



KEY+



KEY+ Handbook

An essential guide to running KEY+

Contents



	Page
<u>1. Introduction:</u>	
1.1 About The Key	4
1.2 KEY+	5
1.3 Key Skills	6
1.4 KEY+ Stages	7
<u>2. The Model:</u>	
2.1 Think	8
2.2 Plan	12
2.3 Pitch	14
2.4 Do	17
2.5 Review	19
<u>3. Key Facilitation:</u>	
3.1 Training	21
3.2 Using The Key's IT System	21
3.3 Panels	22
3.4 Guidance for running the Pitch step	23
3.5 Suggested panel questions	24
<u>4. Appendices:</u>	
4.1 Glossary	26
4.2 Theory of the problem	27
4.3 Theory of the solution	28
4.4 Key Skills prompts	29
4.5 Example budget	32
4.6 Stage 1 - Kickstart Skills documents	33
4.7 Stage 2 - Exceed Expectations documents	38
4.8 Stage 3 - Youth Impact documents	43
4.9 KEY+ Employability FAQs	49
4.10 FAQs	51



Welcome

Welcome to your KEY+ Facilitator Handbook.

In addition to your training, you can use this handbook to guide you through KEY+.



1. Introduction

1.1 About The Key

The Key a charity committed to inspiring belief in young people - especially those facing challenging circumstances and who face fewer opportunities. We want to create a world where all young people are inspired to believe in themselves and are empowered to reach their full potential.

We work with organisations who use our KEY+ Challenge to empower young people to realise their potential, develop the skills they need to thrive, and recognise the positive impact they can make in society.

Through a wide variety of partnerships, young people are supported to complete KEY+, our youth-led skills development challenge, built upon over 30 years' experience and founded on our core beliefs that young people should be:

- Empowered to use their voice and be heard
- Trusted to lead and deliver projects meaningful to them
- Supported to build the skills and confidence they need to thrive
- Inspired to become active citizens by exploring enterprise or tackling social issues

1. Introduction

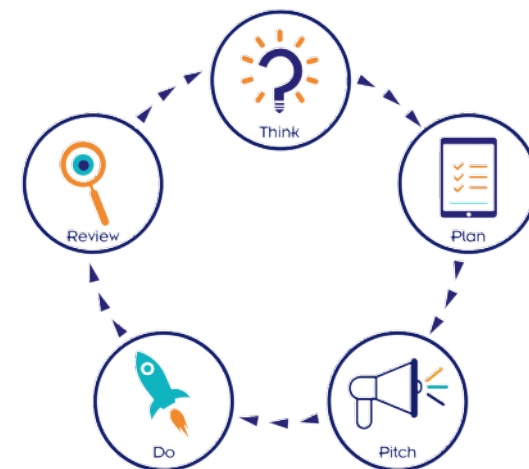
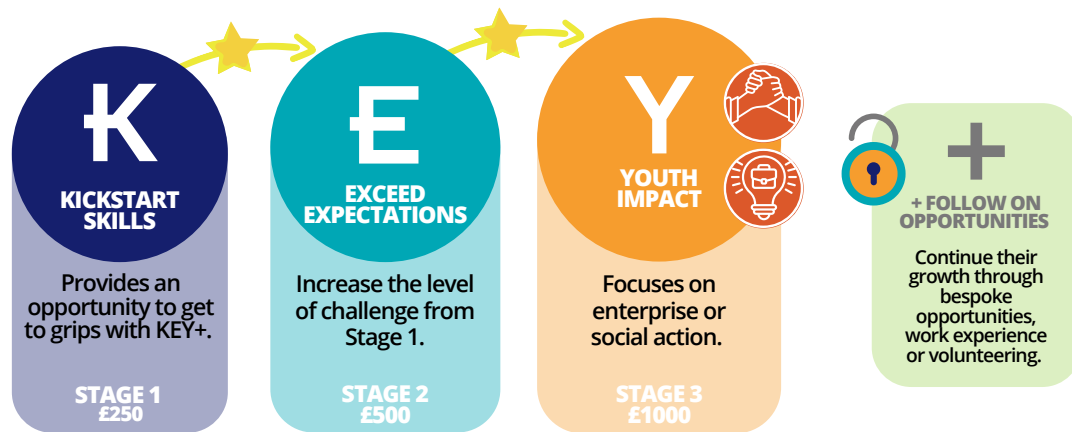
1.2 About KEY+

KEY+ is for organisations who want to encourage young people to have their voices heard, build their skills, and deliver projects which matter to them and their community.

It is a three-stage challenge that provides young people with the opportunity to believe in themselves and have agency to lead their own projects.

Within each stage, young people form a group, and progress through a five-step model where they **think**, **plan** (including budget), **pitch** (to an external Dragon's Den style panel), **do** and **review** their own project ideas. At each stage they have access to funding to bring their ideas to life which increases in line with the challenge of each stage.

Transitioning through the stages sees young people build their confidence, grow as individuals, and recognise the positive impact they can make in society.



1. Introduction

1.3 Key Skills

Development of the 12 Key Skills is the focus of KEY+. The 12 Key Skills focus on 3 distinct areas - **Self**, **Relationship** and **Task**. These are under-pinned by Self-Determination Theory which suggests that people become self-determined and form a growth mindset when their needs for competence, relatedness, and autonomy are fulfilled. By developing a growth mindset, young people realise they have the power to achieve anything they put their mind to through hard work and determination. Our **Theory of Change** shows how KEY+ meets these psychological needs of autonomy (self), relatedness (relationship) and competence (task) and is designed to empower young people to take action on the things that matter most to them whilst changing the way they look at their futures.

At the very beginning of their KEY+ journey, young people self-assess their perceived competence at each of the 12 Key Skills. This can be done using the Skills Wheel found in the young person's account area*. This process is repeated at the start and end of each stage, to allow young people to track their progress.



* the Skills Wheel can also be downloaded as a paper resource or completed by any method which the Facilitator deems appropriate for the group of young people, as long as scores out of 10 for each of the 12 skills are decided and uploaded manually onto the Key+ information technology system – KIT.

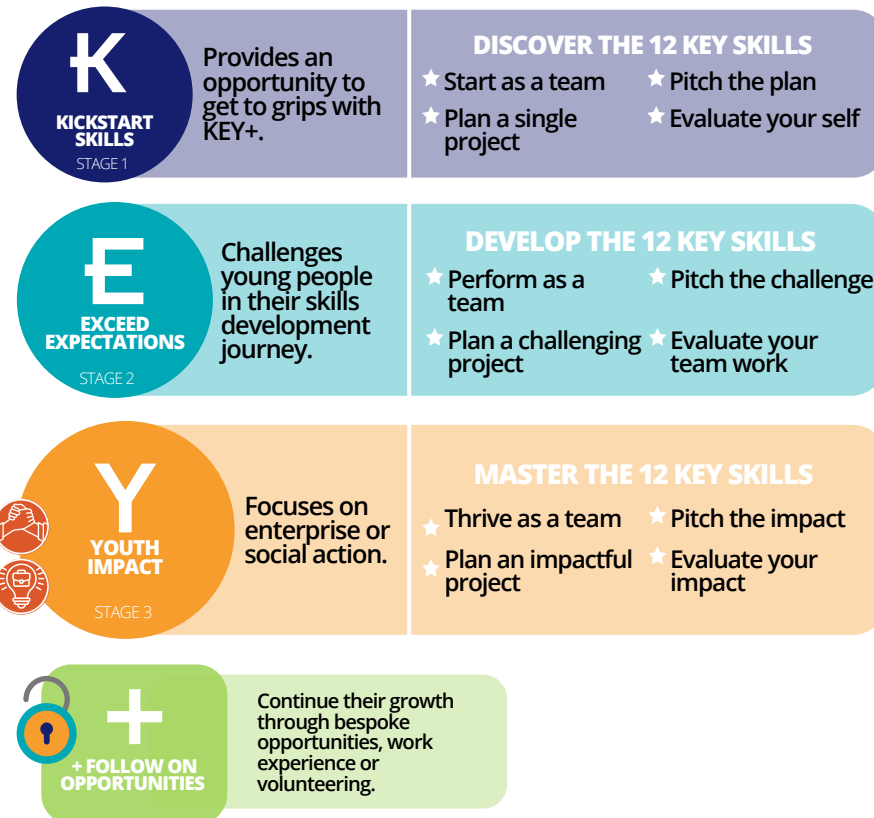


1. Introduction

1.4 KEY+ Stages

KEY+ offers a scaffolded skills development journey:

- **Stage one - Kickstart skills.**
This can be almost anything and provides an opportunity to get to grips with the challenge and bond as a group.
- **Stage two - Exceed expectations.**
For those already acquainted as a group and ready for a greater challenge.
- **Stage three - Youth impact.**
For groups who know each other well and are motivated to achieve bigger things, this stage must have an enterprise or social action focus.
- **Plus** - Once young people have completed the challenge, they are supported by The Key to continue their growth through bespoke opportunities, work experience or volunteering.





2. The Model

2.1 Think

- ★ Form a group
- ★ Think up the project idea
- ★ Register the group
- ★ Complete skills wheel

FORMING A GROUP

Groups should be made up of between 3-7 members between the ages of 11-25. The groups should be able to meet and work together on a regular basis alongside a trained Key Facilitator throughout KEY+. We recommend one 1-2 hour session per week as ideal for running KEY+, however the challenge is entirely flexible and can be run more intensively to suit your delivery needs.

Once a group is formed, they should decide on a name and start thinking about their project idea.



TOP TIP: There's a Key Award for the Best Group Name, so encourage your group to get creative!

