

VRQ Level 3 Diploma in Youth Work

National youth work qualification

Accredited by national awarding body, ABC Awards

JNC Recognised



take that leap....

Course Information Pack 2010-2011

London Youth, 47-49 Pitfield St, London, N1 6DA

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An Introduction to London Youth

We are London Youth...

We are vibrant network of more than 400 youth clubs serving 75,000 young people across the capital. Our **vision** is of a great world city in which every young person, whatever their background, is valued and challenged to become the best they can be. Our **mission** is to improve services and opportunities for young people. We want everyone growing up in and around London to enjoy access to high quality youth work - someone to talk to, information and guidance and life-enriching activities, all within a safe, stimulating and supportive environment. We work with young people in all their brilliant diversity, placing a particular emphasis on those who might be in any way disadvantaged or at risk of being excluded.

Find out more about London Youth by going to www.londonyouth.org.uk

Purpose of Youth Work

'Enable young people to develop holistically, working with them to facilitate their personal, social and educational development, to enable them to develop their voice, influence and place in society and to reach their full potential'

Aims of this qualification

Who is this national qualification for?

- Wishing to acquire youth work skills to enhance future employment prospects
- Wishing to progress to more advanced study
- Seeking a specialist qualification in addition to their main programme of study
- Already in employment looking for professional development
- Studying for personal development in the wider sense of lifelong learning.

This VRQ (Vocationally Related Qualification) Level 3 Diploma in Youth Work is designed for candidates already involved in youth work/youth support work, **who will have already attained the degree of knowledge and skills provided by the VRQ Level 2 Certificate in Youth Work programme or its equivalent.** Those undertaking the course may have specialist responsibilities for aspects of a youth work programme, or may manage small teams. Its purpose is to provide progression to more advanced skills; knowledge and understanding through a range of topics of practical use in various youth work settings.

The course is designed for Youth Support Workers or Youth Workers who are required to take responsibility for areas of their work, including specialist tasks associated with, for example Street Based youth work, Information Advice and Guidance and project work at a level that is more demanding than VRQ Level 2 Certificate in Youth Work. The course is also designed for those posts in which youth workers are required to supervise the work of small teams of paid and voluntary staff.

Place of Work

You will have to be working in an established youth work organisation where a qualified member of the staff will be able to supervise your learning and the application of theory from the course. They need to complete the second part of the application form. Supervisors 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 and 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, in line with recommendations in 'Resourcing Excellent Youth Services' (DfES, 2001).

Course Cost and Dates

It is a part-time course comprising of 120 taught hours over 10 months, approximately one evening per week plus one Saturday per month. As well as these taught hours, students must complete a minimum 120 hours supervised face-to-face work with young people within a work or volunteering placement. In addition to these hours, candidates must also allow **personal time** to build a portfolio of work based evidence, which will include a number of course assignments.

Course Cost £950 per participant.

If you wish you can pay in instalments 2 instalments of £475.

Payment 1 would be due by 29 March 2010

Payment 2 would be due by 16 August 2010

Closing date for application forms Fri 19 February 2010 (at 5pm)

Please return to Beverley Stephney, London Youth, 47-49 Pitfield St, London, N1 6DA

Information and Interview Afternoon Friday 5 March 2010

(2pm prompt start until 5pm)

@ Dragon Hall, Stukeley St, Holborn, London, WC2B 5LT

Course Dates The course will run one evening a week on a Tuesday evening from 6.30-9.30pm plus one Saturday per month from 10am – 4pm.

Please note that these dates maybe subject to slight alteration

April 2010

Tuesday 13
Tuesday 20
Saturday 24
Tuesday 27

May 2010

Tuesday 4
Tuesday 11
Tuesday 18
Saturday 22
Tuesday 25

June 2010

Tuesday 8
Tuesday 15
Tuesday 22
Saturday 26
Tuesday 29

July 2010

Tuesday 20
Saturday 24
Tuesday 27

August 2010

Tuesday 3
Tuesday 10
Saturday 14

September 2010

Tuesday 7
Tuesday 14
Tuesday 21
Saturday 25
Tuesday 28

October 2010

Tuesday 5
Tuesday 12
Saturday 16
Tuesday 19

November 2010

Tuesday 2
Tuesday 9
Tuesday 16
Saturday 20
Tuesday 23
Tuesday 30

December 2010

Tuesday 7
Saturday 11
Tuesday 14

January 2010

Tuesday 11
Tuesday 18

Where is the course held? Blackfriars Settlement, 1-5 Rushworth St, London, SE1 0RB.

