



YOUTH CITIZENS ACTION PROGRAMME

Powered By **EMPOWERVATE**

**Teachers' and Officials' Guide to
Y-CAP 2020**



The Youth Citizens Action Programme (Y-CAP) is a youth development programme that was founded in 2009 and has been running in schools nationally since 2011. It is a programme that is part of the values and civic engagement pillars within the Department of Basic Education at a national and provincial level. It is fully funded and run by Empowervate Trust, an NPO which relies on donor funding. Therefore the programme can only go ahead according to the amounts raised.

The programme provides a method to empower and motivate the learners to be active citizens, and it gives opportunities to practically implement life skills and values.

Through the research on the benefits of Y-CAP over the past ten years, the following were listed as having been enhanced by Y-CAP:

1. Communication skills
2. Organization skills
3. Project management skills
4. Team work
5. Leadership skills
6. Time management skills
7. Discipline
8. Commitment
9. Perseverance
10. Public speaking
11. Hope and positivity
12. Information Technology (typing, layout, photo editing, PowerPoint presentations)

Over and above these skills, the learners said they gained confidence and self-esteem and learned how good it feels to help other people (service).

How does it work? You will need to receive three items for this programme – the Y-CAP Toolkit magazine, the application form per school and this Teachers' and Officials' Guide.

The most important aspect is that you as an educator are showing your learners that they can be active citizens who make positive changes in their schools and communities. They can be involved in the betterment of society from any age. Instead of educators telling learners how to solve problems, the learners who are facing these problems every day will be able to identify and action solutions with the support of the educators, principal and peers.

We wish you the best of luck as you embark on your Y-CAP project with your team of learners.

CONTENTS

1. Instructions
2. How Y-CAP Works
 - i. Entry guidelines
 - ii. Y-CAP Toolkit
3. Rules of the Programme
4. Workshops
5. Awards
6. Review and Appeal Process
7. Q & A
8. Timeline
9. Contact details

1. Instructions

- Entries open 15 August 2019 and close 31 March 2020
- Y-CAP fits into the Life Orientation and Economic Management Science curricula
- There are two **Categories: Primary**: Grade 6/7 learners and **Secondary**: Grade 9/10 learners – strictly. ID books/birth certificates with head photos need to be presented at the district and provincial levels to ensure the ID numbers and names on the application forms match those of the presenters at the events.
- There are three **Levels: Beginner** (the Y-CAP mentor at the school has participated for up to 2 years, presenting at district or provincial level and teams from special schools will be in this category), **Advanced** (the Y-CAP mentor at the school has participated for 3 to 4 years, presenting at district or provincial level) and **Mastery** (the Y-CAP mentor at the school has participated for over 5 years, presenting at provincial or national level). We recognize that the knowledge and experience of the Y-CAP mentor at the school determines the level as most of the learners in the team are new every year and if a mentor moves schools they bring their knowledge and experience with them)
- **The structure for teams is as follows**: Only **four** learners per **team** but there should be at least **three teams** participating per school (that means four teams involving 12 learners are the minimum who will have benefited from participating in Y-CAP but there is no limit to the number of teams per school – the more the better). The school will hold a mini showcase event to choose the team that made the best impact with their project to represent their school at the district level.

2. How Y-CAP Works

- The aim of the programme is to empower the learners to be owners and leaders of their projects and for the teacher to assist them as a mentor in following the guidelines and structure as seen in the Y-CAP Toolkit booklet.
- The learners must look at the challenges in and around the school or community.
- The learners must choose a challenge they want to solve, and then put together an action plan on how to solve it. They then have to complete the actions and show evidence of these actions by following the Y-CAP Toolkit booklet.
- Then they must show how their actions made changes to the challenge they worked on. This is the impact – there may be positive changes, negative changes or no change. The most impactful project creates the most positive changes.
- Then they must show how they plan to continue the project (sustainability) and their future plans (start a Y-CAP club to do more projects, mentor the new Grade 7s or Grade 10s coming the following year to do a project on a new topic).
- The learners must show that they followed all the steps in the Y-CAP Toolkit in their portfolio and oral presentation with PowerPoint.
- The team must submit a portfolio and prepare an oral presentation with supporting documents (PowerPoint presentation) for the district competition (which may be an event or only the submission of portfolios depending on specific provincial decisions). The most impactful Y-CAP teams will then be invited to bring their portfolio and present again at their provincial competition.
- At the provincial competition, the learners need to bring their portfolios and then present their oral presentation to the judges. Please celebrate participation and do not focus on winning.
- The winning school's team of four learners per category per province attends the national competition where they present their projects and hand in portfolios again to a new set of judges who decide on the winners who will receive prizes.

