# Cover art

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|  | Choose to Lead **Student Workbook** High Life Highland Leadership Award |
| SCQF Level 5 | |

**ASSISTING IN SCHOOL AND COMMUNITY ACTIVITIES**

The aim of this award is to enable our Leadership Volunteers to grow and develop as active citizens in their schools and communities.

# The award is comprised of 1 unit

Choose to Lead is worth 4.0 credits at SCQF level 5

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| **Name of candidate** |  |
| **Mentor** |  |
| **School Cluster** |  |

**Introduction**

This workbook provides candidates with the information required to complete the unit and learning outcomes required to achieve the High Life Highland Choose to Lead Award. The Leadership Plan and Leadership Log sheet are also attached. It is essential that all candidates complete an Inverness College UHI enrolment form in order for them to be certificated and credited for the award. Further mandatory information can be found in the candidate information booklet

**The Learning Outcomes**

There are three learning outcomes in the Choose to Lead unit. In order to pass you must achieve all of the Performance Criteria within. We recommend you tackle the Learning Outcomes (LOs) in the order in which they are numbered by doing this you will build your knowledge in gradual steps. We have structured the performance criteria with this in mind. The Learning Outcomes are as follows:

On successful completion of the unit the learner will be able to:

1. Plan a leadership activity

2. Lead an activity in the community

3. Review the leadership experience

Acceptable performance in this unit will be the satisfactory achievement of the standards set out in this part of the unit specification. All sections of the statement of standards are mandatory and cannot be altered without reference to High Life Highland and Inverness College UHI

**Learning Outcome 1**

**Plan a Leadership Activity - Performance Criteria**

1. Describe your role in the activity and that of those supporting the activity.
2. Describe the factors which may impact on the success of the activity.
3. Identify the risks involved in the activity.

**Learning Outcome 2**

**Lead an Activity in the Community - Performance Criteria**

1. Demonstrate that you have led an activity consistently over time.
2. Use feedback from participants to implement strategies to manage improvements throughout the activity.

**Learning Outcome 3**

**Review and evaluate the leadership experience - Performance Criteria**

1. Review the success of the activity.
2. Evaluate your performance as a leader.

**LEADERSHIP PLAN & MILESTONES**

**Learning Outcome 1 -** **Plan a Leadership Activity.**

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| **What is your role in the leadership activity? What do you plan to do and who will help you**? |
| **What skills will you need in order to lead the activity effectively?** |
| **What milestones have you set for your leadership placement?** |
| **What are the factors which may impact on the success of your leadership experience?** |
| **How would you plan a safe session? Identify potential hazards and risks.**  **(Attach a copy of a simple risk assessment for one of your activities)**  . |

**Learning Outcome 2 - Lead an activity in the Community**

Complete 30 hours of leadership activity (leadership log in Appendix 1) and provide 2 reviews of sessions led.

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| **LEADERSHIP SESSION REVIEW 1 DATE :** |
| **What activity did you lead?** |
| **What factors impacted on the success of the activity?** |
| **How did the activity change over time?** |
| **What changes did you make to any aspect of the activity and why?** |
| **Did you use a session plan? if so please attach** |
| **LEADERSHIP SESSION REVIEW 2 DATE:** |
| **What activity did you lead?** |
| **What factors impacted on the success of the activity?** |
| **How did the activity change over time?** |
| **What changes did you make to any aspect of the activity and why?** |
| **Did you use a session plan? if so please attach** |

**Learning outcome 3** – **Review and evaluate the leadership experience**

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| **Explain how your leadership skills have developed over the course of the leadership placement?** |
| **How successful do you think the activity has been and how has it helped your community? (The Community is considered to be whatever group the YL delivered to eg: school, peers, P.E, family)** |
| **Evaluate your performance as a leader and describe if there is anything you would change?** |

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| **Next steps:** |

# Assessor/ mentor decision / comment

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| **Record what is observed, discussed & presented.**  **Signature (mentor \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |

**EVALUATION WITNESS STATEMENT: This must be completed by mentor or relevant other.**

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| **I confirm that the above mentioned has completed 30 hours of leadership activity**  **Signature: (mentor) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |

# Evidence Checklist Choose to Lead (to be completed by mentor or another supporting adult before submitting

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| Personal Leadership plan is complete |  |
| Milestones have been agreed and dated for each activity |  |
| Leadership Workbook is complete |  |
| Leadership Log Sheet is up to date and signed |  |
| Two samples of evidence for each learning outcome |  |
| Next steps have been discussed & considered |  |
| Evaluation witness statement signed |  |

**Young Leader \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** **Date\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Mentor \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** **Date** \_\_\_\_\_\_\_\_\_\_\_\_

**Appendix 1**

**LEADERSHIP LOG SHEET : Name of Leader: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Sheet Number: \_\_\_\_\_**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Date** | **Name of Organisation**  **Eg: Active Schools, Club,Youth group** | **Description of leadership experience** | **Number of hours** | **Cumulative Hours** | **Mentor**  **name and job title** | **Mentor signature** |
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**Mentor signature : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_**

(add more sheets as necessary)

**APPENDIX 2: Any other relevant information eg milestone planners, session plans, risk assessments, photos, evidence of learning….**