

Dynamic Youth Award Guidelines



Dynamic Youth Awards Guidelines

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Introduction

Youth Scotland

Youth Scotland is a membership organisation and Scotland's national charity for the support and delivery of community-based youth work and has been in existence for over 80 years.

Through our member groups, area associations and partner organisations, we support local high quality youth work programmes that offer learning and development opportunities for young people, helping them to achieve their full potential.

What is a Dynamic Youth Award?

A Dynamic Youth Award is a nationally recognised award for young people, which uses a youth work approach, and which provides a means of recording and evidencing wider achievement. It does not come with a programme of activities, but provides a framework to accredit learning and achievement within your own existing or planned activities.

The award is aimed at young people at the upper end of the Curriculum for Excellence (CfE) Broad General Education (BGE) phase (Primary 6 and above).

The Dynamic Youth Awards follow a plan-do-review structure.

Plan - The young person sets themselves a challenge and identifies personal targets, based on the activities you offer.

Do- The young person completes their challenge, gathering evidence of their participation and of working towards their personal targets.

Review - The young person thinks about, and comments on, how they performed in their challenge.

For a young person to gain an award and receive their personalised certificate, a completed challenge sheet with evidence of their participation (a portfolio) is required.

The award is owned and operated by Youth Scotland and has been credit rated and levelled by the Scottish Qualifications Authority (SQA) on the Scottish Credit and Qualifications Framework (SCQF) at level 3.

A youth work approach

A Dynamic Youth Award is an individual learning award which reflects the values and principles of youth work. It is characterised by approaches that start from the interests, hopes and aspirations of the young person. This means that:

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- a) Involvement in the Dynamic Youth Awards is voluntary; a young person chooses to be involved and this is separate from their decision to be involved in your project/programme.
 - b) A Dynamic Youth Award builds from where a young person is at. It is person-centred and the focus is on creating an award that is personal, meaningful and appropriate for the individual, making it inclusive and accessible for all.
 - c) The young person and worker are partners in a learning process. The process is empowering and allows a young person to play a full part in shaping their own learning.

The Dynamic Youth Awards follow a plan-do-review structure which holds planning and reviewing of learning by a young person to be essential elements of quality youth work practice. This means that:

- a) The young person is responsible for planning their own award. They must choose their challenge and set themselves personal and meaningful targets to work towards.
- b) The young person completes their challenge, working towards their personal targets, and evidences this in a 'personal portfolio of evidence'.
- c) The young person reviews and reflects upon their learning and achievements.

People, Roles and Responsibilities

The success of the Dynamic Youth Awards relies on several key roles being fulfilled at various levels.

The young person

A young person wishing to be involved in the Dynamic Youth Awards should be at the upper end of the Curriculum for Excellence (CfE) Broad General Education (BGE) phase (Primary 6 and above). They must want to gain accredited recognition through the Dynamic Youth Awards for their learning and achievements in activities that interest them. They will need to:

- Understand the criteria for successfully completing an award
- Be willing to contribute constructively to the award group process.
- Be prepared to be reflective, and on occasions, accept constructive criticism (from peers and/or award group workers).

NOTES

- *Even young people who are engaged in a compulsory learning programme must 'opt in' to the awards in order to successfully engage with them.*
- *If a young person requires additional support including scribing all or part of their award please see the guidance notes in Appendix 1*

The award group

A young person involved in the Dynamic Youth Awards is supported by a group of peers known as an 'award group'. There is no fixed format for an award group. Award groups can be formed and operated in a way that fits with the needs of the young people and the activities they are involved in. An award group must have a minimum of 2 members. It is suggested that a maximum of 5 members makes the work of the award group more manageable. The role of the award group is to:

- Help each other to develop an individual plan of action and to approve each other's plan
- Support and encourage each other to complete their individual plans of action
- Assist in reviewing each other's achievements and learning
- Take part in the peer assessment process
- Recommend completed challenges to the award group worker for certification

NOTE

It may be that you are working largely on a one-to-one basis with a young person and find it difficult to set up an award group structure. In this case, the young person could use friends or family members outside the project as their award group

The award group worker (assessor)



Every award group will need to have at least one worker who will take responsibility for co-ordinating and facilitating the group and quality assuring (assessing) completed awards. An award group worker should be experienced in working with young people and confident when working with groups. Prior to commencing the Dynamic Youth Awards with young people, award group workers are strongly advised to complete Youth Scotland approved introductory training. This will familiarise them with the process of running the award and the criteria for successful completion. The role of the award group worker is to:

- Use a youth work approach in the delivery of the awards
- Ensure all young people involved understand each step of the award process
- Support the award group as a whole and all individuals within it
- Ensure all performance criteria are met and all learning outcomes achieved (assess completed awards)

The internal verifier

Award group workers (assessors) receive ongoing support and guidance on their delivery of the awards from an internal verifier. The internal verifier also quality assures completed awards to ensure that the assessment decisions made by the award group worker (assessor) are valid and the awards meet the required standards. The internal verifier cannot be the same person as the award group worker (assessor) who has directly facilitated and assessed the awards, nor can they have been involved in the direct delivery of activities (as this makes it difficult to guarantee that standards are assessed objectively). The role of the internal verifier is to:

- Provide ongoing support and guidance to award group worker (assessor) in their delivery of the awards
- Ensure the awards are delivered using a youth work approach
- Ensure young people are supported appropriately to complete awards to the required standards
- Carry out internal verification procedures ensuring that assessment decisions being made are robust, valid and appropriate, and that any written feedback is accurate and constructive.
- Receive and act upon feedback from standardisation events.

The national standardisation panel

The national standardisation panel reviews the quality assurance processes of the groups submitting awards for certification to ensure that their quality assurance is robust and carried out with diligence. This is achieved by reviewing awards submitted for certification at standardisation meetings organised and facilitated by Youth Scotland.

External verifier

The external verifier is a representative of SQA (Scottish Qualifications Authority) who ensures that the quality assurance processes described in these guidelines are followed and standards maintained.

Getting Started

Registration to deliver the awards

Before you can deliver awards with young people, purchase materials and claim certificates, you must first be registered with Youth Scotland. There are a number of registration options which depend on the nature of your group and if you wish to use other Youth Scotland awards. For full details on options and costs, please visit website <https://www.youthscotland.org.uk/awards/dynamic-youth-awards/getting-started/>

Ordering challenge sheets

To order Dynamic Youth Awards challenge sheets you must first be registered with Youth Scotland to deliver the awards and have a customer record set up in the Youth Scotland customer database. See above for information on registering.

