

Development Awards Awarding Guidelines

The table below provides some guidelines for giving Development Awards to young people. Please use them as a guide as criteria can change or new precedents may arise – the Awards Team will update you as and when these emerge.

General	
Multiple Awards to the same young person	<ul style="list-style-type: none"> → Possible in exceptional circumstances when there is evidence that the young person will move into training, education or employment each time an Award is given. → Each Award must be for a different reason within a 12 month period. → No more than £1,000 can be given to the same young person.
Awards of less than £50	<ul style="list-style-type: none"> → Possible in exceptional circumstances when there is evidence that the young person will gain employment.
Regional Award Average	<ul style="list-style-type: none"> → Depending on the funding available, regions/countries may want to set a regional average Award. → It is not possible, however, for regions/countries to lower the regional Award maximum to under £500 when funding is limited. → The maximum Award should be given to a young person when there is evidence that they need £500 to move into training, education or employment.
Target Groups	
Asylum Seekers & Refugees	<ul style="list-style-type: none"> → Asylum Seekers can be granted up to £200 to access education and training (not employment) without affecting their benefits from the National Asylum Support Service (NASS). → Refugees have the same entitlements as other young people in the UK.
Degree Holders	Applicants who have completed a higher education course or hold a degree must only be considered if they were accredited more than 12 months ago.
Offenders	<p>Awards should directly contribute to the offender's resettlement on release, as such offenders may only be considered six to 12 months prior to release. The Assessor should liaise with the resettlement unit.</p> <p>Awards are open to all offenders regardless of their crime. However, a referral of someone under current supervision of a Sex, Schedule One (offences against children) or Fire-setting offence must be subject to a risk assessment. More guidance can be found on Trustnet.</p> <p>Tips for processing applications from offenders:</p> <ul style="list-style-type: none"> → Make sure hard copies of the Development Awards leaflet and freepost envelopes are available from establishment libraries with the agreement of the Governor, because offenders usually do not have access to the Internet. → Make arrangements with the establishment to visit the offender and ensure the visit is an official visit as offenders have time allowance for visits. The same applies to phone and post. → Consider that offenders can be unexpectedly transferred to another establishment, or complete their sentence. Ensure that arrangements are made for these circumstances so that the course can be transferred and provision of support continues or is handed over to a neighbouring region (the host region is responsible for payment). <p>Consider that offenders are often held in establishments away from their home area. Assessors/Awards Managers should liaise with each other in these instances.</p>
Types of Awards	
Clothing	Awards for clothes can be given if they are essential to move into a specific course, training or job, for example:

	<ul style="list-style-type: none"> → construction job → sports gear for a sports course → job interview <p>The young person must provide a letter from the employer, course provider or of the interview. Awards must never be given for every day clothes.</p>
Computer Equipment	<p>Awards may be given where lack of equipment excludes a young person from accessing/continuing in education, training or employment:</p> <ul style="list-style-type: none"> → Identify if the young person needs training to make full use of the equipment. → Check if equipment for disabled young people can be provided through government funding. → Second hand equipment doesn't come with a guarantee so consider if it is worth buying new equipment instead.
Driving Lessons	<p>Awards may be given if the young person has a job offer that requires driving, or where there is evidence to show that rural isolation or a lack of public transport precludes them from accessing education or employment.</p> <ul style="list-style-type: none"> → The young person must provide written confirmation of the job offer or course. → The young person must provide evidence of previous driving experience. → A limit for lessons that can be missed and deadlines within which the lessons and tests must be completed should be set prior to giving the Awarding. → Check if the young person requires any particular support to help pass, eg if they suffer from dyslexia or need an eye test or glasses. → Where driving lessons for Business Programme clients are requested, the Awards Manager must liaise with the Business Manager to decide whether to support such applications.
Further Education	<p>Awards can be given for courses up to and including educational Level 3. For a full definition of education levels and what can be awarded please see the Education Table below. The sum of money awarded must ensure that the young person can complete the full course.</p>
Musical Instruments	<ul style="list-style-type: none"> → Musical instruments should be second-hand if possible → Assessors should make the young person aware that second hand equipment usually does not come with a guarantee
Online Learning	<p>Online learning programmes may be a good way of improving skills for young people who cannot access local colleges, for example young mothers or single parents, disabled people or those in custody.</p> <p>To ensure a positive outcome:</p> <ul style="list-style-type: none"> → Assess whether the young person has the motivation to complete an online learning course. → Identify whether the course is accredited and if the accreditation is recognised. → Check if the course provider is a well established, accredited firm. → Find out whether the required IT equipment is provided. → Ensure that the young person has the ability to continue paying the phone bill if the online learning course is done from home and requires Internet access.
Volunteering/ Work Placements	<p>Awards for organised volunteering/work placements can be given to cover expenses.</p> <ul style="list-style-type: none"> → The Award should cover the full duration of the volunteering/ work placement and must not be given to cover living costs. → The volunteering/work placement must be structured and with a registered organisation. Awards cannot be given to young people who must complete a volunteering module/work placement as part of a scheme, for example a college course or another Trust Programme.

Education Table

Indicators Entry Level

Entry level qualifications recognise basic knowledge and skills and the ability to apply learning in everyday situations under direct guidance or supervision. Learning at this level involves building basic knowledge and skills and is not geared towards specific occupations.

Indicators Level 1

Level 1 qualifications recognise basic knowledge and skills and the ability to apply learning with guidance or supervision. Learning at this level is about activities that mostly relate to everyday situations and may be linked to job competence.

Indicators Level 2

Level 2 qualifications recognise the ability to gain a good knowledge and understanding of a subject area of work or study, and to perform varied tasks with some guidance or supervision. Learning at this level involves building knowledge and/or skills in relation to an area of work or a subject area and is appropriate for many job roles.

Indicators Level 3

Level 3 qualifications recognise the ability to gain, and where relevant, apply a range of knowledge, skills and understanding. Learning at this level involves obtaining detailed knowledge and skills. It is appropriate for people wishing to go to university, people working independently, or in some areas supervising and training others in their field of work.

	Level of qualification	General	Vocationally-related (VRQs)	Vocational/ Occupational (NVQs/SVQs)
CANNOT BE AWARDED:	5	Higher-level qualifications BTEC Higher Nationals	Higher-level qualifications BTEC Higher Nationals	Level 5 NVQ/SVQ
	4	Higher-level qualifications BTEC Higher Nationals	Higher-level qualifications BTEC Higher Nationals	Level 4 NVQ/SVQ

MAY BE AWARDED:	3	A Level/National Diploma	Free standing English, Mathematics, Literacy, Numeracy, ICT Level 3	Vocational A Level (Advanced GNVQ)	Level 3 NVQ/SVQ
	2	GCSE Grade A* - C or SCE Grade 1 - 3	Free standing English, Mathematics, Literacy, Numeracy, ICT Level 2	Intermediate GNVQ	Level 2 NVQ/SVQ
	1	GCSE Grade D - G or SCE Grade 4 - 7	Free standing English, Mathematics, Literacy, Numeracy, ICT Level 1	Foundation GNVQ	Level 1 NVQ/SVQ
	Entry Level	Entry level certificate/Foundation Learning Tier			