

Youth Work

The Basics

(Workbook & Induction Course)

Supported by



Children's Workforce
Development Council



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Introduction To Workbook

This induction training workbook has been developed by our Youth Development Worker, Marie Silvester. It is based on the Common Induction Standards set by the Children's Workforce Development Council (CWDC) for anyone working with children and young people.

The rationale is that a skilled workforce is needed, whether as an employee or as a volunteer, to enable young people to achieve the best possible outcomes for themselves.

This induction stage ensures that a basic level of understanding and skill is made available across the county to those working with young people. This programme ensures that you will "learn the basics", as defined by the CWDC. It has set common induction standards that are consistent with the principles set out in "Every Child Matters", "Every Youth Matters" and "Care Matters" that were developed by the previous Government, but are still relevant.

Our workbook integrates with a training course provided by our trainers (Yellow Rocket Training).

However you should also be aware that the CWDC does itself provide a very long, 80 page workbook (At www.cwdc.org.uk) that you might prefer to use, as it is the only one officially approved by the CWDC.

A further option is to follow up a nationally accredited qualification run by The Lifetrain Trust. They offer a Level 2 Award and Certificate or a Level 3 Award, Certificate and Diploma in Youth Work Practice. The Lifetrain Trust is a youth work training organisation in Surrey, and are members of Surrey Youth Focus. They also provide higher level qualifications in working with young people if you want to go a step further. If you are interested in any of these options, then contact Sue Wilson at youth.work@lifetrain.org.uk

We offer you a (free) "Basics" package of this workbook, to log what you have learnt and a two day training course, which has proved very successful.

Thank you for your work with young people
and good luck with the course!

Mike Abbott
Chief Executive,
Surrey Youth Focus.

Marie Silvester,
Youth Development Worker,
Surrey Youth Focus

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Working together to achieve our goals

Module 1: Role As A Worker

In 2010 the National Youth Agency defined the aim of youth work as to support the personal and social development of young people through informal education. Not only do we as youth workers need to assist young people, we also need to protect them. The Every Child Matters agenda states that everybody has a crucial role when working with children and young people to try to shift their focus to preventing situations, rather than dealing with the aftermath.

Aim

To look at the importance of the youth worker role, and discover the importance this has when working with young people.

Objectives

- Discover what is required from your role, and the aims of your work.
- Identify the importance of the role the worker has when working with young people.
- Identify the importance of good team work when working with young people.
- Discover what equality, diversity and inclusion are.
- Discover what barriers could affect the role as a worker.
- Discover issues which young people may be facing.
- Identify the importance of inter-agency working.

**Links to Common Induction Standard -
CWDC 2: Role as A Worker**

Module 1: Role As A Worker

Course Attended:

Training Company:

Duration Of Course:

Course Content:

Your Reflections:

Evidence:

Types of evidence can include demonstration of skills knowledge and understanding that you already possess, or any newly developed skills as a result of this induction course.

Authorised Signature:

Date:



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Module 2: Principles And Values

Every Child Matters was a governmental agenda that was published in 2003. Every Child Matters focused on ensuring that all children and young people would have an opportunity to develop, by using the following five outcomes:

- Be Healthy
- Stay Safe
- Enjoy And Achieve
- Make A Positive Contribution
- Achieve Economic Well Being

Every Youth Matters followed on from this in 2005, and was a government policy paper that envisaged a youth service supporting young people, and enabling every individual young person to achieve the five Every Child Matters outcomes.

Aim

To look into the important governmental policy papers which underpin working with young people and also look at the core principles and values that are essential when working with young people.

Objectives

- Discover the key legislation within youth work, and the way that this needs to be followed
- Discover what is meant by core principles and values for working with young people.
- Describe what the values of youth work are.
- Explain the importance of working in an anti oppressive manner when engaging with young people.

**Links to Common Induction Standard-
CWDC 1: Principles and Values**

Module 2: Principles And Values

Course Attended:

Training Company:

Duration Of Course:

Course Content:

Your Reflections:

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Module 3: Development Stages of Young People

It is important that everyone who works with young people is able to discern and understand the different developmental stages that young people experience, and how behaviour is affected at each stage.

Aim

To discover the different developmental stages of young people, by looking into the physical, emotional, and intellectual development of young people, and also looking into how to respond to their developmental stages.

Objectives

- Discover the different development stages that young people face.
- Discover the different aspects of young people's behaviour.
- Identify why young people's behaviour can often occur.
- Identify the issues that young people may be facing due to their development.
- Identify skills that the worker could use to support young people through their development.

**Link to Common Induction Standard -
CWDC 5: Development Stages of Young People**

Module 3: Development Stages Of Young People

<p><u>Course Attended:</u></p> <p><u>Training Company:</u></p> <p><u>Duration Of Course:</u></p>
<p><u>Course Content:</u></p>
<p><u>Your Reflections:</u></p>
<p><u>Evidence:</u> <i>Types of evidence can include demonstration of skills knowledge and understanding that you already possess, or any newly developed skills as a result of this induction course.</i></p>
<p><u>Authorised Signature:</u></p> <p><u>Date:</u></p>



Module 4: Self Development

Everyone who works with children and young is responsible for their own personal development. The rationale is that anyone working with children or young people should be able to offer them the best possible service, consistent with the resources available, and so follow up opportunities for their own training and skill development.