Ordering process

Registered groups can order challenge sheets by completing a materials order form and emailing the completed form to awards@youthscotland.org.uk. The materials order form can be found on the Youth Scotland website <https://www.youthscotland.org.uk/awards/dynamic-youth-awards/resources-and-training/>

Please note that Youth Scotland cannot accept any orders over the telephone, in an email or on a customer's purchase order form. All the information required for the processing, invoicing and tracking of your order within the Youth Scotland customer database will be contained within the completed Youth Scotland Material Order Form. Your order cannot be processed until Youth Scotland receives a fully completed materials order form.

Timescales

Please allow 15 working days for your order to be processed and posted/couriered to the registered delivery address. If you have not received your challenge sheet order after 15 working days please contact the awards team at Youth Scotland on 0131 554 2561 or email awards@youthscotland.org.uk

Challenge sheet costs

The cost of a Dynamic Youth Awards challenge sheet is currently £6.00. This includes the cost of quality assurance, processing, printing and return of the Dynamic Youth Award certificates to the registered group address.

Completing a Dynamic Youth Award

Every young person who undertakes a Dynamic Youth Award must complete a Dynamic Youth challenge sheet and compile a personal portfolio of evidence. The challenge sheet comprises 4 steps:

- planning my challenge
- doing and recording my challenge
- reviewing my challenge
- peer assessment of my challenge

The key to a successful award is to take each step sequentially and complete the planning step, from which everything then builds, prior to starting any activities. It is expected that in addition to challenge hours spent on activities at least 30 minutes – 1 hour is given over to the planning step to support the youth work approach and ensure that every award is individual, appropriate for and personal to each young person. More time can be spent on the planning step if required but should not exceed 10% of the total challenge hours claimed.

The following notes are designed to complement introductory training (which is strongly advised for award group workers) and provide a step by step guide on supporting young people to complete their award.

Personal details



Any participant undertaking an award is required to provide personal data relevant to their award or qualification which is shared with the relevant awarding body, currently the Scottish Qualifications Authority (SQA), in order to fulfil the criteria of the award. For more details of our data protection policy please see Appendix 2

The information we request is: name, date of birth and postcode

The group/school/project name helps both Youth Scotland and the group submitting the awards to organise and collate submissions.

The Scottish Candidate Number (SCN) is a unique reference number given to every young person within the Scottish Education System and is useful in tracking a young person's progression, enabling Youth Scotland to more accurately record cumulative hours and award the correct star rating and credit points. The SCN is a requirement if you wish to have Insight tariff points allocated. This is the only way Scottish Government (ScotXed) can match a young person with a particular school.

Step 1 – planning my challenge

This step supports planning as an element of quality youth work practice in which young people prepare a personal plan of action. Youth Scotland has a selection of tools, templates and activity ideas which will support this step free to download from our website

<https://www.youthscotland.org.uk/awards/dynamic-youth-awards/resources-and-training/>

The young person is asked to describe the activity they have chosen to undertake for their Dynamic Youth Award. This is their challenge and this descriptor will be printed on their certificate. The challenge should take at least 5 hours to complete, represent a challenge for the young person, but also be something that they are confident they can complete.

The minimum time commitment for activities to qualify as a dynamic youth challenge is 5 hours. The time for the planning, review and evidencing of learning and achievement is in addition to these 5 hours. The activities in a challenge can be completed in a single session or in multiple sessions. There is no upper time limit to a challenge; a young person can spend as much time as they choose on their activities.

ONE

➔ **PLANNING MY CHALLENGE**

➔ **My Challenge** - Clearly describe your Challenge.

My Challenge is to...

➔ **My Personal Targets** - List your Personal Targets (at least 2).

1: I will ...

2: I will ...

3: I will ...

4: I will ...

My challenge

For their challenge, the young person should give a clear and brief description of the activity and, if possible, their role.

Example:

My challenge is to... take part in an arts and crafts weekend.

My personal targets

The young person is asked to identify and list personal targets to work towards as they complete their challenge. Targets must be appropriate for, personal to and individual for each young person. Targets are identified through a process of self-evaluation, in keeping with a youth work approach. Targets can be tasks that the young person has individual responsibility for or around personal development. Personal development *targets* can be based on; skills, knowledge and understanding, attitudes, etc.

Example:

I will...make sure I turn up on time for workshops

I will...learn a new craft

I will...try to listen more carefully to instructions

I will...help to tidy up after the workshops

The young person is required to identify and list a **minimum of 2 personal targets** but it is strongly recommended that they identify more. Anything that is a requirement of the award cannot be used as a target e.g. 'collect evidence for my portfolio', 'plan my award' or 'take part in activities'.

Although challenges are usually completed as part of a group and a shared challenge or group challenge is acceptable, group targets are not. Where a group has a shared challenge and are involved in the same activity each young person should identify what is unique about their role or what it is that they, as an individual, hope to achieve, in keeping with a youth work approach.

Peer assessment

By choosing the activity they will undertake for their challenge and their personal targets they will work towards as they complete it, the young person has prepared a personal plan of action. They show this personal plan of action to the other members of their award group for them to approve. The plan of action is peer assessed by the other members of the award group. The award group is asked to assess it based on the following criteria:

- The challenge is clearly described
- There are at least 2 personal targets listed

- The challenge and targets are suitable (form an appropriate plan of action for the young person)
- The challenge is likely to take 5 hours or more to complete

A member of the award group (a peer) must sign and date to confirm completion of the peer assessment process and approval of the award group.



PEER ASSESSMENT OF YOUR PLAN

Show your plan above to your Award Group and ask them to check it against the statements below. When they agree it does, they must tick the boxes, sign and date.

<input type="checkbox"/>	You have clearly described your Challenge	<input type="checkbox"/>	You have set yourself at least 2 targets to work towards that are personal to you
<input type="checkbox"/>	Your Challenge and targets are suitable for you	<input type="checkbox"/>	Your Challenge will take at least 5 hours to complete
Award Group member signature:		Date:	

By using a peer group (award group) to assess their personal plans of action, young people develop a range of social skills that includes negotiation, problem solving, communication, working with others etc.

It is expected that, as part of the planning process and prior to starting their challenge, the young person considers the types and sources of evidence that will enable them to compile their personal portfolio of evidence. The young person should discuss this with their award group and award group worker to ensure the completed portfolio meets the required standard.

Step 2 - Doing and recording my challenge

Every young person who undertakes a Dynamic Youth Award must complete a dynamic youth challenge sheet and compile a personal portfolio of evidence. The portfolio must show; that they completed their challenge, worked towards all personal targets, the time spent on the challenge and the level of responsibility taken.