This is very close to Waterloo Station and Southwark tube (Jubilee Line).

Supervisors Meetings: Dates to be confirmed

These meetings will take place @ London Youth, 47-49 Pitfield St, London, N1 6DA

Criteria for acceptance onto course

Students applying for VRQ Level 3 Diploma in Youth Work course need to:

- be aged 18yrs plus.
- be wanting to progress in their youth work career, using more advanced skills, knowledge and understanding than the Level 2
- whilst on the course, be able to apply to skills, knowledge and understanding described in the 'Qualification Content' in their youth work setting
- be an employed Youth Support Worker or Youth Worker with specialist responsibilities for aspects of a youth work programme.
- be in a job role where they are required to supervise the work of small teams of paid and/or voluntary staff
- have a clear understanding of what the course entails.
- have a degree of knowledge and skills to Level 2
- be able to explain clearly why they want to take part in the VRQ Level Three Diploma in Youth Work and what they want to get from it.
- be able to attend the course dates (students are expected to attend 100% of the course sessions).
- have a clear understanding of the time commitment involved outside the course dates: building a portfolio of evidence (completing assignments for eight units of work), attending supervision and completing 120 hours of face to face work with young people.
- Field Work Practice: students need to be regularly working in a youth work setting with groups young people within the 11 – 25 age groups, and able to undertake at least 50% of fieldwork practice with 13-19 year olds in line with guidance in 'Resourcing Excellent Youth Services' (DfES, 2001).
- have a commitment from a named supervisor to support them whilst they are on the course.

Please also see 'Who this course is for' for more information.

If you have any questions about the above criteria.....

please do not hesitate to contact Esther Thompson at London Youth on 020 7549 8805

or email esther.thompson@londonyouth.org.uk

Qualification Content

Please read through the following information carefully as it will help you decide if this qualification is suitable for you and the skills and knowledge you need and want to learn.

The course is divided into eight units, which have been derived from the following National Occupational Standards:

- B1 Enable young people to explore and develop their values and self-respect
- B3 Enable young people to work effectively in groups
- B4 Enable young people to use their learning to enhance their future development
- C1 Work with young people to design and develop sessions
- C3 Review progress and evaluate opportunities with young people
- D3 Manage your work and create effective work relationships
- E1 Investigate needs and provisions for young people and promote youth work opportunities
- E2 Identify relationships with other organisations and individuals

Unit 1 – Values and ethics in youth work

Unit Summary: The unit provides an understanding of the importance of values and ethics in youth work, and assists participants to develop their understanding of key concepts and issues in the development of value systems.

Learning Outcomes

The candidate will be expected to:

1. Enable young people to explore and develop their own values and the values of others
2. Encourage young people to consider and clarify their own values and explore and recognise alternative sets of values
3. Encourage young people to value and build on their strengths, and to celebrate and support the strengths and contributions to others
4. Demonstrate techniques and activities to develop and improve young people's self esteem and self-image
5. Demonstrate skills in facilitating group discussions showing listening and reflecting skills
6. Enable young people to build their self-respect and their self-esteem using different techniques
7. Demonstrate the core values of youth work within practice
8. Ensure that they understand the code of ethics and ethical issues, which arise in youth, work organisations

Knowledge Requirements

The candidate should understand:

- Basic psychology and sociology theories underpinning this work and the formulation of strategies to get young people to understand how their own values and the values of others have affected their lives
- The impact of group norms and of peers on individual young people
- How young people value themselves and what young people like about themselves
- How to encourage self-awareness in young people and how to facilitate that process
- Listening Skills; Reflecting Skills and Facilitating conversations
- Techniques for improving young people's self esteem and self-image
- Core values of youth work
- Code of ethics and ethical issues in youth work organisations

Unit 2 – Group work in youth work

Unit Summary: The unit provides participants with an understanding of group roles and group dynamics and how to use group work as a key element of work with young people.

