



The network of youth groups

Youth Achievement Award | Platinum

Building skills by creating opportunities for others to learn



PLAN



DO



REVIEW

Name: _____

Date of Birth: _____

Postcode: _____

Group/Project/School: _____

Scottish Candidate Number: _____

Booklet Number: _____

EXAMPLE



Introduction

With the Platinum Youth Achievement Award, you'll have the chance to build your skills by taking the lead and creating opportunities for others to learn. Through this award, you will complete five challenges, following the Plan-Do-Review stages for each. You will gather evidence for every challenge you complete and organise it into an overall Platinum portfolio of evidence. Below is an overview of your challenges:

Challenge 01: Personal Development Plan

Time: Approx 20 hours

Research and create a Personal Development Plan that outlines your skills, experience and goals.

Challenge 02: Training

Time: 30+ hours

Undertake training to build the knowledge and skills you need for your placement(s).

Challenge 03: Placement(s)

Time: 60+ hours

Complete one or more placements that allow you to deliver learning opportunities for others.

Challenge 04: Progress Evaluation

Time: Approx 20 hours

Create a progress evaluation that reflects on your learning from the previous challenges.

Challenge 05: Presentation

Time: Approx 20 hours

Prepare and deliver a presentation about what you have learned through your award experience.



Challenge 01 – Personal Development Plan



PLAN

In this challenge, you will research and create a Personal Development Plan. To do this, you'll need to think about your past experiences, your skills and your immediate and long-term goals. Creating this development plan should help you decide what opportunities will be right for you in *Challenge 2: Training* and *Challenge 3: Placement(s)*.

Personal Targets

1. I will reflect on my past achievements and outline my learning journey so far.
2. I will identify my personal strengths, skills and interests.
3. I will identify my personal goals, both short- and long-term.
4. I will identify one or more suitable placements that will enable me to create and deliver opportunities for others to learn.
5. I will consider the knowledge, skills and experience required for my proposed placement and will identify training opportunities that can fill any gaps in these.



DO

As you complete this challenge, you will need to gather evidence of the research you've undertaken and the work you have done to meet each of your personal targets. This evidence could include things like:

- Personal notes and reflections
- Photos
- Certificates
- Drawings or idea maps
- Skills audit
- Flyers or promotional materials for the training opportunities you considered
- Flyers or promotional materials for the placement(s) you considered

No matter what other evidence you choose to add, you must also include a clearly labeled final copy of your **Professional Development Plan and make sure that it meets the personal targets listed above.**

Organise all your evidence for this challenge into a collection labeled 'Challenge 1', and add it to your overall Platinum portfolio of evidence.



Challenge 01 – Personal Development Plan (cont.)