Aim

To enable participants to be able to develop their own needs and requirements within their work organisation.

Objectives

- Identify preferred working styles and development goals.
- Discover own strengths and weaknesses.
- Identify how to reflect on work effectively.

**Link to Common Induction Standard-
CWDC 7: Self Development**

Module 4 : Self Development

Course Attended:

Training Company:

Duration Of Course:

Course Content:

Your Reflections:

Evidence:

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Authorised Signature:

Date:



Module 5 : Effective Communication

Every Child Matters states that effective communication is central to working with children and young people as it builds trust and is key to establishing and maintaining working relationships. Effective communication includes the ability to listen, question, understand and respond effectively. This means interacting in a manner appropriate to the young person's stage of development and individual needs.

Aim

To ensure that everyone who works with young people understands the importance of communication and is able to communicate effectively.

Objectives

- Identify the purpose for effective communication skills within the workplace.
- Understand the key skills which are required to be an effective communicator.
- Discover how to be an effective communicator.
- Develop communication skills, with a focus on listening.

**Link to Common Induction Standard-
CWDC 4: Effective Communication**

Module 5: Effective Communication

Course Attended:

Training Company:

Duration Of Course:

Course Content:

Your Reflections:

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Date:



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Module 6: Safeguarding

Everyone who is in contact with young people should have a mandatory induction including a familiarisation with child protection policies and procedures. It is imperative that everyone who works with young people is confident and competent in carrying out their responsibilities and is fully aware of how to recognise and respond to any safeguarding concerns.

Aim

To ensure that all personnel who work with young people have the opportunity and the confidence to develop their awareness of how to respond to any safeguarding concerns.

Objectives

- Familiarise participants with the legislation and guidance relating to the protection of young people.
- Identify the safeguarding legislation within the work setting.
- Identify what contributes to a safe environment for a young person in a youth work setting.
- Identify some of the main forms of abuse and the signs that may indicate that abuse is happening
- Raise awareness that abuse can happen in many different ways – by adults, other young people and even via the internet.
- Identify the correct procedure to be followed if they suspect that a young person that they are working with is being abused.
- Understand the term 'whistle blowing'.

**Link to Common Induction Standard-
CWDC 6: Safeguarding**

Module 6: Safeguarding

Course Attended:

Training Company:

Duration Of Course:

Course Content:

Your Reflections:

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Date:



Module 7: Common Assessment Framework

The Common Assessment Framework (also known as CAF) is a structured way of identifying the additional needs of children and young people. This framework promotes effective and early identification of the multiple needs of children and young people.

Aim

To become familiar with CAF and identify how it can assist young people's additional needs being met.

Objectives

- Familiarise with CAF.
 - Familiarise with CAF processes
 - Identify how to assess young people's additional needs.
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Module 7: Common Assessment Framework

<p><u>Course Attended:</u></p> <p><u>Training Company:</u></p> <p><u>Duration Of Course:</u></p>
<p><u>Course Content:</u></p>
<p><u>Your Reflections:</u></p>
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Working together to achieve our goals

Module 8: Health And Safety

It is highly important for all personnel to have an overview of the health and safety requirements within a work place and to know how to comply with them. Additional health and safety training should be undertaken if required by the workplace's line manager.

Aim

To introduce personnel to an overview of the health and safety requirements relevant to any workplace.

Objectives

- Identify the health and safety legislations within the work setting.
- Identify some potential risks to staff and young people that are within the setting, and recognise ways to appropriately diffuse them.
- Identify the purpose of risk assessments.

**Link to Common Induction Standard-
CWDC 3: Health and Safety**

Module 8: Health And Safety

<p><u>Course Attended:</u></p> <p><u>Training Company:</u></p> <p><u>Duration Of Course:</u></p>
<p><u>Course Content:</u></p>
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Module 9: Working With Young People

It is important to ensure that after following the previous eight guidelines you are confident to work with young people. This module brings together the previous skills and learning into the practical task of working with young people. You will need to develop your own experience base alongside attendance at this and any other courses.

Aim

To ensure that effective work with young people can be carried out, utilising the skills developed in the previous 8 modules of this workbook.

Objectives

- Demonstrate how to apply the skills and knowledge which you have developed, to professionally deal with different situations that you may come across in your work with young people.
 - Share and discuss with others some incidents from your own experience and evaluate the approach taken and ways to handle a similar situation in future.
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Module 9: Working With Young People

Course Attended:

Training Company:

Duration Of Course:

Course Content:

Your Reflections:

Evidence:

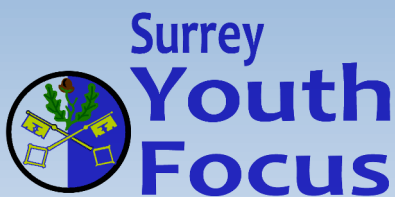
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Date:

We would like to take this opportunity to thank you for participating in this course and wish you all the best for your future in working with young people.

Surrey Youth Focus is a specialist infrastructure or umbrella body supporting some 80 members, partners and associate organisations who in turn work with some 25,000 young people every week. We are part of the voluntary sector organisation, and we have been in existence for over 20 years.



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