

Open Awards Level/4 Certificate in

Professional Development (Youth Work) (RQF)

QAN: 610/1677/9

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Version Control

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|--------------|--|
| April 2025 | <p>Additional optional units added:</p> <ul style="list-style-type: none">• Environmental Youth Work: Climate Change• Leading Safeguarding in the Youth, Community and Further Education and Training Sectors - Part 1• Leading Safeguarding in the Youth, Community and Further Education and Training Sectors - Part 2• Youth Work Supervision• Working with Gypsy, Roma and Traveller Young People <p>Document rebranded.</p> |
| January 2023 | <p>This qualification was launched in January 2023.</p> |

About the Qualification

| | |
|---|--|
| Title | Open Awards Level 4 Certificate in Professional Development (Youth Work) (RQF) |
| Qualification Accreditation Number | 610/1677/9 |
| Sector | 13.1 Teaching and Lecturing |
| Level | Level Four |
| Funding | Please click here for more information |
| Pricing Information | Please click here for more information |
| Review Date | 31/08/2028 |

| | |
|--------------------|--|
| Purpose | C – Prepare for employment |
| Sub-Purpose | C1 – Prepare for employment in a broad occupational area |

| Total Qualification Time/Guided Learning | |
|--|-----|
| Total Qualification Time (hours) | 150 |
| Guided Learning (hours) | 90 |

| Age Range and Restrictions | |
|---|------|
| Pre -16 | x |
| 16 – 18 | x |
| 18+ | ✓ |
| Any other restrictions specific to the qualification(s) | None |

Any Specified Entry Requirements

You should be over the age of 19 at the time of commencing the qualification and hold a formal Level 3 qualification, either in Youth Work or within your own discipline area.

Due to the level of this qualification, it is recommended that you have English Skills to at least GCSE Level or a Level 2 equivalent.

Qualification Information

The primary purpose of this qualification is to enable learners to increase their youth work skills and knowledge to a higher level and enhance their professional development.

The qualification focuses on the importance of professional development and forging effective relationships in Youth Work.

This certificate is not a JNC recognised Youth Work qualification.

The qualification is designed for those engaged directly in Youth Work or through multi-agency work, such as social workers, police officers, emergency services, teachers and those who work within the youth service.

By completing this qualification, you will enhance your current skills within the Youth Work sector and may progress onto more youth engagement or advanced qualifications within your own role.

This qualification has been designed collectively with a group of awarding bodies, facilitated by the National Youth Agency.



Recommended Assessment Method Summary

Learners will be required to complete a portfolio of evidence set and marked by the education provider and externally quality assured by Open Awards.

Learners must provide sufficient evidence that they have the required knowledge, skills and understanding of the assessment criteria and that it is their own work.

Types of evidence could include:

- Assignments
- Projects
- Reflective journals
- Presentations
- Professional discussions
- Recognition of Prior Learning

Assessment practices must reflect the Equality and Diversity Policy of Open Awards.

For certain units, workplace evidence may be collected in the context of full time, part time, casual or voluntary employment. Assessment may also be undertaken in a 'work placement' (i.e. full time learners placed into a work environment for an appropriate period of time or on a regular basis).

Use of simulation

For certain units, the use of simulation is permitted. Where simulation is used, it should be designed to ensure that:

- The learner is required to use materials and, where relevant, equipment found and used within the workplace environment
- The learner is provided by the Provider with information, advice and guidance in line with what would be provided in the workplace in the specific context
- The physical environment and situation replicate the workplace environment in which the skills are used
- Other people with whom the learner interacts in undertaking the assessed activity behave 'in character' for the given situation.

Qualification Structure

Rules of Combination

| | |
|---|--|
| Credit Value of the Qualification: | 15 |
| Minimum Credits to be achieved at the Level of the Qualification: | A minimum of 10 credits must be at Level 4 . |
| Mandatory Units A: | 5 |
| Optional Units B: | 10 |

Qualification Units

Mandatory Units A (all units must be achieved to be awarded the qualification)

| Unit Reference Number | Unit Name | Credits | Level |
|-----------------------|---|---------|------------|
| A/650/4480 | Introduction to Professional Development (Youth Work) | 5 | Level Four |

