



## **Learner Awards and Accreditation**

Community Learning and Development  
Service (CLD)

**July 2021**



Accreditation and awards contribute to the skills and knowledge which allow us to be more independent and confident, to be better family and community members, ready to work and live life to the full.



## Foreword

Congratulations to the Aberdeenshire CLD Service for producing this comprehensive picture of their available pathways to accreditation and awards for learners in our communities.

Accreditation and awards are a way of promoting lifelong and life-wide learning as a worthwhile activity. Working with learners to recognise the development of skills, knowledge and understanding provides evidence of learning, encourages them to reflect on their achievements and to plan for the future.



This approach positively underpins the Education and Children's Services vision of:

"Working together for fairer and better lives"

Laurence Findlay,  
Director, Education and Children's Services

## How CLD works

Experienced CLD staff in Aberdeenshire use formal and informal learning methods to help deliver positive change for those living and working in our council area. Our service is targeted where it is most needed and a significant part of our work involves helping learners get accreditation/qualifications in recognition of their work with us, supporting them to progress in their learning journey and with their lives.

## You will typically find us...

### **Working with *adults and families***

By supporting adults through improving skills and confidence in English as a second language; delivering ICT learning programmes to enhance employability and quality of life; family learning groups; promoting and encouraging personal development; and through improved reading, writing and numeracy in small groups or one to one learning.

### **Working to *support and strengthen communities***

By supporting volunteers to make contributions in their community but also to enrich their own lives; developing new groups; working with community groups so that they operate as effectively as possible; delivering training programmes for individuals and groups which lead to inclusive approaches in community settings; and assisting with advice and guidance on managing and delivering local services.

### **Working with *young people***

By supporting young people to overcome challenges by developing life skills; building youth representation through local forums and the Aberdeenshire Youth Council; delivering tailored learning programmes in school settings; offering accreditation through Youth Achievement Awards and other routes; and developing skills for employability for those young people who need that extra support to make their way in life.

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### **Aberdeenshire Council Community Learning and Development Service**

The *Requirements for Community Learning and Development (Scotland) Regulations 2013* place a requirement in statute by the Scottish Government for CLD to work with partners to produce an authority wide plan focussing on:

- Improving life chances for people of all ages through learning, personal development and active citizenship
- Building stronger, more resilient, supportive, influential and inclusive communities

## Why recognise learner achievements?

Accredited awards recognise wider achievement and the development of knowledge and skills, which will help people to be successful in work and everyday life. Every award demonstrates achievement in learning that is personal to the individual. Motivation for that learning can include:

- Trying something new and challenging oneself
- Reducing social isolation through engagement with fellow learners
- Building confidence by increasing skills and abilities
- Obtaining recognised awards for future work and learning opportunities
- CV Building
- Supporting applications to work or further education
- Empowering individuals to be more independent and resourceful

## For young people

CLD promotes lifelong learning opportunities through activities which are not only educational and rewarding, but are also fun to take part in. This is key for successful and continued engagement with young people. Through participation in accreditation our young people become familiar with peer assessment, social interaction, working as part of a team and many other positive developmental stages that are important for life and which will act as a foundation to enhance their personal journey of self-discovery.

Recognising, celebrating and rewarding achievement regardless of the level, is crucial for building self-esteem and confidence and encourages young people to 'go for it'. It also allows all our young people to demonstrate their skills and attributes to potential employers, or education providers, through achieving these recognised awards.

*"Completing a youth award boosted my confidence because I didn't do well at school and this made me feel like I had achieved something."* **Young person comment**



"Youth accreditation is a way for young people to gain qualifications for taking part in vast array of youth work opportunities available. Some young people we work with are choosing not to engage with formal qualifications, or have other barriers to education, but to hand them an accredited certificate can be their first step to get back into learning or employment. That sense of achievement is priceless."

**J. Robson CLD**  
**Work with Young People Worker**



## For Adults

No two adult learners have the same reasons for wanting or needing to learn something new. CLD staff support adult learners to build on their existing strengths and experiences and develop the skills they need to be more successful at work or in the community. The pace and level of learning is agreed with each learner, and learners have personalised support from tutors, fitting the learning around family and work commitments.

Adult learners may:

- want to develop their knowledge, skills and understanding needed for everyday life
- want to be more resourceful, independent and confident in areas of their life
- need their first steps to further education and training
- need to raise their chances when looking for work or promotion at work
- need to be able to support family learning at home and in school
- want to enjoy learning, on their own or with others, and appreciate formal recognition of that success
- have had negative experiences in school and now want to catch up with what they feel they missed

The awards available through the Adult Learning team are extremely flexible and inclusive. There are no entry requirements and learning can be undertaken individually or in a group, supported locally by experienced staff. All a learner needs to bring is enthusiasm, experience and commitment.

For many adult learners, working towards an accreditation is often their first experience of achieving a nationally recognised award. This boosts their confidence and also provides the learner with evidence of achievement on a nationally recognised and valued SQA framework, which employers and education establishments also understand and value.

*"I love how my tutor makes learning relevant to me and my interest in the farming industry. All we did was somehow linked to farming and what I need to do every day on the farm."* **Adult Learner comment**

*"Adult learning is about increasing people's life chances. It supports developing skills we all need to be more independent and confident, to be better family and community members, more competent work colleagues... accreditation and awards recognise that personal journey in a formal way."*

**Senior CLD Adult Learning Worker, Internal verifier and Core Skills assessor**



## Accreditation routes available through Aberdeenshire CLD Service

In our CLD staff group we have 28 trained and qualified SQA Assessors and 5 Internal Verifiers operating within the Aberdeenshire Council SVQ Registered Centre.

We also have staff trained and certificated in facilitation and moderation with Youth Scotland and the Pacific Institute. Altogether this ensures that we maintain rigour and quality in the programmes which we offer. It is also an investment in staff skills and qualifications.

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In the CLD Service we work with the following awarding bodies to provide accreditation routes at different levels, for learners of all ages.

### **Awards Network**

The Awards Network is a national forum of providers of youth work awards providing non-formal learning opportunities for young people in Scotland. Its members work together to raise awareness of the range and impact of youth work awards that accredit learning and achievements of young people aged 10 to 25. Its membership includes the largest youth organisations in Scotland along with a range of niche award providers.

The **Vision of the Awards Network** is that *'Youth Work Awards are widely valued and accepted as critical evidence of every young person's learning and achievement'*. More information is available in *Amazing Things 4th Edition*. Produced by the Awards Network, *Amazing Things* highlights opportunities and potential of youth awards to support and recognise the achievements of young people. Contributions from Government, education and employers demonstrate growing recognition of the role and value of youth awards to develop life skills and learner journeys towards further learning and employment. The impact of youth awards is ably illustrated through stories and views from young people.

<http://www.awardsnetwork.org/>

### **Scottish Qualifications Authority (SQA)**

Based in Scotland, the SQA works across the UK and internationally and is sponsored by the Scottish Government's Learning Directorate. The SQA's functions are set out in the Education (Scotland) Act 1996 as amended by the Scottish Qualifications Act 2002.

The organisation has two main roles: accreditation and awarding qualifications.

Accreditation:

- accredits qualifications other than degrees
- approves, and quality assures awarding bodies that plan to enter people for these qualifications

Awarding

- devises and develops qualifications
- validates qualifications (makes sure they are well written and meet the needs of learners and tutors)
- reviews qualifications to ensure they are up to date
- arranges for, assists in, and carries out, the assessment of people taking SQA qualifications
- quality-assures education and training establishments which offer SQA qualifications
- issues certificates to candidates

Within these roles the SQA offer a range of services for businesses and training providers, ranging from course and centre approval through customised awards, to endorsement, credit rating and licensing services.

