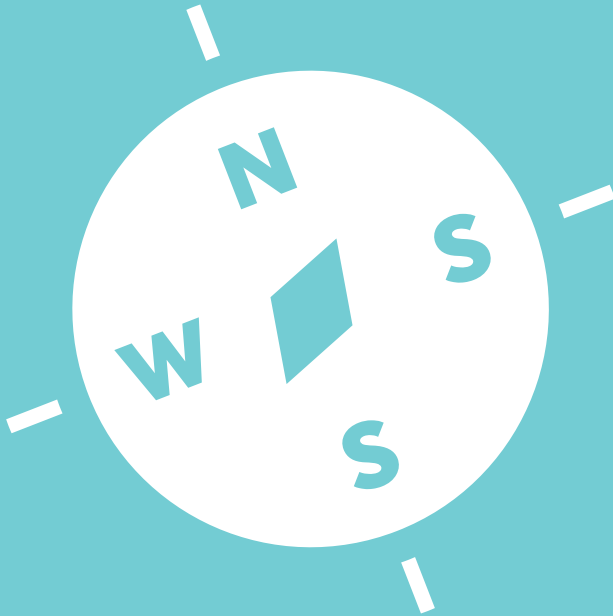


# Youth Ambassador Skills Passport



Name:

Year group:

In-School Coordinator:

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**Next Steps  
South West**

 Part of the  
**National Collaborative  
Outreach Programme**

# Working Together

Welcome to your new role as a Youth Ambassador (YA) with Next Steps South West (NSSW).

This booklet is designed to help you recognise and record the skills you build, and the experience you gain along the way. This information will come in handy when you make an application to a university, college or employer one day. Whichever path you choose, together we'll make sure you're future-proof!

As well as showcasing your personal development, this booklet will allow our Evaluation Team to gather evidence about the impact of NSSW projects on students. We do this to ensure our events and activities are beneficial to you. To monitor this activity we will keep a copy of your YA Skills Passport (including pre and post surveys), but don't worry, you'll remain completely anonymous.

**Please tick to confirm that you have read and understand the information above relating to the use of your passport by the Next Steps South West Evaluation Team:**

**YES**

**NO**

# Your Role

Being a YA, you will get involved in many different working situations, each with their own responsibilities and tasks.

The key skills you will develop will include:

**Independence**

**Teamwork**

**Flexibility**

**Resilience and Motivation**

**Time-management**

**Communication and  
Interpersonal Skills**

**Computing and Technology  
Skills**

**Organisation and Planning**

**Leadership**

**Presentation Skills**

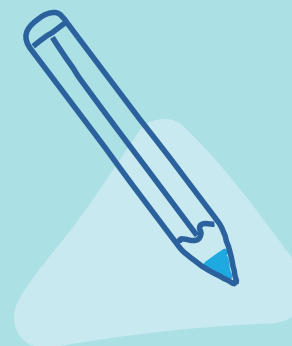
As a YA you'll gain experience in five key areas. Read through the table below to see what activities you can get involved in.

	<b>YA main responsibility To be...</b>	<b>Main transferable skills developed</b>
<b>1</b>	<b>an aspirational role model</b> <ul style="list-style-type: none"> <li>• Has characteristics to look up to</li> <li>• Appreciates own achievements</li> <li>• Inspires others to strive forward</li> <li>• Transfers skills and enthusiasm</li> <li>• Focuses on own personal development</li> </ul>	<ul style="list-style-type: none"> <li>• Leadership</li> <li>• Resilience and Motivation</li> <li>• Communication and Interpersonal Skills</li> </ul>
<b>2</b>	<b>a promoter of NSSW events and activities</b> <ul style="list-style-type: none"> <li>• Representative for NSSW</li> <li>• Delivers peer-to-peer knowledge and skills sharing</li> <li>• Information provider</li> <li>• Meets with other target students</li> <li>• Helps with NSSW info area</li> </ul>	<ul style="list-style-type: none"> <li>• Communication and Interpersonal Skills</li> <li>• Independence</li> <li>• Time-management</li> </ul>
<b>3</b>	<b>a presenter</b> <ul style="list-style-type: none"> <li>• Gives/assists assemblies</li> <li>• Speaks at public events</li> <li>• Demonstrates opportunities and materials</li> <li>• Takes part in group discussions and workshops</li> <li>• Attends NSSW Showcase events</li> </ul>	<ul style="list-style-type: none"> <li>• Presentation Skills</li> <li>• Communication and Interpersonal Skills</li> <li>• Organisation and Planning</li> </ul>
<b>4</b>	<b>a community ambassador</b> <ul style="list-style-type: none"> <li>• Assists the ISC</li> <li>• 'Here to help' involvement</li> <li>• Supports at evening events e.g. Parents Evenings</li> <li>• Joins external trips</li> <li>• Helps train other YAs</li> </ul>	<ul style="list-style-type: none"> <li>• Teamwork</li> <li>• Flexibility</li> <li>• Communication and Interpersonal Skills</li> </ul>
<b>5</b>	<b>a helper of operations</b> <ul style="list-style-type: none"> <li>• Runner</li> <li>• Printing support</li> <li>• Preparation of materials</li> <li>• Hands outs materials</li> <li>• Locates answers or information</li> </ul>	<ul style="list-style-type: none"> <li>• Teamwork</li> <li>• Computing and Technology Skills</li> <li>• Organisation and Planning</li> </ul>

