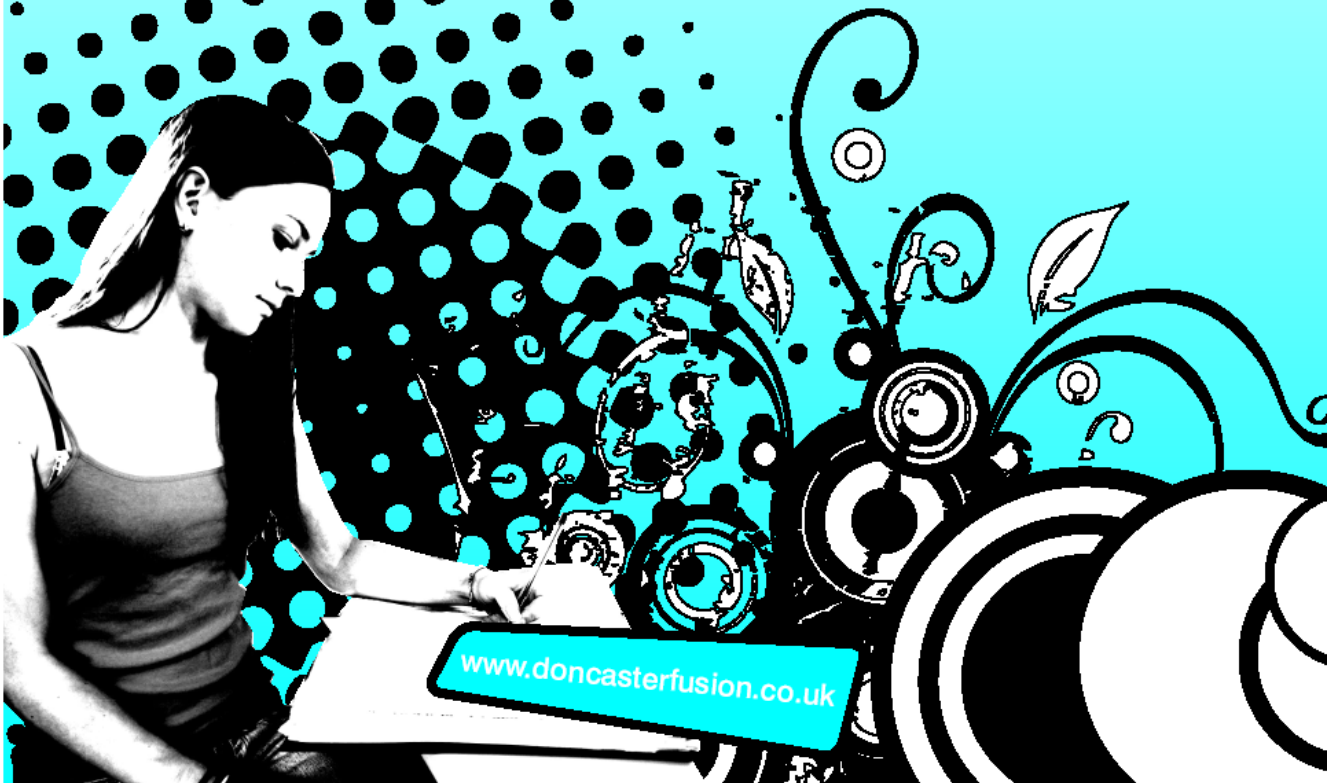


# Doncaster Youth Service

## Young People's Training Programmes 2009/10



# DONCASTER YOUTH SERVICE

## YOUNG PEOPLES TRAINING PROGRAMME 2009 – 2010.

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Baby Challenge  
Bullying Awareness  
Centre Committee Training  
Communication and listening Skills  
Confidence Building  
Cultural Awareness  
Emergency Aid  
Equal Opportunities  
Food Hygiene  
Group work training  
Health and Safety  
Interview Techniques  
LGB Awareness  
Music Studio Introduction  
Parenting Skills  
Peer Inspection  
Peer Mentoring

## **Specific Training Opportunities:**

PowerPoint Training  
Recruitment and Selection  
Relationships  
Risk and Consequences  
Risk Assessment Training  
Schoolwork Placement  
Self Esteem and Assertiveness  
Team Work  
Telephone Skills  
Youth bank panel Training  
Youth Council

This is not an exhaustive list; we will try to tailor a course to suit your needs or we could advise you of other agencies that might be able to help.