[www.sqa.org.uk](http://www.sqa.org.uk)

### **Newbattle Abbey College – Adult Achievement Award**

This award was developed by Newbattle Abbey College at the request of the Scottish Government and the SQA. CLD staff can support adult learners to work through the accreditation.

<https://www.newbattleabbeycollege.ac.uk/>

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## How Accreditation fits within the Scottish Credit and Qualifications Framework (SCQF)

SCQF is a way of levelling Scottish qualifications. It covers achievements such as those from school, college, university, and many work-based qualifications. It does this by giving each qualification a level and number of credit points. The level of a qualification shows how difficult the learning is. The credit points show how much learning is involved in achieving that qualification. Each credit point represents an average of 10 hours of learning. All Scottish universities and colleges use SCQF levels and credit points to describe their courses. A wide range of other learning is also recognised using SCQF levels and credits. SCQF also illustrates the relationships between Scottish qualifications and those in the rest of the UK, Europe and beyond, which can clarify international progression routes and credit transfer. Much of the Accreditation on offer within CLD has an equivalent SCQF rating.

SCQF can help:

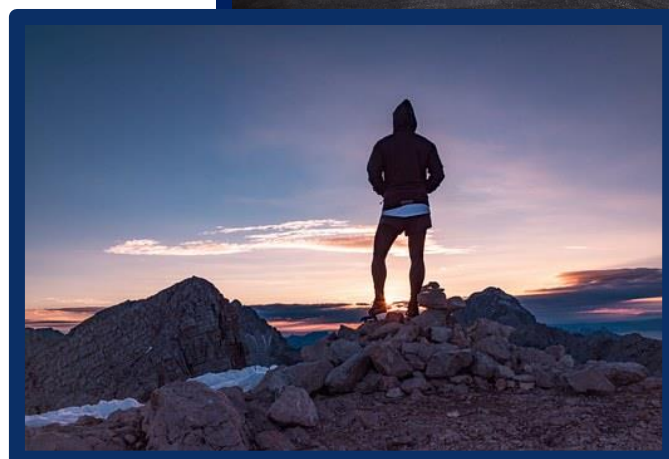
- Learners see a progression route in their learning
- Learners understand qualifications they are not familiar with
- Employers understand different types of qualifications and help with the development of employee skills
- Colleges and universities identify the level that has been studied in a subject and make it easier to transfer credit points between different learning programmes
- Provide recognition for other areas of learning that may contribute to personal development and future goals.

SCQF Levels	SQA Qualifications			Qualifications of Higher Education Institutions	Apprenticeships & SVQs
12				Doctoral Degree	Professional Apprenticeship
11				Masters Degree, Integrated Masters Degree, Post Graduate Diploma, Post Graduate Certificate	Graduate Apprenticeship Professional Apprenticeship SVQ
10				Honours Degree, Graduate Diploma, Graduate Certificate	Graduate Apprenticeship Professional Apprenticeship
9			Professional Development Award	Bachelors / Ordinary Degree, Graduate Diploma, Graduate Certificate	Graduate Apprenticeship Technical Apprenticeship SVQ
8		Higher National Diploma		Diploma Of Higher Education	Higher Apprenticeship Technical Apprenticeship SVQ
7	Advanced Higher, Awards, Scottish Baccalaureate	Higher National Certificate		Certificate Of Higher Education	Modern Apprenticeship SVQ
6	Higher, Awards, Skills for Work Higher				Modern Apprenticeship Foundation Apprenticeship SVQ
5	National 5, Awards, Skills for Work National 5				Modern Apprenticeship SVQ
4	National 4, Awards, Skills for Work National 4	National Certificate	National Progression Award		SVQ
3	National 3, Awards, Skills for Work National 3				
2	National 2, Awards				
1	National 1, Awards				



## Awards and Accreditation available to Young People

- Duke of Edinburgh's Award
- Dynamic Youth Awards
- John Muir Award
- Hi5 Awards
- Saltire Awards
- Prince's Trust Achieve
- Participative Democracy Certificate
- Youth Achievement Awards
- Young Scot Award
- PX2® and Mindbuzz



## Summary of the Accredited Awards available to Young People

***Full details of all the awards are included at the end of this summary.***

### Duke of Edinburgh's Award

This well-respected award is a recognition of a young person's successful journey of self-discovery and development, renowned by employers and universities alike for the qualities harnessed. Its balanced programme develops the whole person (mind, body and soul) in an environment of social interaction and team working.

### Dynamic Youth Awards

The Awards follow a Plan-Do-Review process which enables young people to more effectively recognise and articulate their learning and achievements within different contexts. This increases their self-esteem, improves motivation and keeps young people engaged with learning. Through self and peer assessment young people develop skills for learning, life and work. The Awards fully support the aims, values, purpose and implementation of Curriculum for Excellence.

### John Muir Awards

This inclusive and non-competitive scheme helps participants appreciate and value nature, urban greenspace and wild landscapes. It encourages awareness, understanding and responsibility for wild places. It promotes personal development and healthy living through outdoor experiences. It encourages an environmental agenda – for individuals and organisations.

### Hi5

Youth Scotland's Hi5 awards provide a framework to support quality work with young people. They offer recognition and accreditation for young peoples' achievements. They are easy to use and incorporate into existing or planned activities and can be delivered in a range of settings including youth and community projects, schools and colleges.

### Saltire Awards

Through their volunteering young people can gain new skills, meet new people, give something back to the community and have fun in the process. As part of the programme young people get a certificate, which along with the support and training given, means they get something that looks great on their CV and job and UCAS applications and is endorsed by employers and universities.

### Prince's Trust Achieve

Achieve can help young people boost their confidence, learn new skills and work with their friends on a group project. The programme is completely flexible and may include:

- Delivering a community project and making a real difference in the local area
- Learning all sorts of new skills to help with meeting new people and building confidence
- Taking on a business challenge to put their entrepreneurial skills to the test
- Improving their knowledge and ability to look after themselves and live a healthy life
- Top tips to help them write the perfect CV and get ahead in their career

### Participative Democracy Certificate

This award is based on decision-making in groups. It gives participants the opportunity to acknowledge and develop communication, decision making and negotiation in the context of democratic engagement. It is worth two credits at SCQF Level 5 (equivalent to a National 5 or SVQ 2). Each credit is based on 10 hours of learning activity.

### Youth Achievement Awards

The Youth Achievement Awards are individual learning awards that provide a framework to support quality work with young people. They offer formal recognition and accreditation for young peoples' achievements. They are easy to use and incorporate into existing or planned activities and can be delivered in a range of settings including youth and community projects, schools and colleges.

### Young Scot Award

Inspiring young people are nominated for the Young Scot Award. The Young Scot Awards is Scotland's biggest celebration of young people and shines the spotlight on the outstanding contribution of young people aged 11-26, who have made a real difference to the lives of others.

### PX2® and Mindbuzz

In a group setting PX2® and Mindbuzz teach the art and science of goal setting combined with a thorough understanding of just how we think, allowing young people to build self-confidence, self-esteem and a strong self-belief. The programme has 12 units incorporating video clips, group activities, discussion and personal reflection.