Optional Units B (xx credits must be achieved to be awarded the qualification)

| Unit Reference Number | Unit Name | Credits | Level |
|-----------------------|--|---------|------------|
| J/650/4500 | Conflict Transformation and Trauma Informed Practice in Youth Work | 5 | Level Four |
| M/650/4487 | Critical Youth Work Practice: Opening Up Gendered Worlds | 5 | Level Five |
| K/650/4494 | Detached Youth Work | 5 | Level Four |
| F/650/4482 | Digital Youth Work | 5 | Level Four |
| F/651/5417 | Environmental Youth Work: Climate Change | 5 | Level Four |
| L/650/4486 | Exploring Gendered Worlds | 5 | Level Five |
| L/650/4495 | Leadership and Management in Youth Work | 5 | Level Four |
| H/651/5418 | Leading Safeguarding in the Youth, Community and Further Education and Training Sectors - Part 1 | 5 | Level Four |

| Unit Reference Number | Unit Name | Credits | Level |
|-----------------------|--|---------|------------|
| J/651/5419 | Leading Safeguarding in the Youth, Community and Further Education and Training Sectors - Part 2 | 5 | Level Four |
| L/650/4502 | Mental Health and Wellbeing in Youth Work | 5 | Level Four |
| D/650/4490 | Race, Racism and their Relationship to Youth Work | 5 | Level Four |
| R/650/4488 | Strength-Based Approaches to Youth Work Practice | 5 | Level Four |
| K/650/4501 | Therapeutic Youth Work - Terminology, Methods and Theory | 5 | Level Five |
| T/650/4613 | Therapeutic Youth Work in Practice | 5 | Level Five |
| R/651/5421 | Working with Gypsy, Roma and Traveller Young People | 5 | Level Four |
| H/650/4483 | Youth Work and Disability | 5 | Level Four |
| K/650/4485 | Youth Work and Faith | 5 | Level Four |
| R/650/4497 | Youth Work and LGBTQ+ | 5 | Level Four |
| Y/650/4499 | Youth Work and Local Strategy, Local Youth Partnerships and Related Structures | 5 | Level Four |
| M/650/4496 | Youth Work and Social Pedagogy in Children's Social Care | 5 | Level Four |
| T/650/4498 | Youth Work and Social Work | 5 | Level Four |
| H/650/4492 | Youth Work and Youth Justice | 5 | Level Four |
| F/650/4491 | Youth Work Approaches to Violence, Gangs and Exploitation | 5 | Level Four |
| J/650/4493 | Youth Work Approaches to Working In the Secure Estate | 5 | Level Four |
| J/650/4484 | Youth Work in Formal Education | 5 | Level Four |
| M/651/5420 | Youth Work Supervision | 5 | Level Four |
| T/650/4489 | Youth Work, Participation and Democracy | 5 | Level Four |

Further indicative content and support is available on [the Portal](#) for those approved to deliver this qualification.

Please note, if additional units are achieved at Levels 4 or 5 beyond the requirement of this qualification's unit rule of combination, the additional named units will appear on the learner's unit transcript.

Delivering this Qualification

Becoming a Provider

To deliver this qualification you must be a recognised Open Awards Provider. For more information, head to our [website](#) or contact the team on 0151 494 2072.

How to Deliver

To request to deliver this qualification, please login to [the Portal](#) and then click on 'Tracking' and 'Initiate a Workflow'. You will then need to select 'Apply to Deliver Regulated Qualification(s)'.

For support with this process, please see the following document in the Portal 'Provider Portal Guidance – Qualification Approval' or contact the team on customerservices@openawards.org.uk or 0151 494 2072.

Registering Learners

Once you are ready to deliver this qualification, you will need to register your learners in line with the timescales below:

Short courses (15 weeks or less) within 25 working days of the course start date.

Long courses (over 15 weeks) within 60 working days of the course start date.

You will need to register your learners via [the Portal](#).

Quality Assurance and Standardisation

Delivery of this qualification must be done so in accordance with Ofqual regulatory guidelines, in line with Open Awards' quality assurance processes and in line with the National Youth Agency Assessment Strategy for Awards, Certificates and Diplomas in Youth Work Practice and Youth Work Practice (England). Template forms and guidance documents are available via the Open Awards portal.

Provider Staff Requirements

It is expected that Providers will have occupationally competent staff with relevant subject knowledge and/or sector experience for their role in the delivery of the units/qualifications being offered.

Providers are responsible for ensuring that their staff are occupationally competent and have access to appropriate training and support. They are also responsible for notifying Open Awards of staff changes.

Trainers must:

- for the delivery of the mandatory unit, Introduction to Professional Development (Youth Work), be a JNC Professionally Qualified Youth Work practitioner, have undertaken a recognised professional qualification in Youth Work as identified by NYA¹ ;
- have a minimum of three years practice experience,
- for the delivery of the optional units, be an experienced practitioner /subject specialist (minimum of three years' experience within the last five years) with expertise in the subject area and hold a qualification at the same level or above the unit being delivered or assessed,
- have a sound understanding of National Occupational Standards for Youth Work,
- have a sound understanding of the requirements for assessment within Ofqual
- be able to evidence continued professional development, including fieldwork activities, within the last 3 years.

¹ 1 A current list of all recognised JNC qualifications in England is on the NYA website www.nya.org.uk.

