

Participative Democracy Certificate

Guidance Notes



Contents

SECTION	PAGE
Foreword	3
About	4
Guidance Notes Overview	5
Completing the Proposal	10
Case Study	16

Thank you for considering the Participative Democracy Certificate (PDC) as a method of recognising and rewarding young people's involvement in decision making.

The PDC is unique as it is specifically aimed at the youth work sector and offers 2 credits at SCQF level 5. The award can be built around a programme that you and the young people you support are already delivering, rather than the other way round.

It fits well where the work is supported by the youth work and CLD sector such as; youth councils, youth forums, young people making a difference on a local, national and global scale or involved in developing their group or organisation's programmes.

The youth award is internally checked and moderated by the organisation submitting a portfolio, and is then externally quality assured by YouthLink Scotland. Fife College are the credit rating body for the Participative Democracy Certificate.

About

The Participative Democracy Certificate (PDC) is a youth award that provides accreditation to young people actively involved in decision-making in groups. It allows participants the opportunity to acknowledge and develop communication, decision-making and participation in the context of democratic engagement.

It is worth 2 credits at SCQF level 5 and constitutes 20 hours of learning. Delivery and support staff must be CLD or youth work trained to ensure a youth work approach is adopted. There is no upper or lower age limit for the award, but support staff are asked to consider the SCQF level.

The award is internally assessed by the organisation submitting the proposal, externally quality assured by YouthLink Scotland and Fife College are the Credit Rating Body.

Skills Development

The PDC embeds the National Youth Work Outcomes & Skills Framework into its programme, supporting young people to recognise and articulate their development around 4 key skills:

- Confidence
- Teamwork
- Decision Making
- Communication

This recognition and articulation of skills development is an integral element of the personal reflection section as young people are provided with a skills questionnaire. Although the personal reflection section will provide the young people with a structure to support this, youth workers should look to create opportunities for this throughout the process. Please see <https://www.youthlink.scot/youth-work-hub/youthwork-outcomes-skills/> for resources to support this.

Guidance Notes

Overview

GUIDANCE NOTES

Guidance for Organisations/Group Delivering the Award

The Participative Democracy Certificate (PDC) is a youth award that provides accreditation to young people actively involved in decision-making in groups. It gives participants the opportunity to acknowledge and develop communication, decision-making and participation in the context of democratic engagement.

ACCREDITATION

The PDC is worth 2 Credits at SCQF Level 5 and constitutes 20 hours of learning.

DELIVERY TEAM

The local delivery team must include staff with following experience and skill set;

- CLD/Youth Worker who has experience of delivering training.
- An experienced assessor.
- One independent person who could act as an internal moderator to insure consistency of standards.

Guidance Notes

Overview

GUIDANCE NOTES

Guidance for Organisations/Group Delivering the Award

YouthLink Scotland is responsible for the external quality assurance.

PROGRAMME REQUIREMENTS

The programme of activity should contain the following components:

- 4 hours of research undertaken independently by each young person.
- 6 hours of training of specific skills such as communication, setting ground rules, decision making, working in groups.
- 8 hours of recorded decision-making meetings.
- 2 hours of personal reflection by young people.

COST

Full members of YouthLink Scotland are entitled to 25 free portfolio submissions each year. Thereafter it is £10 (plus VAT) for additional portfolios.

Associate members of YouthLink Scotland are entitled to 10 free portfolio submissions each year. Thereafter it is £10 (plus VAT) for additional portfolios.

Non-members pay a standard £12 (plus VAT) per portfolio submission.

Guidance Notes

Overview

TRAINING AND ADDITIONAL SUPPORT

An introductory training session on the PDC or additional support are available via YouthLink Scotland

ACCESSIBILITY

The materials can be adapted to alternative formats, please contact YouthLink Scotland if this is required.

Guidance Notes

Overview

DEVELOPING YOUR PROPOSAL

Delivery partners are asked to develop a programme specific to the needs of their group which covers all of the PDC learning outcomes.

Please complete and submit a Participative Democracy Certificate Proposal Form.

The form is divided into three sections;

Part 1: Organisation & Group Details.

Part 2: Programme Details.

Part 3: Delivery Team Details.

The form should be submitted to:

Stuart Winton, Development Officer, YouthLink Scotland
swinton@youthlinkscotland.org

Once your proposal has been approved you can begin the delivery of the PDC Award.

RECORDING THE EVIDENCE

YouthLink Scotland has developed the following templates to support you to record the evidence required for the award;

- 1:** Individual Observation Report Task 1 Template.
- 2:** Individual Observation Report Task 2 Template.
- 3:** Lead Youth Worker's Observation Report Template.
- 4:** Internal Moderator Portfolio Checklist.
- 5:** Skills Questionnaire

Guidance Notes

Overview

PORTFOLIO OF EVIDENCE

This should lead to the young people developing a portfolio which should include 7 key sources of evidence;

- 1: The young person's presentation on research findings.
- 2: The Individual Observation Report for Task 1.
- 3: The Individual Observation Report for Task 2.
- 4: A record or minutes/agendas of meetings demonstrating their engagement in decision making processes.
- 5: A Lead Youth Worker's Observation Report validating the participants' involvement in the decision-making meetings and reflecting on their development.
- 6: Reflective Journal/Diary
- 7: Skills Questionnaire

Completed paper copies should be sent to:

**Stuart Winton YouthLink Scotland Caledonian Exchange, 19A
Canning St, Edinburgh EH3 8EG**

Online/electronic portfolios can be uploaded to a platform which YouthLink can access, and this platform should be agreed with YouthLink staff at the start of programme delivery

Completing the Proposal

PARTICIPATIVE DEMOCRACY CERTIFICATE

The award is split into four parts. Delivery partners are asked to develop a programme specific to the needs of their group which cover the PDC learning outcomes.

