# Working With Scotland's Communities
# A survey of who does community learning and development in Scotland
# Guidance

This guidance is designed to help you to complete the *Working With Scotland's Communities* survey on behalf of your organisation or service.

Section 1:    Gives information about the survey that is worth reading before you start.
Section 2:    Gives further guidance on specific survey questions - you may wish to refer to this as you go through the survey.

Section 1: About Working With Scotland's Communities

## 1. Introduction
*Working with Scotland's Communities* is a research study to find out more about the diverse range of paid staff and volunteers in community learning and development roles across Scotland. This online survey is phase one of the study and is aimed at the organisations and services rather than individuals. **We are looking for one response on behalf of your organisation or service.**

The survey will go live on:                              **Monday February 23rd 2015**
The closing date for survey responses will be 5pm on:    **Friday April 10th, 2015**

## 2. Who is carrying out this survey?
The survey is being carried out by Education Scotland in partnership with Youthlink Scotland; The Scottish Community Development Centre (SCDC); The Workers Educational Association (WEA); The CLD Standards Council for Scotland; and CLD Managers Scotland.

## 3. Why are we carrying out this survey?
There is an increasing importance being placed on community learning and development's contribution to a range of national and local policy areas in Scotland – for example Curriculum for Excellence, employability, community empowerment, and health and wellbeing. In 2013, new Statutory Regulations on Community Learning and Development were put in place by the Scottish Government www.legislation.gov.uk/ssi/2013/175/introduction/made.

This has highlighted the need for better national information about who delivers community learning and development on the ground. The last national survey of this type was carried out more than 5 years ago and we know that there have been many changes in that period.

## 4. What do we want to find out?
We want to know more about the current *community learning and development workforce* in Scotland in the community, voluntary and public sectors.

The term community learning and development (CLD) is used in Scotland to describe a wide range of learning and development work with individuals and groups of all ages in their communities using both formal and informal methods.  We know that these staff and volunteers work in many different settings and have many different job roles and job titles, including youth workers, adult learning workers and community development workers.  What they have in common are clear shared values and approaches and a common aim to empower young people or adults, individually or collectively, to make positive changes in their lives and in their communities.

## 5. Should my organisation or service respond to this survey?
If your organisation has any staff in community learning and development roles then please respond to this survey. We want to get feedback from organisations – large and small - in all sectors and in all areas of the country.

If community learning and development is not the only purpose of your organisation, we still want to hear from you. It may be that:

• The survey may be relevant to only some of your staff or volunteers. If so, then complete the survey for those staff only.

or

• Community learning and development activity might constitute just part of the remit of your staff or volunteers. If so, then please count all of these staff in Question 8 and estimate how many hours they spend on CLD in Question 10.

If you are still not sure whether your organisation should respond then please look at the questions in Box 1 below, which may help you to decide. Box 2 sets out the current national CLD policies for reference.

## 6. What will we do with the survey findings?

The results of the survey will help to build an up to date national picture of who is working with Scotland's communities. This picture will be used to:

• Inform national community learning and development policy and planning
• Inform national professional development priorities
• Establish a baseline against which future workforce trends can be measured.

## 7. Who do we mean by '*staff in community learning and development roles'*?

We want to know more about your *staff in community learning and development roles*. We mean all paid staff and volunteers in your organisation who:

a. Work in ways that reflect the national community learning and development competences www.cldstandardscouncil.org.uk/the_competences/Competences_for_Community_Learning_and_Development and ethics www.cldstandardscouncil.org.uk/Registration/Code_of_Ethics/Code-of-Ethics

b. Undertake one or more of the following types of work:
• community development and/or community capacity building
• youth work
• family learning and other early intervention work with children, young people and families;
• community-based adult learning, including adult literacies and English for speakers of other languages (ESOL);
• volunteer development;
• learning for vulnerable and disadvantaged groups in the community, for example, people with disabilities, care leavers or offenders;
• learning support and guidance in the community.

c. May or may not have the term 'community learning and development' in their job title.

d. May focus on direct delivery, management, or support and development roles.

