

Youth Work HD course minimal requirements

Introduction

The Youth Work HD is an Online Platform on which you can learn how to be better at reaching out to young people, developing sustainable partnerships with stakeholders in the field of youth, get actively involved in creation of youth policies, and how to use digital tools in the youth work field more efficiently. In short, it can help you to become a youth worker of the 21st century.

The platform Youth Work HD is developed under the strategic partnership Youth Work HD, financed by the European Commission through Erasmus+ program.

The partnership consortium is led by the idea that youth workers possess specific knowledge and skills that enable them to successfully carry out their jobs and activities, unrelated to their specific fields: experienced sport trainers, with extensive knowledge of sports pedagogy, art workshop leads, bursting with creative ideas, or educators working in formal sector, trying to plug the gaps of the formal educational system. Project partners, [Centre of Technical Culture Rijeka](#) (Croatia), [European Grants International Academy Srls Unipersonale](#) (Italy), [Latvian Information and Communications Technology Association](#) (Latvia) and [Langas j ateitj](#) (Lithuania), who employ and cooperate with numerous youth workers during their daily work, concluded that to strengthen the profession, it needs to share a common foundation. That is why we developed the online educational platform to provide youth workers with a set of knowledge and skills that they themselves think will strengthen and improve their work, enable better cooperation with stakeholders and improve recognition of youth problems and needs.

To publish your course on the Youth Work HD platform you must fulfill the requirements and follow the guidelines described in this document. The purpose of these requirements is to ensure high quality of the courses published on the platform, as well as their functional, visual, content and structural adherence to standards.

Besides the requirements, this document contains useful guidelines, which can help you to customize and tweak your course content and appearance to meet the needed requirements.

As the platform's name suggests, it is envisioned as a place where youth workers can find resources to gain new skills and knowledge, share opinions and experiences and get to know each other. With that in mind, all of the courses that will be taken into consideration must benefit youth workers in one way or another. The courses themselves do not need to be about youth work, but must provide useful resources to youth workers.

Course publishing process

To apply your course for consideration to be a part of the Youth Work HD platform you must first submit the course curriculum to info@youthworkhd.eu. The course curriculum, as well as the entire course, must be in English language. The course can be translated in as many other languages as needed but English version is mandatory. You can download the template for the course curriculum [here](#).

After the course curriculum has been accepted you can start to prepare the course contents or modify them to be in accordance with the requirements for the Youth Work HD platform.

Once all of the course material have been made, you can begin with the upload of materials on the platform.

Next step in the process is making final tweaks and customizations of the course contents and materials and after that testing.

After you finish with testing phase, you need to once again check the course and correct the issues that were found during the testing.

Once everything has been tested and confirmed your course is ready to be published and opened for enrollment.

Obligatory course contents

Beside the course contents and materials, each course must provide:

- Curriculum – in which all of the interested parties can find basic information about the course such as introduction, objectives, expected results, target groups and admission requirements, annotations and the programme of the course. ([Curriculum template](#))
- Badges - people enrolled into your course must be able to obtain at least one badge for their achievements. The achievements can vary from successful finish of certain chapter to being helpful to others – the possibilities are vast. To get familiar with the process of creating and issuing badges read more on <https://openbadges.org/> and <https://docs.moodle.org/35/en/Badges>.
- Certificate – people enrolled in your course must be able to obtain a Certificate of course completion upon successful completion of your course. All of the certificates received on the Youth Work HD platform must have the same template that is available [here](#). On the certificate, you can change First Name, Last Name, Name of the Course, Organization, Date and Logo fields. Once you are create a certificate, you must send it to info@youthworkhd.eu so that administrator can upload and set it up on the platform.

Course contents requirements

1. The course must be in English language

- All of the course contents, materials, etc. must be in English language or you must provide appropriate English translations (e.g. Video subtitles)
- The course can be translated in as many other languages as needed but English version is mandatory.

2. The course materials have to be original.

- No plagiarism is allowed on the platform. If there are references or quotes to outer sources, they must be appropriately referenced and mentioned.
- Youth work HD platform uses [APA standard](#) for quoting and referencing.
- If you use any other materials, such as images, sound or video clips, you must provide appropriate attribution to the author/s.

3. The course material has to be of high visual quality.

- The course has to start with a short video in which the course summary is provided.
- All of the images and videos must be compressed (big images take longer time to load and cumulatively it can take long time). Images in the platform must not be larger than 1 MB.

- Official font used on the platform is Verdana and the correct way to use it is as follows:
 - Headings are bolded and size 16 pt
 - For subheadings use size 14 pt and also bolded
 - Regular text is size 12 pt
 - For emphasizing parts of the text use bolded regular font size
 - When quoting or using foreign words use italic text
- These heading styles are available in the text editor on the platform
- Colors used on the platform need to be standardized in order to support visual identity of the platform. Colors used for headings, subheadings and emphasized text is purple, or if you prefer use shades of gray. For regular text use black. Hyperlinks should be blue. No other colors are allowed when formatting text.



Purple (RGB: 83 47 138; #532F8A)



Blue (RGB: 79 194 231; 46C1EF)

4. The course has to have a final evaluation.

- You can choose whether you want to have more evaluations, but one final evaluation of the whole course regarding the overall quality of course materials, design, etc. is required.

5. Course materials have to be proof read.

- Every text in the course has to be checked for grammar and spelling errors and errors must be corrected.

6. The course contents have to be structured in a way that is easy to follow.

- The course content has to be organized in a way that a user can easily find what he is looking for and that the sections (chapters, units, lessons, activities) have logical organizational pattern.

7. The course must be interactive.

- The written materials must be accompanied various types of interactive content such as images, videos, quizzes, infographics, etc. The platform offers many different types of interactive content so interactivity is not difficult to achieve.

Advice for creating a course on Youth Work HD platform

- For better accessibility and performance, it is recommended that the videos be hosted on an outside platform (YouTube, Vimeo). This also enables easier creation and modification of subtitles, and with outside platforms, there are no size limitations.
- It is advised that you make tasks and exercises (assignments) self-evaluating (i.e. that you do not have to grade the assignments yourself) since the course might be active on the platform in a period when you cannot take time to manually give feedback to course participants.
- When creating short intro or overview videos for the course you can use PowerPoint to create an animated slideshow and then later on edit it in an editor of your choice – we like to use free software Lightworks
- If you want, you can create a printable version of your course's contents and provide a link on the platform from which your students can download it.