

# Hands on guide to...

## What training and support is available for Youthpass?

Léargas implements a training plan each year offering a range of training and support opportunities for Youth In Action both at national and European level – to register for updates on these activities go to [www.leargas.ie/youthinaction](http://www.leargas.ie/youthinaction)

European SALTO Centres (Support for Advanced Learning and Training Opportunities) also offer a large number of supported training activities and resources.

Go to [www.salto-youth.net](http://www.salto-youth.net)

The Youthpass website is available to help you. It has a Guide to Youthpass available for you to download and tutorials on how to generate Youthpass Certificates. Go to

[www.youthpass.eu](http://www.youthpass.eu)

## Brief description of Léargas:

Léargas is the National Agency of the Youth in Action Programme in Ireland, and is responsible for supporting, assessing and funding applications received from organisations. There are equivalent agencies in all Youth In Action programme and participating countries, who can assist your partners in developing Youth in Action projects.

## And Finally...

Youthpass:

- Documents the added value of a “Youth in Action” project.
- Visualises and supports active European citizenship of young people and youth workers.
- Is a Europe-wide validation instrument for non-formal learning in the youth field. Available in many languages.
- Contributes to strengthening the social recognition of youth work.
- Makes visible and validating key competences through a certificate.
- Aims at supporting the employability of young people and youth workers.

## HANDS ON GUIDE

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# Youthpass

### What is Youthpass?

Youthpass is a tool to help to recognize the value and learning gained by participating in the Youth In Action Programme. In each Youth In Action project, participants and young people commit to valuable and significant projects, engaging in activities where they gain a range of skills and knowledge;

- language
- communication
- project management
- intercultural learning
- interpersonal skills.

The European Commission has developed Youthpass as part of its strategy to value the **recognition of non-formal learning**.

Youthpass is both a **process and a product** – as a process it aims to support the learning of young people and participants in Youth in Action projects through measured and reflective learning. Simply put, this means supporting participants in tracking and describing what they have done in their project and helping them to map this learning to a set of competences.

As a product Youthpass is a certificate issued to individual participants of Youth In Action projects. It is filled in by participants so the information contained in it is directly linked to their experience.

### Who is Youthpass for?

All projects which received Youth in Action Funding for:

- Youth Exchanges
- Youth Initiatives
- European Voluntary Service
- Training Courses

These projects are required to offer a Youthpass to their participants, and need to plan how they will support this in their project, should participants wish to receive a Youthpass.

So, a Youthpass can be issued to young people, volunteers and youth workers depending on the type of project you plan.

### How can I build Youthpass into my project?

Youthpass can and should be built into the normal work of running a project. As in any project, establishing clear and achievable learning objectives at the start of the process is essential. Many projects keep group video diaries, individual young people keep diaries, groups build reflection sessions, using varied and creative methods to express feelings and realisations during projects. For the Youthpass process the trick is to develop ways in the project to identify and collect these moments with the participants.

Creating a Youthpass Certificate online should be done by participants with a support person/ youth worker. This is a supported process to describe what they have done in their project and the competences they have acquired.

### How do I generate Youthpass certificates online?

Generating the certificates is the last stage in Youthpass process. You should collect all of the information you need on the project and participants before you start this and check it is accurate as it will appear on the certificate:

To generate Youthpass Certificates go to:

[www.youthpass.eu](http://www.youthpass.eu)

1. **Set up your account** on the website – or if you have it already – sign in.
2. Enter **project details** of your approved Youth in Action Project. (ie reference no.)
3. Enter the **details** of the **participants** in your approved Youth in Action Project.
4. **Validate your Certificate** providing place and date of signature as well as the full names of the representatives of your organisation signing the Certificates.
5. **Generate Certificates** - The Certificates are generated as an Adobe reader .pdf file and will print in colour.
6. **Sign** printed certificates.