

## ACHIEVEMENT AWARDS - Report by Chief Executive

### Summary

This report summarises HLH's involvement in achievement awards for young people.

It is recommended that Directors note the contributions High Life Highland is making to the achievement agenda in Highland by delivering and supporting youth achievement awards.

### 1. Business Plan Contribution

1.1 This report supports the highlighted Business Outcomes from the High Life Highland (HLH) Business Plan:

1. To advance sustainable growth and financial sustainability
- 2. Deliver the Service Delivery Contract with THC**
3. Improving staff satisfaction
- 4. Improving customer satisfaction**
5. A positive company image
6. Services designed around customers and through market opportunities
7. Sustain a good health and safety performance
8. A trusted partner

### 2. Achievement Awards

2.1 HLH delivers and supports the delivery of a range of achievement awards (**Appendix A** contains further detail on each award):

- i. The Duke of Edinburgh's Award (DofE);
- ii. Youth Achievement Awards;
- iii. Dynamic Youth Awards;
- iv. HLH Leadership Award;
- v. Saltire Awards;
- vi. John Muir Award;
- vii. Lord Lieutenant's Award for Young People; and
- viii. Young Scot Rewards.

### 3. The Place of Achievement Awards

3.1 Staff are using achievement awards as one way of structuring their support to young people in need as a contribution to the prevention agenda. Recognising learners' achievements increases self-esteem, improves motivation and engages young people in learning. Achievement awards encourage young people to reflect on their learning and help them to consider how to apply the skills gained in other contexts. **Appendix B** contains some case studies to

provide examples of the impacts that participation in achievement awards can have.

- 3.2 Recognising achievement has become a part of the Curriculum for Excellence and there has been an increased use of achievement awards by schools with support often being provided by youth work staff. Achievement awards therefore make up a part of the “accreditation” which some young people leave school with.
- 3.3 Achievement awards, and DofE in particular are highly valued by universities and employers with the gold award being valued alongside formal academic qualifications:

“Whilst academic achievement remains a core element of our entry criteria, the university is placing increased emphasis on applicants’ wider achievements.... applicants to all courses are expected to demonstrate ... a commitment to the principles of Curriculum for Excellence, through involvement in community projects, charity work, part-time jobs, personal development programmes (such as Duke of Edinburgh Awards) etc.”

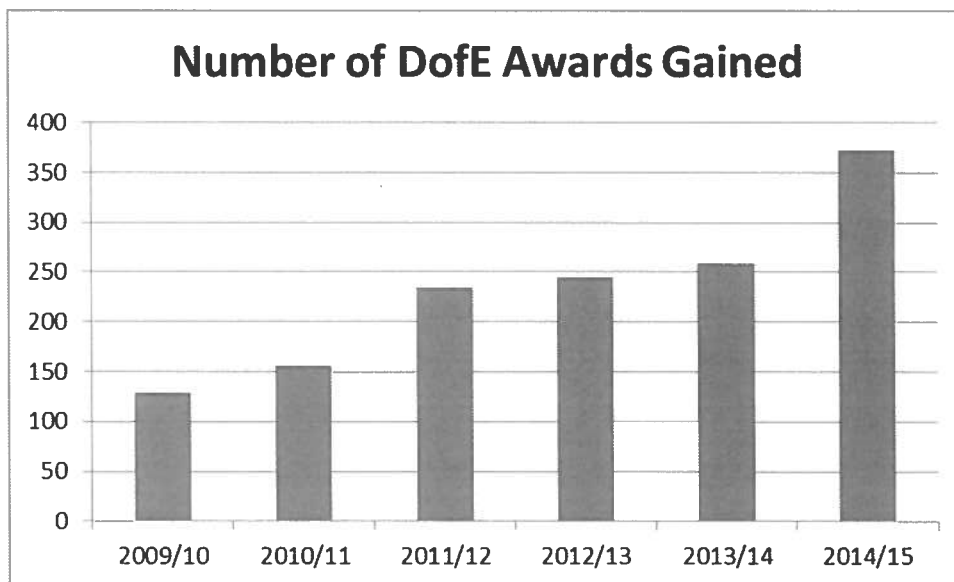
Professor Frank Cotton, vice principal for learning and teaching at Glasgow University quoted in The Scotsman by Tom Peterkin, 27 March 2013.

#### **4. HLH Roles**

- 4.1 Recognising that every young person is different, the HLH approach to achievement awards is to make available a range of types of award and to help the young person choose the award(s) best suited to them.
- 4.2 HLH’s role varies for the different award schemes. The DofE Award and Youth Achievement/Dynamic Youth Awards are quality assured by the national organisations responsible for them. HLH operates the DofE licence on behalf of the Council; and is directly licenced to manage and deliver Youth Achievement Awards. DofE in particular requires a range of partners for it to be delivered successfully and relies heavily on schools and school volunteers with HLH providing operational guidance; training for volunteers and quality assurance of awards.
- 4.3 Youth Achievement/Dynamic Youth Awards; Saltire Awards; the John Muir Award; Recognition Awards; and Young Scot Rewards are all delivered directly by HLH youth work staff. There are other providers of these awards in Highland such as school staff; voluntary youth groups and youth agencies.
- 4.4 The HLH Leadership Award has been developed by HLH’s Active Schools staff and offers six levels of awards that recognise a young person’s level of commitment to leading a range of activities in sport and youth work.
- 4.5 Having a wide range of awards means that HLH staff can support and tailor awards programmes for young people and it also encourages young people to take ownership of their own learning.

## 5. Award Delivery

- 5.1 Youth work staff are increasingly using achievement awards to support young people in need and young people who might leave school with fewer academic qualifications than their peers. The awards are often key to the development of skills such as increased self-esteem, improved motivation; and engagement in learning generally.
- 5.2 The DofE Award is the most resource intensive of the awards to deliver. HLH supports a local charity, the Highland Award Partnership, which monitors local activity and raises funds to assist volunteers to run DofE. DofE Scotland has a Development Officer for the North of Scotland who assists with guidance; training and quality assurance.
- 5.3 The number of young people gaining DofE awards in Highland has grown as can be seen in the graph below. **Appendix C** contains the most recent annual report by the Highland Award Partnership.



- 5.4 Last Year (in addition to DofE) HLH youth work staff were involved in supporting young people to complete a total of 698 awards as can be seen in the table below. As staff place a greater emphasis on supporting young people in need (as a contribution to the prevention agenda) they have set a target of delivering 800 achievement awards in 2015/16.