The young person begins the activities they have chosen as their challenge and working towards their personal targets. They begin collecting evidence of their involvement for their personal portfolio of evidence. It is recommended that the young person compiles their portfolio as they go, as this will make it a less daunting task, rather than leaving it until the end of a challenge, where they may not have sufficient or appropriate evidence to meet the criteria of the award and then it may be too late to do anything about it resulting in a negative experience for the young person. Youth Scotland has a selection of evidence collection templates which will support this step free to download from its website <https://www.youthscotland.org.uk/awards/dynamic-youth-awards/resources-and-training/>

2 TWO

➔ **DOING AND RECORDING MY CHALLENGE**

- ➔ **My Portfolio** - Create a personal portfolio of evidence to show what you have done for your Challenge.
- ➔ **My Hours: I spent** **hours working on my Challenge.**
- ➔ **My Challenge Experience** - Clearly describe what actually happened as you completed your Challenge.

The young person records the number of hours they have completed for their challenge. This is printed on their certificate. The number of hours claimed must be evidenced in their portfolio. Only completed whole hours can be claimed for a challenge, minutes or fractions must be disregarded and the number **rounded down**.

Note: Part hours for sessions can be added up to give a total figure for the challenge hours i.e. 7 activity sessions of 90 minutes add up to 10 hours 30 minutes for which the candidate can claim 10 hours for the completed challenge.

In their own words the young person gives a brief description of what actually happened as they completed their challenge. This gives an opportunity to say how the challenge went from their point of view and if necessary explain anything that may not have gone according to plan.

Evidencing the process

Portfolio of Evidence

In addition to completing a challenge sheet, each young person must submit a portfolio of evidence that shows how they have met the criteria of the award. Producing their own portfolio of evidence is one of the key learning outcomes for young people participating in the award. Portfolios belong to the young person. To encourage ownership of the process of portfolio building, ideas on gathering evidence and how to build and present their portfolio should come from the young person and creativity encouraged

A portfolio is simply an organised collection of evidence that demonstrates that the young person has completed their challenge to the standard required. There is no set format for a portfolio, the important thing is that it fits with the young person, recognising that preferences and abilities will vary. However it is produced or presented, a portfolio must demonstrate that the required standards have been met and the evidence must be presented in an organised way. It should reflect the experiences and learning of the young person and ideally should contain evidence that is naturally generated by the young person's involvement in their activities.

Portfolio requirements

A portfolio of evidence must demonstrate that the young person has:

- Completed their challenge
- Worked towards all their targets
- Claimed the correct number of hours
- Claimed the correct level of responsibility

Evidence requirements

Evidence included in a portfolio must be:

- Authentic
- Current
- Personalised
- Individual
- Relevant
- Sufficient

Authentic - Evidence must be genuine and owned by the young person. It should be produced or collected by them as they work towards completing their challenge. Ideally it should be naturally generated by their involvement in their activities.

Current – Evidence presented must be up-to-date and as a result of the young person's activities within the current challenge.

Personalised – Young people should personalise their evidence in some way to demonstrate their ownership of the evidence and the portfolio building process. Evidence should be given some explanation (annotation) to explain why it has been included and how it relates to their challenge or an individual target or targets

Individual – The Dynamic Youth Award is an individual learning award and although activities are often done as part of a group, group evidence cannot be considered when assessing a portfolio, unless ownership by the young person or the significance to their challenge or an individual target or targets is clearly identified (see personalised)

Relevant – Evidence should link clearly to the young person's experiences and learning. It need not be restricted solely to evidence required to satisfy the assessment criteria but can reflect the broader learning journey of the young person. Inclusion of pre-printed materials should be avoided unless personalised in some way to explain its relevance (see personalised)

Sufficient - Sufficient does not mean a mass of evidence. When building a portfolio it is important that the young person is selective. It is the quality of evidence that counts, not the quantity. However, there must be enough to demonstrate that all aspects of the assessment criteria have been met. The quantity of evidence should be proportionate to the time spent on an award, a 5 hour challenge is not likely to generate the volume of evidence that a 100 hour challenge will.

Just as every young person is unique, every Dynamic Youth Award and every portfolio of evidence should be unique. This means that there are so many variables involved in the question of 'how much evidence is enough?' that to answer in general terms is impossible. The best advice is, within the constraints of your project/programme, support the young person to produce a portfolio that they can be proud of and would be happy to present at a job or college interview.

Examples of evidence

Produced by the young person whilst working on their challenge	Collected by the young person whilst working on their challenge	Produced by others involved in the challenge
Photographs Video files Audio files Written observations Drawings Questionnaires Letters E-mails Phone records Plans Designs Posters Memos Notices Diary Scripts Questionnaires Review forms Evaluation forms Feedback Diary Log book Timelines Role descriptions Work plans Task sheets Time sheet	Receipts Leaflets Booklets Travel tickets Events tickets Flyers Maps Course notes Research Newspaper cuttings Certificates Test results Minutes of meetings Attendance registers Signing in sheets	Peer observations Worker observations Family observations Third party observations Employer observations Feedback Evaluation forms

Step 3 – Reviewing My challenge

three

➔ REVIEWING MY CHALLENGE

➔ **My Responsibility** - Describe the level of responsibility you took by ticking **only one** of the boxes.

<input type="checkbox"/> I took part in an activity that others organised	<input type="checkbox"/> I helped to organise an activity with others
<input type="checkbox"/> I organised an activity for others on my own	<input type="checkbox"/> I helped others to learn new skills

Having completed their challenge and compiled their personal portfolio of evidence the young person is required to reflect on their experience and review their challenge in terms of personal responsibility taken and impact. This can be done one to one with the award group worker or as a group exercise with their award group, whichever is most appropriate. Reviewing and reflection are essential elements of a youth work approach.

The young person chooses **one** statement from the four below which best describes the level of responsibility they took as they completed their challenge:

- I took part in an activity that others organised
- I helped to organise an activity with others
- I organised an activity for others on my own
- I helped others to learn new skills

The statement they choose will be printed on their certificate. It is possible that a young person has taken more than one of these levels of responsibility, but it is only possible to print one on their certificate. Whatever statement the young person chooses, there must be good evidence of taking this level of responsibility in their portfolio. Where a young person has taken a higher level of responsibility but cannot evidence this they must claim the level that they can evidence e.g. if the young person has helped to organise an activity within their challenge but there is no evidence to support this they can only claim that they took part.

The young person is required to reflect on their challenge experience and how it has impacted on them. They are asked to consider six statements (based on social and emotional competencies) and rate themselves against each relative to how they felt prior to starting their challenge. There is also an option for them to include additional comments which should be encouraged as it provides valuable additional qualitative evidence of impact.



