



SOUTH WEST REGIONAL YOUTH WORK UNIT

Overall Work Programme 2008/09

PRIORITY AREAS

1. Help youth work providers and commissioners to meet the demands of the Youth PSA and Aiming High 10 Year Strategy for Positive Activities

	Task	Personnel and Time	Outcomes
a)	* Use seminars, regional networks and action learning sets to enable youth work providers and commissioners to develop and sustain good practice in work with young people	RYWA: 10 days TH: 5 days YDW: 3 days Admin: 25 days	Implications of new policies & guidance discussed at regional networks for: Strategic Leads for Youth Development; Regional Youth Trainers; SW Network for Voluntary Youth Organisations, Participation & Accreditation Networks. Action learning sets/ networks established for new groups in response to requests from IYSD managers.
b)	* Provide guidance and information on policy and practice in work with young people in the region, to complement work undertaken by national organisations (NYA, NCVYS, Youth Taskforce etc)	RYWA: 10 days TH: 5 days VDW: 6 days Admin: 15 days	Good practice briefings produced & distributed across the region and to NYA on 3 key issues. Seminar and events programme to focus on elements of the Aiming High agenda. Regional responses produced on key Govt consultations.
c)	(*) Support partnerships in various parts of the region to develop innovative capital projects using the 'myplace' programme	RYWA: 3 days VDW: 3 days YDW: 2 days	At least 3 successful myplace partnership bids from SW region.

d)	Use LSW/RYWU web site and e-mail groups to share and disseminate implications of policy developments	RYWA: 6 days VDW: 6 days Admin: 15 days	Web-site updated monthly. 3 Key Govt documents summarised and placed on web-site. Regional e-mail groups established to develop practice in 2 specific aspects of work with young people.
e)	(*) Work with individual youth work providers and commissioners to help them develop strategies for responding to new policies	RYWA: 8 days VDW: 10 days Admin: 3 days	Advice and information given on implementation of aspects of Aiming High and Youth PSA in 6 local authority areas. Advice and information given to 12 Youth Services/voluntary organisations regarding involvement of young people in decision making.
f)	(*) Provide support to youth work commissioners and providers in developing quality assurance processes to support Aiming High agenda	RYWA: 3 days VDW: 3 days Admin: 2 days	Individual advice and support to providers and commissioners based on existing quality marks and good practice in commissioning positive activities.
g)	Act as Regional Information Point for European Youth in Action Programme and support the development of a range of international opportunities for young people	RYWA: 10 days Admin: 2 days	Level of take up of European Youth Programme in SW returned to 2006 levels. Workshop held at UKYP sitting in Exeter (July) to promote European Youth Democracy Projects: 3 new Youth Democracy Projects established in SW region. Study visit to a European state organised to enable IYS providers to learn from models elsewhere. Job shadowing opportunities for European Youth Workers arranged in partnership with University of Plymouth: 3 new youth exchange partnerships benefiting young people in the SW established as a result of job shadowing.
h)	Develop effective links with sports organisations at regional level to ensure that the widest possible range is on offer to young people	VDW: 2 days	Establish pattern of meetings with Sport England and other bodies regionally. Share information with and provide links to Sport England.

i)	Work with Heritage Lottery Fund to support the Young Roots programme in the region	YDW: 7 days	Youth involvement strategy for HLF implemented in SW region. Support and advice to 3 applicants to Young Roots Fund.
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2. Promote models of good practice in integrated working in young people's services

	Task	Personnel & Time	Outcomes
a)	(*) Work with LAs, VYS and other partners to identify and analyse examples of effective multi-disciplinary work with young people	RYWA: 3 days TH: 3 days Admin: 3 days	Establish regional e-mail group to review issues and share good practice in this area, and publish report on findings. Produce case studies of 'what works' to share with regional and national partners.
b)	(*) Disseminate findings through publications and conference/ workshops and through regional and national partners	RYWA: 4 days YDW: 8 days TH: 2 days Admin: 10 days	Hold regional open seminar on integrated approaches. Produce toolkit on involving young people in recruitment of IYS staff, including locality managers.
c)	(*) Support the transition to IYSDF in individual local authority area through locally based workshops, 1-1 advice and information, good practice guidance, training opportunities	RYWA: 5 days Admin: 5 days	6 LAs assisted in establishing appropriate integrated arrangements for work with young people.
d)	(*) Liaise and collaborate with youth arts organisations in the region to ensure that young people have access to a range of creative activities	RYWA: 4 days YDW: 2 days VDW: 2 days Admin: 6 days	Take part in 2 meetings with SWRYAN Steering Group. Share information with and provide links to Arts Council SW, Youth Music, SW Dance etc. Develop Youth Arts Information Officer role and links between arts and youth organisations. Collaborate with SWRYAN on joint events to bring together arts and youth work providers.

3. Develop the role of the voluntary youth sector in the delivery of programmes for young people

	Task	Personnel & Time	Outcomes
a)	Identify the minimum local VYS infrastructure requirements Work with at least 2 LAs and VYS partners to develop infrastructure support arrangements	VDW: 57 days Admin: 28 days	Requirements produced and disseminated: needs for development in LA areas identified. Improved VYS infrastructure support in place in at least 2 LA areas.
b)	Ensure that VYS is effectively represented at regional level, with policy makers and within the wider VCS	VDW: 10 days Admin: 6 days RYWA: 5 days	Reports from VYS reps on regional advisory/policy groups produced via monthly e-bulletins.
c)	Capacity building with VYS organisations to enable them to participate as providers in commissioned arrangements	VDW: 10 days Admin: 6 days RYWA: 1 day	Guidance on commissioning youth work used as basis for individual advice to 15 VYS organisations. Collation of good practice examples of VYS providers of commissioned services on RYWU web-site.
d)	Use RYWU web-site as a means of informing VYS about key developments	VDW: 30 days Admin: 6 days	Web-site updated monthly with separate page for VYS developments.
e)	Use VYON-SW and regional and sub-regional events as forums for disseminating information and identifying good practice	VDW: 9 days Admin: 5 days RYWA :3 days TH: 2 days	3 SWNVYO meetings held with relevant speakers and agendas Good practice identified through SWNVYO meetings to be shared on web-site.
f)	Work with organisations co-ordinating volunteering opportunities for young people to develop appropriate regional networking opportunities	RYWA: 1 day VDW: 15 days Admin: 3 days	Establish contact with local youth volunteering co-ordinators and establish regional network if appropriate. Share information & provide links to key volunteering organisations.
g)	Enable VCS groups working with specific groups of disadvantaged young people (e.g. BME, Disabled YP) to benefit from youth work infrastructure support	VDW: 20 days Admin: 10 days	15 such organisations access support through RYWU.