Youth Achievement Awards Gained						
	DYA	YAA	John Muir	Saltire	Other*	TOTAL
2012/13	64	48	41	244	97	571
2013/14	60	39	58	321	94	495
2014/15	55	32	91	480	40	698

\*e.g. ASDAN; Youth Scotland - Involvement Training; and "Bored" Meeting training.

## 6. Future Developments

- 6.1 The renewed focus on achievement awards brought about by the need to target resources to support the prevention agenda and the delivery of the curriculum for excellence means that HLH staff have built the following into the Youth Work Operational Plan for 2015/16:
- i. a target for increasing the number of awards delivered through youth work staff to 800 in 2015/16 (in addition to DofE);
  - ii. a focus on the Duke of Edinburgh and Youth Achievement Awards because they are nationally accredited/moderated;
  - iii. devolving some of the tasks associated with Youth Achievement Awards to local staff to improve efficiency and effectiveness such as developing "participation units", local staff directly tracking participant progress as various elements of awards are met, ensuring that the award is quality assured to meet national standards and maintenance of accurate performance reporting; and
  - iv. increased training of local staff and volunteers in the delivery of Youth Achievement Awards and implementing a peer assessment/moderation approach to ensure that they meet national standards.

## 7. Implications

- 7.1 Resource Implications – there are no direct resource implications arising from this report as the delivery of an increased number of achievement awards will be through youth work staff placing a greater emphasis on targeting young people in need and using achievement awards to structure their work. Improvement actions set out to achieve efficiencies by retaining some centralised tasks and decentralising others. As the number of young people participating, particularly in DofE, increases, youth work staff and schools will require more volunteers.
- 7.2 Legal Implications – There are no legal implications arising from this report.
- 7.3 Equality Implications – There are no equality implications arising from this report.

### Recommendation

It is recommended that Directors note the contributions High Life Highland is making to the achievement agenda in Highland by delivering and supporting youth achievement awards.

Signature:

Designation: Chief Executive

Date: 8 June 2015

## Appendix A Achievement Awards – Summary Descriptions

### The Duke of Edinburgh Award

The Duke of Edinburgh Award is operated under license which HLH holds on behalf of THC. There are 34 Duke of Edinburgh Award centres in Highland which are supported by 160 volunteers who support young people to achieve the award and supervise expeditions. There are four components to the award: skill; physical; volunteering and residential. Within the Highland area award is also offered by other organisations such as Scouts; Guides; Boys Brigade and Girl's Brigade.

### Youth Achievement Awards and Dynamic Youth Awards

Both of these awards are operated under a license from Youth Scotland and HLH's Youth Work team administer and manage the delivery of them. They are flexible and can be incorporated into youth work and school programmes with young people being encouraged to self-assess and then peer assess each other's achievements. Dynamic Youth Awards are for ten to fourteen year olds with Youth Achievement Awards being for fourteen to twenty five year olds.

The Youth Achievement Awards are recognised by the Scottish Qualifications Authority (SQA) as follows:

SCQF Level	Youth Achievement Awards	SQA Qualifications	Higher Education	SVQ
9			Ordinary Degree	SVQ 4
8			HND	
7	<b>Platinum (16*)</b>	Advanced Higher (32)	HNC	SVQ 3
6	<b>Gold (14)</b>	Higher (24)		
5	<b>Silver (11)</b>	Credit Standard Grade (24)		SVQ 2
4	<b>Bronze (7)</b>	General Standard Grade (24)		SVQ 1
3		Foundation Standard Grade (24)		

(\*)Indicates credit points for the volume of learning undertaken to achieve the qualification.

### HLH Leadership Award

The Leadership Programme offers a selection of awards from High Life Highland using existing courses from Sports Leaders UK, National Governing Bodies for sport and Youth Work. There are six levels to the awards which develop the experiences of leadership in both school and community settings. The Leadership Programme is

open to young people under the age of 25, and while underpinned by leadership in sport and youth work, the awards can be used by young people volunteering in various settings.

### **Saltire Awards**

Saltire Awards are a way of recognising volunteering for 12 - 25 year olds and includes four levels of time commitment:

Challenge - a day event;

Approach - 10 and 25hrs;

Ascent - 50, 100, 200 and 500hrs

Summit - completed the "Ascent" but have exceeded expectations

### **John Muir Award**

The John Muir Award is an environmental award focused on wild places. It encourages awareness and responsibility for the natural environment through fun and adventurous exploration. The award is the educational initiative of the John Muir Trust. There are three levels:

- Discovery Award (introductory level) minimum 4 days (or equivalent);
- Explorer Award (intermediate level) minimum 8 days (or equivalent); and
- Conserver Award (advanced level) minimum 20 days (or equivalent) over 6 months.

Within each level there are four Challenges: Discover - Explore - Conserve - Share. The award requires a structured approach that involves coordinating the participants to plan what they are going to do and seeking local information and advice including any permission required for outdoor access.

### **Lord Lieutenant's Award for Young People**

In 2013 HLH was invited to be part of a working group led by the Lord Lieutenant for Ross and Cromarty (also includes Skye and Lochalsh) to develop a Lord Lieutenants Award for Young People. The Award has been established and there have been 165 young people who have had their achievements recognised through it.

### **Young Scot Rewards**

Young Scot Rewards are reward points. They play a part in encouraging young people to participate in a range of activities which will benefit their personal and professional development. The scheme operates through an online portal where young people can redeem vouchers, which can be used for "money can't buy experiences" rewards that improve health and well-being; contribute to their community and enable unique work experiences.

Participation opportunities include volunteering, contributing to consultations or participating in opportunities around sport, health, arts and the environment. They participants are able to use points gained to access exclusive offers and special deals which include the chance to shadow Michelin starred chef Andrew Fairlie at Gleneagles Hotel, get free driving lessons with BSM and swim with sharks at Deep Sea World.

### **DofE and Additional Support Needs**

HLH Youth Work staff worked with Nansen Highland (a voluntary organisation based in Easter Ross which provides training for adults with learning and associated disabilities) to deliver DofE for young people with disabilities.

The achievements of the group exceeded those expected by the staff at Nansen, the parents and more particularly the young women involved. They all completed their Expedition section which was the most challenging part for them and are all working hard towards their other sections.