- **Entries:**

The groups must follow the action programme steps as outlined the Y-CAP toolkit – a separate booklet that you will receive with this document:

Step 1: How to form and manage a team – Teachers help the class to split into teams of four learners in each team.

Step 2: Roles and responsibilities – The teams then choose roles according to their strengths and a leader.

Step 3: Research: SWOT analysis, mapping and mind map – Methods to choose the problem the team will solve in this project OR finding the gap that is an opportunity

Step 4: Identifying the topic and describing it – Ensure the topic chosen is one that is realistic but not too easy, is measurable within the timeframe and is age-appropriate

Step 5: Finding the target markets and brainstorming solutions – Discovering who the actions will be targeting for example – in a bullying topic will the team focus on stopping the bullies or helping the victims or both with different messages and actions?

Step 6: Planning the actions and budgeting – The action plan needs to be specific, clear, set to timelines and budgeted for. Any money required needs to be fundraised or gained through product or service sales (social entrepreneurship). Budgets need to show money raised and an explanation needs to be included of how much money was spent and how

Step 7: Managing the team and doing the actions – The table explains each team member's responsibility, time frame and their resources. At team meetings the team members must be held accountable by the leader and if the task is not done a new deadline must be set, and if it is still not done, other team members need to assist.

Step 8: Showing evidence, proving impact and sustainability – There needs to be a clear difference from before the project, during the project and afterwards. This shows that the actions made an impact and helped improve or solve the problem (topic). The solutions should also be sustainable – either by the current team or by a new team set up before they leave the grade, or it can be put into school policy to ensure it is ongoing.

Step 9: Talk about it – communication and motivation – Get the wider school involved as well as parents, SMT, local businesses and local media to get more support and assistance for the project

Step 10: Personal and team development analysis – Analyse what the team did well, what they learned through the programme, challenges they faced, new strategies for the future as well as how the individuals developed through the programme – skills and confidence gained, talents discovered etc.

Completing the portfolio – Follow the steps and put the portfolio together, then add all evidence and supporting documents in the Appendix

Public speaking and presentation skills – The four presenters need to practise their parts of the presentation, be timed and learn to use PowerPoint as an aide.

Next steps – Future plans for the team, new projects they would like to start as a team or individually (if they are going to a new school the following year), how they would spend any prize money they win (budget and plans on how they would use the prize money)

PLEASE NOTE: In this year's toolkit booklet we highlight bonus sections in yellow which is compulsory for Advanced Level and above (including Mastery). Beginner Level is welcome to try these sections and may earn bonus marks if they do it well, but the sections in yellow are not compulsory for them.

Entry requirements

- **The entries should be typed on A4 paper with single spacing Arial font minimum size 10, maximum size 20.**
- The front of the portfolio must state the name of the school, district, province, team members, teacher who supported the team and year
- All pages must be numbered as follows: Page 1 of 10, Page 2 of 10 etc.
- There must be a table of contents
- All entries must be bound by staples or put into a file or plastic folder flip file.
- The report should be a minimum of ten pages and maximum of 30 excluding the appendices, and please mention in the portfolio that there are appendices and number the pages for supporting documents.
- All planning before, during and after needs to be shown as evidence.
- If the school has entered in previous years, the new project must be done by the new learners in that category, and not the previous participants. The project must be on a different topic and should also show evidence of the previous project's sustainability in an appendix at the end of the new portfolio.
- Any Advanced or Mastery team submitting a previous year's exact same topic they already did, similar actions, same PowerPoint presentation, same evidence or portfolio will be disqualified. It must be clear that the work was done in the time period of this year (August 2019 – August 2020) and there must be a clear difference in the work even if it is an expansion of a previous topic – it must be a whole new project

Details of extra evidence

Supporting documents are encouraged but not having them will not hinder schools' chances of winning – diary or journal entries, photographs, drawings, videos, interviews, tape recordings, etc.