## Duke of Edinburgh's Award



Levels of Award	There are three progressive levels/programmes which, when successfully completed, lead to a Bronze, Silver or Gold Duke of Edinburgh's Award.		
What activities are involved in working towards the award?	Once you have found your nearest DofE centre and enrolled, you can start planning your programme. Choose from a range of volunteering, physical, skills and expedition activities that will set you up for life. Perhaps you want to help at a local youth club or improve your swimming? Learn how to bake or go hiking? Work out what excites you and makes a difference to you and the people around you.		
Who can take part?	Anyone from age 14. All award programmes must be completed by age 25	Any restriction?	Bronze – for those aged 14+ years Silver – for those aged 15+ years Gold – for those aged 16+ years
What are the benefits to my taking part?	Recognition of a young person's successful journey of self-discovery and development, renowned by employers and universities alike for the qualities young people have who've achieved a Duke of Edinburgh's Award. Its balanced programme develops the whole person - mind, body and soul, in an environment of social interaction and team working.		
What equipment do I need?	Equipment for expeditions can be borrowed from DofE centres or schools if required.	How much will it cost?	Bronze £22 Silver £22 Gold £29 There may be additional cost associated with expeditions.
How long does it take to complete my award?	Bronze timescales:	Volunteering section: 3 months Physical section: 3 months Skills section: 3 months Expedition section: 2 days/1 night You also must do 3 more months in one of the Volunteering, Physical or Skills sections.	
	Silver timescales:	Volunteering section: 6 months Physical and Skills sections: One section for 6 months and the other section for 3 months Expedition section: 3 days/2 nights If you did not do Bronze, you must undertake a further 6 months in either the Volunteering or the longer of the Physical or Skills sections.	
	Gold timescales:	Volunteering section: 12 months Physical and Skills sections: One section for 12 months and the other section for 6 months Expedition section: 4 days/3 nights Residential section: Undertake a shared activity in a residential setting away from home for 5 days and 4 nights. If you did not do Silver, you must undertake a further 6 months in either the Volunteering or the longer of the Physical or Skills sections.	
How do I apply?	<a href="mailto:awards@aberdeenshire.gov.uk">awards@aberdeenshire.gov.uk</a>		
Where can I find out more?	<a href="http://www.dofe.info">http://www.dofe.info</a> <a href="https://www.facebook.com/Duke-of-Edinburgh-Aberdeenshire">www.facebook.com/Duke-of-Edinburgh-Aberdeenshire</a> DofE Webpage: <a href="https://dofeaberdeenshire.com/">https://dofeaberdeenshire.com/</a> DofE Twitter: @DofEabshire		

## Dynamic Youth Awards



Level of Awards	<p>Awards are externally quality assured by the Scottish Qualifications Authority (SQA)</p> <p>Awards are rated on the Scottish Credit and Qualifications Framework (SCQF) where they sit at level 3</p> <p>Support the aims, values, purpose and implementation of Curriculum for Excellence</p>		
What activities are involved in working towards the award?	<p>Youth Scotland's Dynamic Youth Awards provide a framework to support quality work with young people. They offer recognition and accreditation for young peoples' achievements. They are easy to use and incorporate into existing or planned activities and can be delivered in a range of settings including youth and community projects, schools and colleges.</p> <p>Can be incorporated into existing or planned activities.</p> <p>Can be used in a range of settings.</p>		
Who can take part?	Are inclusive and suitable for young people with a range of interests and abilities	Any Restriction?	Are for young people age 10+
What are the benefits to my taking part?	<p>The Awards follow a Plan-Do-Review process which enables young people to recognise and articulate their learning and their achievements within different contexts more effectively. This increases their self-esteem, improves motivation and keeps young people engaged with learning. Through self and peer assessment young people develop skills for learning, life and work. The Awards fully support the aims, values, purpose and implementation of Curriculum for Excellence.</p>		
What equipment do I need?	Any equipment required will be provided.	How much will it cost?	£6.00
How long does it take to complete my award?	<p>Have a minimum 5 hours of time commitment</p> <p>Have 5 levels (Star Rating) based on the young person's cumulative hours</p> <p>Help to evidence Outcomes</p>		
How do I apply?	Contact local CLD staff or email <a href="mailto:douglas.findlay@aberdeenshire.gov.uk">douglas.findlay@aberdeenshire.gov.uk</a>		
Where can I find out more?	<a href="http://www.youthscotland.org.uk/projects/dynamic-youth/dynamic-youth.htm">http://www.youthscotland.org.uk/projects/dynamic-youth/dynamic-youth.htm</a>		



## John Muir Award



Levels of Award	There are 3 different Award Levels: <b>Discovery</b> , <b>Explorer</b> and <b>Conservor</b> This encourages a progressive involvement.		
What activities are involved in working towards the award?	<p>Wild places: DISCOVER, EXPLORE, CONSERVE, SHARE</p> <p>It's an environmental award scheme for people of all backgrounds – groups, families, individuals. It's non-competitive, inclusive and accessible.</p> <p>Four Challenges lie at the heart of the John Muir Award</p> <p>Discover a wild place. This can be school/centre grounds, local park, beach, woods, river, mountain or national park</p> <p>Explore it. Do things to increase awareness and understanding. Experience, enjoy and find out more about your wild place(s).</p> <p>Conserve it. Take some practical action and personal responsibility.</p> <p>Share your experiences. Let others know about them, what's been achieved, what's been learned</p>		
Who can take part?	All ages	Any restriction?	None
What are the benefits to my taking part?	<p>To help appreciate and value nature, urban greenspace and wild landscapes.</p> <p>To encourage awareness, understanding and responsibility for wild places.</p> <p>To promote personal development and healthy living through outdoor experiences.</p> <p>To encourage an environmental agenda – for individuals and organisations</p>		
What equipment do I need?	Outdoor wear is an advantage.	How much will it cost?	£1.00
How long does it take to complete my award?	<p>Clear minimum, progressive, time commitments are set for each Level of the Award (4, 8 and 20 days).</p> <p>You can be creative with this: for example, increase time alone in nature, or build in experiences at different times of day or night, or consider residential learning experiences.</p>		
How do I apply?	Use the John Muir Award Proposal Form (online or hard copy from CLD staff) to describe where and how you will meet the four Award Challenges.		
Where can I find out more?	<p>Contact local CLD staff or email <a href="mailto:douglas.findlay@aberdeenshire.gov.uk">douglas.findlay@aberdeenshire.gov.uk</a></p> <p><a href="https://www.johnmuirtrust.org/john-muir-award">https://www.johnmuirtrust.org/john-muir-award</a></p>		

## Hi5 Awards



Levels of Award	Internally quality assured by Aberdeenshire Council and sampled by the Scottish Qualifications Authority (SQA) Rated on the Scottish Credit and Qualifications Framework (SCQF) where they sit at level 2 Support the aims, values, purpose and implementation of Curriculum for Excellence		
What activities are involved in working towards the award?	Youth Scotland's Hi5 awards provide a framework to support quality work with young people. They offer recognition and accreditation for young peoples' achievements. They are easy to use and incorporate into existing or planned activities and can be delivered in a range of settings including youth and community projects, schools and colleges.  Can be incorporated into existing or planned activities.  Can be used in a range of settings.		
Who can take part?	Inclusive and suitable for young people with a range of interests and abilities.	Any restriction?	Are for young people age 5 plus
What are the benefits to my taking part?	The Awards follow a Plan-Do-Review process which enables young people to more effectively recognise and articulate their learning and achievements within different contexts. This increases their self-esteem, improves motivation and keeps young people engaged with learning. Through self and peer assessment young people develop skills for learning, life and work. The Awards fully support the aims, values, purpose and implementation of Curriculum for Excellence.  This award is often used for transitions, young people moving on from primary 6/7 heading to academy. This is often a positive step on to accreditation path. Many young people progress from Hi5 awards to Dynamic Youth Achievement Awards as well as the associated volunteering opportunities.		
What equipment do I need?	No equipment required	How much will it cost?	£6.00
How long does it take to complete my award?	<ul style="list-style-type: none"> <li>Have a minimum of 5 hours of activity</li> <li>Have 3 levels (star rating) based on the young person's cumulative hours</li> </ul>		
How do I apply?	Contact local CLD staff or email <a href="mailto:douglas.findlay@aberdeenshire.gov.uk">douglas.findlay@aberdeenshire.gov.uk</a>		
Where can I find out more?	<a href="https://www.youthscotland.org.uk/awards/hi5-awards/">https://www.youthscotland.org.uk/awards/hi5-awards/</a>		

