

Self-evaluation questionnaire

National Certificate in Youth Work (Youth Leadership) (Level 3)

What is youth work?

According to the Ara Taiohi Code of Ethics for Youth Work in Aotearoa New Zealand, youth work is defined as the development of a relationship between a youth worker and a young person

through: connecting with young people;

where: young people are empowered, including the choice to engage for as long as agreed; and

that: supports their holistic, positive development as rangatahi that contribute to themselves, their whanau, community and world.

Purpose of the questionnaire

This questionnaire will help you and your manager or supervisor decide whether you're ready to be assessed for the National Certificate in Youth Work (Youth Leadership) (Level 3) or the National Certificate in Youth Work (Level 4).

Finishing the questionnaire does not mean you will meet all the assessment criteria, but this will help you and your manager or supervisor decide whether you have the skills and experience to start the assessment process.

Using this questionnaire

This questionnaire is broken into two sections.

- **Section 1:** This section includes 9 questions.
- **Section 2:** This section provides you with feedback based on your score and answers.

You will need to discuss the feedback with your manager or supervisor to determine whether:

- you are ready to start the assessment process or
- you need some more training or experience.

It is important that you answer all the questions as honestly as possible.

Section 1: Questions

		(a)	(b)	(c)
1.	Are you currently employed or are you volunteering as a youth worker?	No.	Yes.	
2.	Overall, how long have you worked as a youth worker or volunteer?	Less than 12 months.	12 months or more.	More than 2 years.
3.	What kind of work do you do with youth?	I provide administrative support in the office <u>only</u> .	I assist with planning and delivering youth development projects.	I am fully responsible for planning and delivering youth development projects.
4.	Do you know what to do if you need to report a safety incident?	No.	Yes.	
5.	You notice that a young person you are working with is behaving oddly. When you ask her about this she becomes distressed and breaks down in tears. Do you:	Ask your supervisor what to do in this situation.	Sit her down in a quiet area and talk with her, identify whether there are any issues you can deal with and discuss next steps with your supervisor or colleagues.	Take appropriate action according to the issues and needs identified.
6.	One of your young people is constantly late for his programme. When he does turn up he doesn't seem to care about his timeliness. Do you:	Talk with your supervisor about how you should handle this situation.	Take him aside and talk with him quietly about the situation, and discuss next steps with your supervisor.	Take appropriate action including outlining his options for continuing the programme.
7.	How do you find communicating with different types of young people?	I don't like communicating, I just do my job.	I struggle with communication sometimes.	I like communicating and try to do my best with each person.
8.	One of the young people regularly asks you to lend them money to help out with food for the family. Do you:	Lend them the money on the understanding they will pay this back when they can.	Report the situation to your manager.	Say no nicely and explain that you are not able to lend them money but you can refer them to a service that provides help with budgeting.
9.	Who could comment on your work?	I don't work with anyone who can comment on my work.	My manager or supervisor.	
Total:				

Add up the number of times you have answered (a), (b) or (c).

Section 2: Feedback

If you answered (a) to four or more questions this feedback is for you:

The results of this self-evaluation show that you are probably not yet ready to start the skills recognition assessment process and need training or support in some areas.

Talk to your manager or supervisor about the results of this self-evaluation and how you can get the training or support you need.

If you answered (b) to five or more questions this feedback is for you:

The results of this self-evaluation show that you may be ready to start the assessment process for National Certificate in Youth Work (Youth Leadership) (Level 3).

Talk to your manager or supervisor about the results of this self-evaluation and how you can start preparing for assessment.

If you answered (c) to five or more questions this feedback is for you:

The results of this self-evaluation show that you have enough experience to start the assessment process for National Certificate in Youth Work (Youth Leadership) (Level 3). Your experience indicates you may be ready to start a higher level qualification.

Talk to your manager or supervisor about the results of this self-evaluation and how you can start learn more about higher level qualifications.

Question by question feedback for all (a) answers.

If your answer to these questions was (a)...	Discuss these issues with your manager or service coordinator...
Work experience	
1	You indicated you are not currently employed as a youth worker. You need to be in employment and working with youth to be eligible for assessment.
2	You indicated you have worked as a youth worker for less than 12 months. Talk to your manager or supervisor about your level of experience.
3	You indicated you provide administrative support only. Talk to your manager or supervisor about whether this qualification is appropriate for you.
Safety	
4	Your answer indicates you are uncertain about how to report a safety incident. Talk to your manager or supervisor about how to report a safety incident.
5	Your answer indicates you are uncertain about how to deal with a youth safety/risk incident. Talk to your manager or supervisor about appropriate responses in youth safety/risk situations.
Communicating with youth	
6	Your answer indicates you are uncertain about how to communicate with youth. Talk to your manager or supervisor about getting some support in this area.
7	Your answer indicates you don't like or find communicating difficult. Talk to your manager or supervisor about ways you can develop your communication skills.
Risk management	
8	Your answer indicates you are uncertain about boundaries when working with youth. Talk to your manager or supervisor about setting boundaries.
Referees	
9	Your answer indicates that you don't know of anyone who can comment on your work. Talk to your manager or supervisor about who might be able to do this.

Question by question feedback for (b) or (c) answers

If your answer to these questions was (b) or (c) ...	Discuss these issues with your manager or supervisor...
Work experience	
1	You are currently employed as a youth worker.
2	<p>If your answer was (b) you may have enough experience to start the L3 assessment process.</p> <p>If your answer was (c) you have enough experience to start the L3 assessment process or you may be interested in a higher level qualification.</p>
3	<p>If your answer was (b) you may have enough experience to start the L3 assessment process.</p> <p>If your answer was (c) you have enough experience to start the L3 assessment process or you may wish to start a higher level qualification.</p>
Safety	
4	Your answer indicates you know how to report a safety incident.
5	<p>Your answer indicates you know how to deal with a safety/risk incident.</p> <p>If your answer was (b) you may have enough experience to start the L3 assessment process.</p> <p>If your answer was (c) you have enough experience to start the L3 assessment process or you may wish to start a higher level qualification.</p>
Communicating with clients	
6	Your answer indicates you try your best to communicate in difficult situations.
7	<p>Your answer indicates that in general you communicate as best you can.</p> <p>If your answer was (b) – please talk to your manager or supervisor about some ways you can further develop your communication skills.</p>
Risk management	
8	<p>Your answer indicates you know about setting boundaries when working with youth.</p> <p>If your answer was (b) you may have enough experience to start the L3 assessment process.</p> <p>If your answer was (c) you have enough experience to start the L3 assessment process or you may wish to start a higher level qualification.</p>
Referees	
9	Your answer indicates that your manager or supervisor could comment on your work.