



Skills for Learning Professionals



Apprenticeship/Foundation Modern Apprenticeship in Youth Work	Framework Issue Number 1.1
Advanced Apprenticeship/Modern Apprenticeship in Youth Work	Framework Issue Number 1.1

Framework Code

3	4	0
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Date submitted to the AAG:

Would you like to present the framework to the AAG at its next meeting?

Date approved by the AAG:

Date funding agreed

Implementation date: England

Wales



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Summary of Changes to this Framework

The Youth Work framework was originally developed by PAULO NTO, the former NTO for community based learning and development. Lifelong learning UK (LLUK) upon succeeding PAULO, assumed responsibility for the framework.

It was approved to start in November 2005. Since that date there has been some excellent examples of Apprentices working through the framework, completing and then gaining work as Youth Support Workers. Many of these continue in their career paths by working towards more advanced qualifications such as foundation or full degrees.

Take up of the framework has not been considerably lower than expected. In 2008 Lifelong Learning UK (LLUK) produced a report looking at the reasons why and proposing solutions. One of these was to look at the framework. This has now been done and the proposed changes consulted on across the three nations with employers and providers.

There are three changes that have been approved by the consultation;

1. The mandatory inclusion of Key Skills only at the blueprint minimum level
2. The removal of the additional unit in Health and Safety from the level 3 framework
3. The tightening of entry requirement for the frameworks.

The changes have been proposed as feedback shows that

1. All six key skills was a barrier to increasing take up, and that many of them are covered in other parts of the NVQ and Technical Certificate
2. This unit is covered in the NVQ and Technical Certificate
3. Some young people were starting the programme without sufficient academic skills to be able to complete the framework

This framework will in itself be reviewed again before September 2010; this will be following the introduction of new qualifications in Youth Work based upon the recently approved NOS. Changes will also have to be made to bring it into line with the requirements for frameworks as they move to fit with the Qualifications and Credit Framework

1. Contact Details of the Industry or Sector

Title, level and coverage of apprenticeship	Youth Work level 2 and 3
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1.1 Responsibility for the Framework

Lifelong Learning UK is the Sector Skill Council with responsibility for managing this framework

2.1 Summary of the Mandatory Outcomes for the Apprenticeship/Foundation Modern Apprenticeship

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Apprenticeship/Foundation Modern Apprenticeship	Level
Competence Based Element NVQ Youth Work	2
Knowledge based element 100/5276/8 City & Guilds Certificate in Supporting Youth Work 100/5187/9 ABC Certificate in Youth Work	2
Key Skills Application of Number 1 Communications 1	1 1
Additional Employer Requirements An HSE Appointed Person First Aid Qualification	
Employment rights and responsibilities To be covered as part of induction and subsequent phases for apprenticeship, as appropriate	

2.2 Summary of the Mandatory Outcomes for the Advanced Apprenticeship/Modern Apprenticeship

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Advanced Apprenticeship/Modern Apprenticeship	Level
Competence Based Element NVQ Youth Work	3
Knowledge based element 100/5277/X City & Guilds Certificate in Supporting Youth Work 100/5188/0 ABC Diploma in Youth Work	3
Key Skills Application of Number 2 Communications 2	2 2
Additional Employer Requirements An HSE Appointed Person First Aid Qualification	
Employment rights and responsibilities To be covered as part of induction and subsequent phases of apprenticeship, as appropriate	

3 Overview of the Framework

3.1 Rationale for Framework

The Apprenticeship and Advanced Apprenticeships in Youth Work have been developed as a high quality programme forming steps on the ladder to youth work career. The Apprenticeship is designed for people who have recently become active as youth workers. They are working in a paid position within an organisation, community or project, in an assisting or supporting role in the personal development of individual young people or groups. The Advanced Apprenticeship is intended for people in a paid position, who have a fairly wide experience of youth work, in more than one group or situation, which may have been gained in a paid or unpaid capacity. They are often working on their own initiative, and have responsibility for determining the direction of their own work and providing guidance and support for other paid or unpaid workers a qualified youth support workers.

The framework is relevant for employers and providers in both the voluntary and local government youth work sectors. The local authority sector employs around 25,000 youth workers, about 19,000 of whom work part-time. An equivalent figure for the voluntary sector is harder to estimate, but is estimated to be slightly larger .

