



Guide to delivering the UK Youth Achievement Awards



UK YOUTH

Achievement Awards



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Welcome to the UK Youth Achievement Awards

Every year thousands of young people across the country embark on their UK Youth Achievement Awards journey. They couldn't do it without the dedicated Awards Workers supporting them every step of the way – just like you, right now!

You know better than anyone that young people learn in very different ways. Unlike most other awards, the UK Youth Achievement Awards (UKYAAs) champion a variety of learning methods. They provide a unique, flexible framework that can be tailored to almost any activity, helping to engage a range of young people.

We're extremely proud of our UK Youth Achievement Awards and you're about to find out why. Inside this guide, you'll find the answers to all your queries so that you are perfectly equipped to support your young people through their UKYAAs journey. Of course, the UK Youth team is also on hand if you need anything else, simply call 0203 137 3810 or email membership@ukyouth.org.

All that's left to say is good luck, enjoy being part of something bigger and seeing your young people grow, learn and give back – and of course, thank you for helping young people build bright futures.

Every year thousands
of young people take
part in the UK Youth
Achievement Awards

About the UK Youth Achievement Awards

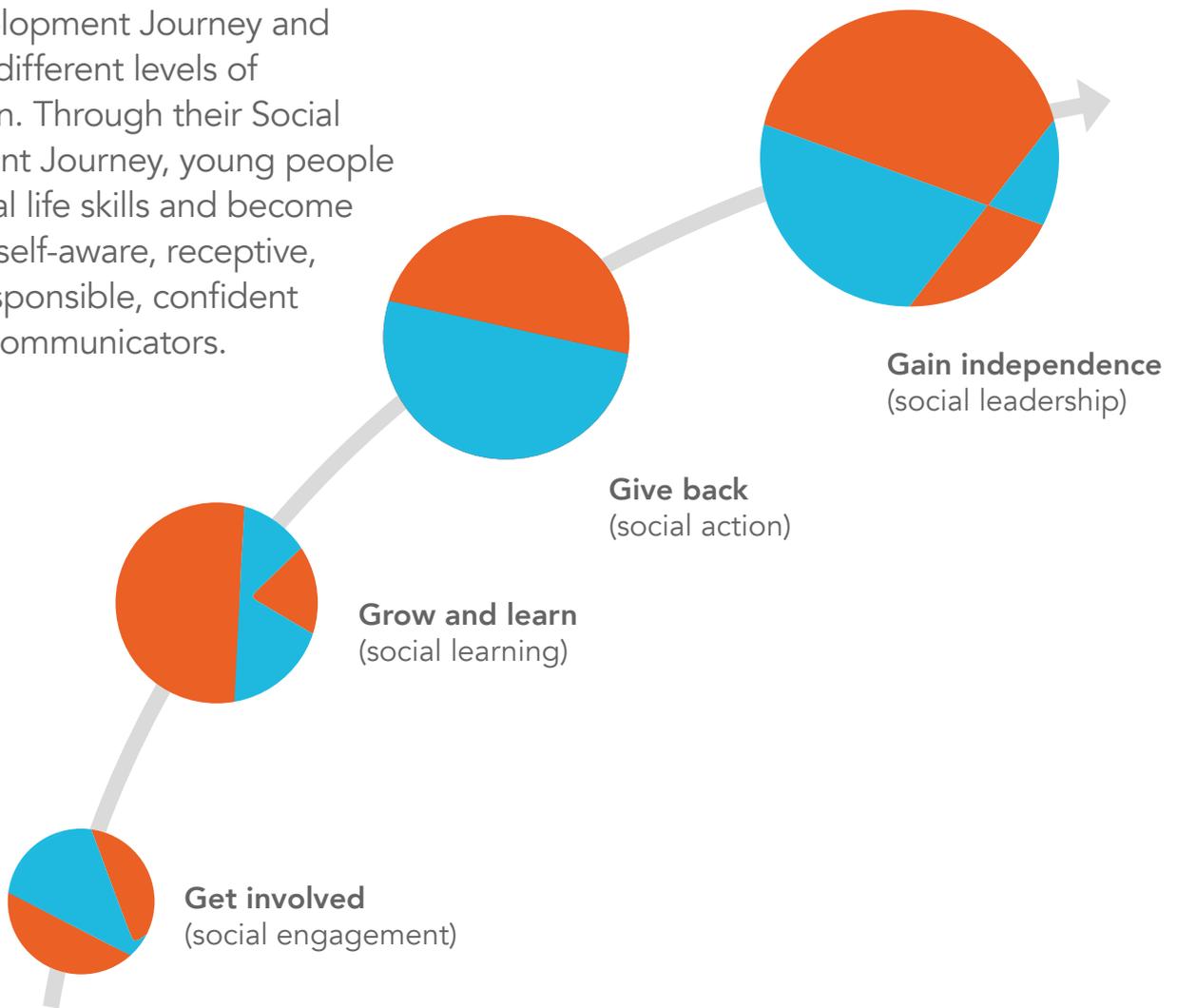
The UK Youth Achievement Awards are a suite of awards that have been delivered by inspiring youth organisations in our network for over 20 years. They are an ASDAN accredited, adaptable, youth led framework which can be applied to almost any activity. We designed the awards to meet the needs of young people of all ages by providing accredited recognition for the work young people do, adding value to activities using a 'plan, do, review' model.