MY PERSONAL DEVELOPMENT

Has completing your Challenge made any difference to you? Tick one box for each statement.

	A LOT	A LITTLE	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 feel more valued as a member of my community	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is there anything else?				

If the young person has been involved in supporting and peer assessing another young person’s award as a member of that young person’s award group they will receive recognition for this on their certificate. It does not matter whether or not they have signed the other young person’s challenge sheet, being involved in the peer assessment process is the criterion.

Have you peer assessed others?	<input type="checkbox"/> YES	<input type="checkbox"/> NO	Have you completed a Dynamic Youth Award before this one?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
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The Dynamic Youth Awards operate a star rating system for certificates which is based on a young person’s cumulative hours. It is important that if the young person has completed a previous Dynamic Youth Award that this is noted to ensure that the young person receives the correct cumulative hours, Star Rating and SCQF credit points. See information on the SCQF, Appendix 3

Confirmation this is my own work
 “I confirm that all work presented is my own and where I have had help this is noted.”

My signature	Date
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The young person is required to confirm the authenticity of the work being submitted and where they have received assistance to complete their award e.g. all or part of the work has been scribed, this should be noted (The award group worker should initial the parts scribed) and declared, see Appendix 1 .

Peer assessment of the completed award

The Dynamic Youth Awards are a peer assessed award. This means that the learner must have their completed challenge sheet and portfolio assessed and approved by their award group (peers) prior to them recommending it for certification. The award group also discuss and agree a peer assessment statement which will be printed on the Dynamic Youth Award certificate.



PEER ASSESSMENT OF YOUR COMPLETED CHALLENGE

Show all your work to your Award Group. Ask them to check it against the statements below. When they agree it does, they must tick the boxes, agree and write about your Special Achievement or Unique Contribution, sign and date.

<input type="checkbox"/>	There is good evidence to show that you have completed your Challenge	<input type="checkbox"/>	There is good evidence to show that you have worked towards all your Targets
<input type="checkbox"/>	There is good evidence for the number of Challenge hours you have claimed	<input type="checkbox"/>	There is good evidence for the level of responsibility you have claimed
<p>Special Achievement or Unique Contribution statement</p> 			
Award Group member name		Signature	Date

The award group, supported by the award group worker (assessor), is asked to peer assess the completed challenge sheet and portfolio based on the following criteria - There is good evidence of:

- Undertaking and completing the challenge
- Working towards all targets
- Hours claimed for the challenge
- Level of responsibility claimed

If the award group do not agree that all criteria have been met they should discuss this with the young person and agree what needs to change. When the issue(s) have been addressed, the young person should re-present their work to the award group for further assessment. Only when the award group are satisfied that the challenge sheet and portfolio meet all criteria should they 'tick' the boxes.

When the award group agrees that all the assessment criteria have been met (and the boxes ticked) they then agree a statement about the young person's special achievement or unique contribution to the challenge. This is written in the box and will be printed on the certificate. The statement should be positive, appropriate and say something about what the young person has done well or achieved when completing their challenge. Please bear in mind that this statement is printed on the young



person's certificate and they, their friends, family, employers, schools and colleges will potentially be able to view it.

A member of the award group (a peer) must sign and date to confirm completion of the peer assessment process and 'approval' of the award group.

This peer assessment process is an important part of the award and should be properly conducted. By peer assessing and being peer assessed young people develop critical thinking skills in addition to a range of social skills that includes negotiation, problem solving, communication, working with others etc.

Quality Assurance of the Dynamic Youth Awards

The quality assurance of the Dynamic Youth Awards requires them to successfully pass three stages of 'formal' Assessment and Verification before certificates are awarded. Assessment and verification is the process by which the Dynamic Youth Awards are checked to ensure that they meet all performance criteria. The three stages are;

1. Assessment by the award group worker
2. Internal verification by the internal verifier
3. Standardisation by a panel of verifiers at a national event facilitated by Youth Scotland.

Assessment

The award group worker is responsible for assessing completed challenge sheets and portfolios to ensure that they meet all performance criteria.

If any of the assessment criteria are not fully met and action points are identified, the award group worker should make their recommendations to the young person. The challenge sheet and portfolio can then be re-assessed after the outstanding issues have been addressed.

When the award group worker is satisfied that challenge sheets and portfolios meet all performance criteria they complete the assessment section of the candidate registration form. **(See website for most current version of the form)**

The award group worker will ensure that all completed challenge sheets and portfolios meet the performance criteria described in the candidate registration form. All challenge sheets and portfolios must be assessed.

The challenge sheets and portfolios are now ready for the next stage – internal verification.

Internal verification

Internal Verification of Dynamic Youth Awards independently confirms that the award group worker has appropriately interpreted the performance criteria described in the candidate registration form and has supported the award group to complete the challenge sheets and portfolios to the standard required and all performance criteria have been met.

Please note: The internal verifier cannot be the same person as the award group worker who has directly facilitated the Awards nor can they have been involved in the direct delivery of the activities.

The internal verifier completes the internal verification section of the candidate registration form.

The internal verifier scores all challenge sheets and portfolios in a submission against the performance criteria described in the candidate registration form. The scoring is as follows;

- Satisfactory – fully meets the assessment criteria

- Weak – does not fully meet the assessment criteria with some important weaknesses
- Unsatisfactory – does not meet the assessment criteria with major weaknesses

If any of the performance criteria are scored less than satisfactory, the internal verifier must return the submission to the award group worker with guidance on how the weaknesses can be addressed and the performance criteria successfully met. The internal verifier provides this guidance in the internal verifier comments and action points dialogue box in the internal verification section of the candidate registration form.

When the internal verifier is satisfied that the submission meets all the performance criteria (any action points addressed and the candidate registration form updated) the submission is then ready for standardisation.

All challenge sheets and portfolios must be viewed and checked by the internal verifier.

Standardisation

Standardisation is the final stage of the quality assurance process of the Dynamic Youth Awards. The purpose of standardisation is to ensure that the previous stages of the quality assurance process are being applied with diligence and rigour within an Operating Agency and that every Dynamic Youth Award it is submitting meets all performance criteria.

Standardisation of Dynamic Youth Awards is carried out by a panel of independent verifiers (not linked to the Operating Agency submitting). The panel completes the standardisation section of the candidate registration form, scoring the submission against the performance criteria described.

If any of the performance criteria are scored less than satisfactory, the panel will provide feedback in the standardisation action points dialogue box in the standardisation section of the candidate registration form. The panel will then make a decision on whether the submission is certificated or deferred and referred back for further work to be undertaken.