4. Work with providers to disseminate and strengthen the evidence base for outcomes achieved through youth work, including the youth work contribution to targeted youth support

	Task	Personnel & Time	Outcomes
a)	* Work with LA strategic leads for positive activities to develop and implement consistent approaches to evidence collection to support PSA and Aiming High targets across the region	RYWA: 2 days TH: 5 days Admin: 6 days	Common data set for measuring uptake of and outcomes from positive activities in place across SW region, enabling effective benchmarking. Young people's satisfaction survey implemented across the region, based on best practice models.
b)	* Work with LAs to identify and promote good practice in implementing and promoting the local 'youth offer'	RYWA: 6 days Admin: 6 days	4 meetings for Leads for Positive Activities. Good practice identified and promoted on RYWU web-site and in conjunction with GOSW.
c)	(*) Promote effective use of accreditation and recorded outcomes framework amongst youth work and other positive activities providers in SW region	RYWA: 2 days TH: 12 days Admin: 16 days VDW: 2 days	Establish Regional Operating Agency for Youth Achievement Awards to increase completion rates by 20% and increase take up of YAA by 30%. Organise 2 sub-regional training and briefing events on accreditation models for providers of positive activities including VCS organisations.
d)	(*) Collate bank of good practice case studies from across the SW region, showing how good youth work interventions help young people achieve key outcomes	TH: 3 days YDW: 4 days VDW: 4 days Admin: 6 days	Easily accessible bank of case studies assists organisations in achieving best practice in their own settings. Case studies promoted through monthly e-bulletin to positive activities providers and commissioners.
e)	* Continue to work with the 14-19 Regional Steering Group to find ways of including the 'youth offer' in the overall 14-19 offer for young people	RYWA: 4 days	Young people and youth work professionals make a positive contribution to Regional 14-19 conference and strategy. Examples of good practice of youth work approaches in taking forward the 14-19 agenda produced and disseminated regionally.
f)	* Information, advice and support to youth work staff in individual organisations, including reviews of aspects of services and curriculum development	RYWA: 10 days TH: 3 days Admin: 5 days	Undertake reviews/ staff development opportunities in 3 LA areas/Youth Work providers.

5. Scoping and shaping an excellent youth workforce in the South West in order to meet the challenges of the 10 Year Strategy for Positive Activities

	Task	Personnel & Time	Outcomes
a)	* Continued support for development of Youth Support Worker, apprenticeship opportunities and professional qualification routes in the region	GR: 4 days	Provide advice and guidance to 6 LAYS/Training providers/HEIs on establishing/amending apprenticeship programmes, YSW and professional qualification routes. Disseminate good practice guidelines in establishing YSW qualifications for youth work employers and training providers.
b)	* Ensure that youth work in the SW region contributes effectively to consultations and regional and national policy developments and initiatives on WFD	RYWA: 10 days	Participate in 3 NYA ETS meetings Participate in LLUK Council and CLD meetings and report to the region. Participate in CWN Policy Group on mobility in C&YP Workforce Ensure SW regional responses to relevant consultations.
c)	* Ensure that youth work providers and training providers understand and engage with the implications of the Integrated Qualifications Framework for C&YPS	RYWA: 5 days Admin: 4 days	Regional Trainers Network to develop understanding and enhance implementation of IQF in the region. Support given to local initiatives to implement IQF in the youth arena within the region (e.g. University of Gloucestershire; Marjon/SWIFT).
d)	Work with VYS colleagues to establish reliable workforce data in the VYS to inform policy making	RYWA 2 days VDW: 2 days Admin: 10 days	Map scope of CPD and qualification requirements in voluntary youth sector in SW region.
e)	* Work with Regional Trainers Network to determine and organise appropriate regional training events for youth workers	RYWA: 2 days Admin: 5 days	Map provision of CPD and qualifications in LAYS. Organise 1 or 2 regional training events in conjunction with providers.
f)	Use the learning from the Experience Matters project to enhance the contribution of established/older workers to the implementation of IYSDF	RYWA: 1 day GR: 10 days Admin: 3 days	Facilitate 2 sub-regional Action Learning Sets for IYSDF staff.

g)	* Build on links with CWDC regionally, with a view to running joint events on WFD in the youth sector	RYWA: 3 days Admin: 5 days	Run 1 joint event on IQF and related issues with CWDC for employers and training providers.
h)	(*) Commissioned training and staff development for individual youth work organisations	RYWA: 4 days VDW: 4 days Admin: 2 days	Undertake commissioned training/SD for 3 youth work organisations.

6. Enabling young people to have a strong and positive voice in aspects of policy and practice that affect their lives, including the commissioning process for positive activities

	Task	Personnel & Time	Outcomes
a)	(*) Work through Regional Participation Workers Network to share good practice, produce relevant information packs and publications and establish effective participation networking opportunities for voluntary youth sector	YDW: 43 days Admin: 20 days	6 meetings of Participation Workers Network attended by staff from at least 10 LA areas and 30 VCS orgs. Information pack or training produced on key issue in involving young people Regularly updated web-site page with links to other initiatives. Achievement of targets agreed with PWNE.
b)	(*) Support the development and influence of UKYP in the region through work with Members of the Youth Parliament (MYPs) and their support workers	YDW: 55 days Admin: 40 days	All SW LAs participating in elections to UK Youth Parliament. 6 regional meetings held to share good practice, establish manifestos and actions & deliver training and support to MYPs. Regional residential organised for March 2009. Support for region to fully participate in Annual Sitting in July 2008. Support, advice & guidance to LAs & Youth Workers on UKYP.
c)	Support young people's engagement with the Regional Assembly and their contribution to policy making at regional level	YDW: 24 days Admin: 15 days	Young people's representative attends and contributes to key RA meetings. Consultation event with young people held on key RA issue in Oct 2007.

d)	Explore links with regional bodies including SWRDA to ensure young people have a voice across policy making in the region	RYWA: 2 day YDW: 10 days	Establish links with SWRDA, Leadership SW and others resulting in more young people's involvement in development of SW region.
e)	Work with schools, colleges and young people to promote best practice in engaging young people in governance of education institutions	YDW: 5 days Admin: 5 days	RYWU collects and disseminates good practice across the education sector. Workshop on involving young people in education decision making at 2009 14-19 Conference.