Dieter Devriendt, support worker at Nansen said *“They have come a long way since starting the DofE; especially the Expedition part has made a big impact. Some of them had never camped before and they were excited and very nervous at the same time, but by supporting each other they all made it till the end. Learning how to set up a tent and being able to do this independently was a big achievement for the girls. Another highlight was that each one of them had the chance to lead the group by using a photomap and after some hesitation, they did this brilliantly. But the biggest achievement of all was that the 4 girls became good friends during the preparation, the practise and the real expedition. The DofE experience has given each one of them loads of needed confidence and positivism to continue learning different social, independence and life skills”.*

### **Saltire Award**

A was involved in a football coaching project in Acharacle and Strontian. Over the course of two years A delivered football training sessions at youth clubs in Ardnamurchan. In addition, he provided additional tuition in Maths and Physics to various young people in his peer group and this was recognised through him gaining a Saltire Award. A's father stated that the increased social skills he has gained through his volunteering roles has improved his chances of gaining a place at college. His youth worker has noticed that A now enjoys passing on his skills and knowledge to others and through that he has become more able to empathise with others.

### **DofE; Youth Achievement Award and Saltire Award**

B started working with her youth worker and gained recognition of her volunteering at the Smithton & Culloden Youth Club through the Saltire Awards. These volunteering hours also formed the basis of the 4 challenges B needed to complete her Bronze



Youth Achievement Award, which gained her seven credit points at SCQF level 4 (general standard grade – credit points 24).

The final challenge of her YAA allowed B to develop the volunteering section of her DofE programme by being a peer mentor to a youth club member with additional support needs allowing her to complete her Bronze DofE award with the Inverness Open Group.

### **Youth Achievement Award**

A youth work member of staff was working with a young person who was quiet, didn't engage well and was a "loner". He was encouraged to take on a Youth Achievement Award but felt it was not for him but agreed to have a go anyway.

When the group he was with started working on a project for Young Scot he became involved in the film development aspect of it but was not comfortable working out-with the school environment and did not wish to attend the over-night stay. The flexible approach encouraged as part of the award allowed the youth work member of staff to work around those two limitations and he eventually completed the award.

In spite of the early challenges he later went on to complete the silver YAA and as a result of some of the work he was involved in he was nominated for an award that led to an invite to the BBC studio in Glasgow. He now has a sessional post as an Assistant Youth Worker for HLH.

His Youth Worker said - "he has been on an incredible journey and his confidence had soared."

### **DofE for additional needs**

A young person with complex additional needs was struggling to complete her DofE expedition and the DofE licence manager and HLH DofE Development Officer worked with her, her teacher and school peers to consider what could be done to allow her to participate in the award. As part of the flexible approach of DofE the HLH youth work member of staff was able to approve the following variations:

- other young people who had previously completed their Bronze expedition agreed to accompany the young person and support her where necessary;
- the young person was allowed to carry a small day sack and receive support in the carrying of other equipment by her peers; and
- the young person was allowed to use a basic camp site (DofE normally involves "wild" camping) and her peers assisted in the preparation and cooking of her meal.



## HIGHLAND AWARD PROJECT

**Twenty-third Annual Report 2013-2014  
of the Highland Award Project  
Registered as a Scottish Charity – Number SCO22420**

### Chair's Report

The Duke of Edinburgh's Award continues to provide young people with an incomparable experience developing skills, personal and interpersonal.

The information in this report refers to the DofE groups and participants enrolled through the Highland Council as an Operating Authority for the DofE. Other operating authorities, principally associated with the 'uniformed' Youth Organisations, also provide opportunities for young people to gain Awards. (Statistical information is given in Appendix 1 on Pages 8-12 of this Report.)

The number of DofE groups has decreased with the withdrawal of the BT Apprentices Group, the Lochaber Outdoor Learning Partnership and the Wick Amateur Swimming Group. In the latter case, participants were able to continue with the Open Group based in Wick.

The total number of participants enrolling in the DofE in the Highland Council area continued to rise with substantial increases at Bronze and Silver levels, but with a decrease at Gold Level. With the introduction of eDofE, for the first time, the number of participants active within DofE is known, almost 1300 during the session. At the age of 15, almost 16% of the age cohort in Highland have an involvement with DofE.

The number of participants achieving Awards at all levels increased from last year to 362, with substantial increases at all levels. As in previous years, the number of females gaining Awards exceeds the number of males.

The conversion rate, i.e., the number of Awards achieved to the number of new entrants varies from level to level and year to year. The 3-year averages for Bronze, Silver and Gold are 40%, 43% and 30% respectively (see Page 12).

Based on the population size of the area, the number of **new entrants** and **Awards gained** well exceeded the corresponding figures for Scotland and for UK.

During the year, some 130 volunteers are involved in providing support for the young people.

***We take this opportunity to congratulate all those within the Highland Area who have participated and gained Awards at all three levels during the year and express our gratitude to the many volunteers who have supported them.***

During the year, I was able to attend the Presentation of Gold Awards at the Highland Council Meeting on 27<sup>th</sup> June, 2013, and the Gold Presentation held at the Palace of Holyrood House on the 4<sup>th</sup> July, 2013 – because of the success of the participants nationally gaining Gold Awards, this was the third presentation of three, held at Holyrood House. As always, it is excellent to hear from the participants themselves of their accomplishments for DofE.

Besides their achievements within each section of their programme, it is clear that they gained much in terms of determination and confidence. This again reflects very well not only on the participants themselves but also on volunteers and their families who have supported them throughout the experience.

### **Development Officer Reports**

This Annual Report has reports (on Pages 5-7) from each the three Development Officers; from Kirstie Dawson working in the Caithness Sutherland and Easter Ross area; from Isobel Gray, in the Inverness, Nairn and Badenoch and Strathspey area; and from Paul Burden in the Ross, Skye & Lochaber area. My grateful thanks to them for these reports.

### **Highland Award Project**

It was with sadness that the Management Committee lost the membership of Simon Smith, Development Officer for the Boys Brigade, with his untimely death in January, 2014. On behalf of the DofE, I attended his funeral and conveyed our condolences and best wishes to the members of the family.

Due to his changing role within British Telecom, Duncan MacLennan ceased to have responsibility of the training of apprentices; it was with regret that we had to accept his request to stand down from the Committee in December, 2013.

As far as the Highland Award Project (HAP) is concerned, our mission statement remains:

***That we continue to develop and increase the awareness of the Duke of Edinburgh's Award in the area of the Highland Council, thereby increasing the number of young people who can participate and achieve their DofE .***

As last year, besides getting reports of the progress of DofE in Highland, the main 'business' items of our meetings concerned the membership of the Committee and strategies relating to the raising and disbursement of funds.