## Saltire Awards



Levels of Award	The Challenge, The Approach, The Ascent, The Summit		
What activities are involved in working towards the award?	<p>The Saltire Awards recognise volunteering that meets the following three clear characteristics:</p> <ul style="list-style-type: none"> <li>• It is a free will activity. This means you are doing it because you want to, and no one is forcing you to do it.</li> <li>• It is not done for financial gain. Volunteering is not a job and you cannot be paid; however, you may have any reasonable expenses covered.</li> <li>• It is for the benefit of the community, society at large or an individual</li> </ul>		
Who can take part?	The programme is open to anyone aged 12-25 who currently volunteers	Any restriction?	None
What are the benefits to my taking part?	<p>The Saltire Awards are the Scottish Government's way of celebrating, recognising and rewarding the commitment, contribution and achievements of young volunteers in Scotland, aged between 12 and 25. Young people gain nationally recognised certificates, signed by Scottish Government Ministers, for the different amounts of volunteering they do. By volunteering you can:</p> <ul style="list-style-type: none"> <li>• Gain new skills and experience that will look great on your CV and could help you at school and/or work</li> <li>• Meet new people and make new friends and connections</li> <li>• Make a difference to individual people, communities, and the environment</li> <li>• Have fun! You will have the chance to get involved in variety of activities that you might not have done before</li> </ul>		
What equipment do I need?	Equipment will be provided.	How much will it cost?	No cost to participants.
How long does it take to complete my award?	<ul style="list-style-type: none"> <li>• The Challenge: For those getting started in volunteering through team challenges</li> <li>• The Approach: For when you've reached 10 and 25 hours of volunteering</li> <li>• The Ascent: For when you've reached 50, 100, 200 or even 500 hours volunteering</li> <li>• The Summit: For those that have made an outstanding contribution to volunteering</li> </ul>		
How do I apply?	Contact local CLD staff or Aberdeenshire Voluntary Action enquiries@avashire.org.uk		
Where can I find out more?	<a href="https://saltireawards.scot/">https://saltireawards.scot/</a>		

## Prince's Trust Achieve


**START  
SOMETHING**

Levels of Award	Learners are assessed for the level at which they meet the standards for each unit. All learning outcomes need to be successfully covered to pass a unit. Once portfolios have been Assessed and Internally Verified by the Centre they will be submitted for External Verification. Qualification assessed by SQA at SCQF level 4		
What activities are involved in working towards the award?	<p>The programme is completely flexible however may include:</p> <ul style="list-style-type: none"> <li>• Delivering a community project and making a real difference in your local area</li> <li>• Learning all sorts of new skills to help with meeting new people and building your confidence</li> <li>• Taking on a business challenge to put your entrepreneurial skills to the test</li> <li>• Improving your knowledge and ability to look after yourself and live a healthy life</li> <li>• Top tips to help you write the perfect CV and get ahead in your career</li> </ul>		
Who can take part?	Are inclusive and suitable for young people with a range of interests and abilities	Any restriction?	11 -19 years old
What are the benefits to my taking part?	<p>Achieving can help you to boost your confidence, learn new skills and work with your friends on a group project. This award can be offered to young people as an alternative curriculum option.</p> <p>Many young people encouraged to take part in this award have developed increased confidence in learning and undertake alternative learning opportunities. This encourages an experience of education that can lead to the development of practical skills. Previously young people have taken part in development enterprise projects, community projects and work experience.</p>		
What equipment do I need?	No specific equipment required to take part and specialist equipment will be provided as necessary.	How much will it cost?	No cost to participants.
How long does it take to complete my award?	1-12 months to complete. This is commonly based on the school calendar.		
How do I apply?	Contact local CLD staff or email <a href="mailto:douglas.findlay@aberdeenshire.gov.uk">douglas.findlay@aberdeenshire.gov.uk</a>		
Where can I find out more?	<a href="https://www.princes-trust.org.uk/help-for-young-people/unlock-your-potential/explore-your-potential">https://www.princes-trust.org.uk/help-for-young-people/unlock-your-potential/explore-your-potential</a>		



## Participative Democracy Certificate

Levels of Award	The Participative Democracy certificate is worth two credits at level 5.		
What activities are involved in working towards the award?	<p>The Participative Democracy certificate is based on decision making in groups. It gives participants the opportunity to acknowledge and develop communication, decision making and negotiation in the context of democratic engagement.</p> <p>It is worth two credits at SCQF Level 5 (equivalent to a National 5 or SVQ 2). Each credit is based on 10 hours of learning activity.</p>		
Who can take part?	12 – 26 years	Any restriction?	None
What are the benefits to my taking part?	The Participative Democracy Certificate (PDC) is based on decision making in groups. It gives participants the opportunity to acknowledge and develop communication, decision-making and participation in the context of democratic engagement.		
What equipment do I need?	No equipment required	How much will it cost?	£10.00
How long does it take to complete my award?	Each credit is based on 10 hours of learning activity		
How do I apply?	Contact local CLD staff or email <a href="mailto:douglas.findlay@aberdeenshire.gov.uk">douglas.findlay@aberdeenshire.gov.uk</a>		
Where can I find out more?	<a href="https://www.youthlinkscotland.org/programmes/participative-democracy-certificate/">https://www.youthlinkscotland.org/programmes/participative-democracy-certificate/</a>		



## Youth Achievement Awards



Levels of Award	Scottish Qualifications Authority (SQA) customised awards in Bronze, Silver, Gold, Platinum					
What activities are involved in working towards the award?	<p>The Youth Achievement Awards are individual learning Awards that provide a framework to support quality work with young people. They offer formal recognition and accreditation for young peoples' achievements. They are easy to use and incorporate into existing or planned activities and can be delivered in a range of settings including youth and community projects, schools and colleges.</p> <p>The Awards follow a Plan-Do-Review process which enables young people to more effectively recognise and articulate their learning and achievements within different contexts, increasing self-esteem, improving motivation and keeping them engaged with learning. They encourage reflection on learning through self and peer assessment keeping young people engaged with their learning and helping to develop skills for learning, life and work. They fully support the aims, values, purpose and implementation of Curriculum for Excellence.</p>					
Who can take part?	age 14+ (16+ for the Platinum Level)		Any restriction?		None	
What are the benefits to my taking part?	<p>They offer formal recognition and accreditation for young peoples' achievements. They are easy to use and incorporate into existing or planned activities and can be delivered in a range of settings including youth and community projects, schools and colleges.</p> <p>The Awards recognise four levels of responsibility taken by young people participating in activities that interest them. Bronze is about young people taking part, at Silver young people assist, sharing responsibility with others, at Gold they take individual responsibility to organise and lead, and at Platinum they undertake training and create learning opportunities for others.</p>					
What equipment do I need?	All equipment will be provided.		How much will it cost?		£17.00	
How long does it take to complete my award?	Level	Minimum Age	Minimum Hours	Minimum Responsibility	SCQF Level	SCQF Credit Points
	Bronze	14	60	Taking Part	4	7
	Silver	14	90	Assisting	5	11
	Gold	14	120	Leading Peer	6	14
	Platinum	16	135	Education	7	16
How do I apply?	Contact local CLD staff or email <a href="mailto:douglas.findlay@aberdeenshire.gov.uk">douglas.findlay@aberdeenshire.gov.uk</a>					
Where can I find out more?	<a href="http://www.youthscotland.org.uk/projects/youth-achievement-awards.htm">http://www.youthscotland.org.uk/projects/youth-achievement-awards.htm</a>					

