Support for Youth Voluntary Work Scheme

An Opportunity for Young People and Voluntary Organisations

Contents

1.0 Brief of the Support for Youth Voluntary Work Scheme 1
1.1 Objective of the Scheme 1
1.2 Aims of the Scheme 1
1.3 Priorities of the Scheme 1
2.0 Procedure of the Support for Youth Voluntary Work Scheme 2
2.1 Young People eligible to participate in the Scheme 2
3.0 Guidelines for the Support for Youth Voluntary Work Scheme 3
3.1 Introduction 3
3.2 What is accreditation? 3
3.3 Who is the accreditation for? 3
3.4 Requests for accreditation? 4
3.5 Calls by Voluntary Organisation to apply for accreditation 4
3.6 Issuing of accreditation 4
3.7 Requirements to apply for accreditation 5
3.8 Assessment Criteria 5
3.9 After accreditation 7
3.10 Call for Expression of Interest (EI) – Accredited Host VOs 7
3.11 Call for Application of Youth Volunteer Workers 7
3.12 Payment Procedures 8
3.13 Proof of Fulfillment of Conditions 8
3.14 Monitoring and Evaluation 9
3.15 Audit and Control 9
3.16 Information and Publicity 10
4.0 Youth Voluntary Work Scheme Charter 11

Annex 1 Accreditation Application for Host Voluntary Organisation
Annex 2 Expression of Interest for Host Voluntary Organisation
Annex 3 Youth Voluntary Worker Application
Annex 4 Grant Agreement
Annex 5 Implementation Report - Host Voluntary Organisation
Annex 6 Payment Request Form
Support for Youth Voluntary Work Scheme

An Opportunity for Young People and Voluntary Organisations

1.0 Brief of the Support for Youth Voluntary Work Scheme

1.1 Objective of the Scheme

Support for Youth Voluntary Work Scheme is intended to achieve two main goals. The first goal is to help young people improve their skills and employment prospects by giving them an opportunity to take up volunteering as part of their formal and informal learning process. It will also enable them to discover the value of voluntary service and helps to foster a sense of community and active citizenship. The second goal of the scheme is to support Voluntary Organisations in attracting young people to volunteering, enabling them to enhance their capacity with new volunteers and fresh ideas.

1.2 Aims of the Scheme

The specific objectives pursued by the Support for Youth Voluntary Work Scheme are to:

- promote the participation in the community as active citizens;
- improve the level of key competences and skills of young people, including those with fewer opportunities;
- foster quality improvements in youth voluntary work, in particular through enhanced cooperation between voluntary organisations and educational institutions;
- encourage the recognition of non-formal and informal learning, in particular through the active cooperation of the business community;
- target a minimum of 50 Young People each year.

1.3 Priorities of the Scheme

The following policy priorities will be pursued:

- promoting active citizenship to young people by fostering social inclusion and the active participation of young people in society;
- promoting young people's social inclusion and well-being, mainly through the empowerment and up skilling of young people, to combat youth unemployment;
- raising awareness about voluntary work;
- developing basic and transversal skills, such as entrepreneurship, working in a team and leadership skills;
2.0 Procedure of the Support for Youth Voluntary Work Scheme

2.1 Young People eligible to participate in the Scheme

This Scheme allows young people aged 17-25 to express their personal commitment through unpaid and full-time voluntary service for a period of 3 to 12 months with a local Voluntary Organisation. The scheme is extended to the age of 30 in the case of University students who may undertake this experience after they graduate.

Youth Volunteers are given the opportunity to contribute to the daily work of voluntary organisations according to the particular nature of the same organisation. Youth Volunteers will be allocated a monthly stipend by the Scheme which will be paid to them through the hosting Voluntary Organisation.

2.2 Voluntary Organisations eligible to participate in the Scheme

Only Voluntary Organisations enrolled with the Commissioner for Voluntary Organisations are eligible to participate and host young people under this Scheme. The hosting Voluntary Organisation is responsible for:

- Training and managing the Young Volunteers, envisaging tasks and activities for volunteers that respect the qualitative principles set in the Youth Voluntary Work Charter;
- Monitor and support the Youth Volunteers, especially those working in Voluntary Organisations in the areas of Health, Social and Humanitarian;
- Provide an adequate and safe working environment to Youth Volunteers according to local Health and Safety regulations and other work related legislations;

The participation in the Scheme must be free of charge for Youth Volunteers, with the exception of travel costs to and from the Voluntary Organisation.