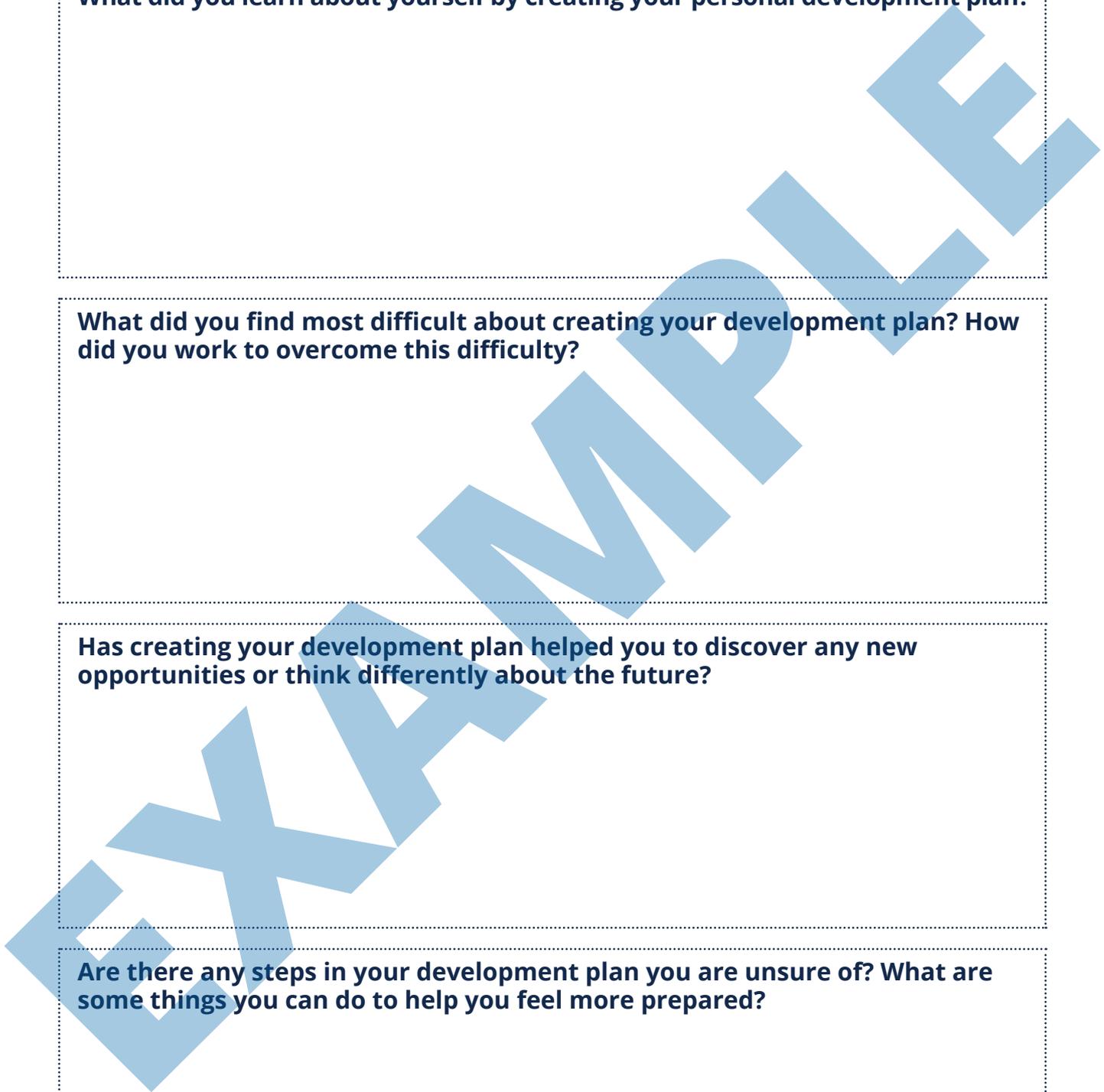
REVIEW

What did you learn about yourself by creating your personal development plan?

What did you find most difficult about creating your development plan? How did you work to overcome this difficulty?

Has creating your development plan helped you to discover any new opportunities or think differently about the future?

Are there any steps in your development plan you are unsure of? What are some things you can do to help you feel more prepared?





Challenge 02 – Training



PLAN

In this challenge, you will complete at least 30 hours of training to build additional skills, knowledge and experience that will help you in your placement. The type of training you choose will depend on the goals you outlined in your development plan.

You can choose! You can complete your training hours before you start your placement or, if you want, you can choose to work on Challenge 2: Training and Challenge 3: Placement(s) at the same time (for example, taking part in training during one half of the week and attending your placement during the other).

Describe the training you will undertake:

Example text area for describing training.

Describe four things you hope to learn or be able to do as a result of this training (these will be your personal targets):

1:

2:

3:

4:

Four horizontal lines for writing personal targets, corresponding to the numbered prompts.



Challenge 02 – Training (cont.)