The Management Committee met on four occasions during the session.

### **Review of the Development Plan for 2013-14**

1. **To continue and develop the objects of the Highland Award Project within the context of the Constitution.** This continues to be kept in review.
2. **To continue to consider the membership of the Highland Award Project.** With the departure of two members during the year, the Committee continued to seek and consider nominations to its membership. Mike Jones, of High Life Highland, presently in the position of acting DofE Manager (Highland), continues as an adviser to the Committee.

3. **To continue and develop action for fund-raising.** No applications for funding were made during the year.
4. **To continue and develop action for disbursement of funds.** The policy determined previously continued to be reviewed.
5. **To support the Highland Council/High Life Highland and other DofE operating authorities working within the Highland area.** Financially, this year, we granted requests for initial funding to two new groups and for the training and travel expenses of volunteers. We also paid for Achievement Packs for two notably-successful Gold participants in the DofE. Other requests were granted in principle for further training and for materials.
6. **To promote the aims and objectives of DofE locally.** As well as the meetings of the Management Committee, I represented the Highland Award Project at the Network Training Day for DofE leaders on 5<sup>th</sup> September 2013; attended a meeting on of the Area DofE Coordinating Committee for Inverness, Nairn, Badenoch & Strathspey on 2<sup>nd</sup> October 2013. The Project is very happy to attend any meetings of the Coordinating Committees in the other two corporate areas. I was also delighted to attend some of the events of the Scottish National Conference held in Aviemore on 2<sup>nd</sup> November 2013, including a very enjoyable ceilidh.
7. **To ensure the continuity of funds for future years.** At the end of the year, the Project had a deficit of £577 of income over expenditure. With funds from previous years, the accumulated funds at 31st March 2014 were £7,887.

As part of the requirements of the Office of Scottish Charity Regulator, the Annual Report and Accounts for OSCR for 2013-14 was submitted, electronically, in 26 August 2014 This report, including the Statement of Accounts and the Independent Examiner's Report, is attached as an Appendix at the end of this Report (Appendix 2 on Pages 13-16)

My sincere thanks go to all who have assisted the Highland Award Project this year, including

- the members of the Management Committee.
- Barry Fisher, DofE Director-Scotland, and his colleagues of the DofE Scotland; and , in particular, Rebecca Raynes, in her role of Operations Officer (North).
- staff of the Highland Council and of High Life Highland; in particular, Mike Jones, acting DofE Manager; to Paul Burden, Kirstie Dawson and Isobel Gray, DofE Development Officers.
- and finally to Donald Matheson, C.A., for examining our accounts.

I would also wish to put on record our appreciation of the work done, in kind, by John Fraser, Treasurer, and his colleagues at Mackenzie Kerr CA.

We are indebted to High Life Highland for the provision of accommodation for our meetings.

**William Walker**  
 Chair,  
 Highland Award Project.  
 October 2014

## **Management Committee 2013-14**

### **The Management Committee**

Chair: Mr William Walker, 52 Miers Avenue, Inverness, IV2 3SB.

Honorary Treasurer: Mr John Fraser, CA, Mackenzie Kerr CA, 19 Culduthel Road, Inverness, IV2 4AA

Mr Barry Fisher, Director– Scotland, Duke of Edinburgh's Award, Edinburgh (ex-officio)

Mr Jim Anderson.

Cllr Jaci Douglas, of the Highland Council, representing the Board of Highlife Highland.

Cllr Michael Green, representing the Highland Council (from June 2012).

Duncan Maclennan, of British Telecom (to December 2013)

Cllr Drew Millar, representing the Highland Council.

David Morton.

Simon Smith, of the Boys Brigade (to January 2014).

### **Advisors to the Committee**

Mr Pablo Mascarenhas – High Life Highland.

Mr Mike Jones – High Life Highland.

Mrs Rebecca Raynes - Duke of Edinburgh's Award.

Mr Douglas Wilby – High Life Highland.

## **Reports from DofE Development Officers**

### **DofE Development Officer Report 2012-13**

In October 2011, The Highland Council transferred the delivery of Community Learning and Leisure Services to High Life Highland.

While the Highland Council continues to hold the DofE Licence, High Life Highland delivers the development and support of DofE, through the Service Delivery Contract. High Life Highland directly employs the DofE Manager and DofE Development Officers.

### **Caithness, Sutherland and Easter Ross** **Development Officer: Kirstie Dawson**

This year has once again been an interesting and busy year with many new staff and volunteers getting involved with DofE in Caithness, Sutherland and Easter Ross. I have continued to help leaders, volunteers & participants with eDofE and have encouraged them to use the system regularly.

Wick High School has been busy this year; they now have a large Bronze Group & large Silver group, with their Gold group working steadily. Both Bronze & Silver participants will complete their expedition section under the supervision and guidance of Adventura Scotland.

Wick Open Group have enrolled 8 new Gold participants are also working with Adventura Scotland to complete their expedition section.

Dornoch Academy has completed a number of Gold Awards and continues to enrol the majority of their 3rd year students for the Bronze Award. Dornoch also use the services of Adventura Scotland to complete their expedition section.

Tain, Golspie, Thurso and Farr have enrolled small numbers for the Bronze Award and they continue to work well. Thurso have also enrolled some of their students for the Silver Award.

Kinlochbervie now have a number of participants who have successfully completed their Bronze Awards & have just enrolled a new group at Bronze level.

Invergordon did not enrol any participants last year, which gave the leaders the opportunity to gain their qualifications to enable them to deliver the expedition section and they now have 12 completed Bronze Awards!

I also attended the Tri-annual DofE conference in Aviemore with other colleagues from the Highlands & had the privilege of being seated at the top table for dinner on the Saturday evening. It was as always a great learning & networking opportunity for those involved with DofE.

I keep in close contact with all the group leaders in my area & continue to support them in the day to day running of DofE.

With the assistance of Mike Jones and my other colleagues Isobel and Paul we are able to solve any challenges that may arise.

Kirstie Dawson

**Inverness, Nairn, Badenoch and Strathspey Area**  
**Development Officer: Isobel Gray**

I have kept in close contact with all the group leaders in my area and visit them on a regular basis, continuing to support them when and where I can. I would like to thank all the leaders for all the hard work and dedication they put in to running their groups; without their dedication, we would not be able to offer DofE to the young people in Highland area.