2. The Model



PROJECT IDEA

A project is an event or activity, thought of and designed by young people. Projects should have a main aim that is clearly defined, and the project budget should clearly meet this aim. The group should be able to demonstrate the project will help to increase their Key Skills.

Additional activities outside of the project aim, to utilise the full micro grant budget may not be approved.

The young people must come up with their own project idea. This can be almost anything that they are interested in! Facilitators should assist in this process and guide the group to ensure:

- All group members are involved
- The project is safe and legal
- The group reflect on the 12 Key Skills they will be learning and developing
- The project has a clear and shared goal
- Each project idea must align with delivering the challenge and complexity needed for the relevant stage.

However, the facilitator must not provide more than guidance. It is important that the young people clearly choose the idea themselves as KEY+ is specifically designed to be a youth-led challenge. Young people taking ownership of the project is a crucial part of their skills development, building their confidence and unlocking their potential. If at pitch, the panel believe that the idea has been given to the group to meet the needs of the organisation, it will not be granted.

PROJECT CRITERIA

Projects should fall into at least one of the following categories;

Arts/Drama/Media
Environmental

Charity Fundraising
Social Issues

Community Event
Sport

Community Impact
Team Building

Enterprise/Employment

2. The Model

PROJECTS THROUGH THE STAGES

At each stages, project ideas will need to demonstrate a higher level of challenge.

- **Stage 1: Kickstart Skills** – can be a straightforward project with a simple aim, such as going on a trip or planning an activity together.
- **Stage 2: Exceed Expectations** – should demonstrate the opportunity for clear skills progression with a challenge to be developed and stretched.
- **Stage 3: Youth Impact** – these projects must focus on teams working together to deliver an element of youth action, with wider community benefit, or an enterprise activity.

REGISTERING YOUR GROUP

Once the group is formed and the project idea decided, the Facilitator needs to register it on the KIT. The Facilitator then adds the young people to the group and invites them to create a log in (this step is optional and the Facilitator can continue to act on their behalf if preferred).

COMPLETING THE SKILLS WHEEL

Once an account is created the young people need to complete their profile and first skills wheel. Completing the skills wheel is simple. Groups should be encouraged to review each skill and mark themselves out of 10 to show where they think their skills levels are; 1 being the lowest and 10 being the highest. When all these actions are complete the project is ready to submit to The Key. This can be done within the KIT, or on paper with scores in putted manually.

The project idea, group members and skills wheels are checked by The Key to ensure that they meet the requirements. The project will move through to the plan step once it has been validated. It is important that the group don't begin their planning before this stage to save their time and efforts in case the project doesn't pass validation.

Find out more about what we will and won't fund in our [FAQs](#)





2. The Model

GROUP COMPOSITION

Key groups should be composed in the following way:

- Young people aged of 11-25 years old
- 3-7 young people per group

Changing group members – KEY+ is a group work challenge where young people get the greatest benefit when they work through all stages together as a group. However sometimes group members drop out or new people want to join an established group.

Adding group members to a group – New group members can be added at stage 2 or 3 if at least 50% of the group have completed the previous stages and the facilitator is confident the new young people can achieve the level of challenge required by the stage. Merging two existing groups is also fine if only some of each group wish to progress.

Repeating a stage – where less than 50% of the original group progress to the next stage a new group must be formed. The group should start at stage 1 if the majority of members have not completed a stage before, meaning that some group members will be repeating a stage. Young people can only repeat each stage once.

2. The Model

2.2 Plan



- ★ Discover and research what is needed in order to deliver the project effectively
- ★ Decide how the project will happen and outline the plan
- ★ Consider where skills will be developed
- ★ Create a budget
- ★ Plan the pitch needed to secure the micro grant

Once the project idea has been decided the group need to start planning how the project will come to life. Every aspect needs to be researched and decided on by the young people; this must include a clear and detailed budget. The development of The 12 Key Skills should remain in their minds throughout the process.

BUDGET

The group must take the lead in developing their project budget together but one group member, assigned by the Facilitator on KIT, should be responsible for uploading it online.

This must be done at least 24 hours before they pitch so panel members have time to review the budget before attending. It is important that the group clearly understand and can discuss their budget as this is one of the main focuses of Pitch.



TOP TIP: Save yourself time and grow your group members skills by nominating someone on the KIT to input the budget for the whole group!

Participant Overview

Participants	Starter skills wheel completed	Designated Participants
Aaron ParticipantA2 x ▾	<input type="checkbox"/>	<input type="checkbox"/>
Aaron NoAccess Participant x ▾	<input type="checkbox"/>	<input type="checkbox"/>
Ancora ParticipantA1 x ▾	<input type="checkbox"/>	<input type="checkbox"/>
Ancora ParticipantA1 x ▾	<input type="checkbox"/>	<input type="checkbox"/>



Stage 3 enterprise projects require a simple profit and loss sheet in addition to the project budget too.



2. The Model

GROUP BACKGROUND REPORT

The Facilitator is required to complete a Group Background Report before the group go ahead and Pitch to panel. This is used to communicate any specific information that the panel need to know before attending the panel. For example, if the group have had any major disagreements or if they have any extra communication needs, e.g. English is their second language and that there will be a translator present.

This report will not be visible to the young people on the KIT.

When the group have finished planning, they are ready to take it to a panel of independent volunteers and Pitch their idea. The panel will decide if they have done what it takes to be awarded the micro grant and Do their project. To help prepare, the group should use the Pitch Prep Form to check if they have done everything that's required for their Pitch.



2. The Model

2.3 Pitch

- ★ The group present the project to a panel
- ★ Panel decision making progress
- ★ The Key compliance check

The Pitch is the point in KEY+ when the young people are required to 'bid' for their project's micro grant to a group of independent panel members. Many can find it a very daunting prospect but ultimately, an extremely rewarding part of the process! They should be involved in planning the date, time and location and the Facilitator is responsible for the organisation of it. We suggest there is at least a week between the project being granted and the panel happening to allow for the right amount of planning to have taken place, the panel to be organised and the young people to be ready to Pitch.

Within the KIT, the Facilitator is to request panel members' attendance and ensure they are sufficiently prepared by completing the Group Background. The young people are required to complete the Budget.

2. The Model

PITCH BASICS

Everyone needs to be involved. Everyone in the group should contribute unless there are individual limitations - please ensure that you detail these in the Group Background Report.

Everyone should attend. Sometimes a group member can't attend last minute, this can't always be helped, but if there is a significant number of group members not attending normally the panel should be rearranged; particularly in smaller groups where the impact of group members not being there is greater.

Young people need to fulfil ALL criteria in their pitch. There are specific criteria for each KEY+ stage that the group must fulfil in order to get their micro grant. In the cases where they don't give sufficient information or miss elements, the panel will set conditions to help them meet these criteria. The group then complete the work and or come back to the panel, within a set timescale.

The young people can present their Pitch in whichever way they prefer; it is a great opportunity for them to get creative, but a straight forward, spoken presentation is fine! In the past groups have:

- Recorded a video.
- Performed a rap.
- Sang a song.
- Acted out a dramatised story.



There's a
Key Award for
the Best Pitch
to Panel!



Pitch



2. The Model

THE PANEL DECISION MAKING PROCESS

It's never a 'No' at pitch if the project is that same as the one validated by The Key, however the panel may say 'Not Yet', and ask the young people to complete further work before they approve their project. If this is the case, it should be agreed what is required and how they should notify the panel that it is complete. This information will then be shared with The Key through the KIT



Check out the panel notes form to see the decision tree.

THE KEY COMPLIANCE CHECK

Once the panel has approved the project and completed the panel report, The Key will undertake a short compliance check. Once approved by The Key, the project will move onto the 'Do' step. When this has occurred the group can begin their project. Only once The Key has approved the project can any of the activities be booked and the micro grant spend begin; retrospective funding is not usually permitted unless this has been cleared with The Key beforehand.



2. The Model

2.4 Do

- ★ Complete the project
- ★ Record your project spends
- ★ Share the project

The part the young people have been working hard for... go and do the project! The Facilitator should ensure that the group continue to work together and practice the 12 Key Skills. The Facilitator must also keep the evaluation stage in the minds of the young people.

ACCOUNTING FOR THE MICRO GRANT SPEND

During the project when a purchase is made in agreement with the budget approved at panel, evidence of this should be uploaded onto the KIT. At the end of the project The Key will reimburse all spends which have been pre-approved on the submitted budget and evidence of the spend via an invoice or receipt. This can be done as a photo upload or document upload.

Budget Breakdown

Cost Name	Cost Amount	Cost Description	Receipt
<input type="text" value="cost 1"/>	<input type="text" value="10.00"/> £	<input type="text"/>	<input type="text" value="Select Image"/>





2. The Model

SHARE THE PROJECT

The Key love to see what the groups get up to, how much fun they have and what they achieve. This is also important as we continue to seek micro grant funding from trusts and foundations each year. If appropriate, please upload photos of the project to the KIT. Submitting comments and quotes from others is also encouraged. These can all be uploaded via the KIT

TOP TIP: Tag [@thekeyuk](#) on [Facebook](#) [Instagram](#) and [TikTok](#) to boost your project coverage and share your success!



2. The Model

2.4 Review

- ★ Review Skills Wheel & self-evaluation questions
- ★ Group evaluation
- ★ Facilitator evaluation
- ★ Project completion

The Review step is the final step in KEY+. It is an important aspect of the KEY+ Challenge and ensures young people reflect on their KEY+ journey, thinking about their skills, teamwork and how the project went. It's also a time to celebrate their achievements, think about what they could do next and look forward to the annual Key Awards!

REVIEW SKILLS WHEEL

The first part of Review is for the young people to complete their final Key Skills scores. This is a vital part of the KEY+ Challenge to assess how the young people have developed the 12 Key Skills throughout their journey. This can be done on the KIT by the young people directly or on paper with scores inputted manually.