REVIEW

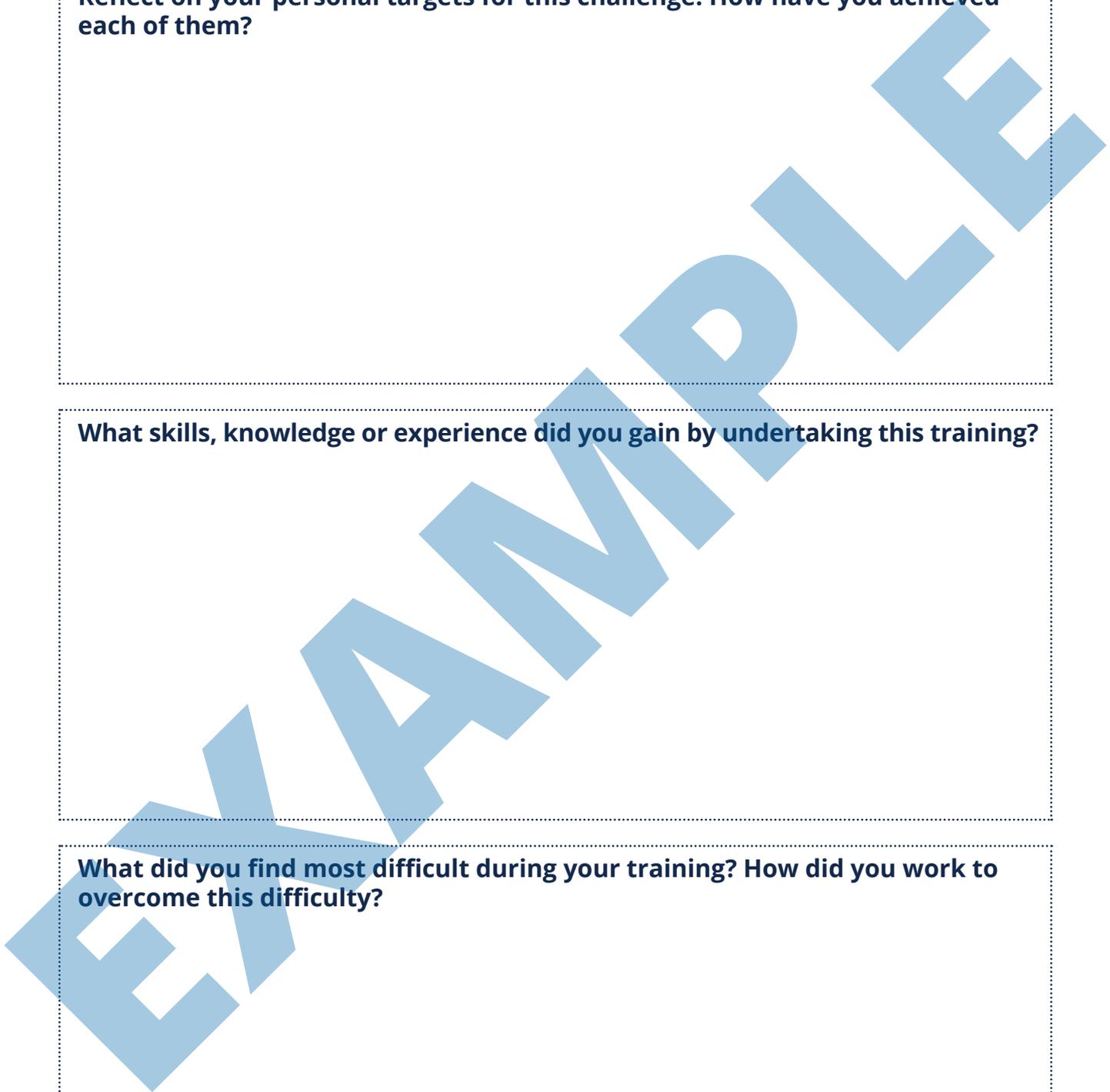
I completed

hours of training

Reflect on your personal targets for this challenge. How have you achieved each of them?

What skills, knowledge or experience did you gain by undertaking this training?

What did you find most difficult during your training? How did you work to overcome this difficulty?





Challenge 03 – Placement(s)



PLAN

In this challenge, you will complete at least 60 hours in one or more placements. During your placement(s), you will practice the skills you've built through your training and will have the chance to create and deliver learning opportunities for others.

You can choose! You can complete one extended placement or several shorter ones to meet the necessary hours for this challenge. If you choose to do more than one placement, make sure you include details from all of your experiences in the sections below and in your portfolio of evidence.

Describe the placement(s) you will undertake:

Large dotted-line box for describing the placement(s).

Describe four things you hope to learn or achieve through your placement (these will be your personal targets):

1:

2:

3:

4:

Four horizontal dotted-line boxes for listing personal targets, corresponding to the numbered prompts.



Challenge 03 – Placement(s) (cont.)