**For further information on training within Doncaster Youth Service please**

### **Contact:**

Debbie Burton YP Training Co-ordinator  
Intake YP Centre  
Leger Way  
Doncaster  
DN2 6HQ

Telephone: 01302 369429 / 07909771072  
Email: [deborah.burton@doncaster.gov.uk](mailto:deborah.burton@doncaster.gov.uk)

## **INTRODUCTION**

This booklet contains details of the training organised and delivered by Doncaster Youth Service and other organisations for young people aged 13-19 years in Doncaster. (11-25 Years for external projects, D of E, PAYP)

### **The booklet contains:**

- A copy of the Youth Service Young People's Training Protocols
- A list of training activities.
- Specific details for each course/training activity
- A number of general application forms (please feel free to photocopy these if there are not adequate copies).

### **Intake young people's training centre:**

Intake Young People's centre is a purpose built training venue for young people where training can be delivered. However this is not compulsory and training can if suitable be delivered at any specified venue. A light lunch will be provided for all participants on full day courses along with morning and afternoon drinks. For half day or evening courses, a drink will be provided at the start or during the course.

The main training room at Intake Young People's Centre is fully accessible for some people with disabilities.

### **The Bridge:**

The Bridge is located in town centre on Duke Street. Facilities are accessible to all which include a purpose built training room ideal for group sessions and training workshops.

**DONCASTER YOUTH SERVICE**  
**YOUNG PEOPLE'S TRAINING PROTOCOLS**

**(These protocols complement the DMBC Development and Training Strategy and Policy)**

### **Training Needs**

The training needs of young people should be identified by youth workers and partner agencies in the community. Details of the training needs must be sent to the Service's Young People's Training Coordinator who will use this information to inform the design of the training programme for the coming financial year.

Other training needs may be identified by the worker/young people as the year progresses. The Service may also identify a need for training due to new initiatives or weaknesses in areas of delivery.

The need for training should be based on:

- Skills needed to support the delivery of quality youth work
- Skills needed to facilitate the delivery of the Youth Service Delivery Plan
- Skills to support social and personal Development
- Support to build on knowledge and experience
- Skills needed to ensure that young people are safeguarded.
- Qualifications and training needed to improve the competence of young people
- Updating on issues that affect young people

The majority of this training will be delivered by training packages. We should not, however, forget the benefits of learning “on the job”, through, for example, mentoring, shadowing or specific work placements.

The appropriate worker must support all training applications.

The training will be organised and delivered in line with the Young People’s Training Strategy.

It is the Policy of Doncaster Youth Service that all apprentice youth workers who work with young people will undertake a nationally recognised Youth Work Qualification. The person specification for each post, supported by the post training needs for that post will give details of the level of qualification required.

### **Young People’s Training organised by the Youth Service**

Various training programmes will be planned and implemented by the Service for young people in the Local Authority, Statutory Sector and Voluntary sector based on needs assessment of both young people and the Service. The Service will endeavour to publicise the training programme at the start of the Financial Year, with details of all planned training. Application Forms will be included with the programme.

It will not be possible to include all training in this programme as other needs are identified throughout the year, or other funding becomes available. Some courses will be publicised when applicable.

## **External Courses**

Not all training needs can be met by courses delivered by the Youth Service, the amount of external training supported will be governed by the budget available or external funding.

External Training is organised in a number of different ways:

- Details circulated by the Young People's Training Co-ordinator who will coordinate applications. The workers must support these and the training must be appropriate to the needs of the young person.
  
- Young People may identify a specific course that they wish to attend. The need for this must have been identified and supported by the worker. Young People should make an informal enquiry to the Young People's Training Coordinator regarding the appropriateness of training and the training organisation. If approval is given then the young person may apply for the course. Financial assistance may be given dependent on budget availability. This will vary dependant on the budget available and the type of training

## **TRAINING RECORDS**

It is essential that Youth Workers keep a record of young people's training and qualifications, to help with this process and recognise the achievements of young people who undertake training, certificates of Attendance are given for the majority of training organised by the Youth Service.

Young people's training records are attached and copy's should be made for all young people who attend training.



## **DONCASTER YOUTH SERVICE - PROPOSED TRAINING**

**April 2009 to March 2010**

Training	Hours (min)
Alcohol Awareness	2 x 2 hour sessions
Anger Management	2 x 2 hour sessions
Baby Challenge	7 days training programme
Bullying Awareness	2 x 2 hour sessions
Centre Committee Training	6 weeks 1 hour programme
Communication and listening Skills	1hour
Confidence Building	1hour
Cultural Awareness	2 x 2 hour session
Emergency Aid	1 day
Equal Opportunities	1 x 2 hour session
Food Hygiene	1 day
Group work training	1hour
Health and Safety	1hour
Interview Techniques	2 hours
LGB Awareness	1 x 2 hour session
Music Studio Introduction	1hour
Parenting Skills	10 x 1:30 hour sessions