Learning Outcomes

The candidate will be expected to:

1. Create a climate, which is conducive to learning and group life
2. Enable young people to decide what is acceptable group and individual behaviour
3. Enable young people to constructively challenge behaviours that contravene agreed boundaries
4. Facilitate group work learning with young people using a range of feedback techniques
5. Enable young people to deal with conflict within a group setting
6. Enable young people to have a voice and take action to deal with unacceptable behaviour through negotiation and deal with negative feelings constructively
7. Facilitate collaborative learning between group members

Knowledge Requirements

The candidate should understand:

- Group dynamics and group life (how to facilitate a group using theoretical models)
- The use of group work and how to plan group work, including boundaries and acceptable behaviour
- Group roles and how the setting of targets can help manage the group process
- The purpose/importance of constructive feedback and its use in providing learning opportunities
- Conflict between individuals and in groups and how to manage this
- How to challenge unacceptable behaviour in groups and use negotiation skills
- How to work with young people so they balance their own needs with that of the group.

Unit 3 – Youth Work and Informal Education

Unit Summary: The unit provides an understanding of the informal education concepts and frameworks most frequently used in youth work settings and enables participants to work with young people to reflect on and record their learning.

Learning Outcomes

The candidate will be expected to:

1. Demonstrate an understanding of the concepts of informal education and the ability to reflect with young people on their development and learning
2. Demonstrate when to apply the different styles of learning
3. Demonstrate the ability to motivate young people in a variety of settings
4. Work with young people to reflect on and record their learning from their experiences
5. Demonstrate a range of facilitation skills with young people
6. Reflect with young people using learning and development plans
7. Enable young people to identify links between their learning from youth work opportunities and other parts of their lives
8. Demonstrate different methods of giving and receiving feedback with young people

Knowledge Requirements

The candidate should understand:

- Informal education, application of informal education processes to individual learning situations
- The different styles of learning knowledge of when to apply the different styles
- The role of educator and how to use this understanding to motivate young people
- How to learn from experiences and enable young people to reflect on and record their learning
- A range of facilitation skills and how to develop them
- How to use development plans to facilitate learning
- How to help young people relate their learning from youth work experiences back to other areas of their life
- How to give and receive feedback

Unit 4 – Planning and delivering youth work

Unit Summary: The unit provides an understanding of the key elements and practices required in creating and presenting learning opportunities with young people and identifies and develops the core skills needed.

Learning Outcomes

The candidate will be expected to:

1. Demonstrate an understanding of the concept of learning outcomes
2. Demonstrate how to incorporate learning outcomes into a range of sessions when working with young people
3. Demonstrate how to use identified needs in order to select the most appropriate style when working with young people
4. Recognise the different styles of leadership and be able to give practical examples of the appropriateness of the style to the situation
5. Demonstrate in working with young people how to recognise when young people are ready to learn and the most appropriate methods to motivate and encourage them
6. Work with young people to identify outcomes and choose between options for sessions using their identified goals and aspirations
7. Design and plan sessions by involving young people and other interested parties in youth work incorporating effective evaluation processes
8. Select, design and adapt appropriate materials and resources to support youth work sessions

Knowledge Requirements

The candidate should understand:

- The need for learning outcomes
- How to apply learning outcomes in youth work
- How to record and accredit learning outcomes for young people
- How to explore different approaches to needs analysis
- The theory and practical application of styles of leadership
- How to involve young people in the process of learning
- How to use a variety of methods and activities for sessions, incorporating different styles
- How to evaluate sessions and resources
- The different levels of participation and progression

Unit 5 – Evaluating and reviewing youth work

Unit Summary: The unit provides an understanding of the principles and practices of assessment and evaluation in a youth work context. It enables participants to identify how to provide learning opportunities for young people, develop skills in assessing progress and development and in evaluating their youth work.