SELF-EVALUATION

After their skills scores are recorded, each young person needs to move on to their self-evaluation. This helps us to understand some of the individual impact KEY+ may have had and to understand the extent to which young people feel it will impact their future.

2. The Model

GROUP EVALUATION

The young people are required to do an evaluation of their project that includes a description of what the project was, who was in the group, what they did to plan the project, how the project went and what skills they learnt and developed during the journey. This can be in any format they wish and, like the panel, is a great opportunity for the young people to get creative. However, we know some groups prefer structure, so if needed there is an example **template** that they can use. Once completed, the PDF can then be uploaded on the KIT.

*As with the budget, Facilitators can assign a group member to complete this on the KIT.

FACILITATOR EVALUATION

The Facilitator must complete a project evaluation on the KIT (no more than 10 minutes long); this comprises of questions relating to the group and their progression, the project and the Facilitator's involvement in it. This helps The Key to critically evaluate our processes, gain useful feedback and hear insightful stories from Facilitators about young people's stories. This reflective practice is great for Facilitators to consider their own impact too!

PROJECT COMPLETION

Only once all of the above has been finished the project is completed. If any of the tasks are unfinished, the group is not able to move onto the next stage. Upon project completion the micro grant will be paid directly to the Partner organisation via the payment details that were provided when signing up to KEY+. If these details change, please share these with The Key to ensure payments can be received swiftly. The Key will reimburse all project costs which were approved at Pitch and have received evidence of spend, such as a receipt or invoice.

Facilitators should encourage and motivate their groups to move onto the next stage to continue the development of their Key Skills. If not all group members choose to progress to the next stage, new members may be added to the group if the Facilitator feels they are able to move onto the next stage and fulfil the additional requirements. Group members should be updated at project registration stage.

When a group completes a project they can request a 'well done' visit from The Key.



There's a Key Award for the Best Evaluation!



3. KEY+ Facilitation

3.1 Training

The Key will host live, online or in person training on a monthly basis. Facilitator training will be valid for as long as you remain an active user. There is bite-sized, on-demand refresher training available if you want to go over aspects of the KEY+ Challenge. Additional, onsite training can be arranged for a small fee. If you haven't used the system for 2 years, you will be required to complete refresher training before you can use it again.

3.2 Using The Key's IT System

The Key's IT system – also known as the KIT, is the main way for organisations to track KEY+ projects. There are dashboards to help you manage your projects. Partner organisations can assign a Manager role to a user on the KIT. The Manager role can view all associated projects and data that are registered to the organisation. An active Facilitator can be assigned the Manager role and have both functions.

Each Facilitator will have a unique account on the KIT set up using their email address. If a Facilitator belongs to more than one organisation and they can choose to have separate accounts or to combine them.

There are hints and tips built into the KIT. In addition, there are helpful demonstration videos available [here](#).

3.Key Facilitation

3.3 Panels

Panels of independent volunteers are crucial to the Pitch step. They help ensure the level of challenge for young people is maintained, as well as offering external validation for their hard work. This is a fundamental component of the underlying Theory of Change. All panel members are trained on what to expect at Pitch and how to check the group have done what was needed to receive the micro grant.

All Facilitators are automatically able to sit on panels and are actively encouraged to do so. Sitting on other Partners' panels contributes to the wider success of young people's skills development as part of KEY+ and may encourage their Facilitators to sit on your panels too!

Facilitators receive email invitations sent via the KIT to sit on a panel. These should be responded to promptly so that groups can progress.

Panel members can be invited through the KIT and is where you will also see the responses to your panel requests.

PANEL REQUIREMENTS:

- Panels are made up of at least 2 of the following people:
 - **CPMs** – community panel members
 - **Young CPMs** – young community panel members
 - **Facilitators** – trained KEY+ facilitators
 - **The Key team** – members of staff from The Key
- All panels require a minimum of 2 external panel members
- Panel members should not be from the same organisation as the Facilitator, unless the organisation is large and the panel member is not known to the young people.
- The Key staff should only be requested for stage 2 and 3 panels
- Stage 3 – Youth Action, requires a member of The Key staff team to attend the panel
- Untrained volunteers can only sit on a panel in addition to the above

3. Key Facilitation

3.4 Guidance for running the pitch step

The pitch should have a simple structure:

- Group and panel members gather either online or in person: everyone should introduce themselves and help the young people feel relaxed.
- The group present their pitch: the group Facilitator should not be present during the pitch unless there is a specified reason and this is communicated and agreed by the panel. The panel should ask the group questions to check their understanding of the project and elicit more details.
- Once the pitch is complete, the young people should leave the room. This allows the panel to work through and discuss a series of questions to assess if the group fulfilled the requirements to receive the micro grant. If the panel is virtual you could use a breakout room. To assist this process the panel can use the Panel Notes document.
- The panel should identify one member who will input this information on the KIT and use the Decision Tree to work through and complete their assessment.
- If the group haven't satisfied the requirements, the panel needs to set conditions to address these and request the group comes back once this has been done.
- If the panel agree to approve the grant, they submit this outcome to The Key for a final check.

3.5 SUGGESTED PANEL QUESTIONS

General Questions

- How did you come up with the idea?
- Why do you want to do this project?
- Which Key Skills have you developed the most? How?
- Other than the 12 Key Skills what have you learnt?
- Was the work shared equally by the group?
- How did you agree your responsibilities? And how have you seen them through?
- Please can you explain the costs to the panel?
- Did you try different places or suppliers to see who was the cheapest?
- How did you solve any problems?
- Have you raised any money from anywhere else?
- What records have you been keeping?
- Did you have fun planning your Key project?

Exceed Expectations Questions:

- Which 3 Key Skills have you chosen to develop?
- How have you developed your chosen skills?
- Has it worked?
- Why did you choose these 3?
- How has the project challenged you?
- How will you evaluate your teamwork?

- Have you been able to do something that you thought you couldn't do? If so, what?
- Will anyone else benefit from what you are doing?
- Is there anything you would do differently next time?
- How are you going to record and review the project and the effect it has?
- Which part of the project are you most proud of?
- Did you have to deal with anyone in power or authority?
- How would you assess your own performance so far?
- What are some of the decisions you have had to make?
- Did you have to settle any disagreements?
- How did you cope with any stress/ tension?
- Have you discovered what you are good and not so good at?
- What project would you like to do next?

Youth Action Questions:

- Which of your weakest skills have you chosen to develop?
- Have you noticed a difference by working on weaker skills?
- What impact are you hoping to have with this project?
- Have you identified a gap in the market for your enterprise?
- Have you done anything that's helped you thrive as a team?
- How will you evaluate the impact the project has?



4. Appendices





4. Appendices

4.1 Glossary

KIT – Key information technology system; the online digital platform through which the KEY+ Challenge is managed.

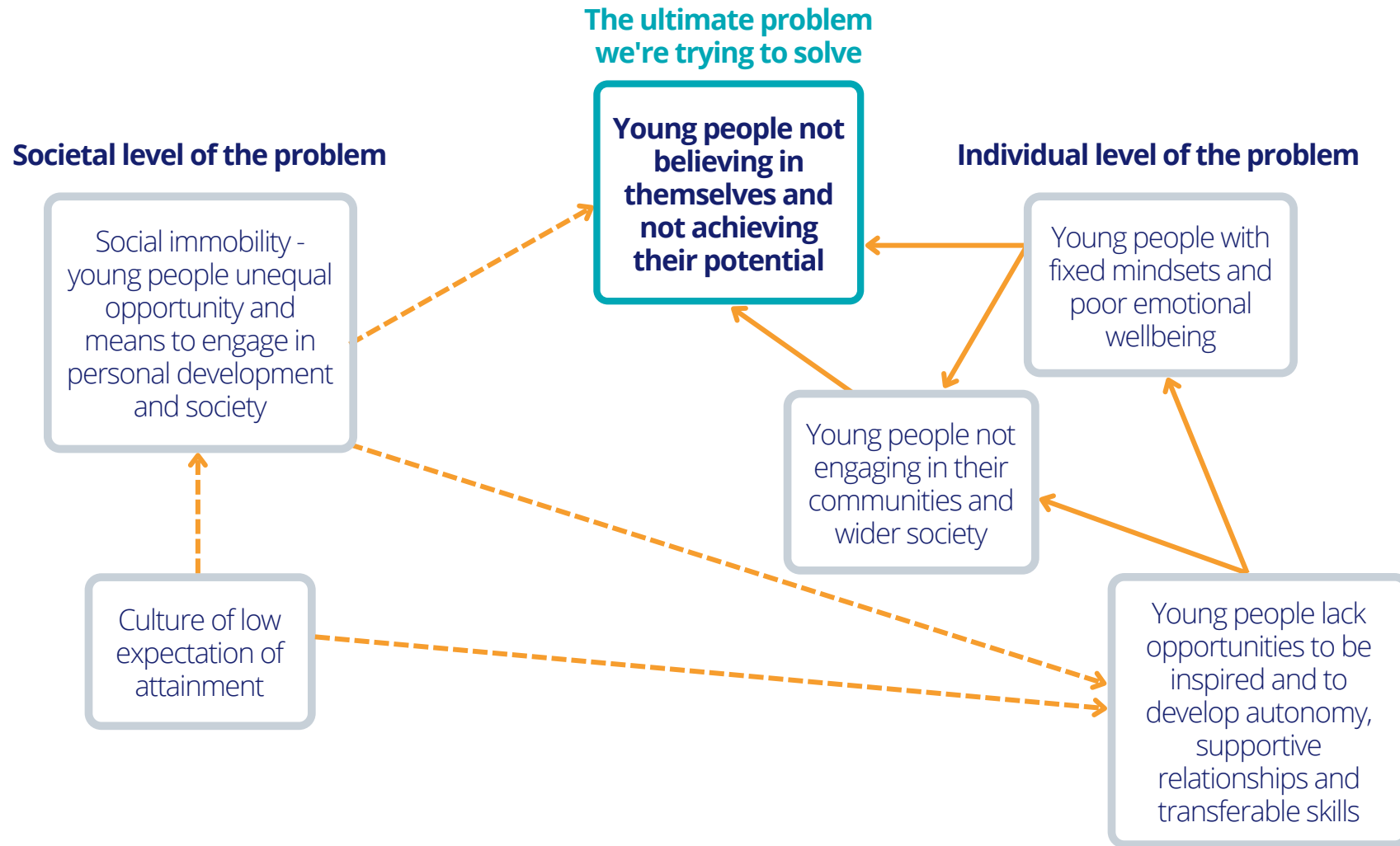
Facilitator – the person who leads the group of young people through KEY+.