Apprenticeship routes, both at Apprenticeship and Advanced Apprenticeship levels, have been developed in a response to a need to address significant recruitment and retention problems in youth work. There is concern that the average age of the workforce is rising, and that there is under-representation of minority ethnic groups. Many youth work organisations report difficulties in filling posts with suitably qualified candidates. Employers are keen to recruit local people into work with young people, and see the Apprenticeship as a valuable additional route into a youth work career. Those who successfully complete either Apprenticeship will be able to undertake the role of Youth Support Worker as recognised by the Joint Negotiating Committee (JNC) for Youth and Community Workers. JNC sets conditions of employment and pay scales for Youth and Community Workers and it currently distinguishes between those who have completed the VRQ or NVQ at level 2 and level 3.

It is estimated that the take-up is likely to be in the range of 150-200 places per year, of which about 2/3 would be Advanced Apprenticeship.

4 Content of Framework

4.1 Competence Based Element

The City and Guilds and ABC awarding body NVQ qualifications in Youth Work at level 2 and 3 as appropriate

100/3343/9 City and Guilds L2 NVQ in Youth Work

100/2756/7 ABC L2 NVQ Youth Work

100/2757/9 City and Guilds L3 NVQ in Youth Work

100/4518/1 ABC L3 NVQ in Youth Work

4.2 Knowledge Based Element

The City and Guilds and ABC awarding body taught qualifications in Youth Work at level 2 and 3 as appropriate

100/5276/8 City & Guilds L2 Certificate in Supporting Youth Work

100/5277/X City & Guilds L3 Certificate in Supporting Youth Work

100/5187/9 ABC L2 Certificate in Youth Work

100/5188/0 ABC L3 Diploma in Youth Work

4.3 Key Skills

Communication and Application of number at level 1 for the level 2 framework and level 2 for the level 3 framework. Depending on apprentice and employer need the other key skills, at a relevant level, and/or Communication and Application of Number at a higher level should be taken.

4.4 Additional Employer Requirements

An HSE appointed person first aid qualification

4.5 Employment Rights and Responsibilities

For this framework, the SSC has identified that ERR is covered in the content of the Technical Certificate and NVQ. As a result there are no formal evidence requirements for this component of the framework.

5 Implementation of Framework

5.1 Employed Status

All apprentices must be employed

5.2 Entry Requirements

There are no nationally laid down minimum entry or previous experience requirements for Apprenticeships. However, Apprenticeship candidates must be able to demonstrate the ability to achieve at least level 1 Communication skills, and Advanced Apprenticeship candidates level 2 by the end of their Apprenticeship. There must be a record of this ability being assessed before the apprentices starts on their framework.

Evidence from managing the framework shows that where apprentices started without this assessment they struggled with the academic work

The minimum age entry to the Apprenticeship is 16 years and the minimum age for entry to the Advanced Apprenticeship is 18 years.

Evidence from a voluntary organisation or local authority of volunteering or other experience in working with children and/or young people would be recommended for entry to Apprenticeship and is an expectation for Advanced Apprenticeship applicants. Direct entry to the Advanced Apprenticeship will normally require a period of previous experience in a role with a level of responsibility and completion certificate of a level 2 VRQ/NVQ or equivalent. Apprentices would be expected to show the following skills and attributes:

- Motivation to succeed in working with young people
- Willingness to learn and apply that learning in the workplace
- Willingness to communicate effectively with a range of people
- Being numerate and literate
- Willingness to undergo a police check.

All apprentices will have to undergo a CRB check

5.3 Minimum Duration of Training

It is expected that the Apprenticeship/Foundation Modern Apprenticeship will take twelve months and the Advanced Apprenticeship/Modern Apprenticeship will take twenty four months

5.4 Health and Safety

Health, safety and security issues are a formal part of the induction of all apprentices and are a key element of the Employment Responsibilities and Rights component of this framework.

All Apprentices or Adult Apprenticeships must obtain a relevant first aid certificate: HSE Appointed Persons First Aid Certificate.

