



# Choose to Lead

## High Life Highland Leadership Award SCQF Level 4

### Student Workbook

#### Assisting in school and community activities

The award is composed of 2 units

**Unit 1** - Prepare To Lead – worth 1.0 credit at SCQF level 4

**Unit 2** - The Active Leader – worth 3.0 credits at level 4

Candidates may achieve the unit Prepare To Lead in isolation. In order to achieve the full award, the two units must be completed. The aim of this award is to enable our Leadership Volunteers to grow and develop as active citizens in their schools and communities.

**To gain a Level 4 award you participate in 40 hours of leadership activity**

<b>Name</b>	
<b>Mentor</b>	
<b>School cluster</b>	

## **Introduction**

This workbook provides candidates with the information required to complete the units and learning outcomes required to achieve the High Life Highland Choose to Lead Award. The Leadership Plan, and Leadership Log 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. Please read the guidance notes before commencing the award.

## **Unit 1 – Prepare to Lead**

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 Highlife Highland and Inverness College UHI

### **Learning Outcome 1**

#### **Register and identify a leadership activity**

##### **Performance Criteria**

- a) Register for the Choose to Lead programme and identify the activity, with guidance from the community mentor. <https://www.highlifehighland.com/sport/leadership-programme/>
- b) Describe how the leadership placement is based on your interests and set milestones for the leadership activities available to you.

### **Learning Outcome 2**

#### **Outline the plan of the leadership activity.**

##### **Performance Criteria**

- a) Communicate with the leader of the placement activity to arrange the activity.
- b) Plan for the of the leadership role you will undertake.
- c) Select with guidance, appropriate equipment and materials, safely and effectively.

## **UNIT 1: Prepare to Lead**

**Learning Outcome 1 - Register and identify a leadership activity**

**Learning Outcome 2 – Plan the leadership activity**

<b>LEADERSHIP ACTIVITY PLAN</b> <b>Prepare to Lead</b>	
<b>Where did you register for the leadership role?</b>	LO1a
<b>How and when did you make contact with the leader of the placement activity?</b>	LO1a LO2a
<b>What is your chosen leadership role?</b>	LO1b LO2b
<b>How did you decide on your leadership placement?</b>	LO1b LO2b
<b>When will the leadership placement take place?</b>	LO2b
<b>What are the milestones you have set?</b>	LO1b
<b>What skills will help you to achieve these milestones?</b>	LO2b

<b>What resources will be required to carry out the leadership activity?</b> EG: Equipment, materials	LO2c
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**Evaluation – witness statement (UNIT 1: Prepare to Lead)** This must be completed by mentor or competent other.

I confirm that the above mentioned has completed 10 hours of developing and planning for a leadership activity and understands the leadership role.

Signature: \_\_\_\_\_ Date \_\_\_\_\_

**Assessor Comments and Decision (UNIT 1: Prepare to Lead)**

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

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

## **UNIT 2: The Active Leader**

### **LEADERSHIP ACTIVITY PLAN** **Choose to Lead**

#### **Learning Outcome 1 - Getting involved in a School or Community Activity (min 30 hours)**

<b>What is the activity you will be involved in?</b>	
<b>How will you be involved?</b>	
<b>What do you hope to get out of being involved?</b>	

## **Learning Outcome 2 Leadership Activity Review**

**Review your strengths and weaknesses in relation to a selection of your leadership activities during your placement. (Max 2)**

<b>Leadership Activity 1</b>	<b>Date</b>
<b>Where did the leadership experience take place?</b>	
<b>What was your leadership role?</b>	
<b>What did you do?</b>	
<b>How do you think it went?</b>	
<b>Would you to anything differently?</b>	

Leadership Activity 2	Date
Where did the leadership experience take place?	
What was your leadership role?	
What did you do?	
How do you think it went?	
Would you to anything differently?	

## **Leadership Evaluation**

**Describe your leadership experience during your placement, what skills and knowledge make a good leader? How do you think the experience has developed you as a Young Leader?**

**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)

**Next Steps:**

**Mentor /Assessor decision / comment**

**Record what is observed, discussed & presented.**

**Signature (mentor)** \_\_\_\_\_

**This must be completed by mentor or relevant other.**

**Evaluation Witness Statement (UNIT 2 The Active Leader)**

I confirm that the above mentioned has completed 30 hours of leadership activity

**Signature:** \_\_\_\_\_ **Date** \_\_\_\_\_

**Evidence Checklist Choose to Lead (to be completed by mentor or another supporting adult)**

Milestones have been agreed for each activity.	
Milestones have been dated for each activity.	
Leadership Activity Plan is complete.	
Leadership Log sheet (Appendix 1) is up to date and signed.	
Two pieces of evidence for each learning outcome. Workbook is one	
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:** \_\_\_\_\_ (additional timesheets will be required)

<b>Date</b>	<b>Name of Organisation</b> Eg: Active Schools, Club, Youth group	<b>Description of leadership experience</b>	<b>Number of hours</b>	<b>Cumulative Hours</b>	<b>Mentor name and job title</b>	<b>Mentor signature</b>

**Mentor signature :** \_\_\_\_\_ **Title:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**APPENDIX 2: Any other relevant information eg session plans, photos, evidence of learning....**