Peer Inspection	Programme package
Peer Mentoring	1 day training
PowerPoint Training	2 x 2 hour sessions
Recruitment and Selection	2 hours
Relationships	2 x 2 hour session
Risk and Consequences	1 x 2 hour session
Risk Assessment Training	1 hour
Schoolwork Placement	2 week placement
Self Esteem and Assertiveness	2 x 2 hour sessions
Team Work	1 Hour Session
Telephone Skills	1 hour
Youth bank panel Training	2 hours
Youth Council	Programme package

**This list is not exhaustive and other training can be offered at the request and need of young people.**

**COURSE TITLE: ALCOHOL AWARENESS**

**COURSE OUTLINE:**

The course is for young people who are concerned about the affects of alcohol on their health and lifestyle. Topics discussed include Calculating Units, Healthy Units, Binge drinking, Sexual Health and drink Health effects

**COURSE TITLE: ANGER MANAGEMENT**

**COURSE OUTLINE:**

The course is suited for Young people who find it hard to keep anger under control and positively manage their feelings. Topics covered include: what is anger, what makes us angry and anger triggers.

**COURSE TITLE: BABY CHALLENGE**

**COURSE OUTLINE:**

The course will be run over seven days, young people will have to complete challenges individually and will be expected to care for a virtual baby for the length of the course.

**COURSE TITLE: BULLYING AWARENESS**

**COURSE OUTLINE:**

This course is ideal for Young people who are experiencing bullying or who have been involved in bullying others. Topics covered include, what is bullying? Types of bullying, Strategies for coping with bullying, Bullying and the Law.

**COURSE TITLE: CENTRE COMMITTEE TRAINING**

**COURSE OUTLINE:**

Through a motivational training programme YP will gain in confidence developing their social and communication skills. The programme is designed to give young people the skills, knowledge and experience needed to hold their own centre committee meetings.

**COURSE TITLE: COMMUNICATION AND LISTENING SKILLS**

**COURSE OUTLINE:**

This is a 1 hour session that is packed full of fun activities that will further develop young people's interactive skills. The training helps young people to identify for themselves benefits from using different techniques.

**COURSE TITLE: CONFIDENCE BUILDING**

**COURSE OUTLINE:**

Confidence building is delivered using various techniques and methods depending on young people's needs. The session helps young people to identify their own strengths and abilities to make positive decisions and informed choices.

**COURSE TITLE: CULTURAL AWARENESS**

**COURSE OUTLINE:**

The course is for young people who wish to learn more about anti-oppressive behaviour. The session will be delivered using a variety of interactive methods. Topics included are Traditions, Festivals and celebrations, Food and clothing

**COURSE TITLE: EMERGENCY AID**

**COURSE OUTLINE:**

A one-day course that covers basic first aid training. The training is delivered by qualified emergency aid services, there is a small charge attached to this training.

**COURSE TITLE: EQUAL OPPORTUNITIES**

**COURSE OUTLINE:**

The course is for young people who wish to learn more about anti-oppressive behaviour. The session will be delivered using a variety of interactive methods. Games, group work, art work, DVD and visual resources.

**COURSE TITLE: FOOD HYGIENE LEVEL 1 or 2**

**COURSE OUTLINE:**

This one day course is designed to improve the food safety knowledge and skills of young people, learning ways to help reduce the risk of food poisoning. The courses delivered are CIEH level 1 or 2 depending on the age and ability of the group, there is a small charge attached to this training.

**COURSE TITLE: GROUPWORK TRAINING**

**COURSE OUTLINE:**

This training is packed full of interactive fun activities that help's to promote group forming developing skills of collaboration and team-work. The training can be adapted to suit individual group's needs.

**COURSE TITLE: HEALTH AND SAFETY**

**COURSE OUTLINE:**

This session helps young people to understand the importance of health and safety issues. This session is particularly useful to groups that are actively involved in planning or leading on projects / activities.

**COURSE TITLE: INTERVIEW TECHNIQUES**

**COURSE OUTLINE:**

The training includes creating a CV looking and writing job applications to meet criteria. Enhancing interview skills using role play techniques whilst developing good communication and listening skills.

**COURSE TITLE: LGB AWARENESS**

**COURSE OUTLINE:**

The course is for young people who wish to learn more about anti-oppressive behaviour. The session will be delivered using a variety of interactive methods including Games, Groupwork, Artwork and Quizzes.