All partners involved in the implementation of apprenticeships must adhere to their statutory responsibilities for health and safety as follows:

- A safe working environment for apprentices must be provided whilst they are at work or in training
- Appropriate training on health and safety in the workplace must be given to each apprentice
- Awareness of, and compliance with, legislation relating to the Health and Safety at Work Act 1974, the Working Time Regulations 1998 and any other relevant legislation must be demonstrated
- Additional employer specific considerations for sectors, for example, local authority regulations for registration of those working with children or vulnerable adults
- The apprentice must be aware of and comply with their statutory responsibility for health and safety at work. This relates to their own safety and to the safety of others in the work place. They must also be aware of, and comply with, any additional health and safety procedures laid down by their employer/provider
- Local funding bodies (e.g. LSC) are responsible for monitoring the compliance of providers to their statutory health and safety obligations and will carry this out through their Quality Assurance procedures
- Providers will monitor the compliance of employers with Health and Safety statutory requirements
- Apprentices may be required to undertake minimal and low level supervision of younger people who are under the age of 14 years. Advanced Apprentices may be required to take a higher level of supervision of younger people who are under the age of 14 years and to provide support to Apprenticeship candidates at level 2.
- Apprentices must be willing to undergo a Criminal Records Bureau check (these are mandatory for all those working with young people under the age of 18 years and those working with vulnerable adults).

Apprentices in England must be made aware of their responsibilities as part of the Children's and Young People's Workforce

5.5 Equality and Inclusion

Youth Work values and celebrates the contributions made by different individuals, groups and communities and is committed to their support and promotion. Education and training for youth and community work is committed to challenging unfair discrimination, and to promoting equality of opportunity for all involved. Youth work is committed to the principle of equality but recognises that there is widespread, unfair, direct and indirect discrimination against many individuals and groups of people. Many individuals and groups experience this discrimination – a systematic process whereby more powerful individuals, groups and institutions unfairly limit the lives, experiences, opportunities, choices and material wellbeing of those with less power. Effective youth work can play a part in redressing such disadvantage and discrimination.

Whilst equality has been identified here under a separate heading, the principles relate to all those systems and procedures which have the potential to discriminate against apprentices at any point during the programme – from recruitment and selection and induction, through to successful completion.

There should be open recruitment of Apprentices to the programme, which is available to all people, regardless of age, disability, ethnic origin, gender, gender identity religion and belief, sexual orientation or who meet the stated selection criteria. All partners involved in the delivery of the apprenticeship – local LSCs, providers, assessment centres and employers must be committed to a policy of equality and must have a stated equality policy and procedure. Employers/providers must be able to demonstrate that there are no overt or covert discriminatory practices in selection and employment. All promotional, selection and training activities must comply with relevant legislation including:

- The Sex Discrimination Act, 1975, and Code of Practice
- Equal Pay Act, 1970
- The Race Relations Act, 1976 and Code of Practice
- The Race Relations Amendment Act, 1999
- The Disability Discrimination Act, 1995 and Code of Practice
- Rehabilitation of Offenders Act, 1974
- Employment Relations Act, 2002
- Human Rights Act, 1998
- Special Educational Needs Disability Act, 2001
- Part-time Workers (Prevention of Less Favourable Treatment) Regulations 2000
- Fixed Term Employees (Prevention of Less Favourable Treatment) Regulations 2002
- Employment Equality (Sexual Orientation) Regulations 2003
- Employment Equality (Religion or Belief) Regulations 2003
- Gender Recognition Act 2004
- Civil Partnership Act 2004
- Disability Discrimination Act 2005
- Equality Act 2006

The apprentice's knowledge about equality policies and procedures can be used as evidence for the Employment Responsibilities and Rights component of this framework.

5.6 Transfer Arrangements from Previous Framework

LLUK wish for all Apprenticeship starts after the 1st April 2009 to use the new framework version. We will be communicating this to all known providers, stakeholders and partners.

LLUK recognise that there may be some Apprentices on version 1 of the framework who may have preferred to start on version 1.1. We would support transfer from version 1 to 1.1 providing that the employer and apprentice are in agreement that transferring will not disadvantage either of them.

The normal administration procedures for transfer must be followed

5.7 Monitoring Arrangements for the Framework

LLUK will manage the framework on a day to day basis through its standards and qualification team and on a strategic level through its Strategy and Policy team. Relationships will be built with the funding bodies and other stakeholders to ensure that data on performance is received, analysed and auctioned. In addition the LLUK Information and Advice Service will produce information on enquiries from employers, providers and potential apprentices. A FAQ section will be put on the LLUK website and kept up to date.

6 Achievement and Progression

6.1 Certification

At present the successful apprentice in England and Wales will receive an Apprenticeship Completion Certificate from LLUK. DELNI Issue such in Northern Ireland. In the near future This is set to change with completion certificates issued by the National Apprenticeship Service in England, by the SSC in Wales, and DELNI in Northern Ireland.

This is separate from, and in addition to, those certificates awarded for the achievement of the individual components of the framework, e.g., NVQ, key skills, and the technical certificate.