The following activities are not considered as Youth Voluntary Work Scheme:

- occasional, unstructured, part-time volunteering;
- a work placement in an enterprise;
- a paid job;
- a recreation or tourist activity;
- exploitation of a cheap workforce.
3.0 Guidelines for the Support for Youth Voluntary Work Scheme

3.1 Introduction

The **Support for Youth Voluntary Work Scheme** aims to support Young People taking an active part in voluntary organisations. The first goal is to help young people improve their skills and employment prospects by giving them an opportunity to take up volunteering as part of their formal and informal learning process. It will also enable them to discover the value of voluntary service and helps to foster a sense of community and active citizenship.

The second goal of the scheme is to support Voluntary Organisations in attracting young people to volunteering, enabling them to enhance their capacity with new volunteers and fresh ideas. This guide is intended to help Voluntary Organisations obtain **Support for Youth Voluntary Work Scheme** accreditation.

3.2 What is accreditation?

Accreditation is a procedure to support Voluntary Organisations that want to take part in the **Support for Youth Voluntary Work Scheme**. It is designed to ensure consistently high standards in the Scheme and to help Youth Volunteers find placement in Voluntary Organisations and vice versa.

Accreditation is a quality assurance process facilitating communication between host Voluntary Organisation and the Scheme structures, so that all parties involved are aware of the values, objectives and rules of the Scheme. All accredited Voluntary Organisations must show they have the capacity and structure to able to engage, train, manage, monitor and support Youth Volunteers.

Accreditation is a Voluntary Organisation's entry ticket for the **Support for Youth Voluntary Work Scheme**, and proves that it complies with the Scheme's quality standards.

The accreditation is a prerequisite for participation, but does not automatically lead to placements of Youth Volunteers. Calls for Expression of Interest for hosting Voluntary Organisations will be issued annually for Young Volunteer placements, where Voluntary Organisations must submit the amount of Youth Volunteers being requested and the type of voluntary work these volunteers will be engaged in.

3.3 Who is the accreditation for?

Accreditation is for Voluntary Organisations that want to receive Young Volunteers under this Scheme. To obtain accreditation, the Voluntary Organisation submitting the Expression of Interest must be enrolled with the Commissioner for Voluntary Organisations, clearly identified, as must the location of the activities planned. A Youth Volunteer must be hosted within the accredited host Voluntary Organisation which is identified and will be the entity evaluated.
3.4 Requests for accreditation

Accreditation of the Support for Youth Voluntary Work Scheme host Voluntary Organisations is carried out by the Malta Council for the Voluntary Sector (MCVS).

3.5 Calls by Voluntary Organisation to apply for accreditation

Voluntary Organisations can submit their Accreditation Application (AA) to become Host Voluntary Organisations (Annex 1), following the first official call, at any time to MCVS to be considered for accreditation.

Since Voluntary Organisations must have a valid accreditation at the date of the placement application deadline, promoters are advised to submit their application well before they plan to take part in the particular deadline. It takes about six weeks to process an accreditation, but organisations should allow longer to be on the safe side.

Once approved, accreditation is valid for a maximum of three years, though the MCVS reserves the right to grant accreditation for a shorter period or to revoke the accreditation during the agreed period should there be reasonable grounds to act in such a manner. On expiry, accreditation can be renewed by submitting a new application.

3.6 Issuing of accreditation

MCVS evaluates Accreditation Applications and carries out interviews with applicant organisations. MCVS may use internal staff or external experts to undertake accreditation evaluation.

To avoid conflicts of interest, accreditors must not be members of or in any way be involved in the particular Voluntary Organisation.

The role of the accreditor is to assess the quality of applicants. The accreditor will visit the applicant Voluntary Organisation to meet those who will be responsible for running the placement, to get to know the organisation and to discuss all aspects of the placement within the parameters of the Scheme. Accreditors may ask for further clarification, suggest improvements and possibly ask for Accreditation Application.