## Examples of job titles of staff with community learning and development roles

A worker in a CLD role may or may not have the term 'community learning and development' in their job title and may focus on direct delivery, management, or support or development roles. Here are just some examples of the various job titles for staff with CLD roles – and this is not a definitive list:

Development    Worker/Officer/Manager
Project Worker/Officer/Manager
Community learning and development Worker/Officer/Manager
Youth Worker/Officer/Manager
Youth Development Worker/Officer/Manager
Community    Worker/Organiser/Officer/Manager

Community Development Worker/Organiser/Officer/Manager
Community Engagement Worker/Organiser/Officer/Manager
Adult Learning Worker/Organiser/Officer/Manager
Lifelong Learning Worker/Officer/Manager
Home – School Worker/Officer/Manager
Adult Literacies Worker/Officer/Manager

**8. Who should complete the survey in my organisation?**
This survey is aimed at organisations rather than individual members of staff. **To avoid duplication in the results, please make sure that only one return is submitted for your organisation or service.**

The survey should be completed by someone within your organisation who has a good overview of the staff in community learning and development roles.  Some of the questions may require information that is held by the people responsible for human resources (HR) and/or training and development within your organisation.

If your service is one part of a larger organisation then clearly state the name of your service and the larger organisation in Question One.

For local authorities where the CLD functions are spread across more than one service, you may find it easier to submit more than one response – ie one from each relevant service rather than one overall return for the local authority. **If you do this though, please make sure that all of the relevant services in your authority have access to the survey.**

**9. What does the survey cover?**
The survey asks questions about: what your organisation does; the number of paid staff and volunteers with community learning and development roles that it employs; and about professional development and training.

**10. How long will it take to complete?**
We estimate that it will take around 30 minutes to complete the online survey. However, you may also need to speak to other colleagues in your organisation beforehand to get some of the information asked for. We suggest that you look through all of the questions before completing the online survey. A printable copy of the survey questions is available on the Education Scotland webpage.

**11. Would you like us to pass the survey link on to partner organisations?**
Yes please!  We are keen to reach the widest possible range of organisations and services – large and small. The survey link is being distributed through the networks of Education Scotland, Youthlink, SCDC, WEA, Learning Link, The CLD Standards Council and CLD Managers Scotland. However if you know of organisations with staff or volunteers in CLD roles who you think may not be reached by us then please let them know or direct them to the Education Scotland website:
www.educationscotland.gov.uk/communitylearninganddevelopment/professionallearning/workforcesurvey/index.asp

**12. How can I find out more?**
To find out more about any of the questions asked in this survey, please contact:
• John Galt, Education Scotland john.galt@educationscotland.gov.uk,  0141 282 5085
• Tim Frew, Youthlink Scotland tfrew@youthlinkscotland.org 0131 313 2488
• Peter Taylor, Scottish Community Development Centre, peter@pdtaylor.com
• WEA Scotland s.howitt@weascotland.org.uk 0141 221 0003

**Box 1:    Is this survey aimed at my organisation or service?**

**If you are not sure whether this survey is aimed at your organisation then the following questions may help you to decide:**

Q1.    Do the following National CLD Competencies describe how some or all of your staff work?
www.cldstandardscouncil.org.uk/the_competences/Competences_for_Community_Learning_and_Development
- Know and understand the community in which we work
- Build and maintain relationships with individuals and groups
- Provide learning and development opportunities in a range of contexts
- Facilitate and promote community empowerment
- Organise and manage resources
- Develop and support collaborative working
- Evaluate and inform practice

Yes            No            Partly            Not sure

Q2.    Do one or more of the following activities describe the work done by some or all of your staff?
- Community development and community capacity building
- Youth work
- Family learning or other early intervention work with children, young people & families
- Community-based adult learning, including adult literacies or English for speakers of other languages (ESOL)
- Volunteer development
- Learning for vulnerable and disadvantaged groups in the community, for example, people with disabilities, care leavers or offenders
- Learning support and guidance in the community

Yes            No            Partly            Not sure

Q3.    Do any of these descriptions fit your organisation or service?
- Local community project or organisation
- Voluntary sector organisation publicly funded to deliver community learning and/or community development
- Service in a local authorities, arm's length organisations or trust, or government body with an identified CLD remit
- Social enterprise or community development trust
- Organisation involved in community health, housing, social enterprise, anti-poverty work, equalities or sustainable development;
- Other public service organisation such as colleges and universities, the NHS and Skills Development Scotland;
- National development or support organisation

Yes            No            Not sure

Q4.    Do the following values inform some or all or your staff do?
- *Partnership -* ensuring resources, varied skills and capabilities are used effectively
- *Participation -* supporting people to take part in decision-making
- *Inclusion, equality of opportunity and anti-discrimination* - recognising some people need additional support to overcome the barriers they face
- *Self-determination* - supporting the right of people to make their own choices
- *Empowerment -* increasing the ability of individuals and groups to influence matters affecting them and their communities

Yes            No            Partly            Not sure

**If you can answer Yes to more than one of these questions then please complete the survey.**

**Box 2: Community learning and development in national policy**

The key national policy from the Scottish Government is Strategic Guidance for Community Planning Partnerships: Community Learning and Development (Scottish Government, 2012) www.gov.scot/Publications/2012/06/2208/0. The Guidance states that:

'CLD is a coherent and distinctive set of practices, defined by clearly identified competences; it is delivered in diverse settings and sectors, by practitioners with a wide variety of job titles, working with people of all ages. We must link all this together effectively if we are to achieve the impact that we seek.'