7. Management and Monitoring of the Work Programme

	Task	Personnel & Time	Outcomes
a)	(* Establish and convene meetings of the Youth Reference Group and Monitoring Group	RYWA: 10 days Admin: 5 days	3 meetings of Reference and Monitoring Groups held, with appropriate reports provided. Establish 3 Year Strategic Plan for RYWU.
b)	(* Undertake staff supervision, team meetings and appraisals	RYWA: 9 days YDW: 5 days VDW: 5 days Admin: 10 days TH: 2 days GR: 2 days	3 RYWU staff team meetings used to plan and monitor progress. Professional staff have one-to-one meetings with RYWA 6 times a year. Regular 'catch up' meetings with administrative staff in place. LSW Self assessment completed and actions implemented. All RYWU staff receive annual appraisal.
c)	Report to Learning South West Board 3 times a year	RYWA: 3 days	2 written reports and one verbal report made to LSW Board by RYWA. RYWU makes contribution to LSW Annual Report and Conference.
d)	Ensure work programme is financially secure	RYWA: 8 days YDW: 4 days Admin: 5 days	Budgets monitored on monthly basis and issues addressed. Budget plans for all youth projects in place at beginning of funding period and regularly reviewed.

	Task	Personnel & Time	Outcomes
			<p>Required quarterly reports to funders completed on time.</p> <p>Funding sought to develop new areas of work.</p> <p>Work with LAs to ensure continuation of funding post 2008.</p>

Total Personnel Resources required:

Rywa or equivalent	158 days
Youth Democracy Worker	172 days
VYS Development Worker	200 days
Associates/Consultants	59 days
Administration	318 days

Use of Bishops Hull House:

It is anticipated that around 30 day meetings will take place at Bishops Hull House in the delivery of this Work Programme.

Time allocated to work commissioned by SW Local Authorities

Items indicated * are directly requested or approved by Local Authorities. Those indicated (*) are part funded by Local authorities. The breakdown of resources for this work is as follows:

Regional Youth Work Adviser:	118 days
Youth Democracy Worker	25 days
Administration:	130 days
Consultants:	42 days
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Around 30 meetings at Bishops Hull House are attributed to this aspect of the Work Programme

GILL MILLAR



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c)	(*) Support partnerships in various parts of the region to develop innovative capital projects using the 'myplace' programme	RYWA: 3 days VDW: 3 days YDW: 2 days	At least 3 successful myplace partnership bids from SW region.

d)	Use LSW/RYWU web site and e-mail groups to share and disseminate implications of policy developments	RYWA: 6 days VDW: 6 days Admin: 15 days	Web-site updated monthly. 3 Key Govt documents summarised and placed on web-site. Regional e-mail groups established to develop practice in 2 specific aspects of work with young people.
e)	(*) Work with individual youth work providers and commissioners to help them develop strategies for responding to new policies	RYWA: 8 days VDW: 10 days Admin: 3 days	Advice and information given on implementation of aspects of Aiming High and Youth PSA in 6 local authority areas. Advice and information given to 12 Youth Services/voluntary organisations regarding involvement of young people in decision making.
f)	(*) Provide support to youth work commissioners and providers in developing quality assurance processes to support Aiming High agenda	RYWA: 3 days VDW: 3 days Admin: 2 days	Individual advice and support to providers and commissioners based on existing quality marks and good practice in commissioning positive activities.
g)	Act as Regional Information Point for European Youth in Action Programme and support the development of a range of international opportunities for young people	RYWA: 10 days Admin: 2 days	Level of take up of European Youth Programme in SW returned to 2006 levels. Workshop held at UKYP sitting in Exeter (July) to promote European Youth Democracy Projects: 3 new Youth Democracy Projects established in SW region. Study visit to a European state organised to enable IYS providers to learn from models elsewhere. Job shadowing opportunities for European Youth Workers arranged in partnership with University of Plymouth: 3 new youth exchange partnerships benefiting young people in the SW established as a result of job shadowing.
h)	Develop effective links with sports organisations at regional level to ensure that the widest possible range is on offer to young people	VDW: 2 days	Establish pattern of meetings with Sport England and other bodies regionally. Share information with and provide links to Sport England.

i)	Work with Heritage Lottery Fund to support the Young Roots programme in the region	YDW: 7 days	Youth involvement strategy for HLF implemented in SW region. Support and advice to 3 applicants to Young Roots Fund.
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2. Promote models of good practice in integrated working in young people's services

	Task	Personnel & Time	Outcomes
a)	(*) Work with LAs, VYS and other partners to identify and analyse examples of effective multi-disciplinary work with young people	RYWA: 3 days TH: 3 days Admin: 3 days	Establish regional e-mail group to review issues and share good practice in this area, and publish report on findings. Produce case studies of 'what works' to share with regional and national partners.
b)	(*) Disseminate findings through publications and conference/ workshops and through regional and national partners	RYWA: 4 days YDW: 8 days TH: 2 days Admin: 10 days	Hold regional open seminar on integrated approaches. Produce toolkit on involving young people in recruitment of IYS staff, including locality managers.
c)	(*) Support the transition to IYSDF in individual local authority area through locally based workshops, 1-1 advice and information, good practice guidance, training opportunities	RYWA: 5 days Admin: 5 days	6 LAs assisted in establishing appropriate integrated arrangements for work with young people.
d)	(*) Liaise and collaborate with youth arts organisations in the region to ensure that young people have access to a range of creative activities	RYWA: 4 days YDW: 2 days VDW: 2 days Admin: 6 days	Take part in 2 meetings with SWRYAN Steering Group. Share information with and provide links to Arts Council SW, Youth Music, SW Dance etc. Develop Youth Arts Information Officer role and links between arts and youth organisations. Collaborate with SWRYAN on joint events to bring together arts and youth work providers.

3. Develop the role of the voluntary youth sector in the delivery of programmes for young people

	Task	Personnel & Time	Outcomes
a)	Identify the minimum local VYS infrastructure requirements Work with at least 2 LAs and VYS partners to develop infrastructure support arrangements	VDW: 57 days Admin: 28 days	Requirements produced and disseminated: needs for development in LA areas identified. Improved VYS infrastructure support in place in at least 2 LA areas.
b)	Ensure that VYS is effectively represented at regional level, with policy makers and within the wider VCS	VDW: 10 days Admin: 6 days RYWA: 5 days	Reports from VYS reps on regional advisory/policy groups produced via monthly e-bulletins.
c)	Capacity building with VYS organisations to enable them to participate as providers in commissioned arrangements	VDW: 10 days Admin: 6 days RYWA: 1 day	Guidance on commissioning youth work used as basis for individual advice to 15 VYS organisations. Collation of good practice examples of VYS providers of commissioned services on RYWU web-site.
d)	Use RYWU web-site as a means of informing VYS about key developments	VDW: 30 days Admin: 6 days	Web-site updated monthly with separate page for VYS developments.
e)	Use VYON-SW and regional and sub-regional events as forums for disseminating information and identifying good practice	VDW: 9 days Admin: 5 days RYWA :3 days TH: 2 days	3 SWNVYO meetings held with relevant speakers and agendas Good practice identified through SWNVYO meetings to be shared on web-site.
f)	Work with organisations co-ordinating volunteering opportunities for young people to develop appropriate regional networking opportunities	RYWA: 1 day VDW: 15 days Admin: 3 days	Establish contact with local youth volunteering co-ordinators and establish regional network if appropriate. Share information & provide links to key volunteering organisations.
g)	Enable VCS groups working with specific groups of disadvantaged young people (e.g. BME, Disabled YP) to benefit from youth work infrastructure support	VDW: 20 days Admin: 10 days	15 such organisations access support through RYWU.