REVIEW

I completed

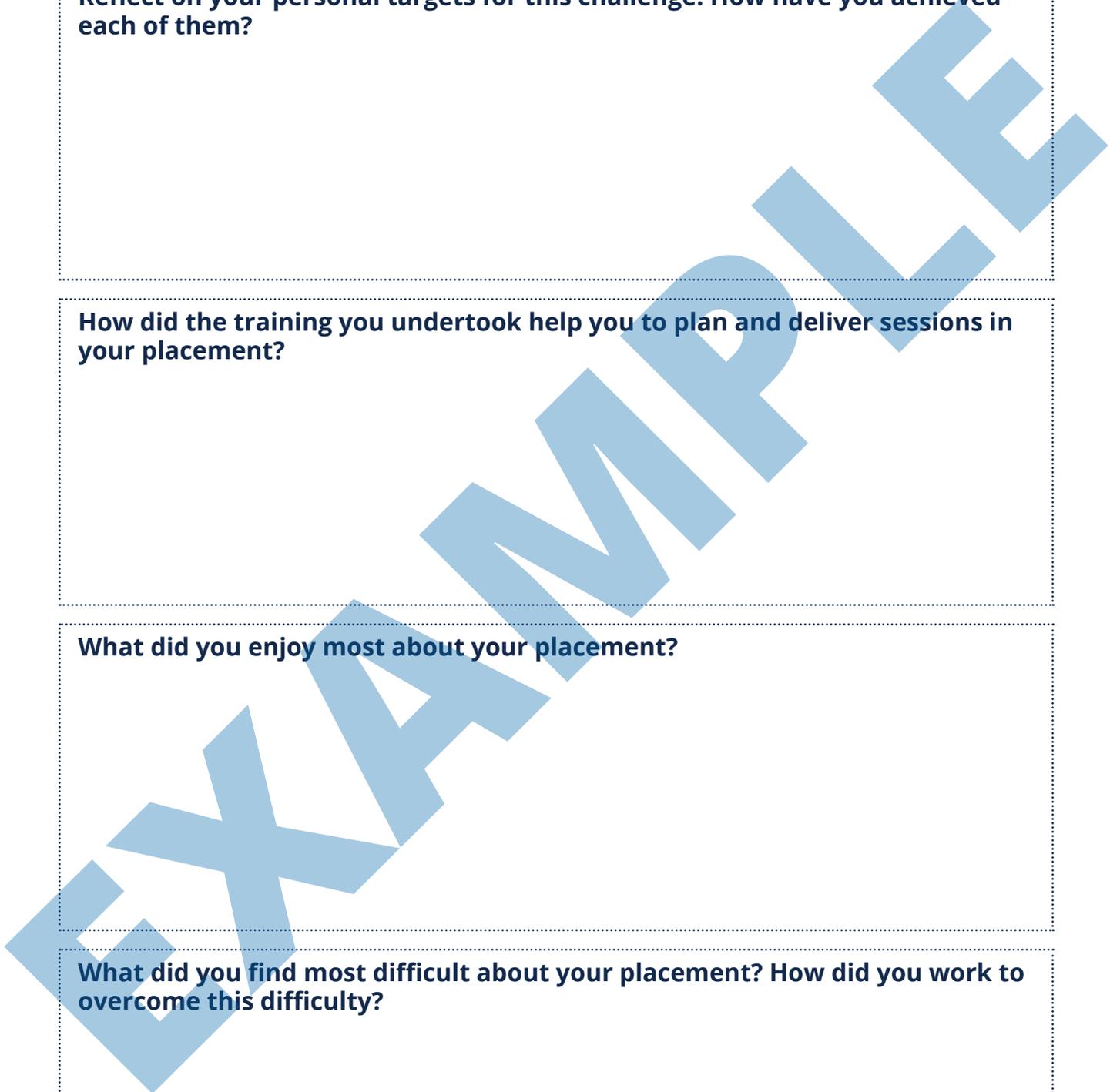
total hours with my placement(s)

Reflect on your personal targets for this challenge. How have you achieved each of them?

How did the training you undertook help you to plan and deliver sessions in your placement?

What did you enjoy most about your placement?

What did you find most difficult about your placement? How did you work to overcome this difficulty?





Challenge 04 – Progress Evaluation



PLAN

In this challenge, you will reflect on your Platinum award experience so far and will create a detailed progress evaluation. This progress evaluation will help you review everything you've done and reflect on what you have accomplished, what you have learned and what you can improve for next time. Make sure you consider all the previous challenges in your evaluation: *Challenge 1: Personal Development Plan*, *Challenge 2: Training* and *Challenge 3: Placement(s)*.

Personal Targets

1. I will describe how creating my personal development plan helped me consider my goals and identify a pathway for achieving them.
2. I will describe how my training helped me to fill the gaps in my experience, knowledge and skills.
3. I will describe how my placement(s) helped me to develop my existing skills and build new ones.
4. I will reflect on my overall experiences in the Platinum award so far and describe how it has contributed to my learning journey and how it will help me in the future.



DO

As you complete this challenge, you will need to gather evidence of your review process and the work you have done to create your Progress Evaluation. This evidence could include things like:

- Witness statements or testimonials from colleagues, employers, youth workers, teachers, etc.
- Feedback from participants and their teachers or parents
- Personal notes and reflections

No matter what other evidence you choose to add, you must include a clearly labeled final copy of your Progress Evaluation and make sure that it meets the personal targets listed above.