In the proposal form some learning outcomes feature in more than one part of the award. Candidates should be meeting these outcomes during each part of the award they're featured in.

1. UNDERTAKE AN ASSESSED RESEARCH ACTIVITY (4 hours)

- | | |
|-----|--|
| 1.1 | Undertake appropriate research techniques identifying the priority issues of their peer group. |
| 1.2 | Illustrate their research evidence in order to present their findings to peers. |
| 1.3 | Appraise the priority issues/needs of their research findings. |
| 1.4 | Present their illustration of research findings. |
| 1.5 | Compare their findings with other local sources. |

Completing the Proposal

2. COMPLETE TRAINING AROUND PARTICIPATION IN DECISION-MAKING (6 hours)

- | | |
|-----|---|
| 2.1 | Negotiate priorities for confident and safe participation. |
| 2.2 | Establish ground rules, foundation stones. |
| 2.3 | Demonstrate communication skills through group and paired activities. |
| 2.4 | Identify and articulate communication skills. |
| 2.5 | Support and promote communication by peers. |
| 2.6 | Demonstrate an ability to communicate effectively with their peers. |
| 2.7 | Discuss productive team membership. |
| 2.8 | Discuss presentations within a group setting |
| 2.9 | Identify skills and roles of team members and relate to the group. |

Completing the Proposal

3. RECORDED PRACTICE (8 hours)

- | | |
|------|---|
| 3.1 | Work within a team. |
| 3.2 | Recognise and demonstrate practice of group work process. |
| 3.3 | Identify leadership styles and qualities. |
| 3.4 | Define the purpose of the group. |
| 3.5 | Identify mechanisms and activities which must be undertaken within the group. |
| 3.6 | Establish roles and responsibilities of group members. |
| 3.7 | Clarify and understand the role of the stakeholders. |
| 3.8 | Actively participate in a group discussion. |
| 3.9 | Appraise options comparing them with wider criteria. |
| 3.10 | Assess suitability of options. |
| 3.11 | Make joint decisions. |
| 3.12 | Take account of other identified local priorities. |
| 3.13 | Agree a priority list for group participants |

Completing the Proposal

4. REFLECTION/RECORDING (2 hours)

- | | |
|-----|---|
| 4.1 | Construct a portfolio with minutes and recordings from the decision making process. |
| 4.2 | Evidence their reflections on the process. |

Completing the Proposal

QUALIFICATIONS OF DELIVERY STAFF

The programme must be delivered by:

- CLD/Youth Work staff who have experience of delivering training.
- Assessed by someone experienced in assessment
- An independent experienced moderator to act as an internal moderator to ensure consistency of standards.

ASSESSMENT

Participants must complete and submit a portfolio of evidence which includes;

- The participant's research methods and presentation of findings.
- Individual Observation Report for Task 1: The assessor's observation of the participant's presentation.
- Individual Observation Report for Task 2: The assessor's observation of the participant's contribution during decision-making sessions
- A record or minutes of meetings demonstrating their engagement in decision-making processes.
- Lead Youth Worker's Observation Report: The lead youth worker's observation validating that participant's involvement in the decision-making meetings and reflecting on their development.
- The participant's reflective journal/diary and skills questionnaire

Completing the Proposal

QUALIFICATIONS OF DELIVERY STAFF

YouthLink Scotland acts as the external quality assurance and checks all portfolios before issuing certificates.

ACCREDITATION

The course itself is worth 2 Credits at SCQF Level 5 and constitutes 20 hours of learning.

Case Study

Glasgow Life's Community Learning & Development staff worked in partnership with St. Paul's RC High School to train and support the pupil council to effectively engage with their peers and wider school community, ensuring that the views and ideas of young people were recognised and valued.

Thomas aged 14 was a member of the St. Paul's RC High School Pupil Parliament when he completed the Participative Democracy Certificate. The process has enabled him to change his image of himself to a much more positive one.

"When the programme started I thought that it was a bit of a laugh and enjoyed myself."



"During the training someone suggested, I think for a laugh, that I chair the meeting. So I did. I discovered that I could do it, and was actually quite good at it."



"It has been good to be involved in the Pupil Parliament this year. It has given me an opportunity to express my views and opinions and make changes in the school."



Investors in Diversity



YouthLink Scotland, Caledonian Exchange, 19A Canning St, Edinburgh EH3 8EG

T: 0131 202 8050 E: swinton@youthlink.scot W: www.youthlink.scot

YouthLink Scotland is a Company Limited by Guarantee. Registered in Scotland No: 16457. Charity Ref: SC00392