

Evidencing the challenge



The young person is asked to evidence participation in their challenge and how they have worked towards/achieved their targets/milestones.

There is not set format for evidence or how it is presented. This is to encourage use of the award in as wide a range of settings as possible and, more importantly, this allows the young person to be creative and express themselves however they choose.

Typically the young person will write their comments, attach photographs, do drawings or sketches, invite others to comment, add stickers, stamps and decorations etc. etc. The important thing is that the young person takes ownership of the process, is proud of their work, and has a keepsake of the experience.

Note: It is good practice to ensure that all the activities the young person was involved in are recorded, not just what they did to reach their targets or milestones. This will help with reviewing the challenge after completion and adds to your organisation's recording and reporting evidence. There are templates available to help with this.

Tip: To get the most out of the award process, young people should try to include evidence of all their participation in their challenge and, where applicable, they should also try to include evidence that they; joined in activities, worked together with others, gained skills, discovered things and how they feel about them self. This will help with reviewing their challenge.

Reviewing the completed challenge

The young person, supported a practitioner or parent/guardian, is invited to reflect on how participation in their challenge has benefited them.

They are invited to reflect and comment on how well they; joined in activities, worked together with others, gained skills, discovered new things and how they feel about themselves. They record their assessment by placing a tick in the most appropriate check box for each of the criteria.

My Challenge has helped me to:	A LOT	A LITTLE	THE SAME
Join in more activities	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Work better together with others	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Gain more skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Discover new things	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Feel better about myself	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

The young person is then invited to reflect and comment on one thing they feel that they did really well...

One thing I did really well was ...

A special achievement statement

This is an opportunity for a practitioner or parent/guardian to make a positive statement about the young person's special achievement in, or unique contribution to, their challenge. This statement will be printed on their personalised certificate. Space is limited on the certificate so the statement should be limited to approximately 15 words.



Note: This is to encourage young people to stay engaged with the awards, and if possible work through the 3 star ratings. By keeping the young person engaged in the Award you will be able to evidence the young person's progression and development.

Whether or not a young person is able to stay engaged with the award and progress on to a new challenge will often be dependent on the nature and circumstances of your project.

Tip: Young people should be encouraged to think about undertaking another challenge. If they are willing, but this is not possible within your project, you could try to link them to another project or speak with their school to see if it would be possible.

How to Claim Certificates

Before you claim Hi5 certificates you must first check and confirm that all the young people have met the requirements of the award. This requires a candidate registration form to be completed and emailed to awards@youthscotland.org.uk. The candidate registration form can be found on the Youth Scotland website <https://youthscotland.org.uk/awards/hi5-awards/how-to-complete-an-award/>

Please ensure that all tabs/pages of the candidate registration form are completed in full.

Note: Youth Scotland is unable to update or amend the information that you provide, so please check that it is correct and that there are no omissions or spelling mistakes prior to emailing. Reprinting of certificates will incur an administration charge.

How to complete a Candidate Registration Form

Tab 2 – Candidate List

Please indicate the local authority area you mainly operate within. All 32 local authorities are listed in the drop down menu with an additional option of national for organisations that work across local authority areas and have a Scotland wide remit.

Your registered group name will be listed alphabetically in the drop down menu and is added to this form when your registration to deliver the awards has been processed.

Group type offers 4 options from a drop down menu to best describe the sector your group operates within. The options are: formal education, youth sector, play sector and other.

You are then required to free type the contact name and return address details for your Hi5 certificates.

Candidate List	
Local Authority Area:	Please select
Registered Group Name:	Please select
Group Type:	Please select

Details of the young people you are presenting for the Hi5 Award are required to allow Youth Scotland to enter the young people into our database, print certificates and produce reports including for Scottish Qualifications Authority (SQA) external verification visits.

The following is required:

- The unique challenge sheet number. This can be found on the bottom left of each challenge sheet
- The name of the young person as they wish it to appear on their certificate
- The young person's date of birth in DD/MM/YY format
- The young person's post code, if known. If not known then the post code of the group's meeting address
- The young person's gender, ethnicity and disability. Please note that these are not optional fields but each includes the option of 'prefers not to say' to respect the wishes of the young person
- The name of the worker supporting the young person with their award. Please note: Where the worker's name appears multiple times then their initials will suffice after completing their name in full once

The red box must also be selected to confirm that there is permission to share the young peoples' data with Youth Scotland in line with GDPR requirements.