The UKYAAAs help young people embark on any journey they want.

There are five levels, Challenge, Bronze, Silver, Gold and Platinum – with the main difference being the minimum time they take to complete and how challenging they are. However, they are flexible to meet the needs of all young people, so you don't need to start with the Challenge Award but instead enter the award best suited to meet the young person's needs, interests and ambitions.

**You can enter your
young people for the most
relevant award or they
can work their way up**

Each level of the award connects to a different point on the UK Youth Social Development Journey and represents different levels of participation. Through their Social Development Journey, young people will gain vital life skills and become motivated, self-aware, receptive, resilient, responsible, confident and good communicators.



Need an idea for your challenge?

Why not support your young people to organise a fundraising activity? They will learn entrepreneurial skills whilst giving back to their community.

About UK Youth

We hope by now you're pretty familiar with our work but it's always useful to provide a quick summary. We were actually founded way back in 1911 and today we support over 830,000 young people. We provide young people aged 9-25 with high quality services, delivered through a network of locally accessible youth organisations across the UK. Together with our members and people

just like you, we offer support, advice and training to equip young people with vital life skills to help them engage in education, volunteering and employment. Our mission is to provide access to appropriate, high quality services for young people in every community so that all young people are empowered to build bright futures, regardless of their background or circumstances.

How the UK Youth Achievement Awards work

The UK Youth Achievement Awards are available across the UK. They are delivered in England by UK Youth, and across the rest of the UK by our nation partners; Youth Scotland, Youth Cymru and Youth Action Northern Ireland.

UK Youth, Youth Cymru and Youth Action Northern Ireland use ASDAN as

a customised accreditation for the UK Youth Achievement Awards. It's slightly different in Scotland however – they are a Scottish Qualifications Authority (SQA) customised award, are credit scored by the Scottish Credit and Qualifications Framework (SCQF), and leveled by SQA.

By getting involved with the UKYAAAs, young people

- **Take ownership of their learning**
- **Plan ahead and solve problems as they arise**
- **Work with others**
- **Develop communication skills and resolve differences by negotiation**
- **Explore and manage their feelings**
- **Enhance their self-awareness**
- **Build self-esteem**
- **Develop study and organisational skills**
- **Most importantly – have fun!**

The UK Youth Achievement Awards have no set time frame to be completed in; depending on the level they can be completed over a weekend residential, over a few weeks, or over a series of months, if you're planning a larger project.

Still looking for a challenge idea?

How about attending a residential weekend with your young people?

We know a great heritage site in the heart of the New Forest.

Come visit us at Avon Tyrrell, our outdoor learning centre.