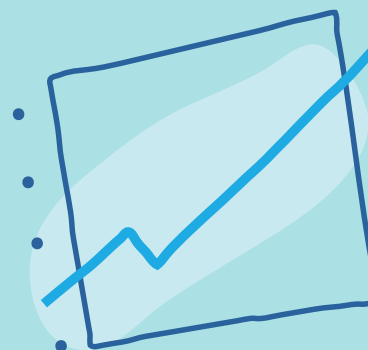
## How to Log Your Experience

On the following pages you will see each YA responsibility described in more detail, alongside some writing space for you to fill-in. Please use these blank sections to document your experiences, any tasks you have accomplished, and learning you will carry forward as a result.

If you would like, you can request additional passport pages, which will allow you to continue writing about your transferable skills - so you have all the information you need in one accessible place. Email [nextstepssw@plymouth.ac.uk](mailto:nextstepssw@plymouth.ac.uk) to request your additional pages.



Additionally, why not explore your career options online at [nextstepssw.ac.uk/plan-your-future/find-your-career/](https://nextstepssw.ac.uk/plan-your-future/find-your-career/) or visit [careerpilot.com](https://careerpilot.com), where you can also identify and evidence your transferable skills using the Skills Map feature.



# Skills Reflection Survey - Beginning

Before you start your role as a YA we would like you to reflect on your confidence, when considering a range of skills.

This is an opportunity for you to make a note of how confident you feel now, and to later reflect on whether your confidence in these areas has grown as a result of being a YA.

There are no right or wrong answers to this survey – it is a chance for you to think about how you feel in these areas.

## Part One: Confidence

Please score a number between 1-10 to show how confident you feel in these different skills (1 = not at all confident, 10 = very confident).

	1	2	3	4	5	6	7	8	9	10
Independence	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Teamwork	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Flexibility	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Resilience & Motivation	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Time-management	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Communication & Interpersonal Skills	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Computing & Technology Skills	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Organisation & Planning	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Leadership	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Presentation Skills	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

## Part Two: Opportunities and Experience

1. What do you hope to gain from being a YA?

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2. How much do you agree with the following statements?

	Strongly agree	Agree	Unsure	Disagree	Strongly disagree
I am confident as an aspirational role model for NSSW.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I am able to promote NSSW events and talk to other students about activities.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I have the opportunity to present information to different groups of people, including students, teachers, and the public.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I am confident acting as an ambassador for NSSW in my school/college and wider community.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I have experience of assisting a teacher in organising events, and working with them as a team to support NSSW activities.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

# 1. Being a Role Model

Never underestimate the impact your own words, actions and attitudes have on other people.

Being a role model doesn't mean you have to be perfect or be in a senior position. Some of the best role models are admired for setting a positive example, and showing fairness to others.

Part of being a role model is relating to people with kindness, compassion and understanding. If you aspire to respect others, they will respect you and what you have to tell them.

**DEMONSTRATE CHARACTERISTICS  
TO LOOK UP TO**

**APPRECIATE YOUR ACHIEVEMENTS**

**INSPIRE OTHERS TO  
STRIVE FOWARD**

**FOCUS ON YOUR OWN  
PERSONAL IMPROVEMENT**

**TRANSFER SKILLS/ABILITIES  
& ENTHUSIASM**

My experiences...

1

2

3

**ISC notes:**

## 2. Promoting Events & Activities

Acting as a promoter requires strong communication skills, attention to detail and a positive attitude. As a YA you will help us market a range of student activities and free resources, improving awareness of local opportunities.

Remember, it's important to think about your audience. How can you tailor the information you provide to suit them? What type of communication will engage them best? If you're a creative thinker who knows how to motivate others, you'll make a great promoter.

