

The Youth Voice Award

**The Award for Local
Youth Representatives**

Handbook



ASDAN
Registered Centre



Contents

Introduction	3
What are the benefits?	3
How does it work?	3
How much does it cost?	3
What support and resources are available to me?	3
Running the award	4
What activities can young people do?	4
Activity ideas	4
Running the award checklist	6
Working with the local media	7
Finishing the Award	7
The young people have completed their award booklet, what next?	7
When do I get the certificates?	7
How should I evaluate what young people thought of the award?	7
Who do I contact if I have an award query?	7
About BYC	8

Introduction

Welcome to the Youth Voice Award – The award for Local Youth Representatives from the British Youth Council (BYC). The Youth Voice Award has been designed to recognise and accredit the work that young people undertake as young representatives within their local communities.

The Youth Voice Award is an award for any young person that is involved in representing other young people, for example through local youth councils, school councils, children in care councils, young mayor schemes and youth parliamentarians.

What are the benefits?

- This award will recognise the hard work that young people are already doing representing other young people within their local community.
- Many young people feel that they are not recognised for the hard work that they do, and the time that they give up to represent other young people. This award will recognise and accredit that commitment.
- It is a great opportunity to challenge and overturn the negative media stereotypes surrounding young people by promoting the positive activities young people are involved in.
- The award will help you recognise the different skills that young people use and develop within their roles.

How does it work?

The key component of the award is that young people must spend 10 hours doing activities where they are representing other young people and evidence their experience on the downloadable log book. This is then submitted to the British Youth Council for moderation and in turn submitted to the examination board - ASDAN. Your organisation only pays the award fee once the log book is ready to be submitted for moderation.

How much does it cost?

The cost is per young person log book submitted:

- British Youth Council Member's rate: £30.00
- Non member rate: £20.00

What support and resources are available to me?

- A downloadable young person's log book
- This handbook for running the award
- Downloadable resources to help you in the running of the award from the BYC Resource Centre

Running the award

What activities can young people do?

This award has been designed to recognise the work that young people already take part in as young representatives. However, to ensure that young people gain the greatest benefit from the award, it is important that the activities that they take part in are as diverse and varied as possible.

Each young person must complete a minimum of ten hours and a minimum of five different activities in order to gain their accreditation. No single activity can account for more than two hours. Within each activity young people must demonstrate how they represent other young people; how they consult with other young people; and how they will share their work with the young people they represent.

Activity Ideas

We have put together a sample list of just some of the activities that young people may want to take part in. Each activity must have a focus on representation and more importantly, how young people represent their peers. These activities are designed to act as a guide and is by no means an exhaustive list, we know that young people will have their own ideas to contribute.

Activity	Brief Description of Activity
Lobby a local decision maker	Meet with a local decision maker such as your local councillor MP or MEP to discuss issues that concern you and the other young people you represent.
Inspect a local service	Inspect a local public service such as a Connexions Centre or library and provide a report on your findings.
Hold a youth surgery	Invite young people that you represent to visit you in a 'youth surgery' to find out what concerns them in their local area etc.
Attend scrutiny meetings	Take an active role in local authority scrutiny meetings ensuring the voice of young people is heard.
Organise and facilitate a consultation activity such as a questionnaire	Consult with other young people about issues within your local area.
'Apply for funding'	When putting together a funding bid, think about how you represent other young people within the bid.
'Youth Proof' documents	Ensure that documents that are used and accessed by young people are 'youth friendly' and accessible.
Take an active role in a youth council meeting.	Represent the views of other young people at a youth council meeting.
Participate in an exchange with another youth council or organisation similar to yours.	Represent your organisation during an exchange visit with another organisation similar to yours.
Attend a demonstration, march or rally	Take part in a peaceful, safe and legal demonstration, march, or rally on a cause that is relevant to your organisation and the young people you represent.
Take part in a media interview	Take part in an interview in the local\national press or TV as a representative of young people within my local area.
Attend a training session	Participate in a training session to learn and\or develop new skills that will assist you to represent other young people.

Running the award checklist

Pre programme

- Download all the relevant documents from www.byc.org.uk
- Hold a meeting with young people to discuss the award and agree a combination of activities which consists of at least 10 hours
- Ensure all necessary CRB checks, risk assessments and insurance is in place

During programme

- Ensure that participants are completing their log books after every activity and these have been signed off (you can help young people if they need assistance completing them)
- Any pictures, blogs, stories and articles produced have been sent to the British Youth Council to share your success and help publicise the award (please provide image consent forms with any publicity you are happy for us to use)
- Ensure that if a participant(s) appears in any of the images above and is under the age of 18, the image consent form has been signed off by a respective parent/guardian or carer

End of programme

- Completed log books are returned to the British Youth Council along with a payment for the amount per participant

Working with the local media

Participating in the Youth Voice Award is a great reason to contact and build positive relations with your local media.

To assist with this, a template media release which you can use as guidance is available for download from our website.

In addition, please feel free to be as creative as possible in your efforts to attract media attention like:

- Organising a press call inviting media to a particularly newsworthy activity
- Host an awards evening inviting all participants and their families to congratulate them on their achieving their award

Finishing the Award

The young people have completed their award booklet, what next?

Please make sure all the sections of the log book are filled in (this saves us and you a lot of time). Please fill in a moderation form (you can download this from www.byc.org.uk) and email or post it to us.

When do I get the certificates?

We will invoice you for the moderation costs and once this is received the log books will be moderated and approval sought from the examination board. This normally takes up to 14 days.

How should I evaluate what young people thought of the award?

We have produced a sample evaluation form for you to use with young people to help you evaluate the award. This is available for download on our website.

Who do I contact if I have an award query?

Please contact the British Youth Council by

Phone: 0845 458 1489

Email: awards@byc.org.uk

About BYC

What we do:

The British Youth Council (BYC) is a charity run by young people for young people. We empower young people across the UK to have their say and ensure their voices are heard.

We inspire and empower young people aged 25 and under to have a positive impact through campaigning, engaging with local, national and international democracy, and as volunteers, decision-makers and leaders.

Our membership encompasses over 130 youth organisations large and small around the UK. We reach out to over 600 local youth councils and our networks reach into local communities and around the world.

Our training workshops develop young people's skills so that they can have a say and be heard, while our consultation services tap into the views and opinions of young people across the UK.

Online:

Our free online resource centre (www.byc.org.uk/resources) is packed with information and briefings to help with the running of your organisation. We have tips on how to run meetings effectively, different roles that young people can take at meetings, how to campaign effectively and make a difference. There are also resources covering fundraising, campaigning and managing the media.

In person:

We run a range of events throughout the year to support organisations, from delivering training courses, right the way through to our annual Conventions which bring youth councillors from different areas together. To find out what is going on and where, check out our online events listings.

We also provide in-house training for local youth councils. Have a look at the training pages of our website (www.byc.org.uk/training) for the latest training offerings. And if none of these do what you need, we do offer bespoke sessions tailored to your needs.

On the phone:

Whether you're establishing a local youth council or looking for support about the award, give us a call on 0845 458 1489 or email: awards@byc.org.uk.