The accreditor assesses the application on behalf of the MCVS, collect further information as necessary and provide the MCVS with a recommendation. The accreditor may recommend that the organisation be approved or rejected. The final decision on on acceptance of an organisation as a ‘host’ is at the discretion of MCVS.
3.7 Requirements to apply for accreditation

Applicants must send the following documents:

- Two original printed and bound copies of the Accreditation Application form (Annex 1), completed and signed by the legal representative of the Voluntary Organisation,
- a copy of the enrollment certificate issue by the Commissioner for Voluntary Organisations of the organisation submitting this form.

3.8 Assessment Criteria

The Accreditation Application can only be assessed if all parts of the form have been completed correctly.

All organisations must apply the principles of the YVW Scheme Charter at all stages of the project. This is the basis for accreditation. It highlights the roles of each Voluntary Organisation in an YVW Scheme, as well as the main principles and quality standards of the YVW Scheme.

The MCVS may withdraw accreditation at any time if an organisation fails to comply with the YVW Scheme Charter.

More specifically, the accreditors' assessment of an applicant Voluntary Organisation will be based on the following:

**For all applicant Voluntary Organisation:**

*Motivation and experience, in particular:*
- motivation for taking part in Scheme
- previous experience with similar placements of Young People including Youth in Action Programme, EVS, international projects and working with full-time volunteers

*Knowledge of YVW Scheme, in particular:*
- the YVW Scheme Charter
- the YVW Sheme Agreement
- the group insurance plan for EVS volunteers
- the document "what to expect from YVW"
- funding rules
- making YVW available free of charge for the volunteer

*The organisation’s aims, activities and capacities, in particular:*
- the organisation’s aims and objectives
• regular activities
• organisational, administrative and financial capacity, particularly in order to have assurance regarding the number of volunteers the applicant Voluntary Organisation has capacity to host or coordinate at the same time

**Risk, safety and well-being, in particular:**
• how to prevent risks and crises
• how to manage conflicts and cultural shock
• how to guarantee safe working conditions

**The management of volunteers, in particular:**
• training and managing Young Volunteers
• monitoring, mentoring and supporting Young Volunteers, especially those working in Voluntary Organisations in the areas of Health, Social and Humanitarian

**Ideas for future placements, in particular:**
• possible themes and activities
• relevance to YVW Scheme objectives and priorities
• inclusion of young people with fewer opportunities
• plans for evaluation during and after a placement
• ideas concerning visibility of YVW

**Possible volunteer tasks, in particular:**
• awareness of and ideas for well-defined tasks constituting 30-38 hours per week
• how to avoid job-substitution and routine tasks
• how to ensure quality task-related training and support

**Learning aspects, in particular:**
• familiarity with the concepts of non-formal learning
• learning opportunities offered through the service

### 3.9 After accreditation

The accredited Voluntary Organisations will be given an YVW Scheme Accreditation Certificate and included into YVW database of accredited organisations in [www.maltacvs.org/yvwdatabase](http://www.maltacvs.org/yvwdatabase). The database is a main tool for Youth Volunteers to find host Voluntary Organisations.
The full name and contact details of the contact person identified in the Accreditation Application form is published together with description of the organisation, motivation and experience, and the placement environment. The contact person will also be responsible for keeping contact details up-to-date and informing the YVWS Managing Committee if there are periods during which the organisation does not intend to be involved in any placements. It would, in this case, be temporarily removed from the YVW database.

Once the Voluntary Organisation receives a confirmation from the YVWS Managing Committee about accreditation, it may take part in its first YVW Scheme by submitting an Expression of Interest in the following call!

### 3.10 Call for Expression of Interest (EI) – Accredited Host VO

Accredited Voluntary Organisations that want to participate in the Scheme must submit an Expression of Interest to receive Youth Volunteers (Annex 2) describing their general motivation and ideas for activities to be carried out by Youth Volunteers under the Scheme.

A call for Expression of Interest for host organisations shall be issued by the end of February of each calendar year with the deadline falling on the last Friday of the month of March of each calendar year.

An Expression of Interest should not refer to the entirety of a complex organisation with numerous departments and/or branches in general terms. The information entered on the form should make clear the location, placement environment and possible activities for Youth Volunteers.

The YVWS Managing Committee composed of a representative of the Malta Council for the Voluntary Sector (MCVS - leading entity managing the Scheme) and of Aġenzija Żgħażagħ (AZ - main partner) shall evaluate the Expression of Interest applications and recommend adjudication according to a set of established evaluation criteria. To avoid conflicts of interest, the members of the External Evaluation Committee must not be members or in any way be involved in the particular Voluntary Organisation.

