

A 'How To' Guide for Leaders

What is the Children's University?

It is an international scheme that promotes and celebrates quality out-of-school-hours learning for 5-14 year-olds. Children who are members are issued with a *Passport To Learning* and use this to record their involvement in out-of-school hours learning, either at clubs run by their school or at Public *Learning Destinations*, which have to be approved. Children collect hours and then receive certificates for reaching certain milestones [30 hours for bronze, 65 hours for silver and so on].

All Rainbow, Brownie and Guide units in Norfolk have been approved as *Learning Destinations* and so can award CU Members with hours in their *Passport To Learning*.

What can I award hours for?

In line with the ethos of Children's University, leaders need to award hours for learning completed as part of work done towards Activity or Challenge badges. In other words, you don't count every minute of a group meeting, just the time when the children have been engaged in structured teaching which has resulted in learning. (We are aware in guiding that a huge amount of learning also takes place outside the structured teaching situation, particularly if you are doing 'good guiding'.)

Because of the difficulties in assessing time spent on an activity outside the unit meeting, only hours for participation in activities delivered at a structured event may count. Residential activity hours can only be given for learning activities rather than the whole time, and a maximum of 10 hours can be given.




How do I award hours in a *Passport To Learning*?

The *Passport To Learning* contains spaces for children to record the learning activities they have been completing.

There is no need to fill a line in each week. Ask the children to bring their passport in once every half term. You need to keep a record of how much learning each child has completed and write the total in, as shown in the example. To authorise it, you then need to issue the child with a sticker of the CU logo (available from County Office).

You can only award a maximum of 10 hours per term irrespective of how many learning hours a child has completed.

Example

DATE	HOUR(S)	ACTIVITY	STAMP OF APPROVAL
30/10 /13 to 20/12 /13	3	Activity Badge achieved during meetings	

How do children in my unit get a *Passport To Learning*?

If the child's school is a Children's University member then they will issue a *Passport To Learning*. Ask the child's parent to check with their school if they are a member.

If the school is not a member, parents can buy CU membership directly from their local library for £8.