Having helped leaders/volunteers/participants with eDofE and Evolve systems, leaders are now using the systems with more confidence and participants seem to be making progress with them as well.

This past year has once again seen a large number of new enrolments being made. The groups are working well and we have had a good number of completed Awards come in from them all, with a healthy number at Gold level, including 2 from the Crown Group. With this, the contribution from the Crown Group has now come to an end after a number of years. The provision locally is now with Millburn Academy and the first of the completed Golds have come in just a few years after this group starting up. Highland area was well represented at the Gold Award Presentation at Holyroodhouse this year once again.

The first enrolments from Culloden Academy and Kingussie High School have been entered on the system and I am delighted to report both groups are moving forward with great results to date. I foresee a good number of completed Awards coming in from them over the next few months with further enrolments following on.

Two more participants from Nansen Highland group have now completed their Bronze Awards with two more very nearly completing theirs. This year's group completed their expedition on cycles and tandems, which again proved challenging as finding suitable routes for them was difficult to say the least. The leaders are now looking at the possibility of having a Silver group in the coming year – exciting times ahead for them all.

I assisted Rebecca Raynes to deliver training to the new leaders and co-ordinators at Culloden Academy. I also delivered training to new leaders at Wick Academy with the help of Kirstie - both events were well attended. During the season, I assessed a number of new Expedition Assessors who are now helping out groups in the area.

This has been a very difficult year for me and family and I thank the whole team, leaders and co-ordinators for their continuing support that they so freely give to us all.

Since becoming a Development Officer, my remit frequently changes and this year has been no different. As a team, I feel we all work well together and I thank Mike, Kirstie, Paul, and Donna, our office girl, for their help at all times.

Isobel Gray

**Ross, Skye and Lochaber**  
**Development Officer: Paul Burden**

Another year full of change and exciting things happening within the area.

Kinlochleven continue to do well despite the recent retirement of the Youth Service member of staff supporting the group. With a new leader in place, more young people are completing Bronze and moving forward to Silver and Gold.

Ardnamurchan have a new parent volunteer leader relieving much pressure on school staff; this seems to be working well with more time available to support participants and more young people having the opportunity to progress through the Awards.

Coal Youth Club also have a new parent leader and have managed to recruit volunteers from the community, they are not in a position to take on any more participants just yet but are working towards that end.

Mallaig continue to grow with much support from the Youth Service also seeing groups move away from the normal expeditions on foot and move towards cycling.

Portree High School lost the new leader and as a result a member of the public in a paid position has been recruited to oversee all groups. This is most definitely the way forward for many as it brings better continuity - young teaching staff seem to move on quite quickly; as a result of this, the young people are having greater opportunities and are progressing through the Awards.

Plockton High School was unable to maintain the group started last year and have decided not to run DofE with the main stream school population which is most disappointing.

Plockton High School ASN and young people-in-need group continue to do very well, a group of 8 young people will complete the Bronze Award this year with a further 6 young people coming on board for 2014 – 2015; this group will only continue to exist if supported by High Life Highland Youth Development Officer.

Gairloch High School has a renewed strength and continue to do very well seeing more young people complete Gold.

Ullapool High School grows from strength to strength now that a dedicated worker is in place seeing the highest numbers ever completing the Award.

Dingwall Academy are still struggling to recruit volunteers and are no longer accepting any more participants; however they are having another big push to try and recruit volunteers before they throw in the towel.

As always there are constant changes with leaders and major hurdles to attack head on but despite this, DofE is strong and continuing to grow. A new model with non-teaching volunteers, paid or otherwise, is the way forward not relying so much on over stretched teaching staff to act as voluntary leaders.

Paul Burden

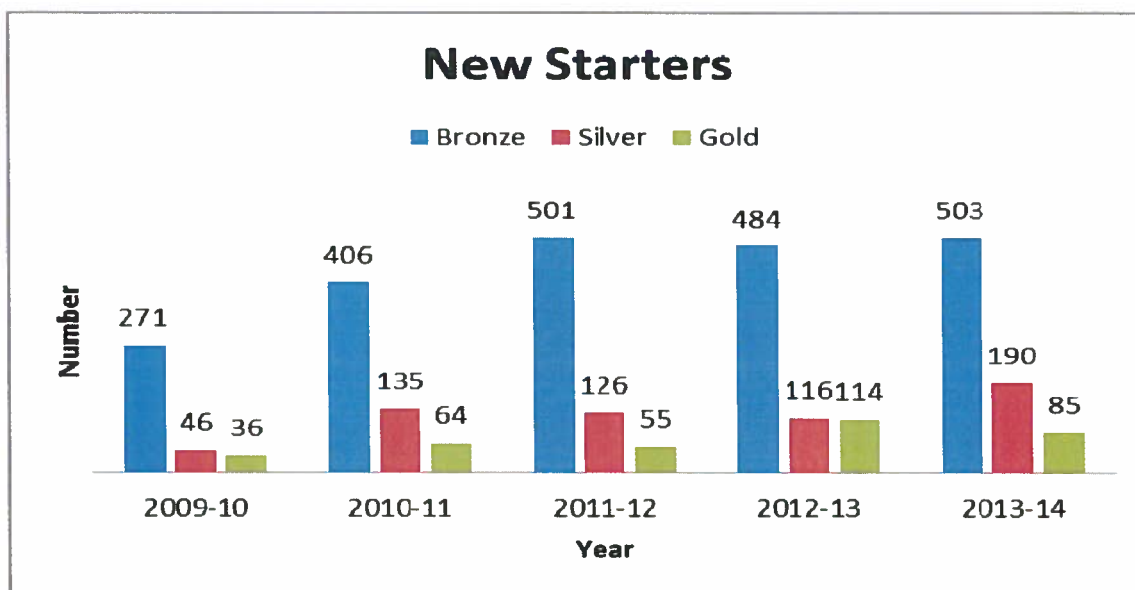


## Appendix 1

The following refer to Highland Council as the DofE Operating Authority.

Our grateful thanks to the DofE Scottish Office for the raw data provided to us on 8<sup>th</sup> October 2014.

