

Validation of youth worker's competences by NAPOR

About NAPOR validation mechanism

The mechanism was created in 2011 and revised in 2015. Since 2011, 49 persons passed through it, of which 31 validated for having competences of youth workers and 18 validated for competences of youth leaders. The certificate was issued by NAPOR and recognised by the Ministry of Youth and Sports.

Validation of previously gained competences in youth work was intended for persons who implement youth work in practice and continuously work on self-improvement but have no comprehensive formal or non-formal education in youth work. For those practitioners, it was possible to prove the competences that they gained through experience and different training courses in front of board of experts, in order to gain certificate for one of 2 vocational levels (youth leader or youth worker).

Validation procedure step by step

1. Application form

The first step is to fill in the application form available at www.napor.net. If you have difficulty downloading the application form, please contact us via e-mail: validation@napor.net In the application form you indicate which profession you would like to validate your competences (youth leader or youth worker), provide your personal information as well as what deadline you choose.

2. Payment of validation fee *NOTE: Since 2011 every process was free of charge as NAPOR fundraised the money needed for implementation of the process

- a) On the basis of the application form, information about the payment for the validation costs reimbursement, which you pay based on the instructions received, is sent to you. Validation costs are divided into 3 installments.
- b) The first installment covers the administrative costs of running the validation process, the mentoring costs of completing the portfolio, and the estimates. The second installment covers the cost of mentoring when writing an essay and evaluating it.
- c) The third installment covers the administrative costs of certification, as well as the costs of the oral examination and practical work committee
- d) With the exception of the first payment, which is a prerequisite for starting the validation process, each subsequent payment is made after the successfully completed previous validation phase. If you do not successfully complete one of the validation phases within the first deadline, you will have to make a payment again in the next phase that you have not completed. In

the next period you will be acknowledged the previously successfully completed validation stages.

3. Getting info packs and portfolios

Upon payment, you receive an info pack and a portfolio of occupations for which you want to validate previously acquired competencies.

4. Assigning a mentor-accreditor

Bearing in mind that the validation process is also an educational process, you are assigned a mentor who will mentor you during the validation process. All further communication during the validation process takes place between you and your mentor.

5. Completing the portfolio

With the help of a mentor, you complete a portfolio in which you define your competencies in relation to the chosen occupational standard. The main role of the mentor is to guide you through the process of defining your competencies, that is, providing evidence of your professional training and experience. This phase of validation is of an educational character, not an evaluative one.

6. Evaluating the portfolio

Completed portfolio you have to send to your mentor for analysis and evaluation. A mentor at this stage can make three decisions:

- 1) If the mentor evaluates that you meet the criteria, it gives you the pass for the next validation phase.
- 2) If the mentor evaluates that you have the required competencies but have not defined them well enough in the portfolio, your portfolio will be returned to you for improvement.
- 3) If a portfolio mentor finds you do not meet the criteria, you are not given the pass for the next validation phase.

7. Essay

From your portfolio, the mentor gains insight into your competencies, and based on that defines the topic of the essay as well as the possible literature that may be helpful. During the writing of your essay, your mentor is at your disposal for the help and consultation if needed. The essay is written in a volume of 1500 - 2000 words and is submitted within the defined deadline. The mentor evaluates your essay with the following outcomes;

- 1) The essay receives a passing grade whereby you gain possibility for the next validation phase.
- 2) The essay does not meet the criteria, whereby you are given the opportunity to refine the essay according to the mentor's comments and resubmit. If you do not meet the criteria even after completing the essay, then you are closed for further

validation process within this deadline. You can continue to submit your essay in the next period, which you will be notified by your mentor.

8. Assessment day

Assessment day is the last stage of your validation process, which is conducted in front of a committee of 3 members.

Assessment day consists of three parts:

1. Interview

The interview is intended to evaluate and test the evidence for the listed competencies in the portfolio. Through the interview, assessment of certain theoretical knowledge, knowledge and understanding of the code of ethics, values, as well as your experience in dealing with certain pedagogical situations, etc. is conducted.

2. Practical work

Practical work is used to evaluate the practical skills and competencies that are specified in the portfolio and that are defined by the occupational standard. Together with your mentor, you choose a workshop/training theme based on which you prepare a 45 minute session plan. During the preparation you will receive basic information about the group of young people you will work with (eg age, other group specificities). You will carry out the practical work in the presence of the commission.

3. Final interview

After completing the practical work, you go through the final interview. At the final interview, the committee has the opportunity to ask additional questions, but also to provide feedback on the assessed competencies in youth work.

Upon completion of the final interview, the committee makes the final decision on the outcome of the validation process, whereby two decisions can be made:

1) The Commission decides that you have met the level of required competencies defined by the occupational standard for which you applied, and you are issued a certificate of validated competencies by NAPOR;

2) The Commission decides that you have not met the level of required competencies defined by the occupational standard for which you have applied, and directs you to the next validation deadline to be notified by your mentor;

3) If you have applied for the process of validating the competencies for a youth worker (Level 2), the decision of the committee may be that you have not satisfied the level of competencies required for a youth worker, but you are meeting the level of a youth leader. In this case, you are issued this certificate and provide information on possible further training towards the competencies of the youth worker.