4. Work with providers to disseminate and strengthen the evidence base for outcomes achieved through youth work, including the youth work contribution to targeted youth support

	Task	Personnel & Time	Outcomes
a)	* Work with LA strategic leads for positive activities to develop and implement consistent approaches to evidence collection to support PSA and Aiming High targets across the region	RYWA: 2 days TH: 5 days Admin: 6 days	Common data set for measuring uptake of and outcomes from positive activities in place across SW region, enabling effective benchmarking. Young people's satisfaction survey implemented across the region, based on best practice models.
b)	* Work with LAs to identify and promote good practice in implementing and promoting the local 'youth offer'	RYWA: 6 days Admin: 6 days	4 meetings for Leads for Positive Activities. Good practice identified and promoted on RYWU web-site and in conjunction with GOSW.
c)	(*) Promote effective use of accreditation and recorded outcomes framework amongst youth work and other positive activities providers in SW region	RYWA: 2 days TH: 12 days Admin: 16 days VDW: 2 days	Establish Regional Operating Agency for Youth Achievement Awards to increase completion rates by 20% and increase take up of YAA by 30%. Organise 2 sub-regional training and briefing events on accreditation models for providers of positive activities including VCS organisations.
d)	(*) Collate bank of good practice case studies from across the SW region, showing how good youth work interventions help young people achieve key outcomes	TH: 3 days YDW: 4 days VDW: 4 days Admin: 6 days	Easily accessible bank of case studies assists organisations in achieving best practice in their own settings. Case studies promoted through monthly e-bulletin to positive activities providers and commissioners.
e)	* Continue to work with the 14-19 Regional Steering Group to find ways of including the 'youth offer' in the overall 14-19 offer for young people	RYWA: 4 days	Young people and youth work professionals make a positive contribution to Regional 14-19 conference and strategy. Examples of good practice of youth work approaches in taking forward the 14-19 agenda produced and disseminated regionally.
f)	* Information, advice and support to youth work staff in individual organisations, including reviews of aspects of services and curriculum development	RYWA: 10 days TH: 3 days Admin: 5 days	Undertake reviews/ staff development opportunities in 3 LA areas/Youth Work providers.

5. Scoping and shaping an excellent youth workforce in the South West in order to meet the challenges of the 10 Year Strategy for Positive Activities

	Task	Personnel & Time	Outcomes
a)	* Continued support for development of Youth Support Worker, apprenticeship opportunities and professional qualification routes in the region	GR: 4 days	Provide advice and guidance to 6 LAYS/Training providers/HEIs on establishing/amending apprenticeship programmes, YSW and professional qualification routes. Disseminate good practice guidelines in establishing YSW qualifications for youth work employers and training providers.
b)	* Ensure that youth work in the SW region contributes effectively to consultations and regional and national policy developments and initiatives on WFD	RYWA: 10 days	Participate in 3 NYA ETS meetings Participate in LLUK Council and CLD meetings and report to the region. Participate in CWN Policy Group on mobility in C&YP Workforce Ensure SW regional responses to relevant consultations.
c)	* Ensure that youth work providers and training providers understand and engage with the implications of the Integrated Qualifications Framework for C&YPS	RYWA: 5 days Admin: 4 days	Regional Trainers Network to develop understanding and enhance implementation of IQF in the region. Support given to local initiatives to implement IQF in the youth arena within the region (e.g. University of Gloucestershire; Marjon/SWIFT).
d)	Work with VYS colleagues to establish reliable workforce data in the VYS to inform policy making	RYWA 2 days VDW: 2 days Admin: 10 days	Map scope of CPD and qualification requirements in voluntary youth sector in SW region.
e)	* Work with Regional Trainers Network to determine and organise appropriate regional training events for youth workers	RYWA: 2 days Admin: 5 days	Map provision of CPD and qualifications in LAYS. Organise 1 or 2 regional training events in conjunction with providers.
f)	Use the learning from the Experience Matters project to enhance the contribution of established/older workers to the implementation of IYSDF	RYWA: 1 day GR: 10 days Admin: 3 days	Facilitate 2 sub-regional Action Learning Sets for IYSDF staff.

g)	* Build on links with CWDC regionally, with a view to running joint events on WFD in the youth sector	RYWA: 3 days Admin: 5 days	Run 1 joint event on IQF and related issues with CWDC for employers and training providers.
h)	(*) Commissioned training and staff development for individual youth work organisations	RYWA: 4 days VDW: 4 days Admin: 2 days	Undertake commissioned training/SD for 3 youth work organisations.

6. Enabling young people to have a strong and positive voice in aspects of policy and practice that affect their lives, including the commissioning process for positive activities

	Task	Personnel & Time	Outcomes
a)	(*) Work through Regional Participation Workers Network to share good practice, produce relevant information packs and publications and establish effective participation networking opportunities for voluntary youth sector	YDW: 43 days Admin: 20 days	6 meetings of Participation Workers Network attended by staff from at least 10 LA areas and 30 VCS orgs. Information pack or training produced on key issue in involving young people Regularly updated web-site page with links to other initiatives. Achievement of targets agreed with PWNE.
b)	(*) Support the development and influence of UKYP in the region through work with Members of the Youth Parliament (MYPs) and their support workers	YDW: 55 days Admin: 40 days	All SW LAs participating in elections to UK Youth Parliament. 6 regional meetings held to share good practice, establish manifestos and actions & deliver training and support to MYPs. Regional residential organised for March 2009. Support for region to fully participate in Annual Sitting in July 2008. Support, advice & guidance to LAs & Youth Workers on UKYP.
c)	Support young people's engagement with the Regional Assembly and their contribution to policy making at regional level	YDW: 24 days Admin: 15 days	Young people's representative attends and contributes to key RA meetings. Consultation event with young people held on key RA issue in Oct 2007.

d)	Explore links with regional bodies including SWRDA to ensure young people have a voice across policy making in the region	RYWA: 2 day YDW: 10 days	Establish links with SWRDA, Leadership SW and others resulting in more young people's involvement in development of SW region.
e)	Work with schools, colleges and young people to promote best practice in engaging young people in governance of education institutions	YDW: 5 days Admin: 5 days	RYWU collects and disseminates good practice across the education sector. Workshop on involving young people in education decision making at 2009 14-19 Conference.