'Community learning and development (CLD) plays a central part in ensuring individuals, families and communities across Scotland reach their potential through lifelong learning, mutual self-help and community organisation - and that the available support and opportunities are community-led, built around people's aspirations.'

'CLD's specific focus should be:

1. Improved life chances for people of all ages, including young people in particular, through learning, personal development and active citizenship

2. Stronger, more resilient, supportive, influential and inclusive communities'

- The Scottish Government has also brought new Community learning and development Regulations (2013) into law to help communities get access to the CLD support that they need www.legislation.gov.uk/ssi/2013/175/introduction/made.
- 'Our ambitions for improving the life chances of young people in Scotland' National Youth Work Strategy (2014) www.educationscotland.gov.uk/communitylearninganddevelopment/youngpeople/youthwork/strategy/index.asp
- The Adult Learning Statement of Ambition for Scotland (2014) www.educationscotland.gov.uk/communitylearninganddevelopment/adultlearning/communitybasedadultlearning/statementofambition.asp


Section 2: Further guidance on some of the specific survey questions

**NOTE: Please use numbers (i.e. not written text) in all questions where these are asked for.**

**Question 1: What is the name of your organisation or service?**
If your service is one part of a larger organisation, then please include both your service and organisation name.

**Question 3: What type of organisation or service are you?**
Please tick one box only that best describes your organisation or service. The options are in alphabetical order.

**Question 4: What is the MAIN focus of your organisation or service's work?**
The purpose of this question is to help us to break down the final findings into these categories. The categories are generic terms so your staff might not have any of them in their job actual titles but please choose the one that you think best reflects what your organisation does. Only use the 'Other' response if you really feel that the generic terms are not relevant to your organisation or service.

**Question 5: What groups do your staff work with?**
We know that staff in CLD roles work with a wide range of different groups so this will not be an exhaustive list. Please use the 'Other' box to add target groups not included in the options.

**Question 6: Which of the following activities, taken from the Strategic Guidance on Community Learning and Development to Community Planning Partnerships, describe the work that your organisation or service does?**
The options given here are the means for effective delivery of CLD outcomes taken from the Scottish Government's Strategic Guidance on CLD (2012) www.gov.scot/Publications/2012/06/2208/4.

**Question 7: Where has your organisation or service worked directly with learners or communities during the last 12 months?**
The options given are local authority areas. If your work covers more than one local authority area then please tick all that apply. If you are a national organisation that doesn't work in specific geographical areas then this question may not be applicable.

**Question 8: How many PAID staff were working for your organisation or service in Community Learning and Development roles in the week commencing 23rd February 2015?**
This question asks about your paid staff. To create an accurate picture of the national workforce at a point in time, this question asks for information about the paid staff (full time and part-time) or volunteers working for you in that particular week. Please include all staff in CLD roles who are employed by your organisation as of that week – including those who were on leave or absent for any reason. Also include any sessional or occasional staff employed by you but who did not work during that week. Please do not include posts that were vacant in that week.

Community learning and development activity might constitute just part of the remit of your staff or volunteers. If so, then please count all of these staff in Question 8 and estimate how many hours they spend on CLD in Question 10.

**Question 9: How many PAID staff does your organisation or service have in Community Learning and Development roles who were NOT working in the week commencing 23rd February 2015.**
This is an opportunity to record any other seasonal or occasional staff who are only employed by you at other times of the year (eg staff employed for summer holiday or other seasonal programmes).

**Question 10. Of the number of PAID staff you provided in question 8 above, how many were working the following hours per week in your organisation or service in the week commencing 23rd February 2015?**
This question aims to find out the numbers of paid staff in CLD roles who work full–time and the number who work part-time. If some of your full time staff spend only part of their working week doing CLD activity, then only include the time spent on CLD activity in your answer.

