SOUTH DERBYSHIRE
YOUTH SHAPE

Gateway to Youth Volunteering Handbook

Document Version History

Version Number	Date	Description
1.0	25/10/2023	Initial release of handbook.

Contents

INTRODUCTION

Welcome to the Gateway to Youth Volunteering Handbook.

This Handbook contains everything you need to know about this course and is intended for tutors, and other staff involved with the planning, delivery, and assessment.

This is a live document and as such will be updated when required. You will be informed via email when changes are made, and it is your responsibility to ensure the most up-to-date version of the Course Handbook is in use.

ABOUT US

South Derbyshire Charitable Voluntary Service (hereafter referred to as 'SDCVS') is a local charity based in Swadlincote, working to improve the quality of life for people in South Derbyshire. We have been operating for nearly 20 years.

SDCVS is an AIM Accredited Learning Centre. AIM is regulated by Ofqual, and licensed by the Quality Assurance Agency, meaning that our programmes and courses meet the highest standards of education and training.

We design training courses around teaching best practice, guaranteeing courses are highly engaging, thought provoking and address the needs of the learners. We use a variety of teaching methods to accommodate the differing learner styles that learners will possess.

SECTION 1 – QUALIFICATION OVERVIEW

Gateway to Youth Volunteering

Sector	Community/Volunteering
Unit Title	Prepare to Launch
Grading	Pass/Fail
Geographical Coverage	South Derbyshire, England
Operational Start Date	1st November 2023
Review Date	31st October 2028
Learner Last Registration date	30th September 2023
Qualification Units	Unit 1 – Prepare to Launch (Mandatory)
	Unit 2 – Team Player (Mandatory)
	Unit 3 – Ensure Everyone is Welcome (Mandatory)
	Unit 4 – Youth Volunteer Mission (Mandatory)
Guided Learning Hours	9
Volunteering Hours (Non-Guided)	6
Total Qualification Time (TQT)	15
Minimum Learner Age	16

Total Qualification Time and Guided Learning Hours

Total Qualification Time (TQT) is the number of notional hours it takes a typical learner to complete the course and is made up of two elements:

- the minimum number of Guided Learning Hours (GLH) - the number of Tutor led contact hours.
- the number of hours spent participating in a volunteering task/event that is non-guided.

For example, the number of **tutor-led contact hours (GLH) for a qualification is 9** and the number of hours spent by the **learner (non-GLH) on participating in a volunteering task or activity is 6 hours**.

Therefore, the Total Qualification Time (TQT) for the qualification is **15 hours**.

Progression Opportunities

This course forms a part of the South Derbyshire Youth Volunteer Champion Award programme. Opportunities to prolong their volunteering engagement after the course will be provided.

Entry Guidance

There are no entry requirements for these qualifications.

Qualification Dates

The qualification review date is the date by which we will have carried out a review of the qualification. We work with stakeholders to make any changes necessary to meet needs and to reflect recent developments. In most cases, we'll extend the course and set a new review date. If we decide to withdraw a course, we'll set an operational end date.

We will post information relating to changes or extensions to courses on our website.

Resource Requirements

Any centre or educational organisation or institution acting as host must have appropriate resources in place to deliver the units in this course.

SECTION 2 – QUALIFICATION STRUCTURE

Core Group Units

Unit Number	Unit Name	GLH	Portfolio of Evidence	Exam	Practical
			Assessment Set		
1	Prepare to Launch	1	✓	-	-
2	Team Player	1	✓	-	✓
3	Ensure Everyone is Welcome	1	✓	-	-
4	Youth Volunteer Mission	6	✓	-	✓

SECTION 3 – ASSESSMENT

Staff Requirements

SDCVS Tutors are required to have relevant teaching experience and/or a qualification, and experience and/or a qualification in the relevant subject area. Suitable teaching qualifications include:

- Level 3 or 4 Preparing to Teach in the Lifelong Learning Sector (PTLLS) or above
- Level 3 Education and Training or above
- Diploma or Certificate in Education
- Bachelors or Masters Degree in Education

How these Qualifications are Assessed

These qualifications may be assessed through:

- an internally set, internally marked verified portfolio of evidence.
- observation of practical demonstration.

SECTION FOUR – OPERATIONAL GUIDANCE

Offering this Qualification

This qualification is only offered by SDCVS who is an AIM recognised centre.

Registration and Certification

SDCVS will register learners using the AIM portal. Learners must be registered onto the correct qualification via the portal.

Learners achieving a qualification will be issued with a qualification certificate detailing the achieved qualification and components. Learners who have not achieved a qualification will, on request, be issued with a component certificate detailing the components achieved.

AIM registration and certification fees will be borne by SDCVS.

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