### New Starters/Active Participants



**Table of New Starters/Active Participants**

	New Starters				Active Participants			
	Bronze	Silver	Gold	Totals	Bronze	Silver	Gold	Totals
School/Learning Community	455	171	71	697	778	247	128	1153
College	0	0	1	1	0	0	1	1
Employment Training Scheme	0	0	0	0	0	0	12	12
Open DofE Group	0	16	13	29	10	20	14	44
Voluntary and Community Organisation	0	0	0	0	4	0	0	4
Youth Centre/Club	48	3	0	51	70	10	2	82
Other	0	0	0	0	0	0	0	0
<b>Totals 2013-14</b>	<b>503</b>	<b>190</b>	<b>85</b>	<b>778</b>	<b>84</b>	<b>30</b>	<b>29</b>	<b>1296</b>
2012-13	484	116	114	714	-	-	-	-
2011-12	501	126	55	682	-	-	-	-
2010-11	406	135	64	605	-	-	-	-
2009-10	271	46	36	353	-	-	-	-

## Awards Achieved

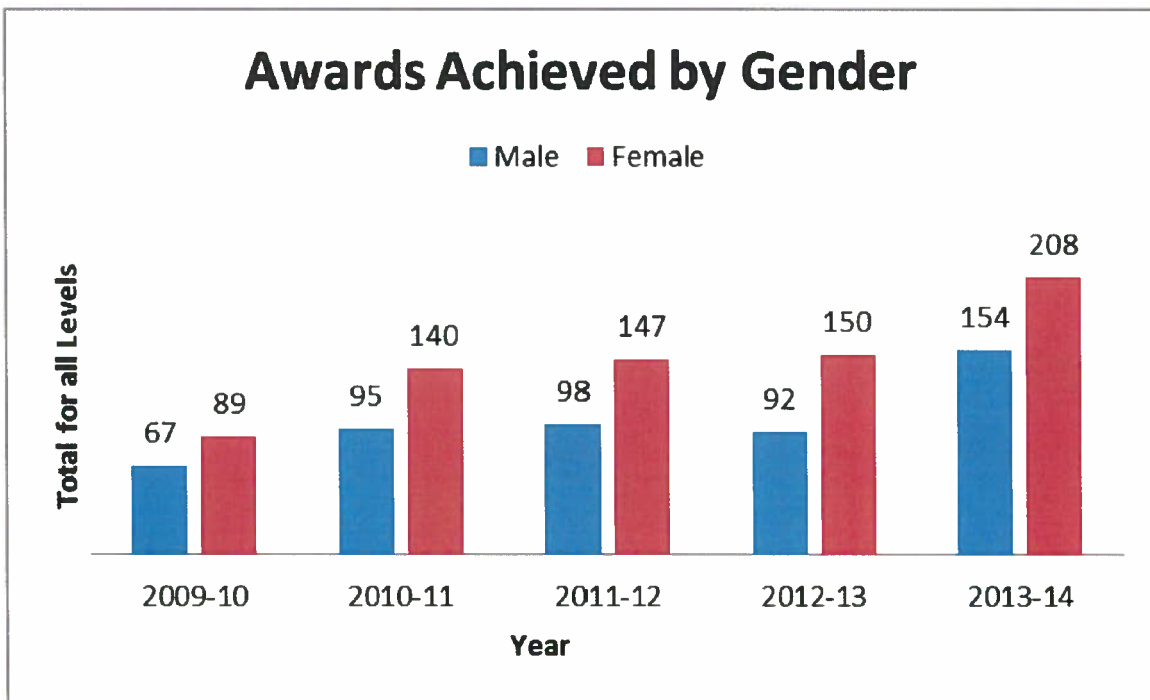
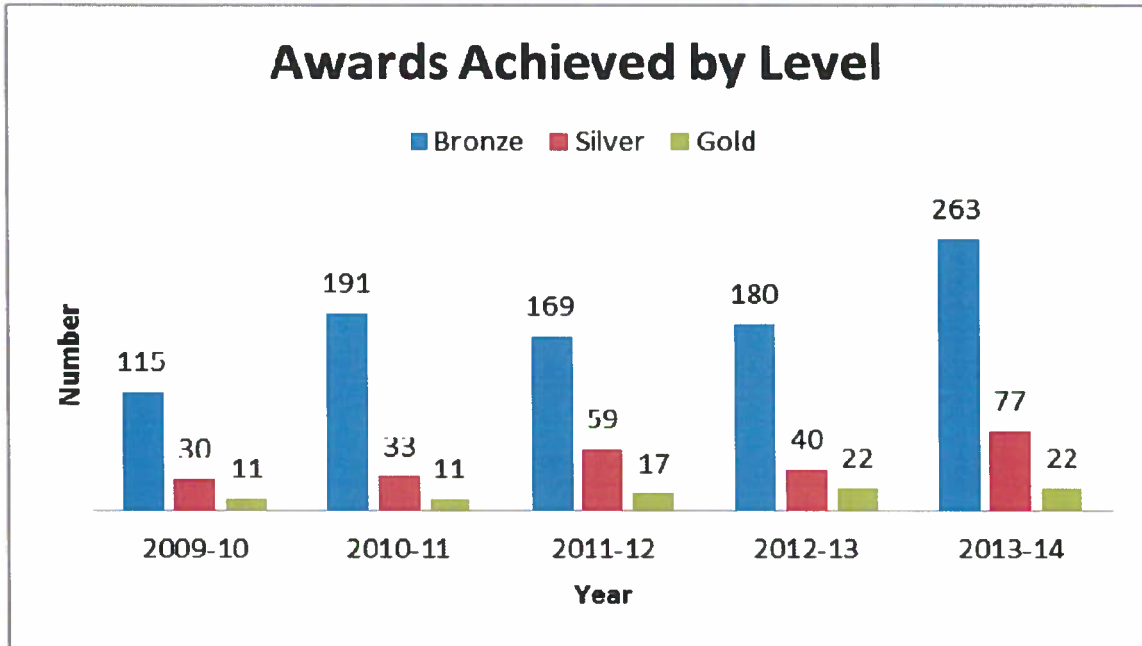


Table:-

## Table of Awards Achieved

	Bronze			Silver			Gold			All
	Male	Female	Total	Male	Female	Total	Male	Female	Total	
Secondary School	88	130	218	24	32	56	8	8	16	290
College	0	0	0	0	0	0	0	0	0	0
Employment Training Scheme	0	0	0	0	0	0	0	0	0	0
Open DofE Group	10	11	21	6	8	14	1	2	3	38
Voluntary and Community Organisation	1	0	1	0	0	0	0	0	0	1
Youth Centre/Club	13	10	23	2	5	7	1	0	1	31
Other	0	0	0	0	0	0	0	2	2	2
<b>Totals 2013-14</b>	<b>112</b>	<b>151</b>	<b>263</b>	<b>32</b>	<b>45</b>	<b>77</b>	<b>10</b>	<b>12</b>	<b>22</b>	<b>362</b>
2012-13	69	111	180	13	27	40	10	12	22	242
2011-12	63	106	169	27	32	59	8	9	17	245
2010-11	86	105	191	5	28	33	4	7	11	235
2009-10	47	68	115	17	13	30	3	8	11	156

