

Level 2 & Level 3 Certificates in Youth Work Practice 2018

Course Information

**National youth work qualification on the
Qualifications Credit Framework**

**Delivered by “*Double Two*” Consultancy
in partnership with **Lifetrain** and
The Harrow Club W10**

**Accredited by national awarding body
ABC Awards**

**Recognised by the Joint Negotiating
Committee (JNC)**

The purpose of youth work is to...

“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.”

Ref: Lifelong Learning UK (LLUK), (2008)



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About Double Two Consultancy

“Double Two” Consultancy has been working for over 20 years in Hertfordshire and across London. It offers a range of services in Statutory, Voluntary and third sector organisations as well as working with individual clients on a range of issues. It has considerable experience in the training of youth workers and is pleased to be working with **Lifetrain** at the **Harrow Club** to offer a range of accredited Youth Work Training Programmes in this current academic year.

About Lifetrain and The Eikon Charity

The Lifetrain Trust, now part of The Eikon Charity, has been an Approved Centre with ABC Awards for 15 years during which time we have successfully delivered the Youth Work Qualifications to over 600 learners. All of our training team are highly experienced professionally qualified Youth Workers who also have relevant Training and Development Qualifications.

About The Harrow Club W10

The Harrow Club W10 is a local youth work charity which has been in existence for over 126 years. The club is an experienced but modern provider of youth work and has a proven track record in providing quality personal development programmes and activities for young people. The Harrow Club staff team have excellent skills for working with hard to reach young people and consistently provide positive outcomes with this client group.

The Harrow Club has provided many different tailored programmes to other agencies and providers and is commissioned by RBKC & LBHF to provide a variety of services for young people.

About ABC Awards

ABC Awards is an Awarding Organisation in the UK. It is recognised by the regulatory bodies as an awarding organisation whose qualifications meet the criteria applied by Ofqual. All our courses will meet the ABC criteria for accreditation as set out.

Course details

The Level 2 Certificate in Youth Work Practice is a youth work qualification on the Qualifications Curriculum Framework (QCF). It is the minimum qualification required for those wishing to work as a JNC Qualified Assistant Youth Support Worker.

The Level 3 Certificate 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 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 2015.

Important Dates and Venue

Applications should be returned as soon as possible. The final closing date is Wednesday 12th September 2018

If your application is acceptable then you will receive an invitation to attend for Interview.

The Interviews and the course sessions will be at **The Harrow Club W10**, 187 Freston Road, London W10 6TH

The centre is very near to Latimer Road Tube Station and can be accessed by taking the zebra crossing outside the station and walking down Shalfleet Drive which is opposite. At the end of the road (approx. 200mts) there is a primary school. Go around to the left of the school and you will emerge into Freston Road. **The Harrow Club** is immediately opposite. Interviews will include a brief exercise to a simple question (15 min). Applicants will be notified of the question in advance so they can prepare their answers. There will then be an informal question and answer session with the Programme Director and a course Assessor/ Tutor. The total time expected to be at the **Harrow Club** will be approx. 1 hour.

The courses will commence on **Saturday 13th October 2018**.

Course dates and times

The course takes place on Saturdays from 9.30am to 4.00pm.

Assessment tutorials, observed practice sessions and supervision meetings are negotiated with learner and assessor/ supervisor.

1.	Induction Day - Session 1. All work place supervisors to be invited to attend for the morning 9.30 – 12.00	Saturday 13 th October 2018
2.	Session 2	Saturday 10 th November 2018
3.	Session 3 Options choices will be confirmed	Saturday 8 th December 2018
4.	Session 4	Saturday 12 th January 2018
5.	Session 5	Saturday 9 th February 2019
6.	Session 6	Saturday 9 th March 2019
7.	Session 7	Saturday TBC
8.	Session 8	Saturday TBC
9.	Final Tutorial Assessment sessions will be scheduled for the week commencing:	Monday TBC
10.	Final Portfolio hand in date	Wednesday TBC
11.	IQA and EQA visits and completion dates	TBC

Course Costs

Level 2 Certificate in Youth Work Practice	£ 995.00 per learner
Level 3 Certificate in Youth Work Practice	£ 1195.00 per learner
Level 2 to Level 3 Conversion Course	£ 695.00 per learner

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 19yrs 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 the course dates - **learners 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, attending assessment tutorials and supervision and completing the required number of hours of face to face work with young people

Level 2 Course Applicants:

- ✓ 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 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 a degree of 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:

- ✓ 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 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 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 final 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. 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).'

If you have any questions about the above criteria please do not hesitate to contact the Programme Director:

Kay Brokenshire at *"Double Two"* Consultancy on 07973 460351,

or email to doubletwo@lifetrain.org.uk

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 Challenging Behaviour 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
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 Challenging Behaviour in a youth work setting	2
Seven	K/506/9218	Work based practice in youth work	6
Eight	A/505/9238	Reflective Practice in a youth work setting	2
		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.

The Conversion Course 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 taught session's learners will need to attend on the Saturdays as set out.

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 Challenging Behaviour in a youth work setting	2

Seven	K/506/ 9218	Work based practice in youth work	6
Eight	A/505/ 9238	Reflective Practice in a youth work setting	2
		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 and Degree Courses.

Assessment and portfolio

Portfolio of Evidence

All Learners must compile a portfolio of evidence and 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.

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.**

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 **Lifetrain's** Internal Quality Assurer) and finally through external quality assurance by the awarding body, ABC 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.

“Double Two” Consultancy, Lifetrain, The Harrow Club W10 and ABC 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

“Double Two” Consultancy, who will be delivering and directing the course, will offer advice, guidance and support to anyone who has any specific needs.

Identification of Learners Needs:

We will seek to identify learners with potential support needs at the recruitment stage of any programme we deliver.

This includes the following:

- a. Checking learner application forms for details of any disclosed impairments
- b. Identifying any potential support needs for the induction session and ensuring those requirements are planned for
- c. Encouraging disclosure of any longer term needs
- d. Ensuring that appropriate staff are fully aware of the declared needs of individual learners they are working with

We will then ensure that:

- e. All learning resources are available in an accessible format. Written materials will be provided in a font and on appropriate coloured paper suitable for learners
- f. Physical adjustments to equipment to give an accessible learning environment e.g. desks, chairs, computers (where available) etc.
- g. All venues used for training purposes are accessible and fit for purpose
- h. Learners with literacy difficulties will be supported on an individual basis by the trainers and assessors
- i. Assessment of evidence for assignments, portfolios, etc. can be presented in any format suited to the individual learners needs. This may be in the form of video, audio tape, dictated work, etc.

Contact details

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

“Double Two” Consultancy

Kay Brokenshire (Programme Director)

Phone: 07973 460351

Email: doubletwo@lifetrain.org.uk

To download an application form, please visit www.eikon.org.uk

or visit the Harrow Club website on <http://harrowclubw10.org>

Other contacts

ABC Awards,

Course Accreditation:

Robins Wood House, Robins Wood Road, Aspley, Nottingham NG8 3NH

Tel: 0115 854 1620

email: enquiries@abcawards.co.uk website: www.abcawards.co.uk

Lifetrain/ Eikon,

Paul Wilkinson, Head of Services

The Eikon Charity,

Selsdon Road,

New Haw,

Addlestone,

Surrey KT15 3HP

Tel: 01932 347434

Email: info@eikon.org.uk website: www.eikon.org.uk

The Harrow Club W10

Michael Defoe, Director,

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

Tel: 020 8969 2528

Email: enquiries@harrowclubw10.org website: <http://harrowclubw10.org>