



LEVEL UP WESTMINSTER

LEVEL 2 & LEVEL 3 CERTIFICATES
IN YOUTH WORK PRACTICE 2022/23

COURSE INFORMATION BOOKLET

NATIONAL YOUTH WORK QUALIFICATIONS ON THE
REGULATED QUALIFICATIONS FRAMEWORK (RQF)

DELIVERED BY
"THE TRAINING TEAM"
THE AVENUES YOUTH PROJECT
IN PARTNERSHIP WITH DOUBLE TWO CONSULTANCY

ACCREDITED BY
NATIONAL AWARDING BODY
SKILLS IN EDUCATION (SEG) AWARDS

RECOGNISED BY
THE JOINT NEGOTIATING COMMITTEE (JNC)

'Youth work is a form of education that provides peer group activities and trusted relationships, supported by trained professionals and skilled volunteers, to improve young people's well-being and personal and social development. Youth work needs to be (and be seen to be) transformational, harnessing skills of young people not fulfilled by formal education:

- *Providing safe places to be creative*
- *Developing social networks and friendships*
- *With a trusted adult (aware of what is needed)'*

All Party Parliamentary Group on Youth Affairs (APPG):

Final Report from the Inquiry into the Role and Sufficiency of Youth Work.
Published by the National Youth Agency (NYA) 2019

OVERVIEW

THE COURSE DELIVERY:

1. All courses are delivered as taught courses at regular intervals over a six-to-eight-month period depending on agreed start dates. **All courses are delivered by a combination of online zoom workshops and face to face sessions at The Avenues Project. This will continue for the duration of this course.**
2. Both the online zoom workshops and the face-to-face sessions are part of the overall course attendance requirement.
3. The zoom workshops take place on **EITHER** a Wednesday evening (6.45 to 8.45) **OR** a Thursday morning (9.30 to 11.30) giving learners some flexibility as to when they can fit in the 2 hours zoom session.
4. The face-to-face workshops will take place on set Saturdays over the duration of the course, between 9.30am and 12.30pm. They will be an opportunity to be involved in group training sessions, learning from each other, and gaining from other perspectives and experiences. The time will also provide tutorial assessment time to work directly with the assessor team to get work signed off for your portfolios
5. Learners will receive Unit Workbooks at regular intervals (based on a 3-weekly cycle) along with a PowerPoint Presentation, notes, and handouts. All session dates are set out on page 5.
6. Youth Work Practice – you should be regularly working in a youth work environment (minimum 3hrs for Level 2 and 6hrs for Level 3 per week) as you will derive a lot of the evidence for your portfolio from your in-practice work. This will be discussed in relation to Covid 19 as an ongoing factor as and when required.
7. Your assessor will observe you in the workplace at least once during the course. This will hopefully be face-to-face but via zoom is always an option. This will provide you with valuable evidence for your portfolio
8. Completion of a portfolio – the programme is assessed by the completion of a portfolio of evidence demonstrating that you meet all the learning outcomes for the units. This can include worksheets, evidence from your youth work, reflective statements, your assessor workplace observations, case studies, assignments, media, written/ oral questions, your own research, professional discussions and work products (risk assessments, notes, and reports).
9. Assessor support – you will have one to one support from your assessor who will help you develop your portfolio – find out where you can get the evidence from and generally support you if you are unsure of anything you have learnt in the training sessions.
10. You will also have your workplace Supervisor – again to help you with your ongoing work and with ensuring that you are able to carry out the practical work required to complete each learning outcome in every Unit. Supervision notes will need to be written up and submitted as part of Unit 8.
11. Your line manager will be there for additional help and support particularly around the practical work in your organisation. Such issues as resources, funding, extra staff for specific pieces of work (e.g., project delivery) will require their support to manage and organise your work time around your course needs.

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ABOUT THE AVENUES YOUTH PROJECT

The Avenues Youth Project is a local youth work charity which has been in existence for over 40 years.

