

Title	Manage the establishment or development of a new youth project or service		
Level	6	Credits	15

Purpose	People credited with this unit standard are able to: establish the need, opportunity, purpose, and kaupapa for a new youth project or service; design the new youth project or service; acquire resources to establish or develop the new youth project or service; identify legal requirements and standards for establishment or development of the new youth project or service, and design appropriate documentation and record keeping systems; and manage the new youth project or service.
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Classification	Social Services > Youth Development
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Available grade	Achieved
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Guidance Information

- 1 People awarded credit for this unit standard are able to implement Te Tiriti o Waitangi in youth work according to the authority and resources available to them, and are able to apply this competence to the context of assessment against this unit standard. For further clarification, refer to Unit 22246, *Implement Te Tiriti o Waitangi in youth work*.
- 2 Legislation relevant to this unit standard includes but is not limited to:
 - Crimes Act 1961;
 - Employment Relations Act 2000;
 - Health and Safety at Work Act 2015;
 - Human Rights Act 1993;
 - Official Information Act 1982;
 - Oranga Tamariki Act 1989 (Children's and Young People's Well-being Act 1989);
 - Privacy Act 1993.
- 3 References:
 - Ara Taiohi. (2011). *Code of Ethics for Youth Work in Aotearoa New Zealand* (2nd edition). Available at: <https://arataiohi.org.nz/career/code-of-ethics/history-of-the-code-of-ethics/>.
 - Ara Taiohi. (2019). *Mana Taiohi Principles*. Available at: <https://arataiohi.org.nz/resources/training-and-resources/mana-taiohi/>.
 - UN General Assembly. (1989) *Convention on the Rights of the Child*. Available at: <https://www.ohchr.org/en/professionalinterest/pages/crc.aspx>.

4 Definitions:

- *Alternative model of organisation* may include but is not limited to: charitable trust, cooperative, incorporated society, limited liability company, partnership, sole practitioner.
- *Characteristics and needs of youth* may be physical, spiritual, or mental. Characteristics include: age and stage of development, coping strategies, culture, disabilities, experience and knowledge, gender, health status, personal history, language, sexual orientation, socio-economic situation, risk and resiliency factors. Needs include physical comfort, safety, and privacy.
- *Community* may include but is not limited to: a community of interest, a community of locality, a cultural community, a youth culture, or a kin group. People awarded credit for this unit standard demonstrate competence in one context.
- *Concerns, issues, and needs* may include but is not limited to: abortion, contraception and pregnancy; alcohol and drug issues; alternative care; community issues; consumer rights; criminal justice; disabilities; economic development; education and training; employment; environmental issues; families and whānau; health care; housing and land; human rights; iwi development; legal issues; parenting; psychiatric care; sexuality; social security benefits; social policy; structures; sport and recreation; violence and abuse. The focus may be cultural, emotional, psychological, physical, spiritual, social, or political factors, or may be related to age, gender, or sexual orientation.
- *Key youth* include but are not limited to youth within a family or whānau, hapū, iwi, community, group, agency, or organisation who are involved in the establishment or development of a new youth project or service with the youth worker.
- *Youth* is used as a generic term to denote the people whose interests are to be met by the youth programme or project.
- *Youth worker* is used to denote the person seeking award of credit for this unit standard.

5 Assessment notes:

This unit standard may be assessed against evidence of demonstrated performance in the workplace, and through the use of simulated workplace situations that closely approximate the performance required in workplace settings. Workplace settings can include field placements.

People awarded credit for this unit standard are able to demonstrate a professional level of self-care that must include, but is not limited to: professional level of timeliness; regular and consistent access to and application of supervision requirements; clarity of role and boundaries; developed understanding and application of values and ethics congruent with those required of a youth worker.

People awarded credit for this unit standard demonstrate competence in at least one context with any combination of concerns, issues, and needs.

6 All communications are treated confidentially. The scope and limits of confidentiality are defined through negotiation and informed consent, and criteria established by legislation, ethical practice, and youth work agency guidelines. Sources of *criteria established by legislation, ethical practice, and youth work agency guidelines* may include but are not limited to: Official Information Act 1982, Privacy Act 1993, youth work agency codes of conduct, codes of practice issued by the Privacy

Commissioner, youth work codes of ethics, and youth work agency protocols, staff manuals, strategic plans. Relevant additional legislation and the *codes of conduct, and youth work agency guidelines* will be determined according to the context of assessment.

Outcomes and performance criteria

Outcome 1

Establish the need, opportunity, purpose, and kaupapa for a new youth project or service.