Before you can submit this form to Youth Scotland you must confirm that you have obtained appropriate consent for the personal data of the young people listed below, to be shared with Youth Scotland and with the relevant awarding body, currently the Scottish Qualifications Authority (SQA), for the purpose of fulfilling the criteria of Youth Scotland's Awards. In line with GDPR requirements, you can provide evidence of this permission if requested. Youth Scotland's Privacy Policy can be found at www.youthscotland.org.uk/privacy/								Click here to confirm	
Sample?	Number	Challenge sheet number	Name of candidate	Date of birth (DD/MM/YY)	Postcode	Gender	Ethnicity		Disability
	1								
	2								
	3								
	4								

Tab 3 – Challenge Sheet Data

This information is required to ensure that the young people have met the requirements of the Hi5 Award and also to enable Youth Scotland to produce personalised certificates, track young peoples' progression and award the correct Scottish Credit and Qualifications Framework (SCQF) Credit Points.

Please enter the information requested as it appears on the Hi5 challenge sheet.

You may correct spelling and/or grammar but otherwise the information should be as it appears on the challenge sheet. The young person's name will automatically carry over from the candidate list (Tab 2).

The following is required:

- Challenge title. This is copied from the young person's challenge sheet and is free typed on the form.
- Hours on this challenge. This is copied from the young person's challenge sheet and is free typed on the form
- Is this their first Hi5? This is a yes/no response taken from the young person's challenge sheet and is selected from a drop down menu on the form.
- Join in more activities, work better with others, gain more skills, discover more things and feel better about myself. These statements have 3 potential responses: a lot, a little and the same, which are taken from the young person's challenge sheet and selected from a drop down menu on the form.
- Achievement statement: this is the statement given by a parent/teacher or worker about the young person's special achievement when completing their challenge. This is copied from the young person's challenge sheet and is free typed on the form. Please note that due to the physical space available on the Hi5 certificate we can only print a maximum of 15 words.

Number	Name of Candidate (Add additional names on the Candidate List Form)	Challenge Title	Hours on this Challenge	Is this their first Hi5?	Join in more activities	Work better with others	Gain more skills	Discover new things	Feel better about myself	Achievement statement (15 words maximum)
1										
2										
3										
4										
5										
6										
7										
8										
9										
10										
11										
12										
13										

Tab 4 – Assessment Form

The Hi5 Award is a qualification that has been credit rated by Scottish Qualifications Authority (SQA) and placed on the Scottish Credit and Qualifications Framework (SCQF).

This requires the award to go through a formal quality assurance process that is externally verified by SQA. This tab is the record of the quality assurance.

The local authority area, registered group name and number of candidates (certificates being claimed) are automatically carried forward.

Assessment Form	
Local Authority Area:	Please select
Registered Group Name:	Please enter
	Number of candidates
	0

All challenge sheets must be checked to ensure that they meet the assessment criteria and all young people have met the requirements of the award. The name of the person checking the challenge sheets, the assessor, is free typed here.

Note: the assessor can be the same worker who has supported the young people through their award; it does not need to be someone different.

Worker (Assessor):	
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The worker (assessor) checks each challenge sheet against the following assessment criteria. When all challenge sheets have been checked, the assessor should score the submission against each of the assessment criterion. The options are yes/no from a drop down menu.

If any challenge sheets do not meet one or more of the assessment criteria please support the young person to address the issue before making a claim for certification.

Assessment Criteria	
Plan	All challenges are clearly described
	All challenge sheets have listed at least two things that the young person will do / has done in their challenge
Do	All challenge sheets have a minimum of 5 hours of activity recorded
Review	All challenge sheets have the "my challenge has helped me to..." and "one thing I did really well" sections completed
	All parent / teacher / worker achievement statements have been completed (15 words max)
Evidence	There is evidence to confirm completion of all challenges
All assessment criteria of the Hi5 Awards have been met	



The date that the assessment of the challenge sheets was completed should be free typed here in DD/MM/YY format

Date of assessment	
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When the assessor is confident that all challenge sheets meet the assessment criteria and the candidate registration form is completed in full please email to awards@youthscotland.org.uk. You will receive confirmation by email within 3 working days that Youth Scotland has received your claim for certificates. If you do not receive confirmation within 3 working days please call the awards team on 0131 554 2561 or email awards@youthscotland.org.uk

Please do not send any Hi5 challenge sheets to Youth Scotland at this stage.

Youth Scotland will process your claim and post/courier your certificates to the return address within 15 working days.

You must retain all challenge sheets and evidence for 15 working days from the date of submitting a candidate registration form as you may be asked to provide a sample of the young peoples' work as part of the quality assurance process. If your submission is selected for sampling you will receive full instructions by email.

If your submission is selected for sampling, Youth Scotland will normally ask for the sample to be sent electronically, by uploading a scan or digital photograph of the challenge sheets or by Skype/ join.me/Microsoft Live Meeting etc. You will not normally be asked to send in hard copies of the challenge sheets.