The club is an experienced but modern provider of youth work and offers quality personal development programmes and activities for young people. The Avenues Youth Project teams work with a vast range of young people, and consistently provides positive outcomes with this client group.

The club is set up as an SEG approved Training Centre. The focus in the first instance was on Level 1 training programmes in 'Exploring Youth Work practice' and targeted at those 16 years +. The offer has now been extended to include Levels 2 and 3 Certificates in Youth Work Practice aimed at 18+.

Other programme and course developments may be added to the portfolio of options over time.

ABOUT 22 CONSULTANCY 22

The Consultancy is now in its 14th Year of delivering services to both Statutory and Voluntary Youth Services across London and the Home Counties. We have worked in partnership with a number of organisations including London Borough of Lambeth, London Youth, Life Train, the Change Foundation and The Harrow Club, to offer Youth Work Training courses at Levels 1,2, and 3.

In addition, the Consultancy offers bespoke courses to staff teams, and provides management support for a range of options including Policy and Procedure Updates for Safeguarding, Health and Safety, Fire Safety, and Staff Disputes/ Grievances.

Our team of Associates are ALL Professionally Qualified Youth Workers, with a vast range of knowledge, skills, and experience to enhance our offer.

ABOUT SKILLS AND EDUCATION GROUP AWARDS

Skills and Education Group Awards is part of Skills and Education Group, a charitable organisation that unites education and skills-orientated organisations that share similar values and objectives. With more than one hundred years of collective experience, the Group's strategic partnerships create opportunities to inform, influence and represent the wider education and skills sector. We want all learners to achieve their full potential, no matter what their age, background or ability.

All our courses will meet the SEG criteria for accreditation as set out, and as approved by the Joint Negotiating Committee (JNC) for Youth Work.

COURSE DETAILS

The Level 2 Certificate in Youth Work Practice is a youth work qualification on the Regulated Qualifications Framework (RQF). It is the minimum qualification required for those wishing to work as a JNC Qualified Assistant Youth Support Worker.

The Level 3 Certificate in Youth Work Practice (RQF) is designed to develop and support the knowledge, understanding and skills necessary to fulfil the role of a Youth Support Worker/ Worker in Charge.

Both Levels aim to improve the service to young people by providing a qualification that embraces national standards for the practice of youth and community work, identifying core competencies and specific learning outcomes.

Both courses are part-time consisting of taught hours, your own study time, assessment tutorial time and your supervised face-to-face work with young people within a work or volunteering placement. Learners must also allow personal time to build a portfolio of work based evidence.

In addition we are also offering a course route for those who wish to convert their existing Level 2 Certificate Qualification to a Level 3 Certificate. This is only open to those who have successfully completed the new Level 2 Qualification which started in April 2015 – Original Certification as proof of completion will be required.

FEES AND CHARGES

Level 2 Certificate = £1100.00
Level 3 Certificate = £1300.00
Level 3 Conversion = £850.00

In addition to fees, we invoice all learners for a refundable Deposit of £200.00 (upon attending the first session) to be paid by either the individual or their organisation. If the course is completed on time with no additional problems, then the fee is reimbursed in full at the end of the course. If the work runs over time, and/or additional assessment time is required, then this will be deducted from the Deposit before the balance is repaid.

Funding for the courses has been sourced in partnership with Young Westminster Foundation with the support of Westminster City Council. **Fully-funded places are therefore available for applicants.** If you wish to be considered for a Funded place, please indicate this on the application form.

Whilst we will endeavour to fund as many places as possible, it is important that you do not rely on achieving a Funded place. So please confirm on the application whether you or your organisation will pay the fee in the event of a Funded place not being available.

Confirmation of Funded places will be given after application and interview processes have completed.