CPMs – Community Panel Members; members of the public who have volunteered to become panel members. They are trained to sit on panels but not to facilitate the KEY+ .

YCPMs – Young community panel members; young people who have taken part in KEY+ and trained as panel members.

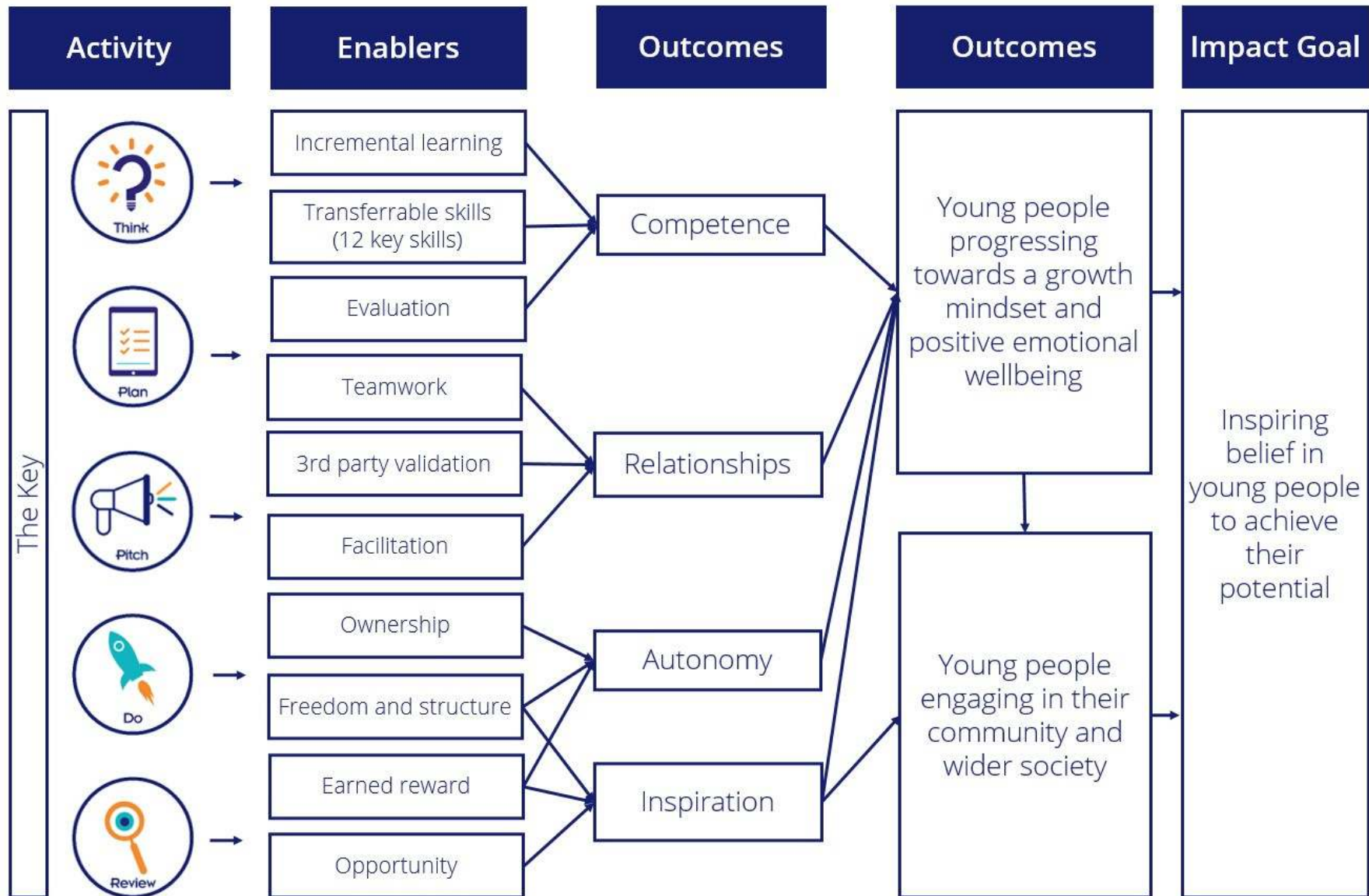
Panel – Group of trained people who meet to hear the group's PITCH and check they can pass.

4.2 Theory of the problem



*We acknowledge that there are other causes to all of these problems but these are ones we believe are most impactful

4.3 Theory of the solution





THE 12 KEY SKILLS

SELF

Skills Wheel Prompts

Assess your own performance

Do you...

- Reflect on what you did well and what you could improve?
- Learn from mistakes or things not going so well?
- Identify how you contributed to the team effort?

Work out what you're good and not so good at

Do you...

- Know what your strengths and weaknesses are?
- Know what you can improve at?
- Understand your own skill levels?

Plan your time and energy

Do you...

- Know what to do first and what can wait until next time?
- Plan what you're going to do and set times or use a diary?
- Make sure you don't take on too much and burn all of your energy before you've completed your tasks?

Cope with stress and tension

Do you...

- Use any techniques to help cope when you feel anxious?
- Stay calm under pressure and keep things in perspective?
- Know what helps you when you feel worried and stressed?



THE 12 KEY SKILLS

RELATIONSHIP Skills Wheel Prompts

Communicate

Do you...

- Find you are able to tell other people know your ideas?
- Listen to other people without interrupting them?
- Feel confident using the phone, email, presentations or posters to speak to people?

Negotiate

Do you...

- Get the best possible deals and price?
- Strike a good bargain?
- Make compromises to make deals with others that make everyone happy?

Settle disagreements

Do you...

- Try and find the best solution for everyone involved?
- Agree compromises without holding a grudge?
- Make up quickly if you do fall out?

Deal with people in power and authority

Do you...

- Feel confident when speaking to people who make decisions or are in charge?
- Show respect and adapt the way you speak to people in power and authority?
- Clearly get your point across and ensure they listen to what you say?



THE 12 KEY SKILLS

TASK

Skills Wheel Prompts

Solve Problems

Do you...

- Get things or issues sorted?
- Work your way around any problems?
- Think about new and different ways to do things?

Agree your responsibilities and see them through

Do you...

- Do your fair share of the work?
- Do what you say you're going to do on time?
- Make sure that you complete tasks you're in charge of?

Make Decisions

Do you...

- Find it easy to choose between different options?
- Consider the information before deciding how to proceed?
- Think about the consequences before making a choice?

Search for information and get advice

Do you...

- Know where to look for the answers to things you need?
- Ask for help or guidance from others when you need it?
- Feel confident about researching places to go, prices and things to do by using the internet, phone or asking others?



Plan

4.4 Example budget

Your project budget should clearly cover all planned spends during your project. It's important that there is enough detail provided to show how the money will be used.

Example: Team building trip to the escape rooms with food

Costs	Price per item	Quantity	Total £ cost
Escape room entry	23.20	7	162.40
Medium MacDonalds meal	5.09	7	35.63
1st car mileage (45p per mile)	0.45	18	8.10
2nd car mileage (45p per mile)	0.45	24	10.80
Total costs			216.93

Ticket prices to be broken down into individual ticket price and how many tickets are needed

Be as specific as possible with any food spends, with per person spends.

Mileage to be recorded as an accurate per mile rate. The Key pay 45p per mile.



TOP TIP: any capital spend (buying equipment) can't be more than 25% of the full budget total.