## Young Scot Award



Levels of Award	Annual Awards for specific categories		
What activities are involved in working towards the award?	<p>This is nomination based on work a young person has already undertaken. A youth worker or other professional or community contact may nominate a young person for this award as a way to celebrate their successes.</p> <p>Inspirational young people who go above and beyond to improve the lives of others in their communities are nominated for this award.</p> <p>The Young Scot Awards are Scotland's biggest celebration of young people and shine the spotlight on the outstanding contribution of young people aged 11-26, who have made a real difference to the lives of others.</p>		
Who can take part?	Young people are nominated 11-26 years old	Any restriction?	None
What are the benefits to my taking part?	<p>Since its launch in 2006, the Sunday Mail Young Scot Awards has celebrated the inspirational contributions of thousands of young Scots who have made a real difference to communities across Scotland.</p> <p>For the past ten years the Young Scot Awards have been a phenomenal success, recognising the amazing achievements of some of Scotland's truly remarkable young people. The awards shine a light on the positive contributions young people make every day and provide a fantastic opportunity to see their efforts and dedication celebrated</p>		
What equipment do I need?	No equipment required	How much will it cost?	No cost to participants
How long does it take to complete my award?	Learners are rewarded for their volunteering in the community- the time commitment is in the volunteering activity.		
How do I apply?	Contact local CLD staff or email <a href="mailto:douglas.findlay@aberdeenshire.gov.uk">douglas.findlay@aberdeenshire.gov.uk</a>		
Where can I find out more?	<a href="http://www.youngscot.org">www.youngscot.org</a>		

**PX2® and Mindbuzz**

Levels of Award	Credited at SCQF level 5		
What activities are involved in working towards the award?	<p>In a group setting PX2®/Mindbuzz teaches the art and science of goal setting combined with a thorough understanding of just how we think, allowing young people to build self-confidence, self-esteem and strong self-belief.</p> <p>The programme has 12 units incorporating:</p> <ul style="list-style-type: none"> <li>• video clips for reflection and discussions</li> <li>• engaging group activities</li> </ul> <p>These activities use a science-based approach to understand how the mind and perceptions influence our actions and the activities reinforce how a young person can change their mindset</p>		
Who can take part?	The PX2® programme is for young people aged between 14 and 19 years. Mindbuzz is designed for those aged 12 and under.	Any restriction?	The only restriction is that these programmes cannot be repeated
What are the benefits to my taking part?	<p>PX2®/Mindbuzz is a life-changing experience, promoting positive communication, building stronger relationships and equipping individuals with effective thinking skills that act as a springboard to a successful future.</p> <p>Young people leave this opportunity understanding how their mind works and the revelations assist thinking which can be turned to action in achieving their goals. They believe in themselves and have a mindset to build a positive future.</p> <p>This has helped promote improved communications within families and other relationships through healthy communication as well as young people being confident to challenge and make shifts in difficult relationships.</p>		
What equipment do I need?	All equipment is provided including a personal journal.	How much will it cost?	No cost to participants
How long does it take to complete my award?	The course is usually offered within the school day for up to 2 hours a week for a term. Young people can access this award outside of school.		
How do I apply?	Contact your local CLD Staff or guidance teacher.		
Where can I find out more?	Contact local CLD staff or contact <a href="mailto:douglas.findlay@aberdeenshire.gov.uk">douglas.findlay@aberdeenshire.gov.uk</a>		

## Awards and Accreditation available to Adults

- SQA Core Skills Communication
- SQA Core Skills Numeracy
- SQA Core Skills Information/Communication/Technology (ICT)
- SQA Core Skills Problem Solving
- SQA Core Skills Working with Others
- SQA Employability
- SQA English for Speakers of Other Languages (ESOL)
- SQA Mental Health
- SQA Volunteering
- Adult Achievement Award (AAA)
- STEPS



## Summary of the Accredited Awards available to Adults

***Full details of all the awards follow at the end of this summary.***

### SQA Core Skills (Units offered at SCQF levels 2, 3 or 4)

- Communication (reading, writing, listening and speaking components)
- Numeracy (including time, money, calculations, graphical information, numerical problems)
- Information/Communication/Technology (ICT) (computers - including internet safety and use of applications)
- Problem Solving (wide range of problems relevant to learners' lives)
- Working with Others (roles and responsibilities of working in range of groups)

### SQA Employability (levels 3 and 4)

Employability units develop skills needed to find and be effective in any job. It complements all 5 SQA Core Skills Units and learners often decide to work on both simultaneously.

### SQA English for Speakers of Other Languages (ESOL) Nationals

CLD offers 9 SQA units, from Literacies to ESOL in Everyday Life and ESOL in Context, these can build up to ESOL National 2 or 3. They take a learner whose first language may not use Roman script from complete beginner to level 3. This level is recognised as the minimum needed for independent everyday communication at work, in family and community life. This level is seen as a prerequisite for many SQA units that may be delivered in Further Education. Learners develop all four skills, listening, speaking, reading and writing.

### SQA Mental Health and Wellbeing Awards

Mental Health and Wellbeing award consists of 3 mandatory units which can be delivered and assessed in many different contexts. These very flexible units, counting as 18 credit points. They investigate details of mental health issues and influences as well as coping strategies. Most of the units are achieved through discussions, self-study and creative production.

### SQA Volunteering Skills Awards

Volunteering Skills awards formally recognise skills developed through volunteering, which may prepare learners for future responsibilities, such as studying and employment. Units have elements of problem solving, working with others and self-reflection which may be of interest to any age learner/volunteer.

### Adult Achievements Awards (AAA)

These awards offer valuable reflection time for learners and formal recognition of learning recently undertaken in any context, including in work and volunteering in the community, as well as personal and family learning. Adults are supported to investigate ways we all learn as adults, to recognise their own strengths and learning skills and are supported to build on these skills, setting clear goals and practicable action plans.

### STEPS Personal Development Programme

Created by The Pacific Institute® and supports learners to find new ways to realise their potential. The 13-unit course runs over a 2-3 month period in small group learning sessions delivered by trained facilitators. It can be particularly effective for those facing transitions and has been used successfully to support learners with a variety of life goals.

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## SQA Core Skills Communication



Levels of Award	SCQF levels 2, 3 and 4		
What activities are involved in working towards the award?	<p>Attending learning sessions regularly. These may be in small groups or 1:1 tutoring. Learner and tutor come up with a plan of learning activities to suit individuals and their goals.</p> <p>Communication skills underpin almost all personal, social, learning, and working activity. They are essential in clarifying one's own thoughts, in interacting and conversing with others, in expressing ideas and in conveying information, feelings and opinions.</p> <p>The Core Skill in Communication has two components: Oral Communication (Speaking and Listening Units) and Written Communication (Reading and Writing units)</p>		
Who can take part?	Adults (16+) no entry requirements	Any restriction?	Those with existing qualifications with embedded Communication Core skills, higher than the level offered - unless a refresher is sought.
What are the benefits to my taking part?	<p>Core skills contribute to learners' confidence and independence as they improve their skills, knowledge and understanding and they rely less on others for everyday support when communicating at work and in private life. Learners improve reading by using different materials and critically appraising them, learning to write and speak with purpose and to an audience and developing listening skills.</p> <p>Core skills contribute to better employability prospects and better work performance. They can contribute to the achievement of other qualifications such as Group Awards and some SVQs. They can help candidates improve their learning opportunities and open progression routes to further educational opportunities.</p>		
What equipment do I need?	We encourage and support learners to use a range of resources (books and online). Access to a computer is beneficial but not essential.	How much will it cost?	Tutors time, registration, certification and other fees are met by the CLD Service. Sessions are consequently free for learners. Learners need to commit their time.
How long does it take to complete my award?	<p>Delivery of learning sessions are flexible and take into account learners' availability.</p> <p>Depending on the unit you start with, the level and also the time you can commit to your learning during a week, achieving a Core Skill may take anything from a week to several months. It is best to speak about this to a member of staff.</p> <p>Communication units may count as 10, 20 or 40 learning hours.</p>		
How do I apply?	<p>Contact your local CLD Worker - Adult Learning.</p> <p>Find contact details at the end of this document</p>		
Where can I find out more?	<p><a href="https://www.sqa.org.uk/sqa/83655.html">https://www.sqa.org.uk/sqa/83655.html</a></p> <p>Or contact CLD staff.</p>		