**BE A POSITIVE REPRESENTATIVE FOR NSSW**

**DELIVER PEER-TO-PEER KNOWLEDGE & SKILLS SHARING**

**PROVIDE INFORMATION**

**MEET WITH OTHER TARGET STUDENTS**

**HELP WITH THE NSSW INFO AREA**

My experiences...

1

2

3

**ISC notes:**

# 3. Presenting

One of the most important tasks in all working situations is to present ideas clearly and effectively.

Being able to communicate in different speaking situations, such as talking to a group or briefing an individual is part of being a successful presenter. Irrespective of what the situation is, planning what you want to say and how you will say it will help you to be clear and focused.

To capture an audience's attention and gain their trust, try to teach them something new!

**ASSIST IN ASSEMBLIES**

**SPEAK AT PUBLIC EVENTS**

**EXPLAIN OPPORTUNITIES  
& MATERIALS**

**TAKE PART IN GROUP  
DISCUSSIONS & WORKSHOPS**

**VOLUNTEER FOR  
NSSW EVENTS**

My experiences...

1

2

3

**ISC notes:**

# 4. Building Community & Teamwork

Teamwork is essential to achieving more.

Think about a football team working together to set up the perfect shot. Every team member has a role to play in accomplishing tasks on the job. Although the striker made the winning kick, the kick was made possible by everyone else's planning, skill and cooperation to get the ball to that player.

We often rely on people to help us as we cannot do all things alone. Participating together in a community gives us courage to do more and fulfil our goals.

**ASSIST THE IN-SCHOOL COORDINATOR**

**'HERE TO HELP' INVOLVEMENT**

**SUPPORT AT EVENING EVENTS  
E.G. PARENTS EVENINGS**

**JOIN EXTERNAL TRIPS**

**HELP TRAIN OTHER YAs**

My experiences...

1

2

3

**ISC notes:**



# 5. Help & Assistance

Helping and assisting can be hard work but also lots of fun, especially if it draws on some of your main skills and passions.

Getting involved can bring enjoyment and satisfaction, but will also be beneficial in gaining new knowledge, meeting new people, and enhancing career prospects. Helping and assisting takes little effort but can make a big difference to others and yourself.

**UPDATING  
NOTICEBOARDS**

**PRINTING SUPPORT**

**PREPARATION OF  
MATERIALS**

**RECORD KEEPING**

**LOCATING ANSWERS  
OR INFORMATION**

My experiences...

1

2

3

**ISC notes:**

# Skills Reflection Survey - End

Now you have come to the end of your role as a YA we would like you to reflect on your confidence in the different skills we hope you have developed during this experience.

As with the first survey, there are no right or wrong answers – it is a chance for you to think about how you feel in these areas.

## Part One: Confidence

Please score a number between 1-10 to show how confident you feel in these different skills (1 = not at all confident, 10 = very confident).

	1	2	3	4	5	6	7	8	9	10
Independence	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Teamwork	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Flexibility	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Resilience & Motivation	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Time-management	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Communication & Interpersonal Skills	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Computing & Technology Skills	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Organisation & Planning	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Leadership	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Presentation Skills	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

## Part Two: Opportunities and Experience

1. What do you feel you have gained from being a Youth Ambassador?

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2. How much do you agree with the following statements?

	Strongly agree	Agree	Unsure	Disagree	Strongly disagree
I am confident as an aspirational role model for NSSW.					
I am able to promote NSSW events and talk to other students about activities.					
I have the opportunity to present information to different groups of people, including students, teachers, and the public.					
I am confident acting as an ambassador for NSSW in my school/college and wider community.					
I have experience of assisting a teacher in organising events, and working with them as a team to support NSSW activities.					
Being a YA has helped me to identify different skills that will help me with future course and job applications.					
As a result of my YA role, I feel more confident about applying for a higher education course in the future.					

3. How likely are you to apply for a eigher education course? (circle one)

Very likely    Fairly likely    Not very likely    Not likely    Unsure

4. Please provide a reason for your answer to question 3.

(e.g. fairly likely to apply because I want to pursue a career in...)

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# ISC Summary:

(Please leave this space blank for your In-School Coordinator to complete at the end.)

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## GET IN TOUCH

Building these skills as a YA has multiple benefits; they are your springboard for learning success, stepping stones to employment, and foundations of better health and well-being. Continue building your skills now and into your next adventure.



[nextstepssw.ac.uk](https://nextstepssw.ac.uk)



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@NextStepsSW #WeAreNCOP