Learning Outcomes

The candidate will be expected to:

1. Demonstrate an understanding of the principles, which underpin assessment and evaluation
2. Demonstrate the appropriateness of different styles of evaluation to different youth work situations
3. Demonstrate methods by which evaluation techniques are used in service planning and improvement
4. Encourage young people to take a critical role in evaluation activities and ensure that the evaluation is carried out in a way, which is enjoyable and enhances young people's learning
5. Work with young people to plan, using reflection and evaluation skills
6. Determine how to evaluate opportunities by working with young people in creating evaluation criteria and deciding evaluation methods
7. Evaluate opportunities and identify successes and areas for improvement and demonstrate ways of presenting the information
8. Encourage young people to question and assess the effectiveness of the specific evaluation being used

Knowledge Requirements

The candidate should understand:

- Development of the work on learning outcomes and their use in the evaluation of youth work
- The different styles of evaluation and the appropriateness of such different styles
- The use of evaluation to inform service planning and service improvement
- The theory of general and specific participation of young people and its link to micro and macro activity planning and evaluation
- The identification of 'opportunities' when young people can reflect, learn and evaluate, using aims and objectives in planning
- The involvement of young people in evaluation methods

- The different methods of presenting evaluations
- Reviewing techniques

Unit 6 – Working in organisations and teams

Unit Summary – The unit provides an understanding of the purpose, structure and workings of organisations and identifies the importance of the differing roles and teamwork and the need for open and effective systems in order to provide a quality service.

Learning Outcomes

The candidate will be expected to:

1. Demonstrate a clear understanding of the principles, policies and procedures of the youth organisation for which they work
2. Demonstrate an understanding of the organisational theory underpinning different types of organisations
3. Demonstrate an understanding of the differing roles and responsibilities within their organisation
4. Demonstrate an understanding of the purpose of management supervision, and maintain effective relationships with managers, decision makers and other key groups and individuals
5. Demonstrate the policies and procedures that affect the youth work highlighting their role as a youth worker and the limits of their remit
6. Fulfil your responsibilities to colleagues and teams by clarifying roles within teams, monitoring progress and improving performance
7. Support colleagues, recognise and value differences and deal with differences of opinion and conflicts
8. Demonstrate communication skills
9. Demonstrate an understanding of the relevance and importance of record keeping, data collection and data protection

Knowledge Requirements

The candidate should understand:

- What organisations are; including their policies, procedures and legal responsibility in working with young people?
- Organisational theory – voluntary and statutory, hierarchical and flat
- The roles within the organisations, including the roles and responsibilities of individual workers
- The role of management supervision within the organisation and the structures of management committees etc.
- The use of policies and procedures and how they affect learning
- The importance of team and individual goal setting
- The types of support available to workers and how to articulate needs to others
- Develop and maintain good communications with managers, other decision makers and colleagues
- Record keeping including confidentiality and data protection

Unit 7 – Assessing needs in youth work

Unit Summary: Candidates will gain an understanding of the factors that impact on young people's needs, and be able to plan and promote youth work opportunities to meet these needs.

Learning Outcomes

The candidate will be expected to:

1. Demonstrate an understanding of the application of emotional development models in youth work
2. Work with young people to enable them to manage the pressures they experience
3. Demonstrate an understanding of some of the ways in which government policies and economic and social trends impact on young people's lives
4. Apply appropriate research methods to assessing young people's needs, interests, aspirations and issues
5. Promote new youth work opportunities identifying target groups and environments

Knowledge Requirements

The candidate should understand:

- The theory of emotional development of young people
- The pressures placed on young people and their management of that process, especially local issues
- The impact of current trends, government policy, employment and education opportunities on young people and how local policy, values and attitudes affect youth policy
- Research methods e.g. community profile, interviews and information gathering skills
- Why all young people need to be able to access youth work and the value and appropriateness of targeting different groups in different settings

Unit 8 – Working with partner organisations and communities

Unit Summary: Participants will gain an understanding of the range of organisations involved in young people's personal and social development and work out strategies to work effectively with community groups and agencies in a local area.