Performance criteria

- 1.1 Need or opportunities for a new youth project or service are identified in terms of relevant factors.
- Range relevant factors may include but are not limited to – gaps in service provision for youth; identified youth concerns, issues, and needs in the community.
- 1.2 Stakeholders in the establishment or development of the new youth project or service are identified in consultation with key youth in the community.
- 1.3 The need or opportunities for the new youth project or service and its purpose and kaupapa are confirmed in consultation with stakeholders.
- 1.4 The purpose and kaupapa for the new youth project or service are defined in terms of responsiveness to target groups.
- Range responsiveness to may include but is not limited to – concerns, issues, needs, rights, and values of target groups; target groups – groups or categories of youth for whom the project or service is proposed.

Outcome 2

Design the new youth project or service.

Performance criteria

- 2.1 The design of the new youth project or service is in accordance with the defined purpose and kaupapa.
- 2.2 Matters that impact on the design of the new youth project or service are identified.
- Range matters may include but are not limited to – strengths and limitations of one alternative model of organisation; industrial; legal; personnel; policy; resource implications; evidence is required of three matters impacting on design of the project or service.

2.3 The design for a new youth project or service is consistent with relevant factors.

Range relevant factors may include but are not limited to – matters impacting on design; identified need, opportunity; industrial; legal; personnel; policy; resource constraints; target groups; target groups may include but are not limited to – groups or categories of youth for whom the project or service is proposed.

Outcome 3

Acquire resources to establish or develop the new youth project or service.

Performance criteria

3.1 The resources required to establish or develop the new youth project or service are identified.

Range resources required will depend upon whether the project is new or the development of an existing youth project or service, and include but are not limited to – accommodation, financial, human, material.

3.2 Potential sources of resources are selected in terms of congruence with the design of the new youth project or service.

Range potential sources of resources may include but are not limited to – bequests; contracts for services; fees; fund raising; grants; payment on behalf of the Crown; sponsorship; voluntary donations; volunteers; leaders; evidence is required in relation to one potential source of resources.

3.3 Management strategies are directed towards acquiring resources according to the standards and criteria of the selected source(s).

Range management strategies may include but are not limited to – advocacy; developing, implementing, and monitoring strategies; evaluation of strategies; liaison; marketing; motivating; networking; negotiation; planning; provision of advice and information; supporting key youth or the project group; evidence is required of four, one of which must be supporting key youth or the project group.

Outcome 4

Identify legal requirements and standards for establishment or development of the new youth project or service, and design appropriate documentation and record keeping systems.

Performance criteria

4.1 Legal requirements and standards for establishment or development of the new youth project or service are identified.

Range legal requirements and standards may include but are not limited to – authorisation of the proposed name of the new youth work project or service; common seal; documentation; legal structure; legal requirements and standards of organisations providing resources or contracts; office holders; incorporation; evidence is required of two, one of which must be documentation.

4.2 Documentation and record keeping systems are designed and completed according to criteria established by legislation, ethical practice, youth work agency guidelines, and legal requirements and standards of organisations providing resources or contracts.

Outcome 5

Manage the new youth project or service.

Performance criteria

5.1 The new youth project or service is promoted to key people in the community.

Range promotion may include but is not limited to – key people are kept informed of progress; opportunities for key people to participate are provided; launch of the new youth work project or service; key people in the community may include but are not limited to – stakeholders, target groups, other social service agencies, resource providers, funders, contractors, the youth worker's own agency or organisation; evidence is required of two examples of promotion to key people.

5.2 Policies and procedures to manage funding and resources for the new youth project or service are implemented.

Range policies and procedures may include but are not limited to – accounting and audit procedures; accountability and monitoring procedures; budget management and supervision; review and reporting on financial management.

5.3 Policies and procedures to manage staffing for the new youth project or service are implemented.

Range policies and procedures may include but are not limited to – staff recruitment; staff selection and appointment; staff induction and training; staff supervision and management; staff – paid or unpaid; evidence is required of one policy or procedure.

5.4 Policies and procedures to manage service delivery in the new youth project or service are implemented.

Range policies and procedures may include but are not limited to – quality management, risk management, accountability to funders, legal requirements;
evidence is required of one policy or procedure.

5.5 Policies and procedures to evaluate the new youth project or service are implemented.

Range policies and procedures may include but are not limited to – questionnaire surveys, interviews, focus groups, observation;
evidence is required of one evaluation policy or procedure.

Planned review date	31 December 2024
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Status information and last date for assessment for superseded versions

Process	Version	Date	Last Date for Assessment
Registration	1	30 August 1999	31 December 2021
Revision	2	15 December 2000	31 December 2021
Revision	3	20 March 2003	31 December 2021
Review	4	26 November 2007	31 December 2021
Review	5	28 May 2020	N/A

Consent and Moderation Requirements (CMR) reference	0024
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This CMR can be accessed at <https://www.nzqa.govt.nz/framework/search/index.do>.

Comments on this unit standard

Please contact Careerforce info@careerforce.org.nz if you wish to suggest changes to the content of this unit standard.