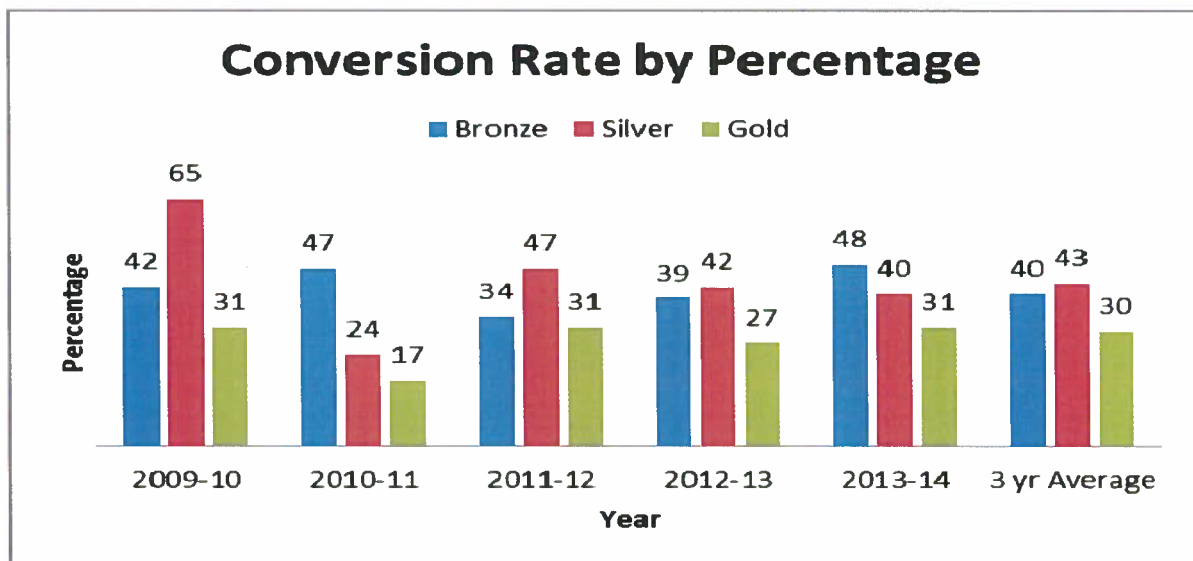
## Number of DofE Centres

DofE Centre by type	Number of groups			
	2013-14	2012-13	2011-12	2010-11
School/Learning Community	25	24	22	21
Business		1	1	1
College	1	1		
Employment Training Scheme	1	1	1	
Open DofE Group	2	3	4	3
Voluntary and Community Organisation	1	1	1	
Youth Centre/Club	2	4	3	4
Other	1	1	1	3
<b>Totals</b>	<b>33</b>	<b>36</b>	<b>33</b>	<b>32</b>

**A fuller breakdown of the statistics by DofE Group follows:**

DofE Group	New Starters			Active Participants			Awards Achieved		
	Bronze	Silver	Gold	Bronze	Silver	Gold	Bronze	Silver	Gold
Ardnamurchan High School	0	0	0	19	0	0	5	0	0
Caol Youth Club	10	3	0	13	3	0	12	6	0
Charleston Academy	28	1	0	28	22	0	5	0	0
Culloden Academy	43	0	0	43	0	0	0	0	0
Crown	0	0	0	0	0	0	0	0	2
Dingwall Academy	0	1	1	0	8	1	3	4	0
Dornoch Academy	61	0	22	102	0	40	1	0	2
Farr High School	0	0	0	8	3	0	0	0	0
Fortrose Academy	29	19	1	55	24	1	21	1	0
Gairloch High School	12	7	6	32	14	11	11	8	1
Golspie High School	0	0	0	15	0	1	6	0	0
Grantown Grammar School	0	13	5	16	13	6	14	1	0
Great Glen	38	0	0	38	0	0	11	1	1
Invergordon Academy	11	0	0	11	0	0	12	0	1
Inverness College	0	0	0	0	0	1	0	0	0
Inverness High School	0	5	0	12	8	0	7	0	0
Inverness Open Group	0	16	5	10	20	6	13	11	3
Inverness Royal Academy	55	27	7	101	41	19	34	18	10
Kingussie High School	6	7	12	6	8	12	0	0	0
Kinlochbervie High School	6	0	0	20	0	0	1	0	0
Kinlochleven High School	22	1	1	49	11	5	8	6	0
Mallaig DofE Group	0	0	0	19	7	2	0	0	0
Millburn Academy	50	34	8	58	36	13	24	14	1
Nairn Academy	0	0	0	24	0	0	13	0	1
Nansen Highland	0	0	0	4	0	0	1	0	0
Northern Constabulary	0	0	0	0	0	12	0	0	0

DofE Group	New Starters			Active Participants			Awards Achieved		
	Bronze	Silver	Gold	Bronze	Silver	Gold	Bronze	Silver	Gold
Plockton High School	18	0	0	18	0	0	7	0	0
Portree High School	6	0	1	9	0	3	0	0	0
Tain Royal Academy	0	2	0	1	2	0	3	0	0
Thurso High School	0	11	0	11	13	0	15	0	0
Ullapool High School	40	21	6	62	22	6	25	4	0
Wick High School	68	22	1	78	22	10	3	0	0
Wick Open DofE Group	0	0	8	0	0	8	8	3	0



## **APPENDIX 2**

### **DUKE OF EDINBURGH'S AWARD – HIGHLAND AWARD PROJECT**

**Annual Report and Accounts for the year ended 31 March 2014.**

Scottish Charity Number **SC022420**

#### **Current Members of the Management Committee**

Chair: Mr William Walker, 52 Miers Avenue, Inverness, IV2 3SB.

Honorary Treasurer: Mr John Fraser, CA, Mackenzie Kerr CA, 19 Culduthel Road, Inverness, IV2 4AA.

Mr Barry Fisher, Director– Scotland, Duke of Edinburgh's Award, Edinburgh (ex-officio)

Mr Jim Anderson.