SCHEDULE OF DATES AND VENUES

Courses are now being advertised and applications received for Courses scheduled to start in Early September 2022 with a 2-hour Induction Workshop on Zoom. **It will be for both Learners and Supervisors/ Line Managers for the first hour**, then for learners only for the second hour. Details will be sent out to all after interviews have been completed.

Sessions will be a combination of 'virtual learning' using Zoom technology (Wednesday and Thursday workshops) and face-to-face sessions at **The Avenues Youth Project** (Saturday workshops) **3-7 Third Avenue, London W10 4RS**. Attendance at all sessions is a pre-requisite of the course and learners do need to ensure that they are available for all sessions.

- Induction Workshops by Zoom on 21st September
- Cycle 1: Monday 19th September to Friday 7th October (Zoom Wed 28 Sept:6.45-8.45/ Thur 29th Sept:9.30-11.30)
- Cycle 2: Monday 10th October to Friday 28th October (Zoom Wed 19 Oct:6.45-8.45/ Thur 20 Oct:9.30-11.30)
- NB. ½ term break 24th October to 28th October.
- **Workshop A:** Saturday 5th November 9.30am to 12.30pm at **Avenues**
- Cycle 3: Monday 7th November to Friday 25th November (Zoom Wed 16 Nov:6.45-8.45/ Thur 17 Nov:9.30-11.30)
- Cycle 4: Monday 28th November to Friday 23rd December (Zoom Wed 14 Dec:6.45-8.45/ Thur 15 Dec:9.30-11.30)
- NB. Christmas and New Year Break 21st December to 2nd January.
- **Workshop B:** Saturday 7th January 9.30am to 12.30pm at **Avenues**
- Cycle 5: Monday 9th January to Friday 27th January (Zoom Wed 18 Jan:6.45-8.45/ Thur 19 Jan:9.30-11.30)
- Cycle 6: Monday 30th January to Friday 17th February (Zoom Wed 8 Feb:6.45-8.45/ Thur 9 Feb:9.30-11.30)
- NB. ½ term break Monday 13th February to Friday 17th February
- **Workshop C:** Saturday 25th February 9.30am to 12.30pm at **Avenues**
- Cycle 7: Monday 20th February to Friday 17th March (Zoom Wed 1 Mar:6.45-8.45/ Thur 2 Mar:9.30-11.30)
- **Workshop D:** Saturday 25th March 9.30am to 12.30pm at **Avenues**
- Cycle 8: Monday 20th March to Friday 14th April (Zoom Wed 29 Mar:6.45-8.45/ Thur 30 Mar: 9.30-11.30)
- NB. Easter break: 3rd April to 14th April 2023
- Final Assessment Tutorials: Monday 17th April to Thursday 20th April
- Final Portfolio Hand in: Wednesday 26th April

Please complete and return application forms by Friday 29th July, so that interviews via Zoom and/ or face to face at the Avenues, can be confirmed.

WHO ARE THE COURSES FOR?

**** The qualifications are designed for people who are already working in a Youth Work setting in a supportive role and who are supervised ****

A course is for you if you.....

- ✓ Are wishing to acquire youth work skills to enhance your future employment prospects
- ✓ Are wishing to progress to more advanced study
- ✓ Are seeking a specialist qualification
- ✓ Have completed full-time education up to the age of 16 years

The Level 2 Certificate in Youth Work Practice is for learners who have some experience of youth work and want an access route to a qualification. It is designed for learners who may already have a Level One Certificate in Youth Work Practice and wish to gain the additional skills and knowledge needed to become an Assistant Youth Support Worker.

The Level 3 Certificate in Youth Work Practice is for learners who have experience of youth work and want an access route to a qualification offering opportunities for more senior youth work roles and increased responsibilities. It is designed for candidates who will have already attained the degree of skills and knowledge provided by the Level 2 Certificate in Youth Work Practice or its equivalent.

