**Participative Democracy Certificate Proposal**

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| **PART ONE: ORGANISATION & GROUP DETAILS** |
| Name of Organisation:  Click here to enter text. |
| Name of Group:  Click here to enter text. |
| Named Contact:  Click here to enter text. |
| Address:  Click here to enter text. |
| Email address:  Click here to enter text. |
| Telephone number:  Click here to enter text. |
| Number of young people expected to participate:  Click here to enter text. |
| Anticipated Start Date:  Click here to enter text. |
| Anticipated Completion Date:  Click here to enter text. |

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| **PART TWO: PROGRAMME DETAILS** | | |
| **ASSESSED RESEARCH ACTIVITY (4 hours)**  Please provide details of the proposed research activity which will demonstrate that the participant has achieved the corresponding learning outcomes: | | |
| Click here to enter text. | **Learning Outcomes** | **Evidence Source** |
| Participants will be able to:   * Undertake appropriate research techniques identifying the priority issues of their peer group. * Illustrate their research evidence in order to present their findings to peers * Present their illustration of research findings. * Appraise the priority issues/needs of their research findings. | Copy of the research presentation  Individual Observation Report: Task 1 |

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| **TRAINING PROGRAMME (6 Hours)**  Please provide details of the proposed training activities for each of the topics listed below which will demonstrate that the participant has achieved the related learning outcomes: | | |
| **A. Developing Ground Rules:** | **Learning Outcomes** | **Evidence Source** |
| Click here to enter text. | Participants will be able to:   * Negotiate priorities for confident and safe participation. * Establish ground rules, foundation stones. | The participant’s reflective journal/diary  The Lead Youth Worker’s Observation Report |
| **B. Communication Skills:** | **Learning Outcomes** | **Evidence Source** |
| Click here to enter text. | Participants will be able to:   * Identify and articulate communication skills. * Demonstrate an ability to communicate effectively with their peers. * Demonstrate communication skills through group and paired activities. * Support and promote communication by peers | The participant’s reflective journal/diary  The Lead Youth Worker’s Observation Report |
| **C. Group Work & Team Building Skills:** | **Learning Outcomes** | **Evidence Source** |
| Click here to enter text. | Participants will be able to:   * Compete and complete a time limited activity. * Work within a team. * Identify skills and roles of team members and relate to the group * Discuss productive team membership. * Recognise and demonstrate practice of group work process. * Identify leadership styles and qualities. * Define the purpose of the group. * Identify mechanisms and activities which must be undertaken within the group * Establish roles and responsibilities of group members. | The participant’s reflective journal/diary  The Lead Youth Worker’s Observation Report |
| **D. Decision Making Skills:** | **Learning Outcomes** | **Evidence Source** |
| Click here to enter text. | Participants will be able to:   * Discuss issues within a group setting. * Agree a priority list for the group participants * Take account of other identified local priorities * Compare their findings with other local sources | Individual Observation Report: Task 2  The participant’s reflective journal/diary  The Lead Youth Worker’s Observation Report |

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| **RECORDED PRACTICE (8 Hours):**  Please provide details of the proposed group decision making activities which will demonstrate that the participant has achieved the related learning outcomes: | | |
| Click here to enter text. | **Learning Outcomes** | **Evidence Source** |
| Participants will be able to:   * Actively participate in a group discussion. * Appraise options comparing them with wider criteria * Assess suitability of options * Make joint decisions * Clarify and understand the role of stakeholders | Minutes/Note of group meetings attended: These should include duration of meeting, attendance list and agenda covered  The participant’s reflective journal/diary  The Lead Youth Worker’s Observation Report |
| **REFLECTION/RECORDING (2 Hours)**  Please provide details of the proposed methods of evaluation which will support the participant to demonstrate the related learning outcomes: | | |
| Click here to enter text. | **Learning Outcomes** | **Evidence Source** |
| Participants will be able to:   * Construct a portfolio with minutes and recordings from the decision-making process * Evidence their reflections on the process | Completed Portfolio  The participant’s reflective journal/diary |

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| **PART THREE: DELIVERY TEAM DETAILS**  We need the following roles to be filled by 3 different people for programme delivery:   * Lead Youth Worker who is competent/qualified in youth work responsible for the overall delivery of the programme (completes Lead Youth Worker Observation Report at the end) * Assessor who has experience with youth awards (completes 2 individual observation reports for each young person) * Independent person who could act as an internal moderator to ensure consistency of standards, ideally with experience in moderation   Depending on availability of staff, the following roles can be flexible:   * Trainer (this role doesn’t have to be covered by a 4th staff member and instead could be done by the lead youth worker or the assessor) * Support Worker who will be on hand to help with programme delivery and meet the needs of the young people involved. (This role can be left blank if staffing is limited but filling the role helps towards successful programme delivery)   YouthLink Scotland provides external quality assurance and undertakes the external moderation |
| **Provide details of the Lead Youth Worker** |
| Named Contact: Click here to enter text. |
| Experience/Qualifications:  Click here to enter text. |
| **Provide details of the Trainer** |
| Named Contact: Click here to enter text. |
| Experience/Qualifications:  Click here to enter text. |
| **Provide details of the Support Worker (if applicable)** |
| Named Contact: Click here to enter text. |
| Experience/Qualifications:  Click here to enter text. |
| **Provide details of the Assessor** |
| Named Contact: Click here to enter text. |
| Experience/Qualifications:  Click here to enter text. |
| **Provide details of the Internal Moderator (**They should be independent to the programme) |
| Named Contact: Click here to enter text. |
| Experience/Qualifications:  Click here to enter text. |