Organise all your evidence for this challenge into a collection labeled 'Challenge 4', and add it to your overall Platinum portfolio of evidence.



Reflecting on Skill Development



REVIEW

Think about how working on your challenge has helped you to improve or build new skills. Tick all that apply.

Self-Management Skills – (organisation, responsibility, decision making)

- I set my own goals and broke down big objectives into smaller tasks (challenges and targets)
- I took time to plan my work and was organised
- I stayed focused and worked to deadlines when I needed to
- I showed resilience and kept trying even when I found something difficult
- I took responsibility and prioritised or delegated tasks to make sure everything got done

Co-operation and Social Skills – (communication, teamwork, leadership)

- I encouraged others to share their ideas and worked to make sure everyone felt included
- I supported and motivated others when we tried to accomplish a task
- I gave instructions and/or shared my knowledge with others to help them complete a task
- I helped find a compromise for different opinions and/or helped resolve a conflict

Critical Thinking Skills – (curiosity, creativity, problem solving)

- I tried to imagine what others might want or need in an activity as I made my plans
- I considered possible risks in an activity and thought of how to take precautions
- I was flexible and adapted my ideas when a situation changed or I got new information
- I used my judgment to consider options and make decisions about what would work best



Examples of Skill Development



REVIEW

Based on how you answered on the previous page, tell us more about how you have developed and skills you have improved or gained. You might find it helpful to include examples and describe what you did or how you changed.

Self-Management Skills (organisation, responsibility, decision making)

Co-operation and Social Skills (communication, teamwork, leadership)

Critical Thinking Skills (curiosity, creativity, problem solving)





Challenge 04 – Progress Evaluation (cont.)



