



The network of youth groups

# Youth Achievement Award | Silver

Building skills by helping to plan and deliver activities



PLAN



DO



REVIEW

Name: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Postcode: \_\_\_\_\_

Group/Project/School: \_\_\_\_\_

Scottish Candidate Number: \_\_\_\_\_

Booklet Number: \_\_\_\_\_

This is my:

1st Challenge

2nd Challenge

3rd Challenge

4th Challenge

With the Silver Youth Achievement Award, you'll have the chance to build your skills by taking responsibility for helping to organise and deliver activities with others. As you start your learning journey, take some time to plan what you will be doing and decide what your goals will be.

**You can choose!** You'll complete 60 hours of learning for your Silver award. You can do this all in one challenge or, if you'd rather spread your hours out across different projects, you can do up to 4 challenges (each 10+ hours). You will need to complete one booklet for each challenge (and don't forget to mark the challenge number on the front cover!)



## Planning My Silver Youth Achievement Award

What is the activity, project or event you are going to help organise?  
(This will be your challenge)

What will you be responsible for doing in this challenge?

Why do you want to take on this challenge?

List some of the skills you want to gain/improve by working on this challenge.  
**Remember:** a skill can be something practical and specific that you've learned how to do, or it can be something you're able to do in general that helps you succeed in different projects (things like problem solving, confidence and communication).



## Planning My Challenge

My challenge is to...

### My personal targets

Review your answers from page 2 and choose 4 things that you would like to work towards while completing this challenge (for example, something you hope to achieve or a skill you want to build). These are your personal targets.

**1:**

I will ...

**2:**

I will ...

**3:**

I will ...

**4:**

I will ...



## Peer Assessment

Show the plan you've made to a friend or member of your group and ask them to check that it meets the requirements below. When they agree that it does, they must tick the boxes, then sign and date.

You have clearly described your challenge

In your challenge, you will be helping to organise an activity/event with others

You have set yourself at least 4 personal targets to work towards

Your challenge and targets are suitable for you

Friend/group  
member's name:

Date:







## Building a Portfolio of Evidence

As you work on your challenge, you will build a portfolio of evidence—this is a record of everything you’ve done and achieved.

### What is evidence?

Many things can be evidence of the work you’ve done for your challenge. It’s up to you what you choose to include in your portfolio, but you might add things like:

- Photos or videos
- Drawings
- Writing
- Receipts
- Planning sheets
- Flyers
- Supporting statements
- Evaluations
- Questionnaires
- Newspaper clippings
- Social media posts or pages
- Text and WhatsApp messages

**Reminder:** No matter what kinds of evidence you choose, you should include an explanation along with each that describes what it is and how it relates to your challenge and personal targets. You will also need to make sure your time log is updated as you add new evidence.

**Want a Bronze award to count towards your Silver?** If you’ve added a Bronze Youth Achievement Award as previous learning in your challenge log, don’t forget to include a picture or copy of your award certificate in your portfolio of evidence!

### Creating your portfolio

A portfolio is an organised collection of evidence, but it’s up to you what you want it to look like. Your portfolio could be a binder, scrapbook, digital file or any other way you’d like to present the evidence for your challenge. Just remember that no matter how you collect and organise your portfolio, you’ll need to upload a digital version of it when you submit your award.

If you want, you can use our **Evidence Booklet** as a template to build your portfolio.

**Reminder:** No matter how you organise your portfolio of evidence, make sure you’ve clearly labelled it with your name, the name of the award you’re completing (Bronze, Silver or Gold) and the name of your challenge.



## Reviewing Your Challenge

Look back at the personal targets you set for this challenge. List these targets again here and describe what you did during your challenge to work towards each one.

1:	
2:	
3:	
4:	

What did you enjoy most about your challenge?

Reflect on the level of responsibility you took when completing your challenge. How did you share responsibility for activities and work with others?

What was the most difficult part of this challenge? How did you work to overcome this difficulty?



## Reflecting on Skill Development

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 was reliable and finished the tasks I was responsible for
- I showed resilience and kept trying even when I found something difficult
- I overcame a setback when things did not go to plan

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

- I worked as a team with others to accomplish a task or achieve a group goal
- I listened and showed respect for other people's ideas and opinions
- I spoke up in a group and shared my ideas and opinions
- I supported others and helped someone with a task when I saw they needed it

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

- I used my creativity to come up with new ideas or imagine how something could be done
- I asked for more information when I needed it so I could make a good decision
- I tried to imagine what others might want or need in an activity as I helped with planning
- I reflected on my learning and can think of ways to use my new skills in the future

## Reflecting on Personal Development



### 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"/>

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.

<input type="checkbox"/>	You have completed your planning pages in full
<input type="checkbox"/>	You have accurately recorded the time you spent working on your challenge (remember you will need 60 hours to complete your award)
<input type="checkbox"/>	You have evidence of working towards your personal targets
<input type="checkbox"/>	You have evidence of helping to organise an activity/event with others
<input type="checkbox"/>	Your portfolio is well-organised and presents evidence linking to your challenge and personal targets
<input type="checkbox"/>	You have completed your review pages in full

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.



## Congratulations!

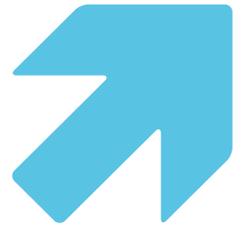
Your award is now ready for assessment by your youth worker/teacher!

Take the next step with our Learning Pathway!

**Did you know?** When you earn a Silver Youth Achievement Award, you've already made progress towards a Gold! Your Silver award counts for 30 of the 60 hours you will need for your Gold Youth Achievement Award.

## Your Notes

EXAMPLE



# Building skills by helping to plan and deliver activities

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.

**Youth Scotland:**

Balfour House, 19 Bonnington Grove, Edinburgh EH6 4BL

**Tel:** 0131 554 2561

**Email:** [awards@youthscotland.org.uk](mailto:awards@youthscotland.org.uk)

**Twitter/X:** [x.com/YouthScotland](https://x.com/YouthScotland)

**Facebook:** [fb.com/youthscotland](https://fb.com/youthscotland)

**Instagram:** [@youth\\_scotland](https://@youth_scotland)

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