Oral presentation

Rules for the Oral Presentations:

- The oral presentation can be compared to a trailer to a movie – it is important to get this part to be professional and engaging and to make the audience and judges buy into the project and its impact. However, the movie is the portfolio and that's where 90% of the marks come from because there is the evidence to back up what was said in the oral presentation
- Each of the four learners must choose a section of the programme to present – either 2 to 3 minutes per person or each person chooses one or two sections each, as some sections are longer than others, some can do two shorter sections – match it according to the PowerPoint and portfolio (Step 1 – Step 10)
- If there is a video or any other element to the presentation, it must be included in the allocated time and not go over the time limit (15 minutes for the presentation)

- For the five minutes of questions, each judge will be allowed to ask two questions or, if there are more than three judges, only one question per judge. Please note that sometimes judges need to ask questions to get clarity or understanding of the project, at other times they want to know more detail or future plans and sometimes they will not feel the need to ask questions because the portfolio and presentation were clear enough to answer any questions they would have had (which can be positive or negative)
- Please ensure the PowerPoint slides follow all the steps with one slide per step of bullet points (keywords or phrases) and then four slides of evidence can be included in between the steps or at the end of the presentation. Ensure they show before, during and after clearly. Also include one slide on sustainability of the project and one or two slides on budget (how you raised money for your project and how you spent it, as well as on a new slide, how the team would spend the prize money if your team won)
- Save the PowerPoint as a PDF file in case it does not open, and have two copies – one on a CD and one on a flash disk to avoid corrupt files or viruses destroying the work
- For Nationals, these CDs and flash disks need to be sent to Empowervate one week before the event to ensure the files work or they can be sent to info@empowervate.org via www.wetransfer.com

NOTE: For District, Provincial and National competitions, marks will be given for creativity, confidence, style, professionalism. There are three sections in the judging sheet that cover this:

- Speaking style: Confidence of the speakers, clarity of voice, and knowledge of the project. This includes the 15 minute oral presentation and answers to judges' questions. The oral presentations must be in English. The portfolio must match the oral presentation posters or PowerPoint in content and style, but the portfolio counts for most of the points.
- Creativity: As long as the Y-CAP Toolkit is followed first and then creative thinking is added around this, including the way of presenting, added elements (clothing, speaking style, music, props, video etc), will boost the marks
- Supporting documents: The presentation can be PowerPoint, posters or a DVD, which can show evidence of the learners' drama, song, dance or any other creative presentation used. The medium must relate directly to the project itself and must be clear in summarizing the process and the impact of the project. This must be included in the 15 minute presentation time.
- Language problems: 90% of participants in Y-CAP have English as first additional language and not their mother tongue. This is a great practice ground to work on English presentation skills. If presenting in English is a major problem for the learners, please send a written request two months before the provincial event in order for a translator to be appointed if possible.

3. Rules of the Programme

Section I - Qualifications for Contestants

- Public schools are encouraged to enter. We encourage lower quintile schools to take part as well as ex Model C schools to encourage social cohesion and nation building
- The Grade 6/7 and Grade 9/10 learners and teachers of the participating schools are the participants
- Schools which presented at the Provincial competition in the previous year have to choose a new topic for the following year, otherwise they will not be allowed to proceed to the next provincial competition if they win the district elimination.
- The timeline is attached, which shows how long learners have to complete their projects and submit their entries for the district, provincial and national competitions. The learners must lead the project – teachers are there as guides and advisers but must not dictate how the learners will action their plans for the project. Remember that is an empowerment programme for young people.

3. Workshops

Workshops will be held by Empowervate for Subject Advisors to train them on how to run their own workshops with participating schools and on how to adjudicate. The Support Team will be part of these workshops and will assist the SAs. Empowervate plays a moderating role in the process.