**COURSE TITLE: MUSIC STUDIO INTRODUCTION**

**COURSE OUTLINE:**

This training is designed to demonstrate the tools used in a recording studio. The session will provide an Introduction into the different aspects of music, ie singing, playing instruments and using sound equipment

**COURSE TITLE: PARENTING SKILLS**

**COURSE OUTLINE:**

The course will be run for 10 sessions each session will be 1½ hours or over five days. The course is for Young people who are at risk of or are to become young parents. Young people who care for children on a regular basis. Young people who are interested in a career in childcare.

**COURSE TITLE: PEER INSPECTION**

**COURSE OUTLINE:**

The Peer Inspection Programme provides activity-based support training for young people who want to be involved in the evaluation and development of services. The programme trains young people to carry out inspections and evaluations on services that affect them.

**COURSE TITLE: PEER MENTORING**

**COURSE OUTLINE:**

This course is for Young men or women who are interested in supporting other peers through adapting a mentoring role. Topics include, what is mentoring? Differences, values and attitudes, Communication skills and How do we help?

**COURSE TITLE: POWERPOINT TRAINING**

**COURSE OUTLINE:**

We offer basic and intermediate training in the use of PowerPoint to create on-screen presentations, but we don't cover presentation skills. This course would suit those who would like to learn to create tailor-made presentation materials. The course is suitable for those with very little or no prior experience with PowerPoint.

**COURSE TITLE: RECRUITMENT AND SELECTION**

**COURSE OUTLINE:**

The training will enable young people to play an active part in the recruitment and selection process of people who want to work in young people's services. This course concentrates on preparing young people for conducting interviews by developing their skills and knowledge that are needed to be able to participate in an interview.

**COURSE TITLE: RELATIONSHIPS**

**COURSE OUTLINE:**

This course is ideal for Young people who are experiencing difficulties building and maintaining relationships or young people who are involved in 'risky' or inappropriate relationships. The session will be delivered using a variety of interactive methods including, Games, Groupwork, Artwork and Quizzes.

**COURSE TITLE: RISK AND CONSEQUENCES**

**COURSE OUTLINE:**

The course is for young people who are concerned about personal safety and keeping safe. Course content includes, What is a risk? Risks faced by children and young people and How to assess and monitor risk Strategies for keeping safe

**COURSE TITLE: RISK ASSESSMENT**

**COURSE OUTLINE:**

This session helps young people to understand why we have risk assessments and the importance of completing a risk assessment form identifying hazards and control systems that are in place.

**COURSE TITLE: SCHOOLWORK PLACEMENT**

**COURSE OUTLINE:**

The aims of work experience are to provide a young person with awareness/experience of procedures and roles and responsibilities within the work environment. The trainee will be introduced to all aspects of a youth service office including administration, filing, computer input, reception duties and general assisting to improve key skills in communication whilst improving their own learning and performance, in order that they can make a valid career choice.

**COURSE TITLE: SELF ESTEEM AND ASSERTIVENESS**

**COURSE OUTLINE:**

This course is ideal for Young people who have low levels of self-esteem the course content includes, Exploring your own self –esteem, Assertiveness and how to feel good about yourself. The sessions will use a variety of methods, to be inclusive to all participants at differing levels

**COURSE TITLE: TEAM WORK TRAINING**

**COURSE OUTLINE:**

This training is packed full of interactive fun activities that help's to promote group forming developing skills of collaboration and team-work. The training can be adapted to suit individual group's needs.

**COURSE TITLE: TELEPHONE SKILLS**

**COURSE OUTLINE:**

The session helps young people to plan and prepare for making calls, Identifying tips to improve skills, using role play activities to develop experience and build up confidence.

**COURSE TITLE: YOUTH BANK TRAINING**

**COURSE OUTLINE:**

Youth bank training helps young people to develop a wide range of skills developing their knowledge and awareness of community/ and funding issues. The training enables young people to make informed choices on funding applications.

**COURSE TITLE: YOUTH COUNCIL PACKAGE**

**COURSE OUTLINE:**

A motivational training programme that is tailored to the needs of Youth council members. The programme will develop the skills, knowledge and experience of the youth council to be able to fulfil the requirement of youth council responsibilities. The programme is full of fun activities that help to improve negotiational and communicational skills.

**DONCASTER YOUTH SERVICE**  
**APPLICATION FORM**

From: Position:	Agency/service:
Contact no:	Date of request:

Training required:

Reason for training(including any relevant details about the group, individual):

No of Young people attending

Male:                      female:

Preferred day and time:

Please forward this completed form to:  
Debbie Burton  
YP Training Co-ordinator  
Intake YP Centre  
Leger Way

Doncaster  
DN2 6HQ

Telephone: 01302 369429/ 07909771072  
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