7. Management and Monitoring of the Work Programme

	Task	Personnel & Time	Outcomes
a)	(* Establish and convene meetings of the Youth Reference Group and Monitoring Group	RYWA: 10 days Admin: 5 days	3 meetings of Reference and Monitoring Groups held, with appropriate reports provided. Establish 3 Year Strategic Plan for RYWU.
b)	(* Undertake staff supervision, team meetings and appraisals	RYWA: 9 days YDW: 5 days VDW: 5 days Admin: 10 days TH: 2 days GR: 2 days	3 RYWU staff team meetings used to plan and monitor progress. Professional staff have one-to-one meetings with RYWA 6 times a year. Regular 'catch up' meetings with administrative staff in place. LSW Self assessment completed and actions implemented. All RYWU staff receive annual appraisal.
c)	Report to Learning South West Board 3 times a year	RYWA: 3 days	2 written reports and one verbal report made to LSW Board by RYWA. RYWU makes contribution to LSW Annual Report and Conference.
d)	Ensure work programme is financially secure	RYWA: 8 days YDW: 4 days Admin: 5 days	Budgets monitored on monthly basis and issues addressed. Budget plans for all youth projects in place at beginning of funding period and regularly reviewed.

	Task	Personnel & Time	Outcomes
			Required quarterly reports to funders completed on time. Funding sought to develop new areas of work. Work with LAs to ensure continuation of funding post 2008.

Total Personnel Resources required:

Rywa or equivalent	158 days
Youth Democracy Worker	172 days
VYS Development Worker	200 days
Associates/Consultants	59 days
Administration	318 days

Use of Bishops Hull House:

It is anticipated that around 30 day meetings will take place at Bishops Hull House in the delivery of this Work Programme.

Time allocated to work commissioned by SW Local Authorities

Items indicated * are directly requested or approved by Local Authorities. Those indicated (*) are part funded by Local authorities. The breakdown of resources for this work is as follows:

Regional Youth Work Adviser:	118 days
Youth Democracy Worker	25 days
Administration:	130 days
Consultants:	42 days
Voluntary Sector Devt Worker	0 days

Around 30 meetings at Bishops Hull House are attributed to this aspect of the Work Programme

GILL MILLAR



SOUTH WEST REGIONAL YOUTH WORK UNIT

Overall Work Programme 2008/09

PRIORITY AREAS

1. Help youth work providers and commissioners to meet the demands of the Youth PSA and Aiming High 10 Year Strategy for Positive Activities

	Task	Personnel and Time	Outcomes
a)	* Use seminars, regional networks and action learning sets to enable youth work providers and commissioners to develop and sustain good practice in work with young people	RYWA: 10 days TH: 5 days YDW: 3 days Admin: 25 days	Implications of new policies & guidance discussed at regional networks for: Strategic Leads for Youth Development; Regional Youth Trainers; SW Network for Voluntary Youth Organisations, Participation & Accreditation Networks. Action learning sets/ networks established for new groups in response to requests from IYSD managers.
b)	* Provide guidance and information on policy and practice in work with young people in the region, to complement work undertaken by national organisations (NYA, NCVYS, Youth Taskforce etc)	RYWA: 10 days TH: 5 days VDW: 6 days Admin: 15 days	Good practice briefings produced & distributed across the region and to NYA on 3 key issues. Seminar and events programme to focus on elements of the Aiming High agenda. Regional responses produced on key Govt consultations.
c)	(*) Support partnerships in various parts of the region to develop innovative capital projects using the 'myplace' programme	RYWA: 3 days VDW: 3 days YDW: 2 days	At least 3 successful myplace partnership bids from SW region.

d)	Use LSW/RYWU web site and e-mail groups to share and disseminate implications of policy developments	RYWA: 6 days VDW: 6 days Admin: 15 days	Web-site updated monthly. 3 Key Govt documents summarised and placed on web-site. Regional e-mail groups established to develop practice in 2 specific aspects of work with young people.
e)	(*) Work with individual youth work providers and commissioners to help them develop strategies for responding to new policies	RYWA: 8 days VDW: 10 days Admin: 3 days	Advice and information given on implementation of aspects of Aiming High and Youth PSA in 6 local authority areas. Advice and information given to 12 Youth Services/voluntary organisations regarding involvement of young people in decision making.
f)	(*) Provide support to youth work commissioners and providers in developing quality assurance processes to support Aiming High agenda	RYWA: 3 days VDW: 3 days Admin: 2 days	Individual advice and support to providers and commissioners based on existing quality marks and good practice in commissioning positive activities.
g)	Act as Regional Information Point for European Youth in Action Programme and support the development of a range of international opportunities for young people	RYWA: 10 days Admin: 2 days	Level of take up of European Youth Programme in SW returned to 2006 levels. Workshop held at UKYP sitting in Exeter (July) to promote European Youth Democracy Projects: 3 new Youth Democracy Projects established in SW region. Study visit to a European state organised to enable IYS providers to learn from models elsewhere. Job shadowing opportunities for European Youth Workers arranged in partnership with University of Plymouth: 3 new youth exchange partnerships benefiting young people in the SW established as a result of job shadowing.
h)	Develop effective links with sports organisations at regional level to ensure that the widest possible range is on offer to young people	VDW: 2 days	Establish pattern of meetings with Sport England and other bodies regionally. Share information with and provide links to Sport England.

i)	Work with Heritage Lottery Fund to support the Young Roots programme in the region	YDW: 7 days	Youth involvement strategy for HLF implemented in SW region. Support and advice to 3 applicants to Young Roots Fund.
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2. Promote models of good practice in integrated working in young people's services

	Task	Personnel & Time	Outcomes
a)	(*) Work with LAs, VYS and other partners to identify and analyse examples of effective multi-disciplinary work with young people	RYWA: 3 days TH: 3 days Admin: 3 days	Establish regional e-mail group to review issues and share good practice in this area, and publish report on findings. Produce case studies of 'what works' to share with regional and national partners.
b)	(*) Disseminate findings through publications and conference/ workshops and through regional and national partners	RYWA: 4 days YDW: 8 days TH: 2 days Admin: 10 days	Hold regional open seminar on integrated approaches. Produce toolkit on involving young people in recruitment of IYS staff, including locality managers.
c)	(*) Support the transition to IYSDF in individual local authority area through locally based workshops, 1-1 advice and information, good practice guidance, training opportunities	RYWA: 5 days Admin: 5 days	6 LAs assisted in establishing appropriate integrated arrangements for work with young people.
d)	(*) Liaise and collaborate with youth arts organisations in the region to ensure that young people have access to a range of creative activities	RYWA: 4 days YDW: 2 days VDW: 2 days Admin: 6 days	Take part in 2 meetings with SWRYAN Steering Group. Share information with and provide links to Arts Council SW, Youth Music, SW Dance etc. Develop Youth Arts Information Officer role and links between arts and youth organisations. Collaborate with SWRYAN on joint events to bring together arts and youth work providers.