Please note: standardisation is not a re-assessment of individual portfolios; it is a check of an Operating Agency's quality assurance processes and procedures, therefore, panels cannot certificate or defer individual portfolios, the decision must apply to the whole submission based on how well that submission has been quality assured.

Details of upcoming standardisation meetings can be found on the Youth Scotland website.

Sampling for standardisation

Submissions that have been internally verified by an internal verifier who has an established track record of robust quality assurance may be sampled for standardisation. Please see *Appendix 4* for details of the criteria for sampling.

The minimum sample size is 5 or 20% of the total number in the submission, whichever is the greater. This means that submissions of 5 or less cannot be sampled.

Please Note: all awards must be assessed and internally verified. Sampling at the assessment and internal verification stages is not permitted.

Direct claims

Internal Verifiers may apply to Youth Scotland for direct claim status which will allow them to claim Dynamic Youth certificates on submission of a completed candidate registration form without the need to send a submission (or a sample of a submission) each time for standardisation. Direct claim status is only open to internal verifiers who meet a very strict set of eligibility criteria and maintain the highest standards of quality assurance. For full details of the criteria for direct claims please see *Appendix 5*.

On-Site Standardisation

Youth Scotland can arrange to conduct standardisation of Dynamic Youth Awards submissions on-site at the request of an Operating Agency where the total number of Dynamic Youth Awards being presented for certification exceeds 200. This option is intended to support Operating Agencies which are submitting a large number of awards. This option is not available for multi-agency submissions and cannot include re-submissions of previously deferred awards.

Malpractice

Malpractice is defined as any negligent, unethical or dishonest behaviour, which does or could compromise the process of assessment and verification and/or the integrity and/or validity of the award.

Malpractice is essentially any activity or practice, either deliberate, through neglect or by default that compromises, or could compromise:

- the assessment and verification process
- the integrity of the awards
- the validity of a result
- the reputation and credibility of Youth Scotland

Examples of malpractice

Please note that these examples are not exhaustive and are intended only as guidance on the definition of malpractice.

Learner malpractice

- Fabrication of evidence
- False declaration of authenticity in relation to their own booklet and portfolio content
- Impersonation by pretending to be someone else in order to authenticate work for self or others

Staff malpractice

- Inappropriate assistance or excessive direction to learners, unfairly helping them to meet the requirements of the award

- Fabrication of booklet content and/or portfolio evidence
- Impersonation by pretending to be someone else e.g. signing and/or dating booklets as a member of the award group
- Deliberate falsification of records in order to claim awards e.g. changing award start dates to validate claims for prior learning
- Adding to booklets and/or portfolio evidence post assessment. It is the responsibility of learners to carry out any remedial work required.
- Failure to carry out assessment procedures in accordance with the guidelines

Operating Agency malpractice/maladministration

- Learners still working towards awards after certification claims have been made
- Persistent failure to supply accurate learner registration information e.g. Scottish Candidate Numbers and dates of birth
- Persistent attempts at late learner registration
- Consistent failure to address action points and feedback from internal verification

Dealing with suspected malpractice

Where an Operating Agency suspects malpractice prior to submitting awards for certification they should deal with this under their own policies and procedures.

Where malpractice is suspected by a standardisation panel, the panel will seek clarification on the issue(s) from the internal verifier responsible for quality assuring the submission. If the internal verifier cannot clarify the issue(s) to the satisfaction of the panel they will seek clarification from the Operating Agency main contact (if different from the IV). If the Operating Agency main contact cannot clarify the issue(s) to the satisfaction of the panel they may seek clarification from a higher authority within the organisation submitting.

Where malpractice is suspected at standardisation, submissions will not be resulted until the panel is satisfied that the issue(s) have been clarified/addressed and if necessary a plan of action is agreed by the Operating Agency main contact or a higher authority within the organisation submitting to ensure that any malpractice is identified and addressed prior to internal verification.

Sanctions

In order to; discourage malpractice, maintain the integrity of the awards, preserve organisational reputation and credibility, Youth Scotland may apply sanctions against an Operating Agency where;

- Malpractice is confirmed
- The issue(s) have not been clarified to the satisfaction of the standardisation panel
- A plan of action cannot be agreed with the Operating Agency
- A plan of action has not been implemented within the agreed timescales

Please note that the following examples are not exhaustive and are intended only as guide to the type of sanctions that Youth Scotland may apply against an Operating Agency. Youth Scotland may;

- Refuse to result a submission
- Require the award group worker and/or internal verifier to attend additional training
- Revoke award group worker and/or internal verifier status either temporarily or permanently
- Revoke an Operating Agency licence either temporarily or permanently

The Appeals Process

Youth Scotland strives to ensure that all decisions made at standardisation are considered, fair and unbiased. It is very rare for an Operating Agency to be dissatisfied with the decisions made at standardisation, however, the appeals procedure is designed for use in these rare instances. If an Operating Agency wishes to appeal a decision made at Standardisation the procedure detailed in Appendix 6 should be followed.

External Quality Assurance

The Dynamic Youth Awards are externally quality assured by the Scottish Qualifications Authority (SQA). Youth Scotland is inspected/audited annually with qualifications and systems verification visits.

Claiming Certificates

Certificates

The information used to print Dynamic Youth Certificates is drawn directly from the completed candidate registration form. It is the responsibility of the award group worker to check the accuracy of the information entered into the candidate registration form to ensure that the printed certificates contain no errors and accurately reflect the achievements of the young person.

A charge is made to replace certificates where incorrect information has been entered into the candidate registration form.