4.6 Kickstart Skills Documents

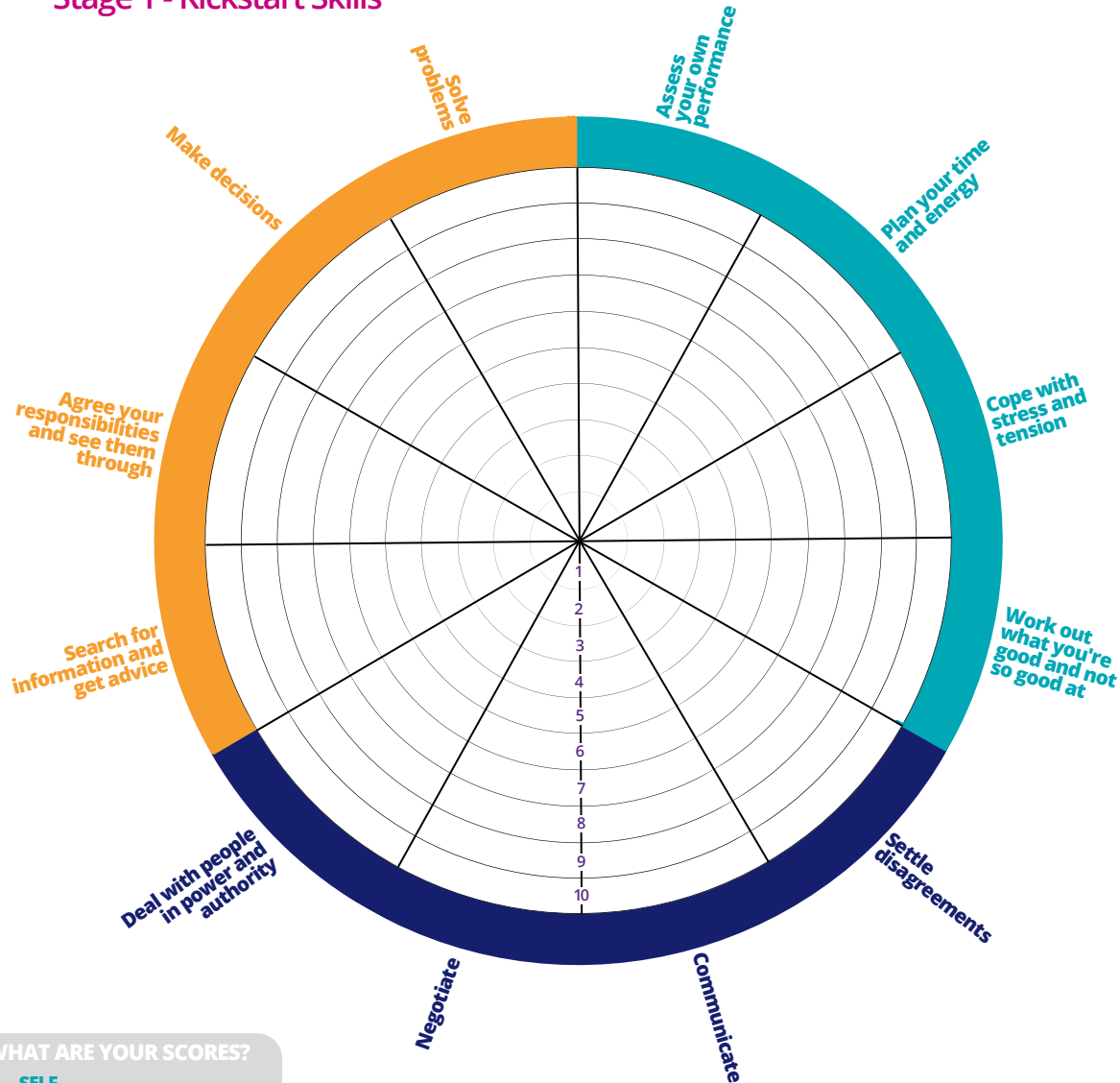


- Think Skills Wheel
- Pitch Prep Form
- Panel Notes Form

KEY+

Think Skills Wheel

Stage 1 - Kickstart Skills



WHAT ARE YOUR SCORES?

SELF —
 RELATIONSHIP —
 TASK —
 TOTAL: _____

Which are your strongest skills?

Which skills give you most room for improvement?

Name at least 3 skills you will use during your project.

Pitch Prep Form

Group Name:

Stage 1: Kickstart Skills



Before you present make sure your Pitch includes introductions and...

- Your group name and project aim
- How you came up with your idea and how you will carry it out
- How the project is safe and legal
- All group members contributing

Is your budget...

- Clear?
- Realistic?
- Sufficiently detailed?

Which of the 12 Key Skills have or will you develop? (You don't have to cover all 12, but make sure you pick at least three each)

Skill	✓	Who will talk about this in the pitch?
Agree your responsibilities and see them through		
Assess your own performance		
Communicate		
Cope with stress and tension		
Deal with people in power and authority		
Make decisions		

Skill	✓	Who will talk about this in the pitch?
Negotiate		
Plan your time and energy		
Search for information and advice		
Settle disagreements		
Solve problems		
Work out what you're good and not so good at		

How will you be presenting? Get creative!

How do you feel about having to deliver your Pitch?





PANEL NOTES

Group Name: _____

Group Members: _____



TOP TIP: Follow the steps on this form to ensure that you and the young people pitching have had the best possible panel experience.



Pitch Process

1. HELLO'S & INTRODUCTION'S

Young people and panel members meet either in person or online. Everyone introduces themselves and make the young people feel comfortable. Facilitator leaves the room (unless previously agreed) for the young people to present their pitch

2. PITCH

Young people present their pitch as creatively as they choose!

3. PANEL QUESTIONS

At pitch, it's important you check your understanding and ask questions. Make sure all group members contribute and ask question such as:

- How did you come up with the idea?
- Why do you want to do this project?
- Which Key Skills have you developed the most? How?
- Other than the 12 Key Skills what have you learnt?
- Was the work shared equally by the group?
- How did have responsibilities? And have you seen them through?
- Did you try different places or suppliers to see who was the cheapest?
- How did you solve any problems?
- Have you raised any money from anywhere else?
- What records have you been keeping?
- Did you have fun planning your Key project?

12 Key Skills

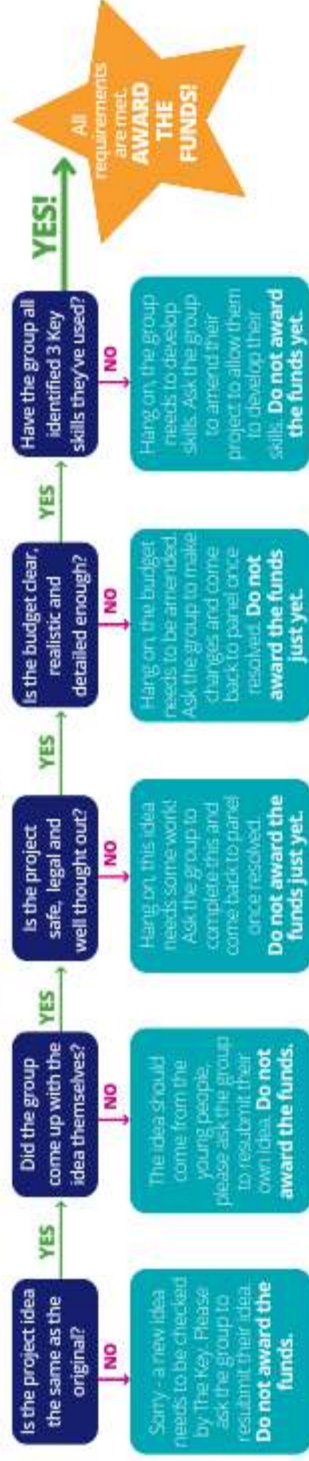
During a Kickstart Skills project, group members should all use **at least 3** of the 12 Key Skills throughout the process. The group should identify and discuss this development as they pitch but if not please ask further questions to find out.

12 KEY SKILLS Self - Relationship - Task	Have the young people developed the skills? <input checked="" type="checkbox"/>							Notes
	Group Member 1	Group Member 2	Group Member 3	Group Member 4	Group Member 5	Group Member 6	Group Member 7	
Assess your own performance								
Cope with stress and tension								
Plan your time and energy								
Work out what you're good and not so good at								
Communicate								
Negotiate								
Settle disagreements								
Deal with people in power and authority								
Solve Problems								
Agree your responsibilities and see them through								
Make Decisions								
Search for information and get advice								



4. PANEL DISCUSSION

Without the young people present, discuss with the other panel members to check you all agree that they've done enough to be awarded the funds; use the decision tree to guide you...



5. GROUP FEEDBACK

Now that the group are back in the room, share your decision! Always be encouraging even if the answer is 'Not Yet'.

If it's a 'Yes' congratulate the group on their achievement and feel free to share any advice that will help them do or evaluate their project.

If the answer is 'Not Yet', the panel need to set conditions to get them on track and request the group reports back once this has been done.

HAVE YOU SET ANY CONDITIONS?

6. FEEDBACK TO THE KEY VIA KIT

Nominate a panel member to update the KIT with your decision and submit this outcome to The Key - this should only take 5 minutes.

THANKS FOR BEING A PANEL MEMBER TODAY, YOU'LL HEAR ABOUT HOW THE GROUP GET ON ONCE THE PROJECT IS COMPLETE

Remember The Key team are on hand to help so don't hesitate to get in touch!