3. Develop the role of the voluntary youth sector in the delivery of programmes for young people

	Task	Personnel & Time	Outcomes
a)	Identify the minimum local VYS infrastructure requirements Work with at least 2 LAs and VYS partners to develop infrastructure support arrangements	VDW: 57 days Admin: 28 days	Requirements produced and disseminated: needs for development in LA areas identified. Improved VYS infrastructure support in place in at least 2 LA areas.
b)	Ensure that VYS is effectively represented at regional level, with policy makers and within the wider VCS	VDW: 10 days Admin: 6 days RYWA: 5 days	Reports from VYS reps on regional advisory/policy groups produced via monthly e-bulletins.
c)	Capacity building with VYS organisations to enable them to participate as providers in commissioned arrangements	VDW: 10 days Admin: 6 days RYWA: 1 day	Guidance on commissioning youth work used as basis for individual advice to 15 VYS organisations. Collation of good practice examples of VYS providers of commissioned services on RYWU web-site.
d)	Use RYWU web-site as a means of informing VYS about key developments	VDW: 30 days Admin: 6 days	Web-site updated monthly with separate page for VYS developments.
e)	Use VYON-SW and regional and sub-regional events as forums for disseminating information and identifying good practice	VDW: 9 days Admin: 5 days RYWA :3 days TH: 2 days	3 SWNVYO meetings held with relevant speakers and agendas Good practice identified through SWNVYO meetings to be shared on web-site.
f)	Work with organisations co-ordinating volunteering opportunities for young people to develop appropriate regional networking opportunities	RYWA: 1 day VDW: 15 days Admin: 3 days	Establish contact with local youth volunteering co-ordinators and establish regional network if appropriate. Share information & provide links to key volunteering organisations.
g)	Enable VCS groups working with specific groups of disadvantaged young people (e.g. BME, Disabled YP) to benefit from youth work infrastructure support	VDW: 20 days Admin: 10 days	15 such organisations access support through RYWU.

4. Work with providers to disseminate and strengthen the evidence base for outcomes achieved through youth work, including the youth work contribution to targeted youth support

	Task	Personnel & Time	Outcomes
a)	* Work with LA strategic leads for positive activities to develop and implement consistent approaches to evidence collection to support PSA and Aiming High targets across the region	RYWA: 2 days TH: 5 days Admin: 6 days	Common data set for measuring uptake of and outcomes from positive activities in place across SW region, enabling effective benchmarking. Young people's satisfaction survey implemented across the region, based on best practice models.
b)	* Work with LAs to identify and promote good practice in implementing and promoting the local 'youth offer'	RYWA: 6 days Admin: 6 days	4 meetings for Leads for Positive Activities. Good practice identified and promoted on RYWU web-site and in conjunction with GOSW.
c)	(*) Promote effective use of accreditation and recorded outcomes framework amongst youth work and other positive activities providers in SW region	RYWA: 2 days TH: 12 days Admin: 16 days VDW: 2 days	Establish Regional Operating Agency for Youth Achievement Awards to increase completion rates by 20% and increase take up of YAA by 30%. Organise 2 sub-regional training and briefing events on accreditation models for providers of positive activities including VCS organisations.
d)	(*) Collate bank of good practice case studies from across the SW region, showing how good youth work interventions help young people achieve key outcomes	TH: 3 days YDW: 4 days VDW: 4 days Admin: 6 days	Easily accessible bank of case studies assists organisations in achieving best practice in their own settings. Case studies promoted through monthly e-bulletin to positive activities providers and commissioners.
e)	* Continue to work with the 14-19 Regional Steering Group to find ways of including the 'youth offer' in the overall 14-19 offer for young people	RYWA: 4 days	Young people and youth work professionals make a positive contribution to Regional 14-19 conference and strategy. Examples of good practice of youth work approaches in taking forward the 14-19 agenda produced and disseminated regionally.
f)	* Information, advice and support to youth work staff in individual organisations, including reviews of aspects of services and curriculum development	RYWA: 10 days TH: 3 days Admin: 5 days	Undertake reviews/ staff development opportunities in 3 LA areas/Youth Work providers.

5. Scoping and shaping an excellent youth workforce in the South West in order to meet the challenges of the 10 Year Strategy for Positive Activities

	Task	Personnel & Time	Outcomes
a)	* Continued support for development of Youth Support Worker, apprenticeship opportunities and professional qualification routes in the region	GR: 4 days	Provide advice and guidance to 6 LAYS/Training providers/HEIs on establishing/amending apprenticeship programmes, YSW and professional qualification routes. Disseminate good practice guidelines in establishing YSW qualifications for youth work employers and training providers.
b)	* Ensure that youth work in the SW region contributes effectively to consultations and regional and national policy developments and initiatives on WFD	RYWA: 10 days	Participate in 3 NYA ETS meetings Participate in LLUK Council and CLD meetings and report to the region. Participate in CWN Policy Group on mobility in C&YP Workforce Ensure SW regional responses to relevant consultations.
c)	* Ensure that youth work providers and training providers understand and engage with the implications of the Integrated Qualifications Framework for C&YPS	RYWA: 5 days Admin: 4 days	Regional Trainers Network to develop understanding and enhance implementation of IQF in the region. Support given to local initiatives to implement IQF in the youth arena within the region (e.g. University of Gloucestershire; Marjon/SWIFT).
d)	Work with VYS colleagues to establish reliable workforce data in the VYS to inform policy making	RYWA 2 days VDW: 2 days Admin: 10 days	Map scope of CPD and qualification requirements in voluntary youth sector in SW region.
e)	* Work with Regional Trainers Network to determine and organise appropriate regional training events for youth workers	RYWA: 2 days Admin: 5 days	Map provision of CPD and qualifications in LAYS. Organise 1 or 2 regional training events in conjunction with providers.
f)	Use the learning from the Experience Matters project to enhance the contribution of established/older workers to the implementation of IYSDF	RYWA: 1 day GR: 10 days Admin: 3 days	Facilitate 2 sub-regional Action Learning Sets for IYSDF staff.