### 3.11 Call for Application of Youth Volunteer Workers

Young Persons between the ages of 17-25 can apply for placement under the Youth Volunteer Worker Scheme. The age under this Scheme is extended to the age of 30 in the case of University students who may undertake this experience after they graduate. The placement under this Scheme shall be to undertake unpaid and full-time voluntary service for a period of 6 to 12 months with a local Voluntary Organisation.
A call for Application for Placement (Annex 3) under this Scheme for Young Persons shall be issued by the first week of May of each calendar year with the deadline falling on the last Friday of the month of May of each calendar year.

Youth Volunteers are given the opportunity to choose from the approved placements provided by the Accredited Host VOs. The selection of the Youth Volunteers shall be carried out by the YVWS Managing Committee which will evaluate all applications according to a set of established evaluation criteria. As a result of the evaluation all applications are place in a ranking list and Youth Volunteers will be placed in their preferred VO according to the availability.

### 3.12 Payment Procedures

The financial assistance for the stipend under this Scheme will last for not more than twelve months from date of engagement of the eligible person/s with the accredited Voluntary Organisation. The financial assistance will be given in the form of grants is fixed at the rate of € 3,120 per annum. Grants are paid quarterly in advance to the accredited Voluntary Organisation. The Youth Volunteers will be required to work with the organisation for 25 hours or more but not exceeding 40 hours.

As part of the Payment Procedures, the MCVS will be responsible to ensure that the:
- a) Expenditure declared is real;
- b) Youth volunteer work has been affected in accordance with the Grant Agreement;
- c) Attendance records are correct and kept updated by the host organisation;
- d) Operations and expenditure comply with Community and national rules.

The accredited host Voluntary Organisation is responsible to pay the Youth Volunteer every four working weeks.

### 3.13 Proof of Fulfillment of Conditions

The grant is paid to the accredited host Voluntary Organisation quarterly. The first payment takes place on the signing of the Grant Agreement (Annex 4), on the condition that the Voluntary Organisation agrees to keep the Youth Volunteer for at least six months, as a condition of the Grant Agreement. If the accredited host Voluntary Organisation on the grounds of unfair dismissal refuses to retain the Youth Volunteer for at least six months, the grant has to be re-funded. The same process will apply to the Youth Volunteer according to the Grant Agreement signed with the latter.

The MCVS will verify that all the conditions listed in the contract and the documents requested as cited further down in this document have been received, checked and certified. After verification and certification from the relevant entities, the Treasury of Malta will subsequently issue the payment due.
3.14 Monitoring and Evaluation

The MCVS will hold a monitoring visit, to verify compliance with conditions laid down in the YVWS Grant Agreement and Guidelines. The monitoring visit will be supported by a monitoring report and photos.

The Accredited host Voluntary Organisation accepts to participate in and contribute to monitoring and evaluation activities organised by the MCVS, as well as other persons and organisations mandated by them.

Since the Grant is paid to the Organisation quarterly, the Organisation is to submit to the MCVS, three reports (every 3 months), describing the outcomes and the payment requested. The reporting template shall include the Implementation Report (Annex 5) as well as part of the Payment Request form (Annex 6).

3.15 Audit and Control

3.15.1 Internal Control
In the first instance it is the responsibility of the MCVS to put in place and maintain control arrangements to ensure proper and sound financial management of the funds granted to the Accredited Host Voluntary Organisation. Moreover, the Accredited Host Voluntary Organisation must maintain an adequate accounting code, or a separate accounting system, for all transactions relating to the operation without prejudice to national accounting rules.

3.15.2 First Level of Control & On-the-Spot Checks
Administrative checks shall be carried out by the MCVS in order to ensure that expenditure is real and carried out in line with the provisions and procedures found in the Grant Agreement and Guidelines and that there is conformity in operations and expenditures with respect to domestic law.

It should be noted that these mentioned checks are NOT audits but administrative verifications. Any queries that may arise from such checks are submitted to the Organisation or person having delegation of authority and should be answered within the stipulated deadline to ensure that funds are not at risk.