## SQA Core Skills Numeracy



Levels of Award	SCQF Levels 2,3,4,		
What activities are involved in working towards the award?	<p>Attending learning sessions regularly. These may be in small groups or 1:1 tutoring. Learner and tutor come up with a plan of learning activities to suit individuals and their goals. Numeracy skills are necessary for coping with the demands of everyday life, including work and study, where learners need to be comfortable with numbers, in shops, bank, at work etc.</p> <p>The Core Skill in Numeracy has units such as measurement, money, time, calculations (fractions and percentages for instance), using graphical information (charts and graphs for instance).</p>		
Who can take part?	Adults (16+)	Any restriction?	Those with existing qualification in Numeracy, higher than the level offered, unless a refresher is sought.
What are the benefits to my taking part?	<p>Core Skills contribute to learners' confidence and independence as they don't rely on others for everyday numeracy support when in shops or a bank, when paying bills, checking payslips, cooking, decorating, planning parties, helping with schoolwork or saving. Learning can be tailored to suit your numeracy needs at work.</p> <p>Core Skills contribute to improving employability prospects and better work performance.</p> <p>They can contribute to the achievement of follow on qualifications such as Group Awards and some SVQs.</p> <p>They can help candidates improve their own learning opportunities and open progression routes to further educational opportunities</p>		
What equipment do I need?	We encourage and support learners to use a range of resources (books and online). Access to a computer is beneficial but not essential.	How much will it cost?	Registration, certification and tuition fees are met by the CLD service. Sessions are consequently free for learners. Learners need to commit their time.
How long does it take to complete my award?	<p>Delivery of learning sessions are flexible and take into account learners' availability.</p> <p>Depending of the unit you start with (10, 20 or 40 hours) and the level (2, 3, 4) and also time you can commit to your learning during a week, achieving a Core Skill may take anything from a week to several months. It is best to speak about this to a member of staff.</p> <p>Numeracy units count as 10, 20 or 40 learning hours.</p>		
How do I apply?	<p>Contact your local CLD Worker - Adult Learning.</p> <p>Find contact details at the end of this document</p>		
Where can I find out more?	<p><a href="http://www.sqa.org.uk">www.sqa.org.uk</a></p> <p>Or contact CLD staff.</p>		

## SQA Core Skills Information/Communication/Technology (ICT)



Levels of Award	SCQF Levels 2,3,4		
What activities are involved in working towards the award?	<p>Attending learning sessions regularly. These may be in small groups or 1:1 tutoring. Learner and tutor come up with a plan of learning activities to suit individuals and their goals. Information and Communication Technology focuses on the ability to use computers and other ICT efficiently and safely to process information in ways which will be useful in work and at home - it is not about developing ICT specialists.</p> <p>The Core Skill in ICT is about completing a range of tasks on a smart device (laptop, tablet, smart phone etc.)</p> <p>Depending on the level, tasks could range from sending an email with a photo attachment, to designing a database, uploading photos to social media, saving files, to securely using internet.</p>		
Who can take part?	Adults (16+)	Any restriction?	Those with existing qualification in ICT, higher than the level offered, unless a refresher is sought.
What are the benefits to my taking part?	<p>Core skills contribute to learners' confidence and independence as they develop more skills in using computers and technology. This creates digital inclusion, strengthens skill in savings through online shopping/banking etc, and can reduce social isolation.</p> <p>Core skills contribute to better employability prospects and better work performance. They can contribute to the achievement of bigger qualifications such as Group Awards and some SVQs. They can help candidates improve their own learning opportunities and open a progression route.</p>		
What equipment do I need?	We encourage and support learners to use a range of resources (books and online). Access to a computer is beneficial but not essential.	How much will it cost?	Registration, certification and tuition fees are met by CLD service. Sessions are consequently free for learners. Learners need to commit their time.
How long does it take to complete my award?	<p>Delivery of learning sessions are flexible and consider learners' availability.</p> <p>Depending on the level of complexity of the tasks you agree to do and also time you can commit to your learning during a week, achieving a Core Skill may take anything from a few weeks to several months. It is best to speak about this to a member of staff.</p> <p>All ICT units count as 40 learning hours.</p>		
How do I apply?	<p>Contact your local CLD Worker - Adult Learning.</p> <p>Find contact details at the end of this document</p>		
Where can I find out more?	<p><a href="http://www.sqa.org.uk">www.sqa.org.uk</a></p> <p>Or contact CLD staff.</p>		

## SQA Core Skills Problem Solving



Levels of Award	SCQF Levels 2,3,4		
What activities are involved in working towards the award?	<p>Attending learning sessions regularly. These may be in small groups or 1:1 tutoring. Learner and tutor come up with a plan of learning activities to suit individuals and their goals. Problem solving develops the skills needed for tackling issues and problems in personal, social, vocational and occupational contexts.</p> <p>The Core Skill in Problem Solving has three components: Critical Thinking, Planning and Organising, Reviewing and Evaluating. Tasks learners undertake to cover those components varies from organising events, resolving a conflicting situation, redecorating a room on a budget to changing work systems.</p>		
Who can take part?	Adults (16+)	Any restriction?	Those with existing qualifications that have Problem Solving 2, 3, 4 embedded, unless a refresher is sought.
What are the benefits to my taking part?	<p>Core skills contribute to learners' confidence and independence as they develop more skills in solving everyday situations and problems. The increased skills contribute to participation in community organisations, community events and community solutions. Core skills contribute to better employability prospects and better work performance.</p> <p>They can contribute to the achievement of bigger qualifications such as Group Awards and some SVQs.</p> <p>They can help candidates improve their own learning opportunities and open progression routes.</p>		
What equipment do I need?	We encourage and support learners to use a range of resources (books and online). Access to a computer is beneficial but not essential.	How much will it cost?	Registration, certification and tuition fees are met by CLD service. Sessions are consequently free for learners.
How long does it take to complete my award?	<p>Delivery of learning sessions are flexible and take into account learners' availability.</p> <p>Depending on the unit you start with, the level and also time you can commit to your learning during a week, achieving a Core Skill may take anything from a week to several months. It is best to speak about this to a member of staff.</p> <p>Problem solving units count as 40 learning hours.</p>		
How do I apply?	<p>Contact your local CLD Worker - Adult Learning.</p> <p>Find contact details at the end of this document</p>		
Where can I find out more?	<p><a href="http://www.sqa.org.uk">www.sqa.org.uk</a></p> <p>Or contact CLD staff.</p>		