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c)	Report to Learning South West Board 3 times a year	RYWA: 3 days	2 written reports and one verbal report made to LSW Board by RYWA. RYWU makes contribution to LSW Annual Report and Conference.
d)	Ensure work programme is financially secure	RYWA: 8 days YDW: 4 days Admin: 5 days	Budgets monitored on monthly basis and issues addressed. Budget plans for all youth projects in place at beginning of funding period and regularly reviewed.

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Overall Work Programme 2008/09

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f)	(*) Provide support to youth work commissioners and providers in developing quality assurance processes to support Aiming High agenda	RYWA: 3 days VDW: 3 days Admin: 2 days	Individual advice and support to providers and commissioners based on existing quality marks and good practice in commissioning positive activities.
g)	Act as Regional Information Point for European Youth in Action Programme and support the development of a range of international opportunities for young people	RYWA: 10 days Admin: 2 days	Level of take up of European Youth Programme in SW returned to 2006 levels. Workshop held at UKYP sitting in Exeter (July) to promote European Youth Democracy Projects: 3 new Youth Democracy Projects established in SW region. Study visit to a European state organised to enable IYS providers to learn from models elsewhere. Job shadowing opportunities for European Youth Workers arranged in partnership with University of Plymouth: 3 new youth exchange partnerships benefiting young people in the SW established as a result of job shadowing.
h)	Develop effective links with sports organisations at regional level to ensure that the widest possible range is on offer to young people	VDW: 2 days	Establish pattern of meetings with Sport England and other bodies regionally. Share information with and provide links to Sport England.

i)	Work with Heritage Lottery Fund to support the Young Roots programme in the region	YDW: 7 days	Youth involvement strategy for HLF implemented in SW region. Support and advice to 3 applicants to Young Roots Fund.
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2. Promote models of good practice in integrated working in young people's services

	Task	Personnel & Time	Outcomes
a)	(*) Work with LAs, VYS and other partners to identify and analyse examples of effective multi-disciplinary work with young people	RYWA: 3 days TH: 3 days Admin: 3 days	Establish regional e-mail group to review issues and share good practice in this area, and publish report on findings. Produce case studies of 'what works' to share with regional and national partners.
b)	(*) Disseminate findings through publications and conference/ workshops and through regional and national partners	RYWA: 4 days YDW: 8 days TH: 2 days Admin: 10 days	Hold regional open seminar on integrated approaches. Produce toolkit on involving young people in recruitment of IYS staff, including locality managers.
c)	(*) Support the transition to IYSDF in individual local authority area through locally based workshops, 1-1 advice and information, good practice guidance, training opportunities	RYWA: 5 days Admin: 5 days	6 LAs assisted in establishing appropriate integrated arrangements for work with young people.
d)	(*) Liaise and collaborate with youth arts organisations in the region to ensure that young people have access to a range of creative activities	RYWA: 4 days YDW: 2 days VDW: 2 days Admin: 6 days	Take part in 2 meetings with SWRYAN Steering Group. Share information with and provide links to Arts Council SW, Youth Music, SW Dance etc. Develop Youth Arts Information Officer role and links between arts and youth organisations. Collaborate with SWRYAN on joint events to bring together arts and youth work providers.

3. Develop the role of the voluntary youth sector in the delivery of programmes for young people

	Task	Personnel & Time	Outcomes
a)	Identify the minimum local VYS infrastructure requirements Work with at least 2 LAs and VYS partners to develop infrastructure support arrangements	VDW: 57 days Admin: 28 days	Requirements produced and disseminated: needs for development in LA areas identified. Improved VYS infrastructure support in place in at least 2 LA areas.
b)	Ensure that VYS is effectively represented at regional level, with policy makers and within the wider VCS	VDW: 10 days Admin: 6 days RYWA: 5 days	Reports from VYS reps on regional advisory/policy groups produced via monthly e-bulletins.
c)	Capacity building with VYS organisations to enable them to participate as providers in commissioned arrangements	VDW: 10 days Admin: 6 days RYWA: 1 day	Guidance on commissioning youth work used as basis for individual advice to 15 VYS organisations. Collation of good practice examples of VYS providers of commissioned services on RYWU web-site.
d)	Use RYWU web-site as a means of informing VYS about key developments	VDW: 30 days Admin: 6 days	Web-site updated monthly with separate page for VYS developments.
e)	Use VYON-SW and regional and sub-regional events as forums for disseminating information and identifying good practice	VDW: 9 days Admin: 5 days RYWA :3 days TH: 2 days	3 SWNVYO meetings held with relevant speakers and agendas Good practice identified through SWNVYO meetings to be shared on web-site.
f)	Work with organisations co-ordinating volunteering opportunities for young people to develop appropriate regional networking opportunities	RYWA: 1 day VDW: 15 days Admin: 3 days	Establish contact with local youth volunteering co-ordinators and establish regional network if appropriate. Share information & provide links to key volunteering organisations.
g)	Enable VCS groups working with specific groups of disadvantaged young people (e.g. BME, Disabled YP) to benefit from youth work infrastructure support	VDW: 20 days Admin: 10 days	15 such organisations access support through RYWU.

4. Work with providers to disseminate and strengthen the evidence base for outcomes achieved through youth work, including the youth work contribution to targeted youth support

	Task	Personnel & Time	Outcomes
a)	* Work with LA strategic leads for positive activities to develop and implement consistent approaches to evidence collection to support PSA and Aiming High targets across the region	RYWA: 2 days TH: 5 days Admin: 6 days	Common data set for measuring uptake of and outcomes from positive activities in place across SW region, enabling effective benchmarking. Young people's satisfaction survey implemented across the region, based on best practice models.
b)	* Work with LAs to identify and promote good practice in implementing and promoting the local 'youth offer'	RYWA: 6 days Admin: 6 days	4 meetings for Leads for Positive Activities. Good practice identified and promoted on RYWU web-site and in conjunction with GOSW.
c)	(*) Promote effective use of accreditation and recorded outcomes framework amongst youth work and other positive activities providers in SW region	RYWA: 2 days TH: 12 days Admin: 16 days VDW: 2 days	Establish Regional Operating Agency for Youth Achievement Awards to increase completion rates by 20% and increase take up of YAA by 30%. Organise 2 sub-regional training and briefing events on accreditation models for providers of positive activities including VCS organisations.
d)	(*) Collate bank of good practice case studies from across the SW region, showing how good youth work interventions help young people achieve key outcomes	TH: 3 days YDW: 4 days VDW: 4 days Admin: 6 days	Easily accessible bank of case studies assists organisations in achieving best practice in their own settings. Case studies promoted through monthly e-bulletin to positive activities providers and commissioners.
e)	* Continue to work with the 14-19 Regional Steering Group to find ways of including the 'youth offer' in the overall 14-19 offer for young people	RYWA: 4 days	Young people and youth work professionals make a positive contribution to Regional 14-19 conference and strategy. Examples of good practice of youth work approaches in taking forward the 14-19 agenda produced and disseminated regionally.
f)	* Information, advice and support to youth work staff in individual organisations, including reviews of aspects of services and curriculum development	RYWA: 10 days TH: 3 days Admin: 5 days	Undertake reviews/ staff development opportunities in 3 LA areas/Youth Work providers.