Award	ASDAN Credits	Level of responsibility	Time and how it is spent	Additional info
 CHALLENGE	N/A	Introduces the UK Youth Achievement Awards – a lighter touch award	🕒 10 hours	
 BRONZE	3	Encourages young people to take part and get involved	🕒 30 hours: including a minimum of two challenges and pre & post outcomes questionnaires	<p>If a young person has already completed a Challenge Award, they will be able to carry over their 10 hours so will only need to complete an additional 20 (with proof of certificate)</p> <p>If a young person has already completed a UKYAA, they will be able to carry over one challenge (max 15 hours) towards another award (with proof of certificate)</p>
 SILVER	6	Encourages young people to help organise activities	🕒 60 hours: including a minimum of four challenges and pre & post outcomes questionnaire	
 GOLD	9	Practices skills gained by learning through doing and supporting young people to plan and lead activities	🕒 90 hours: including a minimum of six challenges, pre & post questionnaires and a presentation of their achievements	
 PLATINUM (aimed at young leaders aged 16+)	12	Develops the skills to take on a leadership role and put everything they've learnt into practice	🕒 120 hours: including a personal development plan, an element of training and 40 hours of leadership activity	

Getting started

First things first – the young person will need to complete a short questionnaire. They will complete another questionnaire at the end of the process. We ask for these so we can measure the young person's emotional social capabilities development.

This questionnaire also enables the young person to think about what they want to get from the UKYAAs, how they might achieve that and helps to create a feedback loop between the young person and Awards Worker, to talk

through progress and achievements. At the end of the award, all learnings are passed back to the Awards Worker so they can discuss the young person's outcomes. Its aim is to support conversations around development and enable the young person to celebrate and acknowledge their success.

After this important step, it's time to establish everyone's roles for the UK Youth Achievement Awards. The next section outlines who is involved, and the setup for UKYAAs delivery.

**The UKYAAs
help young
people embark
on any journey
they want**

Who is involved in delivering the UK Youth Achievement Awards?

The Young Person

Without a doubt, the most important role in the UKYAAAs is the one taken by the young person themselves. They are in charge of planning their award and choosing targets and challenges for activities they're keen on, or that they've always wanted to try.

Before starting their award, the young person will need to:

- **Understand the level of responsibility required to complete their award**
- **Be aware of the time commitment involved**
- **Know what they have to do to complete their award**
- **Be able to collect evidence along the way**
- **Contribute to discussions with their Awards Group**
- **Be prepared to get stuck in!**

The Awards Group

The Awards Group is the peer support base for young people to complete their awards. It can be made up of young people who are working to the same award, young people working towards other levels of the UKYAAAs, or even young people not completing any awards, but who are willing to provide peer support regardless. The size of the group and the frequency with which they meet is flexible, depending on the needs of the young people and their projects.

The role of the Awards Group is to:

- **Help the young person select their individual challenges**
- **Offer support to others to complete their challenges**
- **Review challenges when completed**
- **Help others to record and evidence their achievements**
- **Approve a completed portfolio ready for certification**

The Awards Group Worker

Each Awards Group will also need to have at least one staff member, volunteer or young leader assigned to take responsibility for coordinating the group. They will need to support the Awards Group as a whole, as well as the individuals when necessary – assisting young people to set and achieve targets and challenges, collecting evidence along the way, and recording it in their portfolios. It's important to remember the Awards Group Worker is there in a supporting role, and it is the Awards Group who approve the completed portfolio.

The Agency Moderator

In order to support the UK Youth Achievement Awards, each organisation must also appoint an Agency Moderator. Where possible, the moderator should be a different staff member/volunteer/young leader to the Awards Group Worker, in order to ensure standards.

When the Awards Group has reviewed and approved a completed portfolio, it is passed onto the Agency Moderator. The moderator works through the portfolios, checking against the internal moderation checklist. If they are happy that all essential items have been completed, the moderator can apply for certification from UK Youth, sending a copy of the checklist with the completed certificate request form.

Here's another challenge for you...

Work with your young people to organise an event with your youth group and give back to your local community

Running the UK Youth Achievement Awards: in more detail

Setting challenges

A challenge is an activity that the young person sets themselves. It can either be something new or it can build on previous achievements. It is important that the challenges are decided on by the young person themselves, and are based on their interests. It's also good to remember that what counts as a challenge for one person might not be a challenge to another – the Awards Group is vital in agreeing whether or not a challenge is appropriate for the individual young person. A challenge should take around 10 to 15 hours to complete.

Setting targets

Challenges are made more manageable by dividing them into smaller targets. For example, the overall challenge might be to learn to play basketball. This could then be broken down into a series of targets:

- **Look up the rules of basketball, and learn two new skills**
- **Practice shooting baskets**
- **See how many baskets I can score in 10 minutes**
- **Perform my skills in front of the Awards Group or Awards Group Worker.**

The targets might be the series of steps needed to complete a challenge, or they might be particular individual goals that the young person wants to achieve. Targets can be shared by the group, but we encourage at least two of them to be personal.