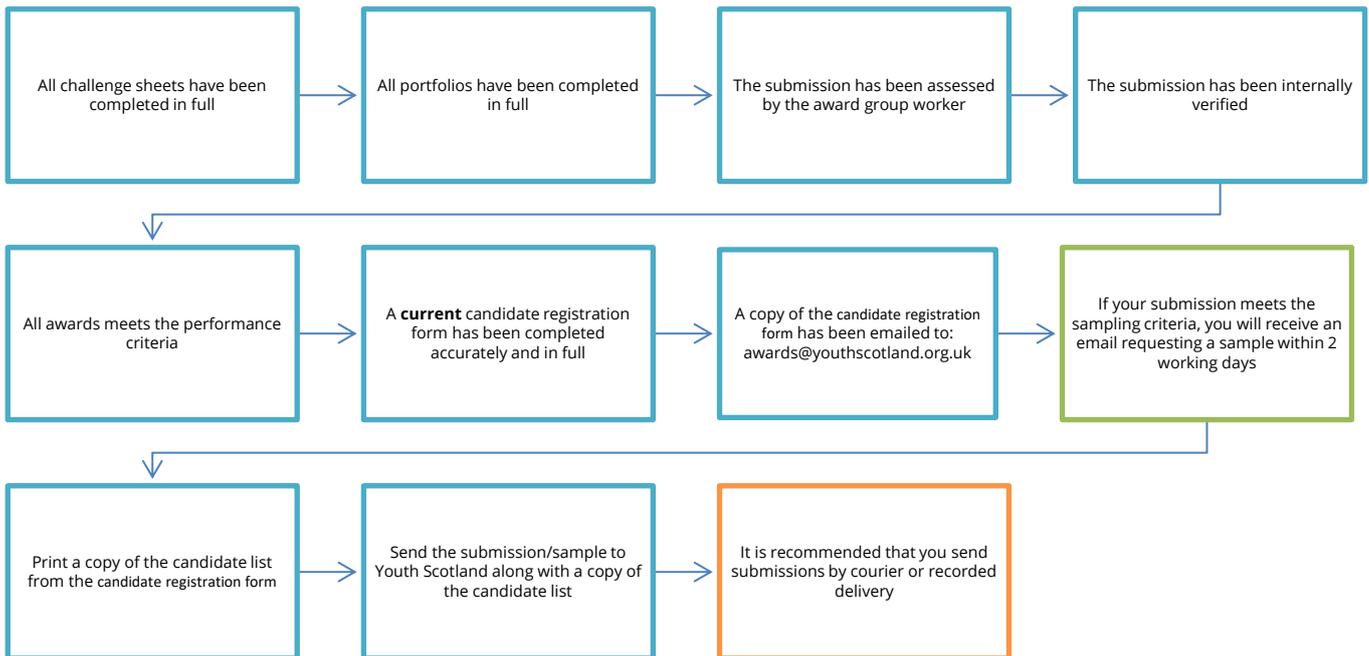
How to claim

When Dynamic Youth Awards are complete and have successfully gone through the first two stages of quality assurance (assessment and internal verification), the completed candidate registration form should be emailed to awards@youthscotland.org.uk. After the candidate registration form has been processed (up to 2 working days) you will receive an email confirming receipt. If your submission meets the criteria for sampling you will also receive a sample request. The challenge sheets, portfolios of evidence and a copy of the candidate list from the candidate registration form should be sent to Youth Scotland for standardisation and printing of certificates. Please note - if you are being sampled the sample needs to be sent within five working days of the request otherwise the full submission must be sent. Please send your submissions to:

Youth Scotland, Balfour House, 19 Bonnington Grove, Edinburgh, EH6 4BL

Youth Scotland will return all challenge sheets, portfolios and Dynamic Youth Award certificates within six weeks of receiving a submission that meets the performance criteria and is ready for standardisation.

The following checklist will ensure that the process goes smoothly and you receive certificates as quickly as possible:



Progression to the Youth Achievement Awards

The Dynamic Youth Awards can provide an access route into the Youth Achievement Awards. Dynamic Youth Awards can be used to gain up to 50% of a Bronze Youth Achievement Award when claimed as prior learning, providing the Dynamic Youth Award hours being claimed were completed no more than 24 months prior to starting the Bronze Youth Achievement Award.

A young person starting a Bronze Youth Achievement Award who has completed 10 hours or more of Dynamic Youth Awards in the previous 24 months will only need to complete 3 or more challenges and subtract their Dynamic Youth Award hours from the 60 required for Bronze.

A young person starting a Bronze Youth Achievement Award who has completed 20 hours or more of Dynamic Youth Awards in the previous 24 months will only need to complete 2 or more challenges and subtract their Dynamic Youth Award hours from the 60 required for Bronze.

The maximum amount of prior learning which can be claimed through the Dynamic Youth Awards is 2 Challenges and 30 hours for a Bronze Youth Achievement Award.

Please see the chart below for details.

Dynamic Youth Award Hours completed	Bronze YAA Hours required (minimum)	Bronze YAA Challenges required (minimum)	Notes
5	60	4	There needs to be a minimum of 10 hours of DYA completed before it can be used as prior learning for the Bronze level YAA
6	60	4	
7	60	4	
8	60	4	
9	60	4	
10	50	3	When 10 or more hours of DYA have been completed this can reduce the number of YAA challenges at Bronze by 1. You can also subtract the DYA hours completed from the 60 required at Bronze.
11	49	3	
12	48	3	
13	47	3	
14	46	3	
15	45	3	
16	44	3	
17	43	3	
18	42	3	
19	41	3	
20	40	2	When 20 or more hours of DYA have been completed you can reduce the number of YAA Challenges at Bronze by 2. You can also subtract the DYA hours completed from the 60 required at Bronze.
21	39	2	
22	38	2	
23	37	2	
24	36	2	
25	35	2	
26	34	2	
27	33	2	
28	32	2	
29	31	2	
30	30	2	When more than 30 hours of DYA has been completed it makes no more difference. This is the maximum number of hours you can claim as prior learning for a Bronze YAA
31	30	2	
32	30	2	
33	30	2	
34	30	2	
35	30	2	
35+	30	2	

If a young person is using Dynamic Youth Awards as prior learning towards a Bronze Youth Achievement Award they must evidence the number of hours they are claiming and when these hours were completed by including a copy of their Dynamic Youth Award certificate(s) in their portfolio of evidence. The original Dynamic Youth Award challenge sheet(s) and portfolio(s) will not normally need to be reviewed but these must be retained and be made available to the verifier of the Youth Achievement Awards upon request.

Share your experiences

Please share your experiences and achievements on social media and tag us @youthscotland (Facebook and Twitter) and use #youthworkchangeslives

Appendix 1

Young people with additional support requirements

Award group workers should ensure that appropriate support is available for any young person with additional support requirements. The Dynamic Youth Awards should be operated in an inclusive and non-discriminatory way in keeping with the values of youth work.

Equally any additional support must not unfairly advantage a young person when completing their Dynamic Youth Award. The award group worker must be clear that any additional support provided meets a genuine need on the part of the young person.

The most common form of additional support within the Dynamic Youth Awards is scribing on behalf of a young person. Although this is acceptable, consideration should be given to using alternative formats that could better support the young person in recording and presenting their achievements such as audio files, video files or word processing to allow them to retain as much ownership over their award as possible.

When scribing, an award group worker must not re-word, re-structure, fill out or in any way augment the work of the young person. They must follow the exact instructions of the young person.