Acceptance Criteria

All course Applicants:

- ✓ **MUST** Be aged 18yrs plus
- ✓ Whilst on the course, be able to apply the skills, knowledge and understanding described in the 'qualification content' in your youth work setting
- ✓ Be able to attend the course dates - **learners are expected to attend 100% of the course sessions and this includes attendance at the ZOOM Workshops.**
- ✓ Have a clear understanding of the time commitment involved outside the course dates: building a portfolio of evidence, attending assessment tutorials and supervision and completing the required number of hours of face to face work with young people

Level 2 Course Applicants SHOULD:

- ✓ Be **already working in a youth work environment** (public, voluntary or private sector, paid or unpaid) in a supportive role and supervised, with **AT LEAST 6 MONTHS EXPERIENCE** before applying.
- ✓ Be working for a minimum of 3 hours of face to face practice time with young people for every week of the course programme
- ✓ Have a clear understanding of what the course entails
- ✓ Have knowledge and skills to Level 1 or equivalent
- ✓ Be able to explain clearly why you want to take part in the Level 2 Certificate in youth work and what you want to get from it

Level 3 Course Applicants MUST:

- ✓ Be **already working in a youth work environment** (public, voluntary or private sector, paid or unpaid) in a role with some responsibilities attached to it. and supervised, with **AT LEAST 2 YEARS' EXPERIENCE BEFORE APPLYING**
- ✓ Be working for a **minimum of 6 hours of face to face practice time with young people** for every week of the course programme
- ✓ Have a clear understanding of what the course entails
- ✓ Have a degree of knowledge and skills to Level 2 or equivalent
- ✓ Be able to explain clearly why you want to take part in the Level 3 Certificate in youth work and what they want to get from it

SPECIAL REQUIREMENTS

You will have to be working in an established youth work organisation, where a JNC Qualified Youth Worker / member of the staff will be able to supervise your learning and the application of theory to practice from the course.

If there are no JNC qualified workers in your organisation, then please let us know at time of application, so that alternative arrangements can be made with you – possibly assigning from another local provider in Westminster or bringing in an external supervisor. All things are possible.

They need to complete the final part of the application form. Supervisors and Line Managers will be asked to attend an induction at the beginning of the course and an evaluation session towards the end.

The course is appropriate for you if you work with the 11 – 25 age groups.

It is recommended that participants on the course undertake at least 50% of their fieldwork practice (i.e. face to face work with young people) with 13-19 year olds.

If you have any questions about the above criteria please do not hesitate to contact the Course Director, **Kay Brokenshire:**

Kay.training@avenues.org.uk or phone **07973 460351**

QUALIFICATION CONTENT

The **Level 2 Certificate** in Youth Work Practice is a minimum of 26 Credits long. Each course unit has been allocated a certain number of credits listed below. To complete the qualification learners must achieve all units from Mandatory Group A and at least 3 credits from Optional Group B.

The units within the qualification represent those elements of the governmental National Occupational Standards for Youth Work deemed necessary for a qualification at **Level 2** and will include:

Mandatory Units Group A	Unit Ref.	Unit Title	Credit Value
One	T/506/9206	Theory of Youth Work	4
Two	J/506/9226	Safeguarding in a youth work setting	3
Three	M/506/9219	Young People's Development	2
Four	F/506/9239	Engaging and Communicating with Young People	2
Five	J/506/9212	Group Work within a Youth Work Setting	2
Six	T/506/9240	Working with Challenging Behaviour in Youth Work Settings	2
Seven	M/506/9172	Work-Based Practice in Youth Work	6
Eight	Y/506/9232	Reflective Practice in a Youth Work Setting	2
		Total	23 credit

One Additional Unit from the Optional Group is then added to make a minimum of 26 credits. There will be opportunity for learners to discuss the option Unit, with the tutor/ assessor, once the course has commenced. This Unit is delivered via a distance learning approach to give learners a different experience of learning style.