All targets should be **SMART**:



Specific:

Does the young person know exactly what the target involves?



Measurable:

How will the young person know when they have achieved their target?



Achievable:

Can the target be achieved using the resources available?



Realistic:

How likely is it that the young person will be able to complete the target?



Time bound:

How long will the target take to be completed, and how will the young person know when it is completed?

To gain a UKYAA the young person does not need to successfully achieve all of the targets or challenges they have set themselves but they will have had the opportunity to grow and learn vital life skills from the experience. However, it is necessary that they show how they worked to complete them, that they have thought about why they didn't complete the challenges, and what they might do differently next time. The Awards Group Worker oversees the challenges that take place within their youth group/project's time, and supports where necessary.

Recording and evidencing

To complete the award, young people need to record their UKYAAs experiences (planning, doing and reviewing) and show this through the following:

- **Completing their UKYAAs workbooks**
- **Collecting and organising evidence in their portfolio**
- **Recording time spent on each challenge and including an observation from a peer or Awards Group Worker**

If it is more appropriate for a young person to record their achievements in a different way than on the standard materials provided please do let us know, and we can discuss the best ways for them to show this.

**The UK Youth
Achievement Awards
meet the needs
of young people
of all ages**

Examples of evidence

Evidence to show that the young person:	Produced by the young person	Collected by the young person	Produced by others
Was involved in the activity 	<ul style="list-style-type: none"> • Photographs • Video recording • Audio recording • Statements • Drawings • Questionnaires • Letters • E-mails • Phone records • Plans • Designs • Posters • Memos 	<ul style="list-style-type: none"> • Consent forms • Receipts • Leaflets • Booklets • Travel tickets • Events tickets • Flyers • Maps • Course notes • Research • Newspaper cuttings • Certificates 	<ul style="list-style-type: none"> • Awards • Group Worker observations • Witness observations • Employer observations • Family observations • Peer observations
Worked towards their targets 	<ul style="list-style-type: none"> • Questionnaires • Review forms • Evaluation forms • Feedback sessions • Diary • Log book • Timelines 	<ul style="list-style-type: none"> • Certificates • Test results 	<ul style="list-style-type: none"> • Witness observations • Peer observations • Attendance records
Took the appropriate amount of responsibility 	<ul style="list-style-type: none"> • Role descriptions • Work plans • Task sheets • Diary • Log book 	<ul style="list-style-type: none"> • Minutes of meetings 	<ul style="list-style-type: none"> • Witness observations • Attendance records
Spent the minimum time needed on each challenge 	<ul style="list-style-type: none"> • Diary • Log book • Time sheet • Award materials 	<ul style="list-style-type: none"> • Records of attendance • Signing in sheets 	<ul style="list-style-type: none"> • Witness statements • Attendance records
Completed the appropriate number of challenges 	<ul style="list-style-type: none"> • Award materials 	<ul style="list-style-type: none"> • Challenge certificates 	<ul style="list-style-type: none"> • Witness statements

Progression from the UK Youth Achievement Awards to ASDAN's Awards

In England, Wales and Northern Ireland, the Bronze, Silver, Gold and Platinum levels all carry a number of ASDAN credits. If the award is verified by ASDAN, the young person can then carry up to 50% of the credits over towards another qualification with ASDAN, such as COPE (Certificate of Personal Effectiveness).

In Scotland, the UKYAAAs are a Scottish Qualifications Authority (SQA) customised award, credit scored by the Scottish Credit and Qualifications Framework (SCQF).

Please contact UK Youth on membership@ukyouth.org or 0203 137 3810 for further information on carrying over UKYAAAs credits to an ASDAN award.

Still not sure of a challenge?
You could help your young people set up a book exchange and inspire others to grow and learn by reading about something new.

Moderation and verification of the UK Youth Achievement Awards

Once completed, the UK Youth Achievement Award portfolios need to go through three stages of assessment and moderation:

Stage one Awards Group Assessment and Recommendation – checking by the Awards Group and the Awards Group Worker

Stage two Internal Moderation – checking by the organisation's own Agency Moderator

Stage three Verification – either checked in a Verification Meeting by representatives from other organisations, overseen and endorsed by a representative from UK Youth, or through a postal submission direct to UK Youth.