## SQA Core Skills Working with Others



Levels of Award	SCQF Levels 2,3,4		
What activities are involved in working towards the award?	<p>Attending learning sessions regularly. Working with Others develops the skills needed to co-operate with others in learning and working situations to identify and achieve shared goals.</p> <p>The Core Skill in Working with Others has two components: Working Co-operatively with others and Reviewing Co-operative Contribution. Tasks learners undertake to cover those components varies from organising events, working in community groups, developing websites and many more.</p>		
Who can take part?	Adults (16+)	Any restriction?	Those with existing qualification in communication, higher than the level offered unless a refresher is sought.
What are the benefits to my taking part?	<p>Benefits include more effective contributions to community groups, increased confidence in engaging in community activity and increased social capital.</p> <p>Core skills contribute to learners' confidence and independence as they develop more skills in working with other in everyday settings.</p> <p>Core skills contribute to better employability prospects and better work performance.</p> <p>They can contribute to the achievement of bigger qualifications such as Group Awards and some SVQs.</p> <p>They can help candidates improve their own learning opportunities and open progression routes.</p>		
What equipment do I need?	We encourage and support learners to use a range of resources (books and online). Access to a computer is beneficial but not essential.	How much will it cost?	Registration, certification and tuition fees are met by CLD service. Sessions are consequently free for learners.
How long does it take to complete my award?	<p>Delivery of learning sessions are flexible and take into account learners' availability.</p> <p>Depending on the unit you start with, the level and also time you can commit to your learning during a week, achieving a Core Skill may take anything from a week to several months. It is best to speak about this to a member of staff.</p> <p>Working with Others, units count as 40 learning hours.</p>		
How do I apply?	<p>Contact your local CLD Worker - Adult Learning</p> <p>Find contact details at the end of this document</p>		
Where can I find out more?	<p><a href="http://www.sqa.org.uk">www.sqa.org.uk</a></p> <p>Or contact CLD staff.</p>		



## SQA Employability



Levels of Award	SCQF Levels 3,4		
What activities are involved in working towards the award?	<p>Attending learning sessions regularly. These may be in small groups or 1:1 tutoring. Learner and tutor come with a plan of learning activities to suit individuals and their goals as well as achieving the unit.</p> <p>Working with the Adult Learning team you can develop skills and resilience needed for achieving and maintaining employment. The Adult Learning team will help you narrow down what jobs suit you and what is available, where you want to be, support you to develop skills in writing CVs and application forms as well as preparing for interviews. It will raise your knowledge of essential rights and responsibilities at work and handling some difficult situations at work.</p>		
Who can take part?	Adults 16+	Any restriction?	It is beneficial that learners' communication skills are at level Core Skills 3 and above.
What are the benefits to my taking part?	<p>Strengthens learners' skills in and understanding of the processes and approaches needed to be successful in gaining employment</p> <p>Equips candidates with relevant and transferable skills which can be used for finding employment in any employment setting.</p>		
What equipment do I need?	We encourage and support learners to use a range of resources (books and online). Access to a computer is beneficial but not essential.	How much will it cost?	Registration, certification and tuition fees are met by CLD service. Sessions are consequently free for learners.
How long does it take to complete my award?	<p>Delivery of learning sessions are flexible and take into account learners' availability.</p> <p>Usually it takes 20-25 weeks of 2 hours a week to achieve. Occasionally if the delivery is more intensive, units can be achieved in 5 weeks.</p> <p>Units count as 40 learning hours.</p>		
How do I apply?	<p>Contact your local CLD Worker - Adult Learning</p> <p>Find contact details at the end of this document</p>		
Where can I find out more?	<p><a href="http://www.sqa.org.uk">www.sqa.org.uk</a></p> <p>Or contact CLD staff.</p>		

## SQA ESOL Nationals



Levels of Award	SCQF Levels 2,3 These units are starting point in the progression route		
What activities are involved in working towards the award?	Attending learning sessions regularly.  From the very beginning of learning to write English in Roman script, to being able to look for a job on your own. ESOL National 2 and 3 units are flexible and cover a range of topics. Learners are assessed and offered a place in the appropriate level group.  Learning English grammar and vocabulary used in everyday life (home, shopping, travel, doctor, socialising, work, family, community etc.). Developing the 4 skills: reading, listening, speaking and writing English in a range of contexts.		
Who can take part?	Adults (16+) who are not native speakers of English language, living in Aberdeenshire.	Any restriction?	Learners whose Initial Assessment of language is already above level 3/4 in all 4 skills.
What are the benefits to my taking part?	Knowledge of the common language used in the community you live in impacts on social and economic integration, safety, independence and support to family learning. Entry to further learning, work and citizenship status might depend on achieving certain level of proficiency in English language.		
What equipment do I need?	We encourage and support learners to use a range of resources (books and online). Access to a computer is strongly recommended.	How much will it cost?	Registration, certification and tuition fees are met by the CLD service. Sessions are consequently free for learners.
How long does it take to complete my award?	This may vary from learner to learner and depends on previous education and learning skills as well as commitment to classes and practice. Some units are small and can be achieved in weeks others may take a year or longer. It is best to speak about this to a member of staff.		
How do I apply?	Contact your local CLD Worker - Adult Learning. Find contact details at the end of this document		
Where can I find out more?	Learn about ESOL Nationals 2 and 3 at: <a href="https://www.sqa.org.uk/sqa/45678.html">https://www.sqa.org.uk/sqa/45678.html</a> Or contact CLD staff.		

## SQA Volunteering



Levels of Award	Award in Volunteering Skills, at SCQF levels 3, 4 and 5		
What activities are involved in working towards the award?	<p>The award has 3 units:</p> <ul style="list-style-type: none"> <li>○ Candidates learn about the context of volunteering (through discussions and reading/internet searches, for instance)</li> <li>○ Plan a volunteering placement</li> <li>○ Review and reflect on their own skills and volunteering experience; Complete an investigative project.</li> </ul> <p>The Award is very flexible and can be adapted to learners' ability, pace and interests.</p> <p>Assessment is by completion of a portfolio of evidence and open book questions/task sheets, with appropriate support given.</p>		
Who can take part?	Any age. The award is suitable for candidates with no previous volunteering experience, candidates who are currently volunteers, and those preparing to be volunteers.	Any restriction?	There are no entry requirements but minimum level 3 Communications Core Skills would be beneficial.
What are the benefits to my taking part?	<p>Achievement of this Award is nationally recognised.</p> <p>Centres may deliver the Volunteering Skills Award to candidates who already volunteer within their own institutions. This means that volunteers who carry out important roles can have their contributions acknowledged.</p> <p>The achievement of other awards, such as the Saltire Award, Youth Achievement Award and the Duke of Edinburgh Award, can contribute towards the Volunteering Skills Award.</p>		
What equipment do I need?	Access to internet, printer and basic stationery. This may be provided.	How much will it cost?	Cost of SQA registration and certification as well as cost of tutor/ assessor support is met by Aberdeenshire Council or other organisations and is usually free for candidates.
How long does it take to complete my award?	<p>Around 180 hours in total.</p> <p>On average each of the 3 units takes 60 hours to complete. This includes attending meetings and volunteering training, volunteering hours, preparing and planning and compiling a portfolio of evidence. The assessment is an open book / portfolio.</p> <p>Candidates can pace the activities to suit themselves. The expectation is that the Award will be completed within 18 months, but most complete in 6 months.</p>		
How do I apply?	Speak to your local CLD worker/assessor for initial information and planning a meeting.		
Where can I find out more?	Contact CLD staff.		

