

**Proposed Action Plan for Understanding Youth Work Project**  
**Start date May 17<sup>th</sup> 2006. End date June 30<sup>th</sup> 2006.**

Activity	Breakdown of activity	Milestones	Key deadlines	Outputs
Research from a range of existing training. Consult on and write an off-the-shelf initial training package (at level 1 or 2) for use by voluntary youth infrastructure organisations with volunteers in community based youth groups.	<ol style="list-style-type: none"> <li>1. Publicise, arrange and conduct consultation with grass roots voluntary organisations. Publicity via e-mail and steering group with 1 weeks notice of meeting.</li> <li>2. Write up needs identified.</li> <li>3. Meet with key stakeholders to hone needs analysis and agree final specification for training package. Arrange one specific meeting. If any stakeholders are unable to attend, arrange to visit.</li> <li>4. Identify key elements of training that meet identified needs from: <ul style="list-style-type: none"> <li>• SAVY – Stockport Youth Service Level 2 Youth Support Worker Training;</li> <li>• Scouts Association – ‘Getting Started’ induction package;</li> <li>• Youth Nexus – Safeguarding Training</li> <li>• Manchester Youth Service – Level 2 Youth Worker OCN Training</li> </ul> </li> <li>5. Identify other training that meets identified needs from own experience of delivering training.</li> <li>6. If some needs still unmet, research other training materials.</li> <li>7. Present package to Steering Group.</li> </ol>	<p>At least 20 organisations attend consultation. Identification of key areas of training need and level of training required.</p> <p>Initial Needs analysis completed.</p> <p>Final needs analysis and specification completed.</p> <p>First draft of training package completed. Gaps identified.</p> <p>Second draft of training package completed. Any remaining gaps identified. Evaluation of 2 units for pilot completed.</p> <p>Final draft of training package completed ready for pilot.</p> <p>Steering group agree package meets requirements.</p>	<p>½ day arrangement of meeting. ½ day meeting. ½ day writing up.</p> <p>½ day meeting. ½ day write up.</p> <p>3 days research. 1 day writing up.</p> <p>1 days research. ½ day writing up.</p> <p>No time allocated but consultant will undertake a further day if necessary. No time allocated but consultant will undertake.</p>	<ul style="list-style-type: none"> <li>• Level of training identified.</li> <li>• Needs Analysis complete.</li> <li>• Key stakeholders evaluation indicates positive view of their involvement.</li> <li>• Training package completed.</li> <li>• Evaluation for pilot written.</li> </ul>