If all or part of a young person's work has been scribed, the award group worker must include a signed and dated declaration. Where part of an award has been scribed the reason(s) for this must be given and the scribed elements clearly identified and initialled by the scribe. This will assist the internal verifier and standardisation panel to make valid decisions as to whether the young person has met all the assessment criteria. See examples below.

1. Where the full award has been scribed:

"I confirm that this young person was unable to undertake the written elements of their award and it has been scribed on their behalf"

Signed..... Date.....

2. Where only part of the award has been scribed:

"I confirm that parts of this award have been scribed on behalf of the young person for the following reason(s)..... and the scribed parts have been clearly identified and initialled"

Signed..... Date.....

Appendix 2

Privacy statement and data protection policy

Protecting the confidentiality and integrity of personal data is a critical responsibility that we take seriously at all times. It protects the individual data subjects, whose personal data we process from harm.

The Youth Scotland's privacy and data protection policy ensures that the organisation:

- complies with data protection law and regulations and follows best practice
- protects the rights of its members, young people, employees, trustees, suppliers and funders
- is open about how it stores and processes individuals' data
- protects itself from the risks of a data breach

Youth Scotland is a registered data controller and as such undertakes to comply with the provisions of data protection legislation and in compliance with the General Data Protection Regulations (GDPR) introduced on 25 May 2018. To see the full policy please visit our website

<https://www.youthscotland.org.uk/privacy/>

Appendix 3

Scottish Credit and Qualifications Framework (SCQF)

Dynamic Youth Awards are credit rated and levelled on the Scottish Credit and Qualifications Framework (SCQF) by the Scottish Qualification Authority (SQA).

The SCQF has two measures, the level of a qualification and the number of credit points. The level of a qualification indicates the level of difficulty and the number of credit points indicates the length of time it takes to complete. One SCQF credit point represents 10 hours of learning time for the average young person.

There are 5 levels of the Dynamic Youth Awards called star ratings and the levels/star ratings are based on the cumulative hours spent on undertaking activities. By completing more hours young people achieve a higher star rating and gain more SCQF credit points.

Dynamic Youth Awards are placed at SCQF Level 3. The table below shows how many credit points are awarded according to cumulative Dynamic Youth Hours.

Cumulative Hours	Star Rating	SCQF Credit Points
5 - 15	★	1
16 - 30	★ ★	2
31 - 100	★ ★ ★	7
101 - 250	★ ★ ★ ★	17
251+	★ ★ ★ ★ ★	31

By using two measures, the level of a qualification or learning programme and the number of credit points awarded, the framework helps you understand and compare the various Scottish qualifications. The SCQF structure is understood by most employers, schools and colleges.

The Scottish Credit and Qualifications Framework has 12 levels, each level has a descriptor which outlines the general outcomes of learning at that level. The Dynamic Youth Awards sit at level 3. The following is for guidance only – it is not expected that every point will necessarily be covered when completing an award.

SCQF level 3 descriptor

Knowledge And Understanding	Demonstrate and/or work with: <ul style="list-style-type: none"> • Basic knowledge. • Simple facts and ideas in, and associated with, a subject/discipline/sector
Practice: Applied Knowledge, Skills and Understanding	<ul style="list-style-type: none"> • Relate knowledge to personal and/or everyday contexts with some prompting. • Use a few basic, routine skills to undertake familiar and routine tasks. • Complete pre-planned tasks. • Use, with guidance, basic tools and materials safely and effectively.
Generic Cognitive Skills	<ul style="list-style-type: none"> • Identify with some prompting a process to deal with a situation or issue. • Operate in familiar contexts using given criteria. • Take account of some identified consequences of action.
Communication, ICT and Numeracy Skills	Use simple skills, for example: <ul style="list-style-type: none"> • Produce and respond to simple written and oral communication in familiar/routine contexts. • Carry out simple tasks to process and access information. • Use simple numerical and graphical data in everyday contexts.
Autonomy, Accountability and Working With Others	<ul style="list-style-type: none"> • Work alone or with others on simple tasks under frequent directive supervision. • Participate in the setting of goals, timelines, etc. • Participate in the review of completed work and the identification of ways of improving practices and processes. • Identify, given simple criteria, own strengths and weaknesses relative to the work.

Appendix 4

Sampling for Standardisation

The minimum sample size for standardisation is five, so any submission consisting of five or fewer Dynamic Youth Awards cannot be sampled, all must be sent for standardisation.

When a submission consists of more than five Dynamic Youth Awards and the internal verifier has a track record of robust quality assurance, Youth Scotland will request a 20% sample or five, whichever is greater.

If a submission is to be considered for sampling the internal verifier must not have received a score of unsatisfactory or more than one score of weak from standardisation in either of their two most recent submissions, or if it has been more than twelve months since their last submission.

A requested sample must be sent to Youth Scotland within five working days otherwise the full submission must be sent.

Appendix 5

Direct claims criteria

When an internal verifier meets the eligibility criteria for direct claim status and has been approved by Youth Scotland, they will be able to claim certificates directly by submitting a completed candidate registration form to Youth Scotland with no requirement to send submissions or samples every time. However, portfolios must be available for sampling for a period of three weeks after submission of a claim as the internal verifier will still be randomly sampled in around 10% of their submissions. If they are sampled it will be within this three week timescale. This will help to reduce turnaround times and postage/courier costs for Dynamic Youth Awards.

Applying for direct claim status

An internal verifier applying for direct claim status should first familiarise themselves with the required criteria and if they believe that they meet all criteria they should then contact Youth Scotland by email expressing their interest. Youth Scotland will check all feedback from the Dynamic Youth Awards and Youth Achievement Awards submissions that they have internally verified for the previous 12 months. The internal verifier will be notified to confirm that they do meet the required criteria for direct claim status at which point they will be asked to confirm by email that they agree to operate direct claim status within the operational framework detailed below.

Required Criteria

Prior to applying for direct claim status the following criteria must be satisfied.

- Internal verifiers must have current experience of internal verification of one or both Dynamic Youth Awards or Youth Achievement Awards and must have internally verified a minimum of 4 submissions in the 12 months prior to applying
- Internal verifiers must have a track record of robust quality assurance of the awards. This is defined as: submissions they have internally verified in the 12 months prior to applying must not have received an unsatisfactory or more than one weak grading from the national standardisation events (both DYA and YAA).

If these criteria are not met, approval of your application for direct claim status will be withheld until they are.

Operational Framework

For the purpose of maintaining direct claim status, internal verifiers will agree to operate within the following framework;

- Internal verifiers must internally verify a minimum of 4 submissions, either Dynamic Youth Awards, Youth Achievement Awards or both, within any 12-month period.