Optional Group B		Options to a minimum of 3 credits	
Nine	A/506/9241	Anti-discriminatory Practice in Youth Work	3
		Total	Min 3 credit

The **Level 3 Certificate** in Youth Work Practice is 27 credits long. Each course unit has been allocated a certain number of credits listed below. The units within the qualification represent those elements of the governmental National Occupational Standards for Youth Work deemed necessary for a qualification at Level 3 and will include:

Mandatory Units	Unit Ref.	Unit Title	Credit Value
Mandatory Units	Unit Ref.	Unit Title	Credit Value
One	T/506/9206	Theory of youth work	4
Two	J/505/9226	Safeguarding in a youth work setting	3
Three	M/506/9219	Young People's Development	2
Four	F/506/9239	Engaging & communicating with young people	2
Five	A/506/9420	Group work within a youth work setting	3
Six	A/506/9420	Working with Challenging Behaviour in a youth work setting	2
Seven	A/505/9238	Reflective Practice in a youth work setting	2
Eight	K/506/9218	Work based practice in youth work	6

An additional Unit from the Optional Group is then added to make a minimum of 27 credits. There will be opportunity for learners to discuss their choice of option from the full approved list, with their assessor, once the course has commenced. Other option choices may be negotiated.

Optional Group B		Options to a minimum of 3 credits	
Nine	A/506/9241	Anti-discriminatory Practice in Youth Work	3
Eleven	Outreach and Detached Work ?	3
	Total	Min 3 credit

The Conversion Course will require the learner to complete four mandatory Units plus an optional Unit. The credit value from those is added to the credit values carried forward from your Level 2 course, which cross reference to Units One to Four.

The overall number of credits is therefore the same as for the full Level 3 course and will meet the requirement of the full Certificate Qualification.

The tutor team will work with individuals to confirm which session's learners will need to attend on the days and times scheduled.

Mandatory Units	Unit Ref.	Unit Title	Credit Value
Five	A/506/9420	Group work within a youth work setting	3
Six	A/506/9420	Working with Challenging Behaviour in a youth work setting	2
Seven	A/505/9238	Reflective Practice in a youth work setting	2
Eight	K/506/9218	Work based practice in youth work	6
		Total	24 credit

An additional Unit from the Optional Group is then added to make a minimum of 27 credits. There will be opportunity for learners to discuss their choice of option from the approved list, with their assessor, once the course has commenced.

PROGRESSION OPPORTUNITIES

Successful completion of this qualification provides sound preparation for further study at Higher Level Courses in Youth Work Practice, including access to Apprenticeship scheme's and Degree Courses.

ASSESSMENT AND PORTFOLIO

Portfolio of Evidence

All Learners must compile a portfolio of evidence. This will be by working online with Workbooks etc. These will be written up as the course progresses and sent as email attachments to your Assessor for review and feedback. Everything should be logged and filed safely on your own PC. At the completion of the course you will be asked to submit selected Units for I.Q.A. and E.Q.A. Standardisation processes. You must also be willing to be observed during direct Youth Work Practice sessions to demonstrate that they are able to meet the learning outcomes for the course units. These may at some point be on a face-to-face visit basis, but it is more likely that everything will happen virtually by Zoom.

Achieving a pass

- Candidates must complete satisfactorily all the learning outcomes and assessment criteria in a unit to achieve a pass for that unit. All Units must be passed to gain the Certificate.
- Units will be assessed holistically, which means that one piece of evidence may fit into more than one assessment criteria.
- Candidates must have a good attendance record at the Zoom/ Face-to-Face Workshop sessions and at assessment tutorial sessions
- Candidates will be required to attend a minimum of x5hrs of Supervision sessions with your named JNC supervisor (normally x10 30 minute sessions). The notes of these meetings should be recorded and logged in your Portfolio files. Your organisation normal Supervision records may be used for this, provided Training is a key agenda item.