4.7 Exceed Expectations Documents

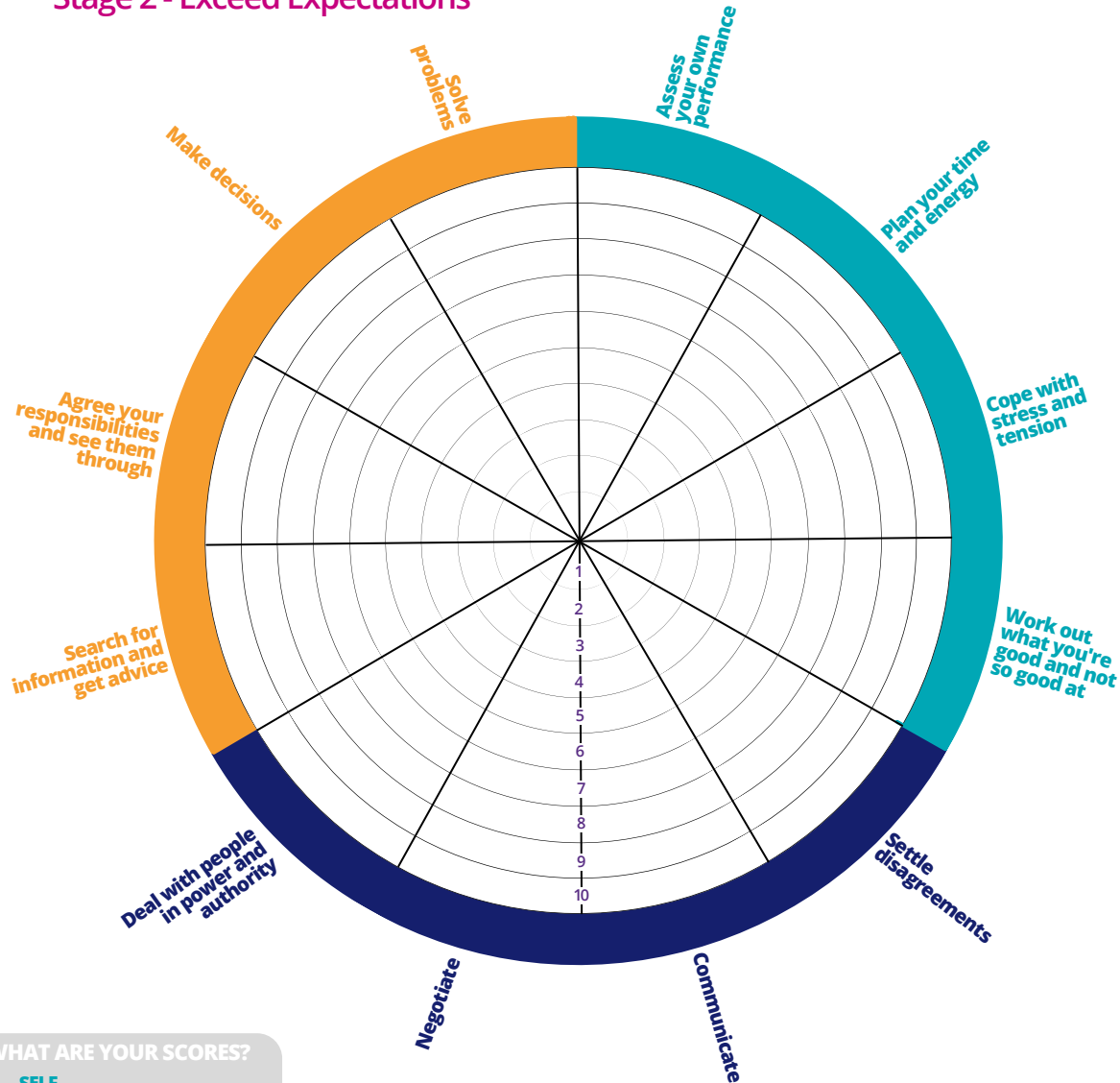


- Think Skills Wheel
- Pitch Prep Form
- Panel Notes Form



Think Skills Wheel

Stage 2 - Exceed Expectations



WHAT ARE YOUR SCORES?

SELF —
 RELATIONSHIP —
 TASK —

TOTAL: _____

Which are your strongest skills?

Choose at least three skills to develop during your project.

How might you improve these skills during your project?



Pitch Prep Form

Group Name:

Stage 2: Exceed Expectations



Before you present make sure your Pitch includes introductions and....

Project aim and how you've performed as a team so far
Your idea and clear plan of how and when you will carry it out

- How the project is safe and legal
- How the project is a challenge

Is your budget...

- Clear?
- Realistic?
- Sufficiently detailed?

Which of the 12 Key Skills have or will you develop? (Make sure you all identify which 3 skills you are each focused on improving and how)

Skill	✓	Who will talk about this in the pitch?
Agree your responsibilities and see them through		
Assess your own performance		
Communicate		
Cope with stress and tension		
Deal with people in power and authority		
Make decisions		

Skill	✓	Who will talk about this in the pitch?
Negotiate		
Plan your time and energy		
Search for information and advice		
Settle disagreements		
Solve problems		
Work out what you're good and not so good at		

How does the project benefit others?

How do you feel about having to deliver your Pitch?





PANEL NOTES

Group Name: _____

Group Members: _____



Pitch Process

1. HELLO'S & INTRODUCTION'S

Young people and panel members meet either in person or online. Everyone introduces themselves and make the young people feel comfortable. Facilitator leaves the room (unless previously agreed) for the young people to present their pitch



TOP TIP: Follow the steps on this form to ensure that you and the young people pitching have had the best possible panel experience. It will also make it easier to complete the decision tree on KIT.

2. PITCH

Young people present their pitch as creatively as they choose!

3. PANEL QUESTIONS

At pitch, it's important you check your understanding and ask questions. Make sure all group members contribute and ask question such as:

- How has this project challenged you?
- Which 3 Key Skills did you choose to develop?
- How have you developed your chosen skills?
- Other than the 12 Key Skills what have you learnt?
- Was the work shared equally by the group?
- How did have responsibilities? And have you seen them through?
- How will you evaluate your teamwork?
- How did you solve any problems?
- Have you raised any money from anywhere else?
- What records have you been keeping?
- Did you have fun planning your Key project?

12 Key Skills

During an Exceed Expectations project, group members should select **at least 3** of the 12 Key Skills to develop throughout the process. The group should identify and discuss this development as they pitch but if not please ask further questions to find out.

12 KEY SKILLS Self - Relationship - Task	Have the young people developed the skills? <input checked="" type="checkbox"/>							Have they explained how they already have or how they plan to develop their chosen skills?
	Group Member 1	Group Member 2	Group Member 3	Group Member 4	Group Member 5	Group Member 6	Group Member 7	
Assess your own performance								
Cope with stress and tension								
Plan your time and energy								
Work out what you're good and not so good at								
Communicate								
Negotiate								
Settle disagreements								
Deal with people in power and authority								
Solve Problems								
Agree your responsibilities and see them through								
Make Decisions								
Search for information and get advice								

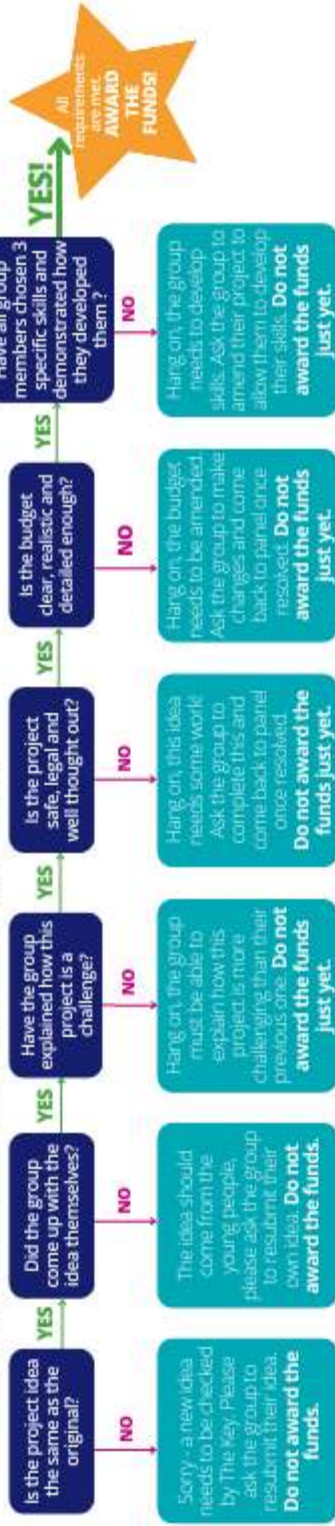


PANEL NOTES



4. PANEL DISCUSSION

Without the young people present, discuss with the other panel members to check you all agree that they've done enough to be awarded the funds; use the decision tree to guide you...



5. GROUP FEEDBACK

Now that the group are back in the room, share your decision! Always be encouraging even if the answer is 'Not Yet'.

If it's a 'Yes' congratulate the group on their achievement and feel free to share any advice that will help them do or evaluate their project.

If the answer is 'Not Yet', the panel need to set conditions to get them on track and request the group reports back once this has been done.

HAVE YOU SET ANY CONDITIONS?

6. FEEDBACK TO THE KEY VIA KIT

Nominate a panel member to update the KIT with your decision and submit this outcome to The Key - this should only take 5 minutes.

THANKS FOR BEING A PANEL MEMBER TODAY, YOU'LL HEAR ABOUT HOW THE GROUP GET ON ONCE THE PROJECT IS COMPLETE

Remember The Key team are on hand to help so don't hesitate to get in touch!