**Question 11. Of the number of PAID staff you provided in question 8 above, how many were primarily engaged in the following roles in your organisation or service in the week commencing 23rd February 2015?**
We appreciate that this question may be complex for some organisations because some staff may carry out more than one role. Where an individual was working in more than one of the roles, please include them in the category that they spend most of their time working in.

**Question 13. We would like to ask whether you feel that the number of PAID staff in Community Learning and Development roles has increased or decreased over the last five years.**
We are asking for your perception only here - based on your knowledge of your own organisation.

**Question 14. What type of SPECIFIC Community Learning and Development qualifications does your organisation or service typically require for the following groups of PAID staff?**
We would like to know what level of qualification you require your staff to hold. The best source of information about CLD-specific qualifications is the CLD Standards Council Approved Training programmes list
www.cldstandardscouncil.org.uk/Approval_of_training/Approved_training_programmes. This is not an exhaustive list

though. Some CLD-specific qualifications have not yet been through The Standards Council approval process. If you have no qualification requirements, this question will not be applicable.

**Question 15. What type of NON Community Learning and Development qualifications does your organisation or service typically require for the following groups of PAID staff?**
We would like to get an indication of the range of other qualifications that staff in CLD roles have. Examples of other qualifications might include arts, culture, health, economic development etc. If you have no such requirements then this question will not be applicable.

**Question 17: Do you assess what impact professional development and training activities have on the practice of your staff?**
Whether you answer yes or no to this question, a brief explanation would be helpful.

**Questions 18 and 19** ask about funding for professional development or training. We realise that questions about funding can be sensitive so we have not asked for specific figures and -as with all other questions in the survey - we will not identify your organisation's individual response to these questions.

**Question 19: Since 2009/10, do you think that your training and professional development budget (both core and additional funding if applicable) has…?**
Again, we are asking for your perception here - based on your knowledge of your own organisation.

**Question 21. What types of LEADERSHIP development have you supported for your staff in the last 12 months?**
We are keen to get an indication of what support the CLD sector provides to develop leadership skills. If you do not provide specific leadership support then this question will not be applicable.

**Question 22. What are your main priorities for the professional development or training of your PAID staff in the next 12 months?**
Please try to answer this question. Brief answers or bullet points are fine.

**Question 23. Are there any identified professional development or training needs for your PAID staff that your organisation or service will NOT be able to address over the next 12 months, although you have identified a need for it?**
For example, are there professional development or training needs that your organisation will not be able to meet this year due to time, capacity or budget restrictions? Individual answers to this question will not be identified in the feedback.

**Question 25. Does your organisation or service use volunteers in community learning and development roles?**
Please only tell us about volunteers in CLD roles. Please include volunteers in front line roles and/or those in support or management roles. Q. 27 will ask you to break these down into categories.

**Question 26. Please tell us more about which activities carried out by VOLUNTEERS in your organisation or service. Please select all that apply.**
We know that this is not an exhaustive list of volunteer roles. Please use the 'Other' box to add target groups not included in the options.

**Question 27: How many VOLUNTEERS were working in your organisation or service in the week commencing 23rd February 2015?**
With this question (as with Question 8 on paid staff), we are looking to get a picture of the number of volunteers at a point in time.

**Question 28. How many VOLUNTEERS does your organisation or service employ who were NOT working in the week commencing 23rd February 2015.**

This question provides an opportunity to record other volunteers in CLD roles who did not work during this week (eg seasonal volunteers).

**Question 30. In a typical week, what is the total number of hours worked by all VOLUNTEERS in your organisation or service?**

If it is difficult to give a precise figure here, please provide an estimate.

**Question 33: Does your organisation or service encourage and promote the use of iDevelop?**

This is iDevelop [www.i-develop-cld.org.uk](www.i-develop-cld.org.uk).

**Question 34: Does your organisation or service encourage and promote the use of Glow?**

Here is information about GLOW:

[www.educationscotland.gov.uk/learningandteaching/approaches/ictineducation/glow/index.asp](www.educationscotland.gov.uk/learningandteaching/approaches/ictineducation/glow/index.asp).

**Question 35: Is your organisation or service currently involved in work relating to the CLD Regulations?**

Here is more information about the CLD Regulations:

[www.educationscotland.gov.uk/communitylearninganddevelopment/about/ssi/index.asp](www.educationscotland.gov.uk/communitylearninganddevelopment/about/ssi/index.asp).

The main duties in the Regulations are placed on local authorities but part of those duties are to work with partners and communities so this question is not only aimed at local authorities. Again, we will not identify responses to this question from individual organisations.