## SQA Mental Health and Wellbeing



Levels of Award	Award in Mental Health and Wellbeing at SCQF levels 4 and 5		
What activities are involved in working towards the award?	<p>The award consists of 3 mandatory units:</p> <ul style="list-style-type: none"> <li>○ Understanding Mental Health Issues</li> <li>○ Influences on Mental Health and Wellbeing</li> <li>○ Coping Strategies and Building Resilience</li> </ul> <p>Candidates learn about different topics (textbooks, group and individual activities, own research, guest speakers, discussions etc.). Assessment is combination of completion of tasks (tests), production (a poster for instance) and a portfolio of evidence.</p>		
Who can take part?	Any age. Young people in school or mature adult learners, anyone who has an interest in mental health issues	Any restriction?	There are no entry requirements but minimum level 4 Communications Core Skills would be beneficial.
What are the benefits to my taking part?	<p>Increased knowledge of a range of mental health issues. Increased awareness of different influences on mental health. Increased awareness and more developed resilience and coping strategies. Increased knowledge of support providers.</p> <p>This is beneficial for anyone at risk of a mental health illness or would like to be able to better recognise and understand mental health related issues and support others.</p> <p>These Awards in Mental Health and Wellbeing support the Scottish Government's Mental Health Strategy 2017-2027. Its guiding ambition: "We must prevent and treat mental health problems with the same commitment, passion and drive as we do with physical health problems".</p>		
What equipment do I need?	Access to a computer with standard software packages, internet, printer and basic stationery. This may be provided.	How much will it cost?	Cost of SQA registration and certification as well as cost of tutor/ assessor support is met by Aberdeenshire Council or other organisations and is usually free for candidates.
How long does it take to complete my award?	<p>Around 180 hours in total.</p> <p>On average each of the 3 units takes 60 hours to complete. Candidates can pace the activities to suit themselves. This depends on the delivery model which is usually part time and in small groups but can be very flexible. The expectation is that the Award will be completed within 18 months, but most complete in 6 months.</p>		
How do I apply?	Speak to your local CLD worker/assessor for the initial information and planning meeting		
Where can I find out more?	Contact CLD staff.		

## Adult Achievement Awards (AAA)



Levels of Award	The awards were developed by Newbattle Abbey College in partnership with Education Scotland, are credit-rated and available at SCQF levels 3, 4 and 6. (Levels 2 and 5 are in the pilot stage).		
What activities are involved in working towards the award?	<p>In all the levels of the award, learners are asked to:</p> <ul style="list-style-type: none"> <li>• record learning currently undertaken or undertaken in the past year</li> <li>• reflect on their learning</li> <li>• identify strengths and areas for development</li> <li>• plan how to use what they had learned</li> <li>• research other learning options</li> <li>• produce an action plan</li> </ul>		
Who can take part?	Adults (16+)	Any restriction?	None
What are the benefits to my taking part?	<p>Recognition of contribution and learning done in the local community by groups or individuals. Reflection on experiences and learning by learners and volunteers involved in community projects, learning groups supports forward planning for further activity, learning or work.</p> <p>Confidence increase by recognition of own contribution and progress in development of a range of skills.</p> <p>Formalised and recorded planning of future activities which supports future success.</p>		
What equipment do I need?	We encourage and support learners to use a range of resources (books and online). Access to a computer is beneficial but not essential.	How much will it cost?	Registration, certification and tuition fees are met by the CLD service. Sessions are consequently free for learners.
How long does it take to complete my award?	<p>Delivery of learning sessions are flexible and take into account learners' availability.</p> <p>Depending on the unit you start with, the level and also time you can commit to your learning during a week, achieving an AAA may take a week to two months. It is best to speak about this to a member of staff.</p>		
How do I apply?	<p>Contact your local CLD Worker - Adult Learning.</p> <p>Find contact details at the end of this document</p>		
Where can I find out more?	<p><a href="https://www.newbattleabbeycollege.ac.uk/adult-achievement-awards/">https://www.newbattleabbeycollege.ac.uk/adult-achievement-awards/</a></p> <p>Or contact CLD staff.</p>		



## STEPS



Levels of Award	Developed by The Pacific Institute, CLD holds a licence to deliver this course, which is equivalent to SCQF level 5 in Scotland. This course is certificated but can also be combined with the Accredited SQA Core Skills modules or the Adult Achievement Award.		
What activities are involved in working towards the award?	<p>This is a 13 Unit structured course that runs weekly over a 2 to 3 months period.</p> <p>This small group learning programme is delivered by trained facilitators who help participants to co-create their learning through discussion, personal reflection, the use of short video bursts and a range of activities that engage a wide variety of learning styles.</p> <p>The programme can be delivered very flexibly according to the needs of the group or organisation.</p>		
Who can take part?	Adults (16+)	Any restriction?	Learners need a sound level in literacy/communication (at least level 4 standard) to be able to engage with the learning and get the most out of it. If learners have been in recovery, they need to be at a stage where they are able to commit to weekly sessions and a 2 to 4 months programme of learning.
What are the benefits to my taking part?	<p>This course helps you find your Focus, Confidence &amp; Motivation. STEPS helps you to take a fresh look at your life - learning ways to release your potential – with tools for thinking and acting successfully. It helps you to increase your personal effectiveness, learning how to:</p> <ul style="list-style-type: none"> <li>• Create new solutions</li> <li>• Set and achieve your goals</li> <li>• Deal with change and stress</li> <li>• Strengthen relationships</li> <li>• Build your self-belief</li> </ul> <p>After taking part in our STEPS programme learners typically say they have greater expectations of success and higher aspirations; higher levels of motivation; increased self-belief; improved ability to set goals; raised levels of personal accountability and greater insight into how their mind works. STEPS inspires and empowers learners to progress in their educational and personal development journey.</p>		
What equipment do I need?	All course materials provided	How much will it cost?	No cost to participants.
How long does it take to complete my award?	This is a 13 Unit structured and certificated course that runs weekly over a 2 to 3 months period		
How do I apply?	Contact Nicola Twine, Senior CLD Worker: <a href="mailto:nicola.twine@aberdeenshire.gov.uk">nicola.twine@aberdeenshire.gov.uk</a>		

## Useful Contacts

### Community Learning and Development Service

#### Adult Learning Awards and Accreditation

Contact Name	Address	Phone No	Email
Lada Copic Senior CLD Worker, Accreditation and ESOL Assessor & Internal Verifier	Linden Centre Huntly AB54 4SE	01467 533285 07767647536	<a href="mailto:lada.copic@aberdeenshire.gov.uk">lada.copic@aberdeenshire.gov.uk</a>

#### Young People Awards and Accreditation

Contact Name	Address	Phone No	Email
Douglas Findlay, Senior CLD Worker Working with Young People, Accreditation	Wyness Hall Jackson Street Inverurie AB51 3QB	01467 537146 07824548527	<a href="mailto:douglas.findlay@aberdeenshire.gov.uk">douglas.findlay@aberdeenshire.gov.uk</a>

## Other Useful contacts

Contact name	Address	Phone No	Email
Young Scot	Rosebery House 9 Haymarket Terrace Edinburgh EH12 5EZ	0808 801 0338	<a href="mailto:info@young.scot">info@young.scot</a>
Youth Scotland	Balfour House, 19 Bonnington Grove Edinburgh EH6 4BL	0131 554 2561	<a href="mailto:office@youthscotland.org.uk">office@youthscotland.org.uk</a>
Duke of Edinburgh Award	DofE Scotland, Rosebery House 9 Haymarket Terrace Edinburgh EH12 5EZ	0131 343 0920	<a href="mailto:Scotland@DofE.org">Scotland@DofE.org</a>

John Muir Trust	Tower House Station Road Pitlochry PH16 5AN	01796 470080	<a href="https://www.johnmuirtrust.org/contact">https://www.johnmuirtrust.org/contact</a>
Youth Link Scotland	Youth Link Scotland Rosebery House 9 Haymarket Terrace Edinburgh EH12 5EZ.	0131 313 2488	<a href="https://www.youthlinkscotland.org/help-and-tools/contact-us/">https://www.youthlinkscotland.org/help-and-tools/contact-us/</a>
SQA	The Optima Building 58 Robertson Street Glasgow G2 8DQ	0345 279 1000	<a href="mailto:customer@sqa.org.uk">customer@sqa.org.uk</a>
Newbattle Abbey College	Newbattle Road Dalkeith Midlothian EH22 3LL	0131 663 1921	<a href="mailto:office@newbattleabbeycollege.ac.uk">office@newbattleabbeycollege.ac.uk</a>