Learning Outcomes

The candidate will be expected to:

1. Recognise and establish contact with organisations and agencies that contribute to young people's personal and social development and the achievement of their aspirations in a local area
2. Apply youth work professional ethics in work with other organisations and partners
3. Demonstrate understanding of the roles that youth work can play in a range of policy areas
4. Work with families and community groups and educational providers to address the needs, interests and aspirations of young people

Knowledge Requirements

The candidate should understand:

- The organisations involved in formal and informal learning and their roles, priorities and performance indicators
- The contribution other organisations can make to the personal and social development of young people
- The organisational ethics underpinning the relationships between youth workers and other colleagues; youth service and other organisations
- Clarity of the role of youth work in new policy areas; Connexions, YOTs, Schools, Children's Trusts, Crime and Disorder, Neighbourhood Renewal
- How to develop relations with the local community and communications with key groups and organisations

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.

Course Assessment

Assessment comprises of internal assessment along with internal and external moderation by the awarding body ABC Awards.

Internal Assessment

Candidates will work through the learning outcomes and knowledge requirements of each unit to complete that unit and produce a portfolio of evidence. You will be given course assignments to do in your own time and these will involve a combination of practical work and theoretical study.

All candidates must compile a portfolio of evidence that shows achievement of all the relevant learning outcomes and knowledge requirements for all units of each qualification. Evidence is not prescribed but may include any or all of the following*:

- Product evidence
- Observation reports
- Oral/Written questions and answers
- Reports/Notes
- Worksheets/Workbooks
- Witness Statements
- Taped evidence (Video or Audio)
- Photographic evidence
- Case studies/Assignments
- Other suitable supplementary evidence
- Simulation (if stated as being acceptable)
- Role-Play
- Interview/Discussion

*The most appropriate evidence for the qualification should be used.

Accreditation

The VRQ Level 3 Diploma in Youth Work is a nationally accredited Vocationally Related Qualification (VRQ) and is part of the national qualifications framework (NQF) accredited via the national awarding body Awarding Body Consortium Awards (ABC Awards).

London Youth have ABC Centre approval allowing us to run ABC qualifications. ABC specialise in developing Vocationally Related Qualifications (VRQs).

VRQ's are designed to underpin much of the knowledge for the National Occupational Standards in Youth Work (NOS) and assist in the development of practical skills.

In turn, NOS form the basis of National Vocational Qualifications (NVQs). Therefore, although VRQs have links with NVQs, they are not designed to deliver occupational competence and as such do not require delivery and assessment in the workplace.

All ABC Award's VRQs are mapped to the NOS for purposes of future accreditation of prior learning (APL) should candidates opt to achieve the NVQ at a later date.

Progression Opportunities

Successful completion of this qualification provides sound preparation for further study.

Possible progression routes include:

Access to social work/teaching programmes

Full time BTEC Health and Social Care

University programmes such as:

- Youth and Community Studies

- Urban Regeneration and Community Development

- Youth Justice

- Psychosocial studies

- Criminology

- Housing Studies

- A range of Combined Honours Degrees

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.

London Youth and ABC Awards will endeavour to ensure that through their policies, procedures and actions, all candidates entered for assessment are treated fairly and on an equal basis. Access to ABC Awards qualifications is open to all candidates irrespective of gender, ethnic origin, creed, employment status, nationality, sexual orientation, marital status or special assessment arrangements. London Youth will ensure that no candidate is subjected to unfair discrimination on any of these grounds in relation to access to assessment and to the fairness of the assessment. A copy of London Youth's full Equal Opportunities and Diversity Statement is available from on request and ABC Award's full policy can be seen on their website.

Health and Safety London Youth's Health and Safety Policy applies. Where training is held off site, policies of the host agency will also be followed.

Customer Services Statement London Youth aims to provide a high quality, professional service at all times. If you have any comments or suggestions, please contact London Youth at the address below.

Enquires London Youth, 47-49 Pitfield St, London, N1 6DA. Switchboard: 020 7549 8800
www.londonyouth.org.uk Esther Thompson, Head of Training 020 7549 8805
email: esther.thompson@londonyouth.org.uk

Other useful contacts

Course Accreditation: ABC Awards, Bishops Hull Hse, Bishops Hull, Taunton, Somerset TA1 5EP TEL 01823 335491 email enquiries_taunton@abcawards.co.uk
www.abcawards.co.uk