Evidence presented in the candidate's portfolio is not prescribed but may include any or all of the following:

- Observation reports
- Oral/Written questions and answers
- Direct observation
- Reports/Notes
- Worksheets/workbooks
- Witness Statements signed by young people or colleagues
- Video or Audio
- Case studies
- other suitable supplementary evidence
- Recording of Role Play
- Interview/discussion
- Reflective journals/diaries

Assessment and Quality Assurance

Assessment comprises of internal assessment together with internal quality assurance by Harrow Club Internal Quality Assurer and finally through External Quality Assurance by the awarding body, SEG Awards.

EQUALITY OF OPPORTUNITY

Equality of opportunity is regarded as integral to all aspects of work with young people.

It is recognised that there continues to be widespread, direct and indirect discrimination against many groups of people.

Individuals and groups experience this discrimination as oppression, an habitual or systematic process whereby individuals, groups and institutions with ascribed or achieved power unjustly limit the lives, experiences, opportunities, choices and material well-being of those with less outward power.

The Avenues Youth Project and **SEG Awards** will endeavour to ensure that through their policies, procedures and actions, all candidates applying for a course place and subsequently entered for assessment are treated fairly and on an equal basis according to their needs.

Access to our qualifications is open to all candidates from the London Borough of Westminster, taking full account of age, gender, disability and/or special needs, ethnic origin, creed, employment status, marital status, nationality, sexual orientation, marital status or special assessment arrangements

SUPPORTING LEARNERS WITH SPECIFIC NEEDS

The Avenues Youth Project Training Team will offer advice, guidance and support to anyone who has any specific needs.

The Application form has specific questions (see below, example only) to pick up issues at the earliest possible stage and ensure that they are monitored and managed throughout the duration of the course as necessary.

If you have any personal medical information that you think we should be aware of please write it below – all information will be treated confidentially

Please list any concerns that you may have about undertaking this qualification – this will help us to ensure that we can give you appropriate support if needed.

Students with Learning Difficulties and/or Disabilities (SLDD):

We are obligated to record whether or not a learner has a learning difficulty and /or disability using the following system. Please circle/ tick the relevant letter-

A: Learner considers himself/herself to have a learning difficulty and /or disability

B: Learner does not consider himself/herself to have a learning difficulty and /or disability

C: Learner does not wish to disclose

Individual Learning Plan:

All learners complete an ILP at the start of the course. This picks up any issues of additional support needs which are followed up by Tutors and Assessors. If appropriate and agreed with the learner, it is further discussed with workplace supervisors.

I.L.P. SECTION 4: ADDITIONAL SUPPORT NEEDS IDENTIFIED

Is there any other support we can give you to help you successfully complete this programme of learning? Please discuss and complete with your tutor/assessor:

Outline details of additional support needs identified (if any):	Solution agreed:	Start Date:

CONTACT DETAILS

Course Enquires:

THE AVENUES TRAINING TEAM – a partnership between *The Avenues Youth Project* and *²²Double Two Consultancy*²²

Kay Brokenshire (Course Director)

Phone: 07973 460351 (Please note the phone is normally answered between 10am and 3pm only Monday – Thursday)

Email: kay.training@avenues.org.uk

Emma Davis (Lead Tutor/ Assessor)

Phone: 07508 246202

Email: emma.training@avenues.org.uk

THE AVENUES YOUTH PROJECT

Carol Archibald, Director of Programmes

3-7 Third Avenue, London, W10 4RS

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Email: carola@avenues.org.uk

website: <http://avenues.org.uk>

YOUNG WESTMINSTER FOUNDATION

Sam Wightman, Marketing & Engagement Manager

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Other contacts:

SEG Awards,

Course Accreditation:

Robins Wood House, Robins Wood Road, Aspley, Nottingham NG8 3NH

Tel: 0115 854 1620

Email: enquiries@skillsandeducationgroup.co.uk

Website: <https://www.skillsandeducationgroup.co.uk>