- Internal verifiers must not receive an 'unsatisfactory' or more than one 'weak' grading from the national standardisation events for any submission (either Dynamic Youth or Youth Achievement Awards).
- Internal verifiers must attend one standardisation meeting annually, either Dynamic Youth or Youth Achievement Awards. There will be a minimum of 4 Youth Achievement Award and 20 Dynamic Youth Award standardisation meetings annually. See website for details.
- Internal verifiers cannot be involved in the direct delivery or assessment of a submission they have verified
- All submissions must be available for sampling for no less than 3 weeks from receipt of the Dynamic Youth Award candidate registration form. If a sample is requested it will be within this timescale.
- Requested samples must be posted/couriered/delivered to Youth Scotland no later than 5 working days following the sample request.
- Internal Verifiers must not submit a candidate registration form for certification with any errors or omissions. A complete and accurate record of the quality assurance process is essential to allow direct claim status.
- Youth Scotland will randomly sample 10% of all direct claim submissions
- When an internal verifier does not agree that a submission meets the minimum assessment criteria they should not submit a claim for certification. The internal verifier has two possible options:
 - Defer the submission, noting all action points, return for remedial work and only submit for certification when all action points have been addressed and the submission meets the minimum assessment criteria of the award.
 - Contact Youth Scotland to discuss the issues and possible options available to resolve these. An appropriate course of action for moving forward must be agreed in writing with Youth Scotland prior to submitting for certification.

Failure to work within this operational framework will disqualify the internal verifier from direct claim status and require them to re-apply.

To maintain standards and to ensure that the criteria for SCQF levelling of the awards continue to be met, very high standards are expected of internal verifiers operating direct claim status. This is reflected in the eligibility criteria and operational framework requirements.

Appendix 6

The Appeals Process

1. The Operating Agency key contact should contact Youth Scotland in writing/ by email stating the basis of the appeal within 14 days of receipt of the standardisation feedback. (email: awards@youthscotland.org.uk),
2. Youth Scotland will convene an appeals panel which WILL NOT include members of the original moderation panel. You will be given at least 14 days' notice of the date and time of the appeal sitting to enable you to return the submission and enable you to attend in person if you wish.
3. The appeals panel will provide a written decision outlining the reasons for either upholding or rejecting the appeal to the Operating Agency key contact within 14 days of the appeals panel sitting.

The decision of the appeals panel is final.

Appeals Process Costs

An appeal is particularly costly in both time and resources; therefore in order to effectively manage the appeals process a fee is charged prior to an appeals panel being convened. As costs can fluctuate, information on fees is not included in these guidelines but is provided on request by contacting the Youth Scotland awards team. In all cases where an appeal is upheld, a full refund of the appeal fee(s) is made.

Appendix 7

Learning Outcomes and Performance Criteria

Learning Outcome 1	Prepare a plan of participation in an activity
<p>Performance criteria</p> <ul style="list-style-type: none"> a) A personal challenge is described and planned by the candidate and agreed with peers b) The challenge reflects the values of youth work¹ c) A minimum of 2 targets to be achieved when taking part in the challenge are listed d) An appropriate action plan to achieve the challenge is produced and takes into account advice regarding the feasibility of the plan <p>Evidence requirements</p> <p>All performance criteria should be met. For all performance criteria there should be appropriate evidence gathered in a personal portfolio and award challenge sheet. The planning section of the award challenge sheet should be signed by the award group (peer assessment).</p> <p>Assessment guidelines</p> <p>The developmental focus of this award favours a holistic approach to assessment. This outcome will be combined with outcomes 2 and 3 as part of a single assessment instrument for the award.</p>	
Learning Outcome 2	Undertake the personal challenge
<p>Performance criteria</p> <ul style="list-style-type: none"> a) A personal challenge set by the candidate is undertaken b) The candidate's own responsibilities are carried out effectively c) The candidate works cooperatively with others by providing and seeking support as appropriate d) Evidence of participation is recorded and presented to an audience of peers e) The learner undertakes a challenge totalling a minimum of 5 hours 	

¹ Young people engaged in voluntary activity based on their own interests: The values that underpin youth work derive from a clear understanding of and commitment to learning and development, equality of opportunity, social inclusion, and the educational importance of choice, freedom, responsibility and justice. For a detailed description of the values of youth work, please refer to the Values section of these guidelines

Evidence requirements

All performance criteria should be met. For all performance criteria there should be appropriate evidence gathered in a personal portfolio and award challenge sheet. The portfolio must demonstrate that the individual young person;

- was involved in the activity;
- worked towards their targets;
- took the appropriate amount of responsibility;
- spent the minimum time needed on the challenge; and
- completed the appropriate number of targets towards achieving their challenge.

The award challenge sheet should contain testimony and the signature of the award group.

Assessment guidelines

The developmental focus of this award favours a holistic approach to assessment. This outcome will be combined with outcomes 1 and 3 as part of a single assessment instrument for the award.

Learning Outcome 3

Reflect on personal learning and growth achieved through participation in the activity

Performance criteria

For each challenge the candidate reflects on learning from the experience in terms of:

- level of responsibility;
- confidence gained;
- problem solving abilities;
- ability to work with others;
- listening and talking skills;
- social skills; and
- citizenship.

Evidence requirements

All performance criteria should be met. For all performance criteria there should be appropriate evidence gathered in a personal portfolio and reflections recorded in the award challenge sheet.

Assessment guidelines

The developmental focus of this award favours a holistic approach to assessment. This outcome will be combined with outcomes 1 and 2 as part of a single assessment instrument for the award. Each candidate should create and maintain a personal portfolio including

action plans and evidence to demonstrate that he/she can fulfil the assessment requirements of the award.

The portfolio should contain a record of the tasks and activities that the candidate has undertaken together with the outputs/evidence arising from the tasks.

Guidelines for presentation of portfolio evidence

- Portfolios should be as well organised as possible (e.g. it is helpful for evidence relating to individual targets to be clearly separated)
- As evidence for length of time spent on challenges it can be useful to break down some of the elements of the challenge (e.g. include simple timesheets, diaries and logs)
- When evidencing challenges it is important to try and be selective. It is the quality of evidence that counts, not the quantity.

Visual evidence such as photographs, pictures, drawings, illustrations or objects should be given some explanation (e.g. captions) to show why they have been included and how they relate to the challenge, target or targets.

Portfolio evidence should clearly reflect the experience and learning of the individual young person. Whilst pre-printed sheets and group hand-outs are acceptable as evidence, they should be personalised in some way to explain their relevance to the individual.