Assessors must:

- for the assessment of the mandatory unit, Introduction to Professional Development (Youth Work), hold a recognised Youth Work (JNC) professional qualification with a minimum of three years' practice experience, with field work experience in the context of Youth Work, community work, community education or the voluntary community sector, and have relevant experience across the youth and community sector in a capacity recognised by the JNC/ETS within the last 3 years,
- for the assessment of the optional units be an experienced practitioner/subject specialist (minimum of three years' experience within the last five years) with expertise in the subject area and hold a qualification at the same level or above the unit being assessed,
- have a sound understanding of the National Occupational Standards for Youth Work,
- have a sound understanding of the requirements for assessment within Ofqual
- hold or be working towards a recognised assessor qualification,
- be committed to, and able to evidence, further training and development.

Assessment

Open Awards units and qualifications have been designed around the principle that the learner will build evidence towards the achievement of the assessment criteria over a period of time. Each learner is required to build a portfolio of evidence to demonstrate that all the assessment criteria associated with each unit has been met.

Tutors and assessors need to ensure that all evidence presented in a portfolio is:

Valid: it should clearly demonstrate the knowledge or skills that are set out in the assessment criteria. It should also clearly be the work of the learner.

Reliable: it will in general, produce the same range of responses from learners, as long as they are used in similar circumstances and with similar groups of learners.

Inclusive: so that no individual learner is excluded from the opportunity to show their achievement because of their individual background or experience.

Assessors are required to review and assess all learner evidence and must be satisfied that learners have achieved all learning outcomes and assessment criteria relating to the unit being assessed prior to deciding the learner has completed the unit. Assessors will also ensure that the evidence produced by the learner is their own work.

Assessors retain records (e.g. Feedback Sheets, Individual Progress Record, Group Progress Record) on behalf of the Provider which are made available and used by the Provider's Internal Quality Assurer and Open Awards' Quality Assurance Team.

Training and support

Open Awards offers a variety of training and support to Providers. Our online training and support is free of charge and can be accessed on the following link <https://oalearn.org.uk/shop>. An everlasting coupon (PLUC code) will be issued to each Provider to gain free access to these resources.

Internal Quality Assurance (IQA)

All Providers delivering Open Awards provision must operate rigorous internal quality assurance systems. A Provider must identify how they will internally quality assure and standardise their delivery and assessment before delivering a course.

Internal Quality Assurers must:

- hold a JNC Professional Youth Work qualification and three years' practice experience, with field work experience in the context of Youth Work, community work, community education or the voluntary community sector, and/or have broader relevant experience across the youth and community sector in a capacity recognised by the JNC/ETS within the last 3 years,
- have recent experience (within the last three years) of internal quality assurance preferably within an occupational area with relevance to Youth Work,
- have a sound understanding of the National Occupational Standards for Youth Work,
- have a sound understanding of the requirements for assessment within Ofqual,
- hold or be working towards an Internal Quality Assurance qualification,
- be committed to, and able to evidence, further training and development.

External Quality Assurance (EQA)

Provider approval, compliance monitoring and external quality assurance is carried out by the Open Awards Quality Assurance Team/ External Quality Assurers who will confirm that the Provider is assessing to standard and ensure that there are robust internal quality assurance systems embedded.

Our EQA team will:

hold a JNC professional Youth Work qualification or an aligned professional qualification (one that is related to children, young people and families, teaching or social work),

- have a sound understanding of the National Occupational Standards for Youth Work,
- have recent experience of external quality assurance,
- hold or be working towards an external quality assurance qualification,
- have a sound understanding of the requirements for assessment within Ofqual.

Standardisation

Providers are required to contribute to national standardisation as requested by Open Awards. Open Awards offers standardisation events that are held throughout the year. Such events will also provide an opportunity to identify and share best practice. Up to date details of training and standardisation events can be found on our website.

For further guidance on Quality Assurance and Standardisation, please refer to the [Provider Handbook](#).

Recognition of Prior Learning and Achievement (RPL)

RPL is a method of assessment that considers whether a learner can demonstrate that they can meet the assessment requirements for a unit through knowledge, understanding or skills they may already possess. Evidence of learning must be sufficient, reliable and valid.

It is the responsibility of the Provider to inform Open Awards at registration of any exemptions and/or equivalences for which a claim may be made. These claims will be subject to external quality assurance by the Open Awards Quality Assurance Team.

For more information, please see our Recognition of Prior Learning Policy found on [the Portal](#).

Health and Safety

Due to the practical requirements of some of the units within this qualification, Providers must ensure that appropriate risk assessments are in place for both the activities and individual learners to ensure learner and staff safety throughout the course.

As part of this, Providers must ensure that learners and staff have access to suitable clothing and personal protective equipment (PPE) where appropriate.

Appendices and Links

The following documents can be viewed on the Open Awards [website](#):

1. Provider Handbook
2. Enquiries, Complaints and Appeals Policy
3. Equality and Diversity Policy
4. Invoicing Policy
5. Privacy Policy

Further supporting information can be found on [the Portal](#).

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