NB. All three stages must be successfully completed before certificates are awarded. Agency Moderators are requested to attend moderation meetings once a year to ensure high quality assurance, and meet the necessary requirements for ASDAN.

When awarding the certificates, UK Youth will also give the Awards Provider the results from the pre and post questionnaires. These results will enable the Awards Group Worker to talk through developments, achievements and improvements with the young person.

Verification

When an organisation needs to send in portfolios for verification, they need to complete a Candidate Submission Form and submit it to UK Youth (London Office). UK Youth will then let the organisation know which portfolios are requested for sampling. For new UKYAAs providers, typically UK Youth will request 25% of the portfolios submitted for each award group (up to 10 portfolios); UK Youth will then run quality assurance checks once a year afterwards.

If the expected level of quality assurance has not been met, portfolios will be returned back to the organisation for further work to be completed before certification.

Regardless of outcome, each organisation submitting portfolios for verification will receive a portfolio feedback form,

highlighting positive aspects of the portfolios and offering constructive suggestions for future submissions. The feedback given on these is monitored by UK Youth, and failure to act on key suggestions for improvement may result in increased sampling, or in extreme circumstances, may result in UK Youth revoking an organisation's registration to deliver the UKYAAs.

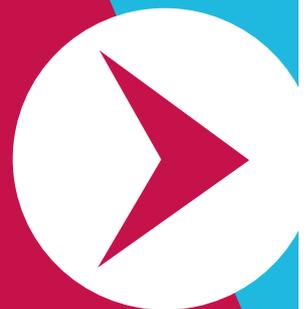
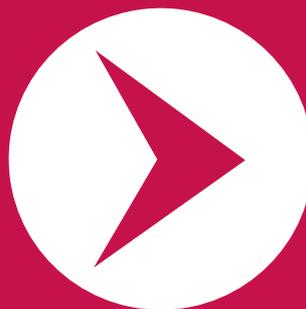
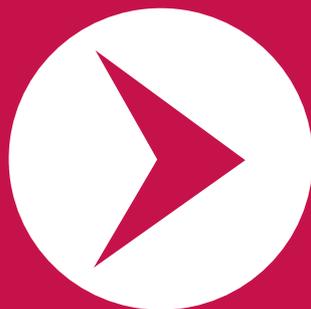
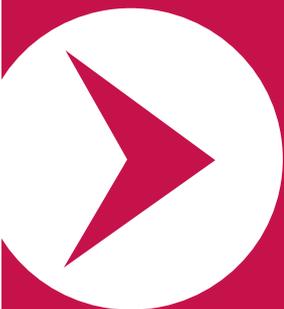
Once portfolios have been approved by UK Youth, certificates are produced and sent to the organisation, along with a copy of the completed feedback form. Certificates are usually distributed within two weeks of UK Youth receiving certification payment, but this can take longer in busy periods. If they are required urgently please do contact UK Youth to ask if this is possible.

Moderation meetings

Verification can also be carried out at moderation meetings, where Agency Moderators gather together to share best practice and check that the required quality assurance procedures have been met. These meetings are led by UK Youth – and UK Youth has the responsibility of ensuring that the decisions made are appropriate. Agency Moderators are requested to attend at least one moderation meeting a year.

When attending the moderation meeting, it is vital that the Agency Moderator brings the sample of portfolios requested on the returned Candidate Submission Form, plus the internal moderation checklist for all portfolios listed. It is important to ensure that these are not substituted for other portfolios, nor are 'withdrawn' at this stage as this would compromise quality assurance, and may result in the whole submission being deferred.

Here's our final challenge idea...
why not get your young people
to invent a board game?
Super fun and educational!



The appeals procedure

UK Youth works in partnership with all of its Awards Providers to support the UKYAAs journey. We strive to make sure that all young people and all Award Providers receive assistance at all times, and particularly when it comes to assessment. It is very rare for organisations to be dissatisfied with the decisions made during verification, as these can normally be resolved at the time. However, the appeals procedure is designed to be used in the rare instances where it is not possible to resolve a dispute immediately.

1. If an Awards Provider should find themselves in an appeal situation, we will work with them to support this step of the journey. They should appeal, in writing, to the Membership Team at UK Youth. The appeal should be clearly marked 'UKYAAs Verification Decision Appeal', and include a full description of the nature of the appeal.