Providers are responsible for claiming the National Completion Certificate *and* for providing evidence of completion of the mandatory outcomes. They are also responsible for ensuring that the apprentice receives the Completion Certificate once awarded.

Please look at the LLUK website (www.lluk.org) to find out details of what are the current arrangements

6.2 Progression

The Apprenticeship in youth work provides a sound basis for young people to undertake further learning and development of their careers. Apprentices can progress to become Advanced Apprentices.

This in turn leads to Higher Education courses with a number of successful apprentices having progressed to either Foundation or honours degrees in youth and community work. Where such qualifications are professionally validated by bodies such as the National Youth Agency this leads to fully qualified status as a professional youth worker recognised by the Joint Negotiating Committee.

Youth work qualifications are also increasingly valued in other areas of work with young people, for example by organisations such as Connexions and Youth Offending Teams. There are likely to be opportunities for those who obtain an Apprenticeship in youth work to move into such areas.

The apprentice's knowledge about career pathways, information sources and the names of relevant professional bodies are part of the Employment Responsibilities and Rights component of this framework.

7 Fact Sheet

Apprenticeship/Foundation Modern Apprenticeship and Advanced Apprenticeship/Modern Apprenticeship in Youth Work

What's involved?

An apprentice can expect to be doing work based learning with an employer and to be paid, either a wage if they are employed, or an allowance. The apprenticeship will include a National Vocational Qualification, Key Skills and a 'knowledge based element or technical certificate as listed below.

Competence Based Element	Knowledge Based Element	Key Skills
National Vocational Qualification		
Apprenticeship – Youth Work level 2	City & Guilds Certificate in Supporting Youth Work level 2 ABC Certificate in Youth Work level 2	Communication - level 1 Application of Number - level 1
Advanced Apprenticeship – Youth Work level 3	City & Guilds Certificate in Supporting Youth Work level 3 ABC Diploma in Youth Work level 3	Communication – level 2 Application of Number – level 2

The decision on which competence based and knowledge elements will be studied will be made by the employer and/or training provider in discussion with the apprentice.

Entry requirements:

There are no nationally laid down minimum entry or previous experience requirements for Apprenticeships. However, Apprenticeship candidates must be able to demonstrate the ability to achieve at least level 1 Communication skills, and Advanced Apprenticeship candidates level 2 by the end of their Apprenticeship. There must be a record of this ability being assessed before the apprentices starts on their framework.

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- Motivation to succeed in working with young people
- Willingness to learn and apply that learning in the workplace

- Willingness to communicate effectively with a range of people

Apprentices must be willing to undergo a Criminal Records Bureau check (these are mandatory for all those working with young people under the age of 18 and those working with vulnerable adults)

Minimum Periods of Training:

There are no minimum periods of training but it is expected that unless an apprentice brings substantial prior learning, qualifications or experience they will need to be in training for the periods of time as suggested in the boxes below

What type of job might an apprentice be doing?

Being a Youth Work apprentice is a great way of starting a career in young people's services. The work is very varied and rewarding especially if you get a buzz out of being with young people.

Whilst the training leads to you being a Youth Support Worker, from it people either stay in Youth Work, or branch into related areas such as community development, delivery of formal learning, giving careers advice and guidance, or helping reduce youth offending. It is a good way to start a career in any of these areas.

Depending on the employer service you are working with you are likely to experience most of the above types of work. As a Youth work apprentice you are likely to find no two days will be the same. Every young person has a unique situation, and so you could be doing all sorts: offering counselling and support; developing projects that tackle issues like bullying; or organising activities like sports and drama. You'll need to come up with creative ways to reach young people, and be able to build relationships with them.

There's an administrative side to youth work as well. You might help manage volunteers or part-time staff, help apply for grants, keep records of your work, and network with other professionals including social workers, teachers and probation officers.

How long does the apprenticeship take to complete?

For the level two framework it is expected that training will last twelve months.

For the level three framework it is expected that training will last twenty four months

Career progression after completing this apprenticeship

Roles within the Youth Workforce are many and varied. The straightforward route would be to become a professional Youth Worker following a foundation degree/ honours degree

(approved for professional status). A number of ex apprentices are following this route. However apprentices may find themselves moving into other related work in community development, learning delivery (e.g. learning support, learner support, teaching, training , assessing), Connexions/Careers, youth offending teams, learning mentoring and coaching, youth health advisors, community sports officer and many more

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