The administrative verifications represent only one component of the so-called first level of control. In order to ensure that the administrative checks are robust, as part of the 1st level of control, ‘on-the-spot’ checks are also carried out. These checks focus on the administrative, financial (payment process and verification of payments), publicity and physical aspects of the Scheme (during or after the placement to verify the reality of the expenditure and the dissemination of the Scheme).

The MCVS will inform the Accredited Host Voluntary Organisations of the administrative check at least one day in advance. The Accredited Host Voluntary Organisations must ensure that all relevant
documentation is made available to the verifiers. The applicant/person having delegation of authority should provide the necessary support to the auditors in carrying out their work.

### 3.15.3 Second Level of Control

The 2nd level of control refers to audits (systems and on operations) that are carried out by local and foreign audit institutions. The MCVS may carry out these audits on an ongoing basis throughout the Scheme duration.

Accredited Host Voluntary Organisations should note that other organisations including the Internal Audit and Investigations Directorate (IAID) and the National Audit Office (NAO) may undertake audits on the Scheme. The Audit Authority will inform the Accredited Host Voluntary Organisations of the audit at least one day in advance. The Accredited Host Voluntary Organisations must ensure that all relevant documentation is made available to the auditors. The applicant/person having delegation of authority should provide the necessary support to the auditors in carrying out their work.

### 3.16 Information and Publicity

In order to enhance transparency regarding use of the funds, the names of the Accredited Host Voluntary Organisations and the amount of public funding allocated will be published electronically or otherwise.

As part of such publicity, the Accredited Host Voluntary Organisations will be obliged to fix in a prominent place a poster which will be provided by the MCVS which will specify that the entity is participating in the YVW Scheme. This poster must be so exhibited throughout the Scheme period (i.e. throughout the grant period.)

Accredited Host Voluntary Organisations must collaborate with the MCVS and the YVWS Managing Committee during the organisation of events or promotional activities, including networks and exchanges of experience.
4.0 Youth Voluntary Work Scheme Charter

The Youth Voluntary Work (YVW) Scheme Charter highlights the roles of EVS sending, Support for Youth Voluntary Work Scheme host organisations and the main principles and quality standards of YVW Scheme. Each accredited YVW Scheme organisation adheres to the provisions set out in this Charter.

Youth Voluntary Work Scheme partnership

A solid partnership between YVW Managing Committee, the host Voluntary Organisation and the Young Volunteer is the basis of every YVW Scheme. An adequate match-making between the volunteer profile and the tasks has to be in place. An activity agreement is signed by all the partners before the beginning of the activity.

- The YVW Managing Committee is in charge of the evaluation, selection, preparation and support of the Youth Volunteers before, during and after the YVW placement.
- The host Voluntary Organisation has to ensure safe and decent working conditions to the Young Volunteer throughout the entire placement period. It has to provide adequate personal and task-related support, including the identification of a mentor for the Young Volunteer.

Youth Voluntary Work Scheme principles to be ensured

- The voluntary service dimension through a clear definition of the non-profit making character and the volunteer tasks. Full-time service and active role of the volunteer in implementing the activities have to be ensured.
- YVW Scheme activities must not substitute any employment.
- The non-formal educational dimension, through a clear definition of a learning plan for the volunteer.
- The benefit to and the contact with the local community.
- YVW Scheme is free of charge for the volunteers.
- Accessibility and Inclusion: when engaging YVW Scheme volunteers, the organisations maintain the overall accessibility for all young people, without prejudice related to ethnic group, religion, sexual orientation or political opinion. If the placement targets volunteers with fewer opportunities, facilities and capacity in providing tailor-made preparation, support and follow-up have to be in place.

Youth Voluntary Work Scheme quality standards to be ensured

Support to the volunteer

- Before, during and after the YVW Scheme placement, in particular in crisis prevention and management;
- For insurance and all the YVW Scheme administrative procedures;
- By foreseeing proper evaluation measures;
- By encouraging a follow-up activity: every volunteer has the right to plan and implement a follow-up activity.

Information

- All YVW Scheme partners have the right to receive complete information on the placement activity and agree on all aspects.
- Visibility, dissemination and publicity measures have to be in place.

Recognition

- Each YVW Scheme Youth Volunteer is entitled to receive a YVW Certificate which can be included in one’s CV. (Annex 3)