2. The appeal must be sent within 10 working days of the disputed verification decision being made (i.e., the date of the verification meeting, or receipt of decision of postal verification).

3. On receipt of the appeal, UK Youth will call an Appeal Panel, who will investigate the matter further before passing an independent judgement. The panel will consist solely of personnel who were not involved in the original moderation decision.

4. The Appeal Panel will issue a written report of their finding to the organisation within four weeks of receipt of the appeal.

If UKYAAs certificates have been requested from ASDAN, the following applies:

If the organisation remains dissatisfied with the outcome, they can lodge a further appeal in writing with ASDAN. This should be marked for the attention of the Quality Assurance Manager at ASDAN, including a full description of the nature of the appeal.

ASDAN will then investigate the decision, and notify the organisation within four weeks of the appeal being lodged. The decision of ASDAN will be final.

An appeal of this nature is costly in both time and resources. In order to facilitate the effective management of an appeal, UK Youth and/or ASDAN may decide to apply a standard charge. Information on fees for appeals will be provided on request.

**Remember...
UK Youth is here
every step of
the way.
Just get in touch
on 0203 137 3810**

FAQs about running the UK Youth Achievement Awards

Which award should we run?

UK Youth offers five different levels of the UKYAAs. Each level takes a different amount of time to complete, and requires the young person to take a different level of responsibility. The different levels are outlined in the table on page 6.



How do we form an Awards Group?

An Awards Group is formed by young people with their peers. It can be formed of young people completing the same award, a different award or even anyone who's willing to provide peer support.



Do we need to complete the questionnaires?

Yes! There are pre and post UKYAAs questionnaires online or with the UKYAAs booklets – the pre is to be completed by the young person before starting the award, and the post to be completed when they finish.



How do we complete the challenges?

Young people set targets which help towards the overall challenge. They then work through the targets, collecting evidence as they go to put into their portfolios.



How do we review the challenges?

When a challenge is completed, the young person should talk about how they thought it went with their Awards Group. They make a note of their thoughts in their UKYAAs booklets. They need to include an observation comment from their Awards Group – comments from the Awards Group Worker are optional.



How do we know when the award is finished?

The young person has completed the minimum amount of challenges and hours, and these have been reviewed within their Awards Group. They have given enough evidence of their work, and have completed both the pre and the post questionnaires.



How are the awards moderated?

Once the UKYAAs are complete, they are checked and signed off by the Agency Moderator using the internal moderation form. A copy of this is then sent to UK Youth, along with the certificate request form.



What accreditation do we get?

If the UKYAAs has been granted, a certificate is produced by UK Youth or ASDAN (depending which has been requested) and sent back to the organisation.

*Presentation ceremonies optional – but always recommended!

Key terminology for the UK Youth Achievement Awards

Agency Moderator: the nominated person from each delivery organisation responsible for carrying out the essential checks on each unit or group to make sure the awards meet the required standards for moderation. Where possible, this is a different person to the Awards Group Worker.

Awards Group: a group of young people who support each other to complete their awards.

Awards Group Worker: the person responsible for supporting young people to complete their awards and facilitate the Awards Group. Where possible, this is a different person to the Agency Moderator.

Challenge: an activity that the young person intends to do that is either new to them, or builds upon their previous achievements.

Internal Moderation: an essential check carried out within an organisation on the standard of their awards submissions.

Portfolio: an organised record of the activities the young person has carried out for their challenge, and where they can evidence their learnings.

Targets: what the young person plans to achieve whilst doing their challenge.

UKYAAs Unit: UKYAAs Units are usually branches of regional or national organisations. They will be supported to deliver the UKYAAs through a Regional or National Agency.

UKYAAs Regional Agency: Regional Agencies can operate either in a specific geographic area or within a wider community. They may support UKYAAs Units but they can also operate as a direct delivery hub.

UKYAAs National Agency: National Agencies operate across a country, either supporting a regional agency, or working directly with UKYAAs Units.

UKYAAs Centre: for individual youth groups and projects who are unable to link to a UKYAAs National or Regional Agency.

UK Youth Verifier: a UK Youth member of staff, who will quality assure the awards nationally.

UKYAAs: UK Youth Achievement Awards.