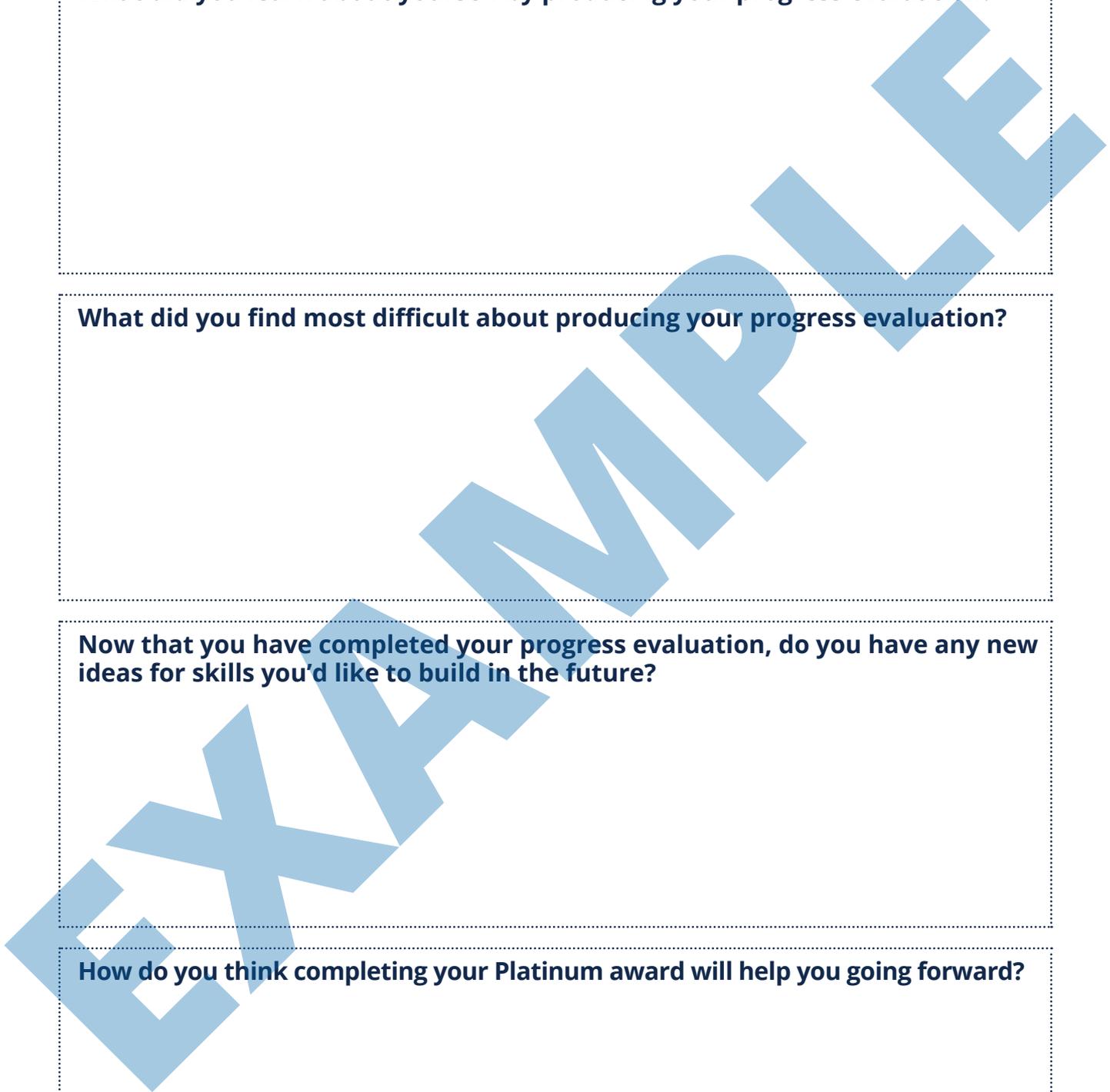
REVIEW

What did you learn about yourself by producing your progress evaluation?

What did you find most difficult about producing your progress evaluation?

Now that you have completed your progress evaluation, do you have any new ideas for skills you'd like to build in the future?

How do you think completing your Platinum award will help you going forward?





Reflecting on your Platinum Youth Achievement Award



FINAL REVIEW

What difference has completing your challenge made to you? Tick one box for each statement.

Green for 'A Lot' - Yellow for 'A Little' - Orange for 'The Same'

	A lot	A little	The same
I feel more confident in myself	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I am better at dealing with things that don't go to plan or how I expected	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I am better at planning, organising and staying focused on tasks	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I am better at listening, talking and getting along with others	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I am better at working together with others to achieve a task	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I am better at thinking about things, solving problems and making decisions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
What I have done in this challenge has improved things for myself, others or the world around me	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Confirmation Statement

I confirm that this is all my own work and where I have had help this has been noted.

Name:

Date:

Signature:



Peer Assessment



FINAL REVIEW

Show this completed booklet and your portfolio of evidence to another young person and ask them to check that you have met the requirements below. When they agree, they must tick the boxes, then sign and date.

- You have completed all five challenges in full
- You have provided evidence that you completed 30 hours of training
- You have provided evidence that you completed 60 hours of placement(s)
- You have provided evidence that you have created and delivered learning opportunities for others
- Your portfolio is well-organised and presents evidence linking to your challenges and personal targets
- You have completed all review pages in full, demonstrating critical thinking and reflection skills

Friend/group member's name:

Date:



Supporting Statement

Ask a youth worker, teacher or another adult who supported you to add a statement below about how they think you got on in your challenge.



Challenge 05 – Presentation



PLAN

In this challenge, you will prepare and deliver a presentation about what you have learned and accomplished through your Platinum Youth Achievement Award. You can use the space below to help you prepare for this presentation.

When and where will your presentation take place?

Date:	Time:	Location/ Platform:
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Who will you invite to your presentation and why?

As you prepare your presentation, think about everything you've learned and achieved throughout your challenges. What are 3 key points you want to cover when telling other people about your award experience?

1:

2:

3:

Don't forget the Q&A! Make sure you've scheduled time at the end of your presentation for audience questions. As you plan for the day, you can think about what some of these questions might be so that you will be ready to answer them.



DO

As you complete this challenge, you will need to gather evidence of your work to prepare and deliver your presentation. This evidence could include things like:

- Materials you used during your presentation (slides, displays, etc.)
- Photos or videos from the day of your presentation
- Feedback collected from your audience

Organise all your evidence for this challenge into a collection labeled 'Challenge 5,' and add it to your overall Platinum portfolio of evidence.

**Challenge 05 – Presentation** (cont.)**REVIEW**

Do you feel you prepared well for your presentation? Were you able to clearly communicate your points and respond to questions from your audience?

What was the most difficult part of preparing and delivering your presentation? How did you work to overcome this difficulty?

What would you do the same and what would you do differently the next time you need to give a presentation?

How do you think the experience of delivering this presentation could help you in the future?



Congratulations!

Your award is now ready for assessment by your youth worker/teacher!

Your Notes

EXAMPLE



Building skills by creating opportunities for others to learn

The Youth Achievement Awards were originally created by UK Youth, Youth Scotland developed the awards for use in the Scottish context, and exclusively hold the rights to operate them in Scotland.

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This award has been
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