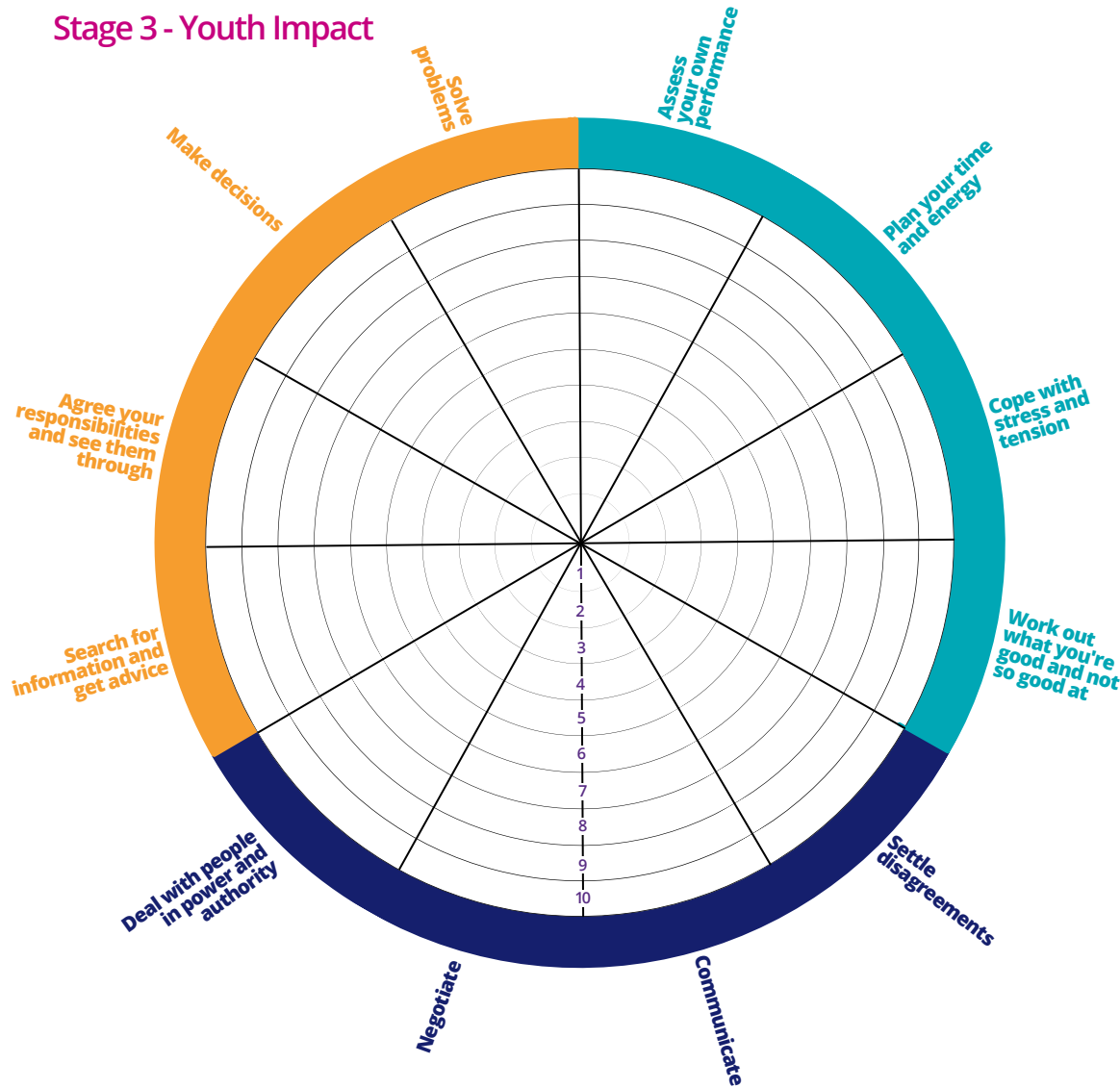
4.8 Youth Impact Documents

- Review Skills Wheel
- Pitch Prep Form
- Panel Notes Form
- Profit and loss form



Think Skills Wheel

Stage 3 - Youth Impact



Share your skills wheel with your group. Do they agree with your scores?

Has talking with your group changed any of your scores?

What are your strengths? How will they help the team during the project?

What are your three weakest skills and how will you develop them?

WHAT ARE YOUR SCORES?

SELF RELATIONSHIP —
 TASK —

TOTAL: _____

HOW MANY OF YOUR SKILLS...

IMPROVED —
 STAYED THE SAME —
 GONE DOWN —

The Key - Inspiring belief in young people
 Instagram & Facebook: @thekeyuk
 www.thekeyuk.org



Pitch Prep Form

Group Name:
Stage 3: Youth Impact



Before you present make sure your Pitch includes introductions and...

- Your individual roles and how you are thriving as a team
- Your idea and exactly how and when you will carry it out
- How the project is safe and legal
- The intended impact or gap in the market and why

Is your budget

- Clear?
- Realistic?
- Sufficiently detailed?

How have or will you develop each of the 12 Key Skills as a group? (Make sure you all identify which 3 weaker skills you are focused on improving and how)

Skill	✓	Who will talk about this in the pitch?
Agree your responsibilities and see them through		
Assess your own performance		
Communicate		
Cope with stress and tension		
Deal with people in power and authority		
Make decisions		

Skill	✓	Who will talk about this in the pitch?
Negotiate		
Plan your time and energy		
Search for information and advice		
Settle disagreements		
Solve problems		
Work out what you're good and not so good at		

How does the project show 'Youth Action'?
Make sure you explain this in your Pitch!

- Enterprise
- Social Action
- Other (specify) _____

Enterprise project?
Can you show?

- Profit and loss?
- Break even point?



Profit and loss

When doing an enterprise project you need to show how you plan to make your money - a simple profit and loss sheet can help.



EXAMPLE: BAKE SALE EVENT

Costs	Price per item	Quantity	Total £ cost
Self raising flour	0.45	10	4.50
Sugar	1.60	10	16
Butter	1.55	20	31
Eggs	1.68	15	25.20
Chocolate	1.79	20	35.80
Chocolate chips	0.50	25	12.50
Marshmallows	1	25	25
Digestives	1.29	10	12.90
Lemons	0.79	5	3.95
Sprinkles	2	5	10
Trays	6	5	30
Muffin cases	1.79	3	5.37
Facepaints	10	3	30
Venue:			
Venue hire	350	1	350
Poster printing	50	1	50
Advertising	100	1	100
Total costs			642.20

Sales	Price per item	No. of sales	Total £ sales
Rocky Road	2	120	240
Chocolate cup cake	2	120	240
Choc chip cookie	1.50	100	150
Chocolate cake	3	50	150
Lemon drizzle cake	3	30	150
Lemon cup cake	2	50	100
Face painting	2	50	100
Total sales			1,130

TOTAL SALES - TOTAL COSTS = PROFIT

$$1,130 - 642.20 = 487.80$$

TOTAL PROFIT = £487.80



PANEL NOTES

Group Name: _____

Group Members: _____



Pitch Process

1. HELLO'S & INTRODUCTION'S

Young people and panel members meet either in person or online. Everyone introduces themselves and make the young people feel comfortable. Facilitator leaves the room (unless previously agreed) for the young people to present their pitch

2. PITCH

Young people present their pitch as creatively as they choose!

3. PANEL QUESTIONS

At pitch, it's important you check your understanding and ask questions. Make sure all group members contribute and ask question such as:

- What impact are you hoping to have with this project?
- Other than the 12 Key Skills what have you learnt?
- Which of your weakest skills have you chosen to develop?
- Have you noticed a difference by working on weaker skills?
- Have you identified a gap in the market for your enterprise?
- Have you done anything that's helped you thrive as a team?
- How will you evaluate the impact the project has?



TOP TIP: Follow the steps on this form to ensure that you and the young people pitching have had the best possible panel experience. It will also make it easier to complete the decision tree on KIT.

12 Key Skills

During a Youth Impact project, group members should all identify **at least 3** of their weaker 12 Key Skills to develop throughout the process. The group should identify and discuss this development as they pitch but if not please ask further questions to find out.

12 KEY SKILLS Self - Relationship - Task	Have the young people developed the skills? <input checked="" type="checkbox"/>							Have they identified 3 of their weakest skills and discuss how they plan to improve them?
	Group Member 1	Group Member 2	Group Member 3	Group Member 4	Group Member 5	Group Member 6	Group Member 7	
Assess your own performance								
Cope with stress and tension								
Plan your time and energy								
Work out what you're good and not so good at								
Communicate								
Negotiate								
Settle disagreements								
Deal with people in power and authority								
Solve Problems								
Agree your responsibilities and see them through								
Make Decisions								
Search for information and get advice								

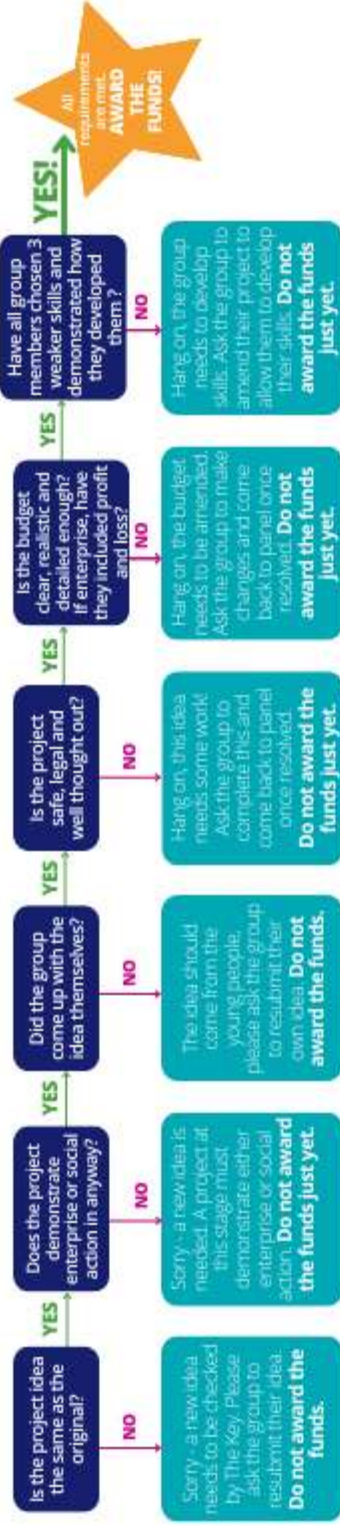


PANEL NOTES



4. PANEL DISCUSSION

Without the young people present, discuss with the other panel members to check you all agree that they've done enough to be awarded the funds; use the decision tree to guide you...



5. GROUP FEEDBACK

Now that the group are back in the room, share your decision! Always be encouraging even if the answer is 'Not Yet'.

If it's a 'Yes' congratulate the group on their achievement and feel free to share any advice that will help them do or evaluate their project.

If the answer is 'Not Yet', the panel need to set conditions to get them on track and request the group reports back once this has been done.

HAVE YOU SET ANY CONDITIONS?

6. FEEDBACK TO THE KEY VIA KIT

Nominate a panel member to update the KIT with your decision and submit this outcome to The Key - this should only take 5 minutes.

THANKS FOR BEING A PANEL MEMBER TODAY, YOU'LL HEAR ABOUT HOW THE GROUP GET ON ONCE THE PROJECT IS COMPLETE

Remember The Key team are on hand to help so don't hesitate to get in touch!



