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 **YOUTH WORK TRAINING**



THE HARROW CLUB

LEVEL 1 CERTIFICATE

‘EXPLORING YOUTH WORK’

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**

*‘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*

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Introduction

This booklet explains the qualification, and some initial overview of how it will work for you! A full Course Handbook will be issued to learners ready for the course start date once Applications are received.

All the staff working on the training programmes are professionally qualified youth workers and will have the required Teaching/ Assessor/ Internal Quality Assurer qualifications.

THE COURSE DELIVERY:

1. All courses are delivered as taught courses at regular intervals over a six-week period depending on agreed start dates. This course is delivered by **face-to-face sessions at The Harrow Club, Freston Road, North Kensington (or another venue if agreed).**
2. **The 2024 Course at Harrow Club commence on Thursday 18th April, from 6pm to 9pm.**
3. The face-to-face sessions are part of the overall course attendance requirement.
4. Learners will receive Unit Workbooks.
5. 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.
6. 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.
7. You will also have your Youth Worker or Work Supervisor – again to help you with your ongoing work and with ensuring that you are able to carry out the practical work required to complete the Units.

We look forward to receiving your completed applications. We are confident that we offer an enjoyable and productive course, and that the service you give to young people in your future, will reflect that.

**Kay Brokenshire, on behalf of the Training team**.

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ABOUT THE *HARROW CLUB*

*The Harrow Club* is a local youth work charity 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. *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 and Chelsea & London Borough of Hammersmith & Fulham to offer services for young people.

The club is a **SEG** approved Training Centre. The focus is on training programmes relevant to the practice of Youth Work, which are recognised by the JNC. The offer will be wide ranging from introductory courses for senior youth club members at Level 1, through initial training and subsequent development of part time youth workers at Levels 2 and 3, through to Level 4 courses for those wishing to progress a career in professional youth work.

Other programme and course developments may be added to the portfolio of options over time.

**ABOUT Ofqual ,** **The Office of Qualifications & Examinations Regulation**

The Office of Qualifications and Examinations Regulation (**Ofqual**) regulates qualifications, examinations and assessments in England. **Ofqual** is a non-ministerial department.

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, taking full account of their age, background or ability.

All our courses will meet the SEG criteria for accreditation as set out.

ABOUT the Joint Negotiating Committee for Youth Work (JNC)

The Joint Negotiating Committee (JNC) for youth and community workers is the body that sets the national framework used to grade and pay youth work jobs. There are two grades within the JNC framework:

* youth support worker
* professional youth worker

The JNC recognises youth and community workers’ qualifications which have been professionally approved by the Education Training Standards (ETS) Committee of the National Youth Agency. We endorse youth support worker qualifications and have a process of professional validation for higher education programmes.

Gaining a qualification that is either endorsed or validated by the National Youth Agency and recognised by the JNC ensures it is quality checked and fit for purpose. It helps develop youth work practitioners that can meet the needs of young people and employers in the youth work field.

COURSE DETAILS

The **Level 1 Certificate in Exploring Youth Work**  is a youth work qualification on the Regulated Qualifications Framework (RQF). It is an introduction qualification for those wishing to consider working in Youth Work or similar professions supporting young people. The course also helps develop workplace skills that are useful in many work environments.

This course also offers an opportunity to progress onto further training such as our Level 2 Certificate in Youth Work Practice.

IMPORTANT DATES AND VENUE

Courses will start on Thursday April 18th 2024 with an Induction to the course for all.

Sessions will be ‘Face-to-face’ Workshops at **‘*The Harrow Club’*, 187 Freston Road,** North Kensington, **London W10 6TH.**

**Schedule of Dates**

The course runs once a week for 3 hours for a 6-week period. 6pm-9pm.

1. **Induction & Session 1:** date: 18.4.24 at ***Harrow Club***
2. **Session 2**: 25.4.24 at ***Harrow Club***
3. **Session 3**: 02.4.24 at ***Harrow Club***
4. **Session 4**: 09.4.24 at ***Harrow Club***
5. **Session 5**: 16.4.24 at ***Harrow Club***
6. **Session 6:** 23.04.23 at ***Harrow Club & Final Portfolio Hand-in & Evaluation***
7. All completed portfolios would then be submitted to the Internal Quality Assurer for Review and 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.
8. A graduation ceremony for the Award of Certificates will be arranged.

HOW TO APPLY

Courses are now being advertised and applications received for Courses scheduled to start on the 18/04/24.

* **Fill in the Course Application:** you can get an application by writing to: kay.training@harrowclub.org or calling Emma on 07508 246202.

**Closing date for applications is Thursday 4th April.**

**Please get them in as soon as possible though so there are no delays, for your start date.**

QUALIFICATION CONTENT

**The Level 1 Certificate** in Exploring Youth Work is 17 Credits in total. Each course unit has been allocated a number of credits listed below. To complete the qualification learners must achieve all units.

The units within the qualification represent those elements of the governmental National Occupational Standards for Youth Work deemed necessary for a qualification at Level 1:

|  |  |  |  |
| --- | --- | --- | --- |
| **Mandatory Units**  | **Unit Ref.** | **Unit Title** | **Credit Value** |
| One | M/617/6734  | An Introduction to The Youth Work Sector | 3 |
| Two | F/617/6737  | Safe Practice Within A Youth Work Setting | 3 |
| Three | A/617/6736  | Delivering A Youth Work Programme | 3 |
| Four | T/617/6735  | Communication And Group Work Skills | 2 |
| Five | J/617/6738  | Self-Assessment For Youth Work Practice | 2 |
| Six | L/617/6739  | Working With Young People In The Local Community | 4 |
|  |  | Total | 17 credit |

**PROGRESSION OPPORTUNITIES**

Successful completion of the qualifications provides sound preparation for further study at Higher Level Courses in Youth Work Practice, including access to Apprenticeship scheme’s and Level 2 courses.

ASSESSMENT AND PORTFOLIO

**Portfolio of Evidence**

All Learners must compile a portfolio of evidence.

**Achieving a pass**

Candidates must complete satisfactorily all the learning outcomes and assessment criteria in a unit to achieve a pass for that unit. Units will be assessed holistically, which means that one piece of evidence may fit into more than one assessment criteria.

**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.

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*** 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 an equal basis.

Access to our qualifications is open to all candidates taking full account of gender, ethnic origin, creed, employment status, nationality, sexual orientation, marital status or special assessment arrangements.

SUPPORTING LEARNERS WITH SPECIFIC NEEDS

***The Harrow Club* Training team** will offer advice, guidance and support to anyone who has any specific needs.

The Application form has specific questions 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.

CONTACT DETAILS

**Course Enquires (including enquiries about bespoke courses for staff teams)**

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

Kay Brokenshire (Head of Training Centre)

Phone: 07973 460351

Email: kay.training@harrowclub.org

*The Harrow Club: Training*

Emma Davis ( Lead Tutor for Level 1/ Lead Assessor)

Phone: 07508 246202

Email: emma.training@harrrowclub.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>

 ***The Harrow Club***

Michael Defoe & Ed Simpson, Chief Executive Officers,

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

Tel: 020 8969 2528

Email:  enquiries@harrowclub.org website: <http://harrowclub.org>