4. Awards

There are three Levels:

- **Beginner** – Has participated for the first or second time (0-2 years at district level). Use the toolkit and if they add in the optional sections (in yellow blocks for advanced teams) they can get bonus marks
- **Advanced** – Has participated for 2 – 4 years at district and/or provincial level. Use the toolkit and the yellow sections are compulsory, quality must be high, must be clear evidence and analysis of impact
- **Mastery** – Has won Nationals once or more times or participated for more than 5 years at provincial level. Focus is on quality projects with impact that is sustainable and replicable

District Competition:

There are two methods for this depending on which province so please ask your provincial official which one applies to your province:

1. **Portfolio adjudication only** – Schools submit their top team's portfolio to their district office who sends them to the provincial office and then on to Empowervate where their adjudicators will choose the top three schools to present orally at their schools and the team scoring the highest marks will go to the provincial round.

2. **District event** – Teams will bring portfolios and deliver an oral presentation with PowerPoint. The top three teams will be announced on the day and the winning team will be invited to present at the provincial round.

- For each school, those invited to attend are: four learners, one educator and district official
- Each school that participates in the district competition receives a certificate of participation for the school, learners, educator and district official
- The top 3 schools receive certificates of achievement

Provincial Competition:

Teams will bring portfolios and deliver an oral presentation with PowerPoint. The top three teams will be announced on the day and the first place winning team will be invited to attend and present at the national championship event.

- For each school, those sponsored to attend are: four learners, one educator per school
- Each school that participates in the provincial competition receives a certificate of participation for the school, learners, educator and district official
- Top 3 teams on the day receive

Prizes at provincial level:

Primary Category (Grade 6/7) and Secondary Category (Grade 9/10):

- **First Place:** The school, learners, educator receive first place certificates and an invitation to attend The National Championship event where they will travel to a venue for a weekend and represent their province on the national finalist level. The transport, meals and accommodation will be provided by Empowervate.
- **Second place:** The school, learners, educator and district official receive second place certificates, personal gifts
- **Third place:** The school, learners, educator and district official receive third place certificates, personal gifts

National Championship Showcase:

The event will take place over a weekend in the third term (August).

- **Beginner** – Has participated for the first or second time (0-2 years at district level). Use the toolkit and if they add in the optional sections (in yellow blocks for advanced teams) they can get bonus marks

- **Advanced** – Has participated for 2 – 4 years at district and/or provincial level. Use the toolkit and the yellow sections are compulsory, quality must be high, must be clear evidence and analysis of impact
- **Mastery** – Has won Nationals once or more times OR participated for more than 5 years at provincial level. Focus is on quality projects with impact that is sustainable and replicable

The categories qualify as follows from the marks at provincial level (adjudication results):

Level	Marks to qualify for Nationals	Percent
Beginner	90/150	60% minimum
Advanced	113/150	75% minimum
Mastery	125/150	83% minimum

District round – one winner per level (who hopefully meet the minimum scores) per category come to provincials (3 levels per category (2))

Provincial round – only 2 teams in total will come to Nationals – can be from any level or category but must be the highest scores (who definitely are above the minimum scores in their levels)

National round – there will be one winner per level per category - if they score above the minimum - and there will be only one overall winner across the board.

The district level teams with the highest score that is above the minimum as seen in the table above from each of the Categories (Primary and Secondary) will come to Provincials from each of the three Levels. Then at Provincials only the highest score out of all the Levels will come to Nationals - which means that two high scoring teams will come to Nationals regardless of Category – the two teams with the highest scores will be chosen and they must be well above the minimum score of their Level to qualify. This is to improve the quality of projects.

For example, in one province, if no Mastery team scored above 83% and two Advanced Primary Category teams did score above 75% and no Beginner team scored above 60% then the two Advanced Primary Teams come to Nationals.

Another example, in one province, if Advanced and Mastery do not score above the minimum score but two Beginner teams do, then they can both come to Nationals.

Last example, in one province, if one Primary Beginner team scores above 60% and one Mastery Secondary team scores above 83% then both come to Nationals.

If funding is secured, two teams of four learners in each team, and one educator per team will be sponsored by Empowervate to attend Nationals. The district and provincial officials are encouraged to attend, but at their departments' cost. The learners will have 15 minutes to

present and 5 minutes for questions from the adjudicators at the national event. All four learners can be involved in the presentation.