5. Scoping and shaping an excellent youth workforce in the South West in order to meet the challenges of the 10 Year Strategy for Positive Activities

	Task	Personnel & Time	Outcomes
a)	* Continued support for development of Youth Support Worker, apprenticeship opportunities and professional qualification routes in the region	GR: 4 days	Provide advice and guidance to 6 LAYS/Training providers/HEIs on establishing/amending apprenticeship programmes, YSW and professional qualification routes. Disseminate good practice guidelines in establishing YSW qualifications for youth work employers and training providers.
b)	* Ensure that youth work in the SW region contributes effectively to consultations and regional and national policy developments and initiatives on WFD	RYWA: 10 days	Participate in 3 NYA ETS meetings Participate in LLUK Council and CLD meetings and report to the region. Participate in CWN Policy Group on mobility in C&YP Workforce Ensure SW regional responses to relevant consultations.
c)	* Ensure that youth work providers and training providers understand and engage with the implications of the Integrated Qualifications Framework for C&YPS	RYWA: 5 days Admin: 4 days	Regional Trainers Network to develop understanding and enhance implementation of IQF in the region. Support given to local initiatives to implement IQF in the youth arena within the region (e.g. University of Gloucestershire; Marjon/SWIFT).
d)	Work with VYS colleagues to establish reliable workforce data in the VYS to inform policy making	RYWA 2 days VDW: 2 days Admin: 10 days	Map scope of CPD and qualification requirements in voluntary youth sector in SW region.
e)	* Work with Regional Trainers Network to determine and organise appropriate regional training events for youth workers	RYWA: 2 days Admin: 5 days	Map provision of CPD and qualifications in LAYS. Organise 1 or 2 regional training events in conjunction with providers.
f)	Use the learning from the Experience Matters project to enhance the contribution of established/older workers to the implementation of IYSDF	RYWA: 1 day GR: 10 days Admin: 3 days	Facilitate 2 sub-regional Action Learning Sets for IYSDF staff.

g)	* Build on links with CWDC regionally, with a view to running joint events on WFD in the youth sector	RYWA: 3 days Admin: 5 days	Run 1 joint event on IQF and related issues with CWDC for employers and training providers.
h)	(*) Commissioned training and staff development for individual youth work organisations	RYWA: 4 days VDW: 4 days Admin: 2 days	Undertake commissioned training/SD for 3 youth work organisations.

6. Enabling young people to have a strong and positive voice in aspects of policy and practice that affect their lives, including the commissioning process for positive activities

	Task	Personnel & Time	Outcomes
a)	(*) Work through Regional Participation Workers Network to share good practice, produce relevant information packs and publications and establish effective participation networking opportunities for voluntary youth sector	YDW: 43 days Admin: 20 days	6 meetings of Participation Workers Network attended by staff from at least 10 LA areas and 30 VCS orgs. Information pack or training produced on key issue in involving young people Regularly updated web-site page with links to other initiatives. Achievement of targets agreed with PWNE.
b)	(*) Support the development and influence of UKYP in the region through work with Members of the Youth Parliament (MYPs) and their support workers	YDW: 55 days Admin: 40 days	All SW LAs participating in elections to UK Youth Parliament. 6 regional meetings held to share good practice, establish manifestos and actions & deliver training and support to MYPs. Regional residential organised for March 2009. Support for region to fully participate in Annual Sitting in July 2008. Support, advice & guidance to LAs & Youth Workers on UKYP.
c)	Support young people's engagement with the Regional Assembly and their contribution to policy making at regional level	YDW: 24 days Admin: 15 days	Young people's representative attends and contributes to key RA meetings. Consultation event with young people held on key RA issue in Oct 2007.

d)	Explore links with regional bodies including SWRDA to ensure young people have a voice across policy making in the region	RYWA: 2 day YDW: 10 days	Establish links with SWRDA, Leadership SW and others resulting in more young people's involvement in development of SW region.
e)	Work with schools, colleges and young people to promote best practice in engaging young people in governance of education institutions	YDW: 5 days Admin: 5 days	RYWU collects and disseminates good practice across the education sector. Workshop on involving young people in education decision making at 2009 14-19 Conference.

7. Management and Monitoring of the Work Programme

	Task	Personnel & Time	Outcomes
a)	(* Establish and convene meetings of the Youth Reference Group and Monitoring Group	RYWA: 10 days Admin: 5 days	3 meetings of Reference and Monitoring Groups held, with appropriate reports provided. Establish 3 Year Strategic Plan for RYWU.
b)	(* Undertake staff supervision, team meetings and appraisals	RYWA: 9 days YDW: 5 days VDW: 5 days Admin: 10 days TH: 2 days GR: 2 days	3 RYWU staff team meetings used to plan and monitor progress. Professional staff have one-to-one meetings with RYWA 6 times a year. Regular 'catch up' meetings with administrative staff in place. LSW Self assessment completed and actions implemented. All RYWU staff receive annual appraisal.
c)	Report to Learning South West Board 3 times a year	RYWA: 3 days	2 written reports and one verbal report made to LSW Board by RYWA. RYWU makes contribution to LSW Annual Report and Conference.
d)	Ensure work programme is financially secure	RYWA: 8 days YDW: 4 days Admin: 5 days	Budgets monitored on monthly basis and issues addressed. Budget plans for all youth projects in place at beginning of funding period and regularly reviewed.

	Task	Personnel & Time	Outcomes
			Required quarterly reports to funders completed on time. Funding sought to develop new areas of work. Work with LAs to ensure continuation of funding post 2008.

Total Personnel Resources required:

Rywa or equivalent	158 days
Youth Democracy Worker	172 days
VYS Development Worker	200 days
Associates/Consultants	59 days
Administration	318 days

Use of Bishops Hull House:

It is anticipated that around 30 day meetings will take place at Bishops Hull House in the delivery of this Work Programme.

Time allocated to work commissioned by SW Local Authorities

Items indicated * are directly requested or approved by Local Authorities. Those indicated (*) are part funded by Local authorities. The breakdown of resources for this work is as follows:

Regional Youth Work Adviser:	118 days
Youth Democracy Worker	25 days
Administration:	130 days
Consultants:	42 days
Voluntary Sector Devt Worker	0 days

Around 30 meetings at Bishops Hull House are attributed to this aspect of the Work Programme

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