Cllr Jaci Douglas, of the Highland Council, representing the Board of Highlife Highland.

Cllr Michael Green, representing the Highland Council.

Duncan Maclennan, of British Telecom (to December 2013).

Cllr Drew Millar, representing the Highland Council.

David Morton.

Simon Smith, of the Boys Brigade (to January 2014).

#### **Advisors to the Committee**

Mr Pablo Mascarenhas – High Life Highland.

Mr Mike Jones – High Life Highland.

Mrs Rebecca Raynes - Duke of Edinburgh's Award.

Mr Douglas Wilby – High Life Highland.

#### **Contact address**

52 Miers Avenue, Inverness, IV2 3SB

#### **Recruitment and appointment of Members of the Management Committee**

Members of the Management Committee are appointed or re-appointed at the Annual General Meeting which is held in June each year.

#### **Governing document**

The Association is a charitable unincorporated association and the purposes and administration arrangements are set out in our constitution.

#### **Charitable purposes**

Our purposes, as recorded in our Constitution, dated June 2007, are:

1. Promoting the use of the Duke of Edinburgh's Award to adult leaders in Youthwork situations, e.g. schools, youth clubs/organizations and industry,
2. Identification of new volunteer leaders through community contacts and assisting them in starting new groups or linking with new groups using the community network system where appropriate,
3. Provision of training for adults in group leadership, instruction and assessment
4. Establishment of close working relations with the Community Education Award Officer, area teams and local advisory committees
5. Promoting the idea of access to the Award via the Community Network system and arrangement of initial meetings with young people to take part on this basis
6. Taking the lead role in pre-scheduling of conference calls at agreed times and initiation/co-ordination of publicity and promotion of the Community Network system.
7. Arranging the supply of all necessary support materials such as Award and Expedition Handbooks and Record Books
8. Research of local contacts and resources.

### **Mission Statement**

To continue to develop and increase the awareness of the Duke of Edinburgh's Award in the area of the Highland Council, thereby increasing the number of young people who can participate and achieve their awards.

### **Activities and achievements**

The objectives of the Development Plan for 2013/14 were as follows:

- To continue and develop the objects of the Highland Award Project within the context of the Constitution.
- To continue to consider the membership of the Highland Award Project.
- To continue and develop action for fund-raising.
- To continue and develop action for disbursement of funds.
- To support the Highland Council/High Life Highland and other DofE operating authorities working within the Highland area.
- To promote the aims and objectives of DofE locally.
- To ensure the continuity of funds for future years.

It was with sadness that the Management Committee lost the membership of Simon Smith, Development Officer for the Boys Brigade, with his untimely death in January, 2014.

Additionally, due to his changing role within British Telecom, Duncan MacLennan stood down from the Committee in December, 2013.

As last year, HAP contributed to support DofE volunteers for training; in addition it also provided grants for new DofE Groups set up in the Highland Council Area.

### **Trustee remuneration and expenses**

The Members of the Management Committee did not receive any remuneration or expenses during the year.

### **Reserves**

At the end of the year, the Project had a deficit of £577 of income over expenditure. With funds from previous years, the accumulated funds at 31st March 2014 were £7,887.

Annual Report and Accounts approved by Members of the Management Committee at its Annual General Meeting on 16<sup>th</sup> June 2014, and signed on their behalf.

William Walker

Chair

Date: 16<sup>th</sup> June, 2014

**DUKE OF EDINBURGH'S AWARD  
HIGHLAND AWARD PROJECT**

**STATEMENT OF ACCOUNTS  
For the year to 31 March 2014**

	<b>Year to 31 March 2014</b>	<b>Year to 31 March 2013</b>
	<b>£</b>	<b>£</b>
<b>INCOME</b>		
Interest Received	-	-
<b>Total Income</b>	-	-
<b>EXPENDITURE</b>		
Start-up Grants	400	600
Handbooks/Expedition Guides	-	800
Training and Travel	149	608
Achievement Packs	28	120
Sundries	-	9
<b>Total Expenditure</b>	577	2,137
<b>Surplus (Deficit) for the Year</b>	(577)	(2,137)

**BALANCE SHEET  
As at 31 March 2014**

	<b>31 March 2014</b>	<b>31 March 2013</b>
	<b>£</b>	<b>£</b>
<b>ASSETS</b>		
As at 31 March 2013	8,464	10,601
Surplus (Deficit) for year	(577)	(2,137)
As at 31 March 2014	7,887	8,464
<b>Financed by:</b>		
Bank of Scotland Treasurers A/C	7,936	8,464
Less: Creditors	(49)	-
	7,887	8,464

John Fraser

Treasurer  
Date: 16<sup>th</sup> June, 2014

William Walker

Chair  
Date: 16<sup>th</sup> June, 2014



## DUKE OF EDINBURGH'S AWARD HIGHLAND AWARD PROJECT

### **Independent Examiner's Report to the Management Committee Members of Duke of Edinburgh's Award – Highland Award Project**

**Scottish Charity Number SC022420.**

**Accounts of the Charity for the period 1 April 2013 to 31 March 2014**

#### **Respective responsibilities of members and examiner**

The members of the Management Committee are responsible for the preparation of the accounts in accordance with the terms of the Charities and Trustee Investment (Scotland) 2005 Act and the Charities Accounts (Scotland) Regulations 2006. The members of the Management Committee consider that the audit requirement of Regulation 10(1) (a) to (c) of the Accounts Regulations does not apply. It is my responsibility to examine the accounts as required under section 44(1) (c) of the Act and to state whether particular matters have come to my attention.

#### **Basis of independent examiner's statement**

My examination is carried out in accordance with Regulation 11 of the Charities Accounts (Scotland) Regulations 2006. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts and seeks explanations from the trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and, consequently, I do not express an audit opinion on the accounts.

#### **Independent examiner's statement**

In the course of my examination, no matter has come to my attention

1. which gives me reasonable cause to believe that in any material respect the requirements:
  - to keep accounting records in accordance with section 44(1) (a) of the 2005 Act and Regulation 4 of the 2006 Accounts Regulations, and
  - to prepare accounts which accord with the accounting records and comply with Regulation 9 of the 2006 Accounts Regulations,have not been met, or
2. to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached

Signed

Donald Matheson

Non-practicing member of the Institute of Chartered Accountants of Scotland  
8 Leys Drive,  
Inverness IV2 3JB  
Date: 21<sup>st</sup> August, 2014