4.9 KEY+ Employability



- FAQs



4.9 Guidance for KEY+ Employability

The Key want to support young people to develop their own enterprise skills through Stage 3 - Youth Action. The group can use their microgrant to resource a business idea and bring it to life.

What happens with the profits we make?

It is up to the partner organisation to decide what happens to the profits made. They should work with young people to decide whether to add the proceeds into the organisation's activity budget, give to a charity of their choice, or share the proceeds amongst the group members.

If money is given directly to group members in receipt of benefits, additional earnings could affect their eligibility to claim. We recommend you discuss this with all individuals beforehand to ensure this doesn't have a negative impact.

According to the governments sole trader guidance, anyone is allowed to earn up to £1000 without declaring themselves as a sole trader. Individuals who earn anything above this will need to register as a sole trader and complete a tax return. We encourage you to work with young people to review the government earnings guidance if this became an issue.

Can we use funds to purchase equipment?

Unlike other KEY+ projects, we know that there may be more capital costs associated with an enterprise project. However, as with all Key projects the group should be aware that any resources purchased will belong to the member organisation itself and not individuals project members after the project is complete.

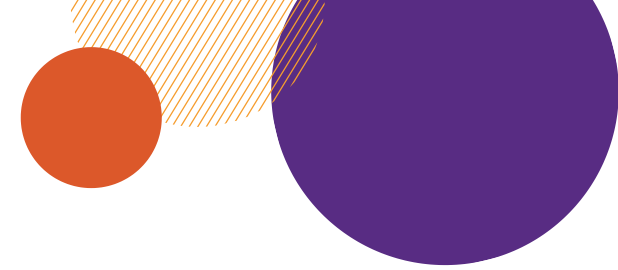
Helpful links

- [Working for yourself - GOV.UK \(www.gov.uk\)](https://www.gov.uk)
- [Set up as a sole trader - GOV.UK \(www.gov.uk\)](https://www.gov.uk)



4.10 Frequently Asked Questions





4.10 Frequently Asked Questions

PROJECT ACTIVITIES

Can we do adventure activities that require risk assessments?

Yes. However, The Key does not accept responsibility for this, and risk assessments are carried out at the requirement of the facilitator's organisation/provider.

Can we use KEY+ projects for a trip that our organisation is planning?

That depends. The Key doesn't pay for pre-arranged activities; it must be the young people's freely chosen own idea. So if there was a trip already happening, we wouldn't pay the costs for the young people to attend. But if the group wanted to plan an extra element to the existing trip, then that could be funded.

Why can't groups use money for DofE expeditions but they can for other expeditions?

KEY+ is a youth led learning process. All projects must be freely chosen by the young people in the KEY+ group. Aspects of DofE are necessary for the young people to be able to achieve certification. Therefore they are not freely chosen as the activity has been prescribed.

Can we have driving lessons?

As an experience for an early KEY+ stage we are happy for groups to plan this together and then take an individual lesson. However, The Key will not fund series of lessons for individuals.

Can we get beauty treatments?

Yes, for an experience this is fine so long as this is planned as a group. However, participants cannot have anything cut off or anything stuck on! No permanent changes including acrylic nails, haircuts or extensions, piercings etc., but painted nails or hair up-dos are fine. For young people under 16 parental consent should be obtained for any treatment.





4.10 Frequently Asked Questions

FUNDING

Can we use Key Funds to hire our club's minibus?

Micro grants are there to reward young people's learning. We do not fund organisations to cover their core costs. The Key will not pay for an organisation to 'hire' something they already own. The Key will however cover petrol costs; the group should work out what this will cost per mile.

Can we use the micro grant for capital spends?

Capital spends cannot make up the majority of the project costs, to allow for sufficient skills development. As a general rule, we suggest they do not exceed 25% of the entire budget. If you wish to exceed this limit, please contact us about this request.

How detailed do project costs need to be?

A full detailed breakdown of all the costs of the project are needed before The Key can approve the project. For example, if the cost per head is £5.99 this should be recorded along with how many people are included. If you don't provide a detailed breakdown of costs this will delay processing of progressing the project.

The young people I work with want to do a project but £250 won't be enough, can they split into 2 groups?

No, groups shouldn't split into 2 to plan the same project to try and get more money. The Key are not a funder and need to ensure that the group members develop the 12 Key skills. More funding is available in Stages 2 and 3 so the group could keep their idea for later stages and do a less costly project at Stage 1.

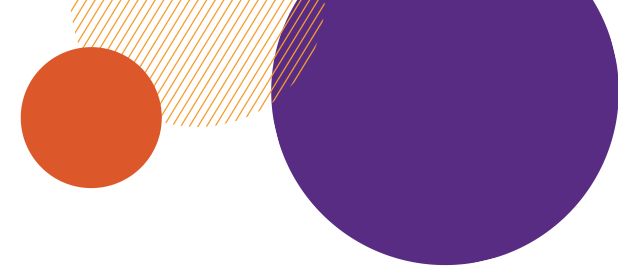
We have some money left after completing our planned activity; can we spend it on something extra?

No, The Key will only reimburse items that have been agreed at panel and appear on the project budget. If groups spend outside of the agreed amount, the organisation itself must meet this spend.

Can the young people use the micro grant to purchase team t-shirts for themselves?

Any items bought with the micro grant must become property of the organisation and not of the young people personally. T-shirts can be bought for the organisation/club that the young people come from but not for them to keep as personal items, so no personalisation, such as nicknames.





4.10 Frequently Asked Questions

FUNDING

Can we buy equipment for a project?

Micro grants cannot be spent solely on capital costs. The purchase of equipment doesn't require enough skill to constitute as a KEY+ project. As a general rule, capital should be no more than 25% of the budget, although this can be negotiated in some circumstances.

We need to book tickets/travel to get a better price/secure seats but the group haven't been to panel, is this OK?

Sometimes it may be necessary to book tickets in advance, please contact us so we can authorise the booking & record the reason the booking has to be made prior to panel. If the group are unsuccessful at panel any cancellation charges are your responsibility. The group should not be told that the tickets have been booked as they need to take ownership for the project and feel rewarded for their work. If tickets are booked before panel without notifying The Key the organisation will not be able to claim for them.





4.10 Frequently Asked Questions

PROCESS

How many young people should be in a group?

There should be at least 3 and no more than 7 young people per group.

We've changed our project idea. Do we need to tell The Key or go back to panel?

That depends. If you haven't been to panel you can change your project idea but you should contact The Key to let them know that the idea has changed. If you have already been to panel you will need to contact The Key with details of the change. If the idea is completely different you will need to go to panel again. For example, if you originally planned to go to the cinema and for food and now want to go horse-riding you will need to go back to panel. If however, you originally planned to go to the cinema and for food and you have changed the location of the meal or the film you want to see that would not require another panel.

Can Key projects be done in a short time?

We recommend a minimum of 1 week between the project being registered and the panel date. This to ensure that the group have time to complete the planning and preparation required to be successful at panel and to allow your panel members sufficient time to respond.

Is there a time limit on completing a Key Project?

We like to encourage groups to be actively engaged with their project so we would expect them to be ready to go to panel within 4-6 weeks of validation; however we recognise that some groups may take longer than this. We will contact you to ask for progress updates if the group hasn't progressed to panel. If the group want to progress to the next stage they must do this within 2 years of registration of the previous stage.

Should I send original copies of forms, documents and receipts into The Key?

All forms should now be submitted online with the exception of the group evaluation which you can post if you wish. We recommend that all documents that you do post to us are scanned or copied in case the original copy does not reach The Key.

How can we make our project into a Key case study?

The Key loves to use real life stories to demonstrate to other Facilitators, funders and partners what a difference KEY+ makes to the young people taking part and the wider community. When you submit publicity consent forms, photographs and both facilitator and young people's evaluations we can write up a case study and get your approval for us to use it.





4.10 Frequently Asked Questions

PROCESS

One of the group members wants to be in another Key group that I am facilitating, is this OK?

No, young people can only be in 1 Key project group with your organisation at any one time. They can still join in the project that your other group are planning but as a beneficiary only. However, young people can be in another Key project with a different facilitator at another organisation at the same time.

Are there any requirements for types of project at each stage?

Stage 1 and 2 projects can be any type of activity provided it is freely chosen by the group and is safe, legal and achievable. Groups can do team-building projects at stage 1 and 2 but would need to demonstrate how they can build on the skills at each stage. For example, if they plan a trip to the cinema at stage 1 and want to plan a trip to the theatre at stage 2, we would need to understand what additional challenges this creates to enable them to further develop the 12 Key skills. Stage 3 projects must have wider community benefit in addition to benefiting the group members. The wider community should be those outside of the organisation themselves, people not ordinarily known to the group.

What does community benefit mean?

A project with community benefit must benefit people other than the group members for the good of the wider community. You should try to test yourselves and push boundaries so that you can look back on the project with a real sense of achievement. The majority of the funds should be spent to directly create community benefit.

Here are some great community benefit projects others have done:

- Fundraising for a charity or for your youth club e.g. Family fun day, sports day, clothes swap, Key's Got Talent.
- Put together hampers for hospice patients / Christmas packages for young homeless people.
- Buy seeds & equipment to make a community garden
- Paint and refurbish an indoor space.
- Organise a multi-cultural event including cooking traditional food and traditional dance performances.
- Make a film/documentary and arrange to show this at a community event.
- Collect and repair old bikes to send to Africa as part of a wider project.
- Start a community magazine or mini enterprise.
- Put on a free football tournament against police and community officers.
- Arrange for a group to have a talk from an ex-gang member about their life experiences.





Inspiring belief in young people

thekeyuk.org.uk

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