****

TRAINING FOR YOUTH WORK

THE HARROW CLUB

LEVEL 2 & LEVEL 3 CERTIFICATES

IN YOUTH WORK PRACTICE Commencing in April 2024

COURSE INFORMATION BOOKLET

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

**DELIVERED BY** **“THE TRAINING TEAM” of the**

***HARROW CLUB***

**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. A**ll courses are delivered by a combination of online zoom workshops and face to face sessions at the Harrow Club. 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 Monday evening **OR** a Tuesday morning 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 10am and 1.00pm. 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 portfolio’s.
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 will be confirmed at Interviews in February/ March. All courses will commence in April 24 for completion by end of December 24.
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.
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, witness statements from colleagues and/ or young people, 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. Your Line Manager will have a direct role also in ensuring that you are able to carry out the practical work required to be completed and submitted as part of Unit 8.
11. You will have your workplace Supervisor (who will be JNC qualified) – to help you with your ongoing work making the links between the theory and your practice. Your regular supervision sessions will be recorded and submitted as part of Unit 8.
12. Please note: If you do not have a JNC Qualified Youth Worker in your organisation able to act as your supervisor, this can be organised via partner organisations in your local area/ network. Alternatively, we can provide an external Supervisor to work with you, but this will entail additional costs – approx. £200.00 per applicant. This falls outside our budget so would need to be paid by either your organisation or yourself.

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ABOUT THE *HARROW CLUB*

The *Harrow Club* is a local youth work charity established in the Royal Borough of Kensington and Chelsea which has been in existence for over 125 years. The club is an experienced but modern provider of youth work and offers quality personal development programmes and activities for young people. The *Harrow Club* teams work with hard-to-reach young people and consistently provide positive outcomes with this client group.

The *Harrow Club* offers many different tailored programmes to other agencies and providers and is commissioned by Royal Borough of Kensington & Chelsea, and London Borough of Hammersmith & Fulham to offer services for young people.

***Double Two Consultancy*** has been delivering Training Programmes from the *Harrow Club* since 2005. The consultancy has now entered a working agreement with *Harrow Club* to set up *Harrow Club* as an SEG approved Training Centre. The focus is on training programmes relevant to the practice of Youth Work. The offer is wide ranging from introductory courses for senior youth club members and junior staff at Level 1, through initial training and subsequent development of part time youth workers at Levels 2 and 3, through to Level 4 Continuing Professional Development Course (CPD) for those wishing to progress a career in professional youth work.

We also offer a Level 3 Certificate in Assessment of Vocational Work – specifically focused on Youth Work. Other programme and course developments may be added to the portfolio of options over time.

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.

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 2016 – Original Certification as proof of completion will be required.

FEES AND CHARGES

Level 2 Certificate = £1150.00

Level 3 Certificate = £1350.00

Level 3 Conversion = £ 900.00 (**A discount may be offered to Graduates of our Centre).**

In addition to fees, we invoice individuals for a refundable Deposit of £200.00. 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/ tutorial time is required, then this will be deducted from the Deposit before the balance is repaid.

There are a limited number of Bursary places available via Partners for Young London/ NYA. Please note – given the limited number of Bursaries on offer, no single organisation will receive more than one Bursary. If you wish to be considered for a Bursary place, then you need to follow the link to the Partners for Young London to complete an ‘expression of interest’ form. If you wish to be considered, please register your interest: Right Click here to open the hyper link: <https://forms.wix.com/f/7153392561195843997>

It is important that you do not rely on achieving a Bursary. So please confirm on the Harrow Club Application whether you or your organisation will pay the fee if a Bursary is not available.

IMPORTANT DATES AND VENUES

Courses are now being advertised and applications received for Courses scheduled to start in April 2024 for Completion by 19th December 2024.

Sessions will be ‘On-line for virtual’ learning via PowerPoint and ZOOM with ‘Face-to-face’ Workshops at **‘*The Harrow Club’*, 187 Freston Road,** North Kensington, **London W10 6TH**

* **Interviews:** Once fully completed applications are received, candidates will be invited to attend interviews.
* **Interview sessions will be arranged at the Harrow Club on:**

Wednesday 6th March and Wednesday and Monday 11th March. Specific times in morning/ afternoon and evening with be arranged with applicants to ensure all applicants can be accommodated.

* **Induction:** Monday 29th April 10 to 12 noon): an Introduction to the course for **Learners** **and Supervisors/ Line Managers** (for the first hour).
* **Workshop A**: Saturday 4th May 10am to 1.00pm (F-2-F at ***Harrow Club)***
* **Dates for all Cycles and Individual Workshop sessions will be added after interviews**
* **Final Assessment Tutorials**: Monday 9th December to Thursday 12th December
* **Final Portfolio Hand in** week: Monday 16th December to Thursday 19th December

All completed portfolios would then be submitted to the Internal Quality Assurer for Review and Feedback to Assessors. Once cleared they would then go the External Quality Assurer for Final Review and Feedback to SEG. Once everything is cleared, we submit all completion details to SEG for Registration and Issue of Certificates.

A graduation ceremony for the Award of Certificates would be arranged for March 2025.

**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 all course dates - **learners are expected to attend 100% of the course sessions includes attendance at ZOOM and Face-to-Face 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** in your current post, 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 supportive role and supervised, with **AT LEAST 2 YEARS’ EXPERIENCE (preferably in your current post), 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 need to be working in an established youth work organisation where a JNC Qualified Youth Worker/ member of the staff, will be able to manage your learning and the course needs, and be able to help with the application of theory from the course in to your practice.

They need to complete the final part of the application form.

Supervisors/ 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.**

I**t 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 Head of Centre/ Course Director, Kay Brokenshire**

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 Behaviour that Challenges 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 Behaviour that Challenges 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** is open to those who have a completed Level 2 Certificate in Youth Work Practice dated from April 2016. It 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 Behaviour that Challenges 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, Level 4 CPD Courses 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 be on a face-to-face visit basis, or they can be arranged to 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 all Workshop sessions and at assessment tutorial sessions.
* Candidates will be required to attend a minimum of x5 hours of Supervision with your named JNC supervisor. These can be of varied length depending on need – 20 mins, 30 mins, 60 mins. The notes of these meetings should be recorded by your Supervisor, signed and logged in your Portfolio files – usually under Unit 8.

**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.

Attendance and completion of the Anti- Discriminatory Practice Unit is a MUST.

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 Harrow Club Training Centre*** 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 the basis of equality, taking full account of individual needs.

Access to our qualifications is open to all candidates taking full account of all protected Characteristics - 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 Harrow Club* *Training Centre* Team,** who will be delivering and directing the course, will offer advice, guidance and support to anyone who has any specific needs.

SUPPORTING LEARNERS WITH SPECIFIC NEEDS

***The Harrow Club* *Training Centre* 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: (including enquiries about bespoke courses for staff teams)**

***The Harrow Club* *Training Centre***

Kay Brokenshire (Head of ***Training Centre***/ Course Director)

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

Email: kay.training@harrowclub.org

**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>

  ***Harrow Club***

Ed Simpson/ Michael Defoe, Chief Executive Officers,

181 Freston Road, North Kensington, London, W18 6TH

Tel: 020 8969 2528

Email: enquiries@harrowclubw10.org

 website: <http://harrowclubw10.org>