Committee of Provincial and District Coordinators at the championships:

1. A list of tasks will be emailed a month before the national event so each coordinator can choose their specific roles
2. The committee will meet at the event to discuss the itinerary and troubleshoot any issues as they arise
3. The coordinators will monitor their teams throughout the weekend to ensure everything runs smoothly

Prize Money

The prize money has been split into two sections – the prize money for winners, and the sustainability prize money that can be claimed one year after the competition by teams who have maintained or grown their project since the competition. This incentive has been added to ensure projects continue. For the Primary Category, it is essential that some of the Grade 6s are involved in the Grade 7s project to ensure sustainability once the Grade 7s leave for secondary school the following year.

Prizes at National Level:

- **At Nationals, the Levels will be indicated in advance in the programme so it is clear that there are different levels in each category so they can be adjudicated separately**

Primary Category (Grade 6/7) and Secondary Category (Grade 9/10)

For Beginner, Advanced and Mastery Levels (per category):

- **First place:** A trophy for the school, certificate for each Y-CAP learner, educator, district official and provincial official in the winning school, prizes for the learners and teachers and prize money for the Y-CAP project

Prize Money

The prize money has been split into two sections for the different levels

The National Secondary Category winners will also be visited by Empowervate to create a video documentary on the sustainability of the project one or two years after they won Nationals.

Prize money will be allocated as per the below:

National Winners	Primary School Category	Secondary School Category	Bonus Sustainability prize that can be claimed 6 - 12 months after nationals if evidence is provided
1 st – Beginner Level	R3000	R3000	R1000
1 st - Advanced Level	R4000	R4000	R1000
1 st - Mastery Level	R5000	R5000	R1000
Overall Grand Champion (Adjudicators vote for one of the winners that stands out above all others)	R3000 extra		

Procedure for claiming prize money

In order to claim the prize money the school needs to send their wishlists/budgets for the use of their prize money on the school letterhead, with the school's EFT banking details, signed by the Y-CAP teacher, SGB and Principal. We will pay by EFT when we receive those letters by fax or email by 30 November deadline. After this all prize money claims will be declined.

For the sustainability prize money one year after the event, a report must be sent to Empowervate and the Department of Education via email, fax or courier by 1 August 2021 stating:

1. Introduction of the school, background, who the team is and how they were chosen
2. The topic in previous year/s
3. The action plan from previous year/s
4. Evidence from the actions in previous year/s
5. The Impact of the previous year/s project
6. The personal and team development of the previous year/s project
7. The mapping of future plans
8. The action plans for August previous year/s onwards
9. Evidence of the actions after August previous year/s
10. Impact of the new actions on the maintenance or expansion of the project until 30 September 2020
11. Sustainability plan going forward or idea for new project

12. The personal and team development of the project – how it grew from previous year/s
13. Conclusion

Change Agent Awards

These awards recognize the progress or development of the Y-CAP alumni – previous participants who are still using the skills and values learned through the programme.

There are four categories:

1. Individual youth
2. Teacher/ District Official
3. Support Team member

Entry requirements:

1. Complete the Change Agent Awards Application form and send to Empowervate by 31 April 2020
2. Send a portfolio with evidence that contains the following detailed information to Empowervate:
 - a) Cover sheet of your application form
 - b) What your project topic, actions, impact were when you participated in Y-CAP the first time
 - c) What your project topic, actions, impact were for projects that took place after the first Y-CAP
 - d) Discuss the skills you have learned through Y-CAP
 - e) Discuss the values you have used through Y-CAP
 - f) Talk about the personal learnings you had because of Y-CAP
 - g) Discuss the impact any of your projects has had that has benefitted your school and community
 - h) Discuss possible future projects
 - i) Include as evidence any supporting letters, photos, budgets, videos etc

The top candidates will be contacted and asked to prepare a speech at the National Championships.

The main prize is the opportunity to attend the Nationals. A small prize will also be given to the winners.

The best entry from each of the categories will be chosen, regardless of province or district and if none are worthy no winner will be chosen

Section III - General Rules

- Each participant should read a copy of these rules. The rules contain information about the contest, judging and awards.

- Participants **MUST** use the Y-CAP booklet structure in order to qualify for the competition
- Entries should preferably be in English, but where this is a problem, any of the eleven official languages can be used, but the entry needs to be translated if it gets to the provincial finals.
- The Youth Citizens Action Programme is divided into three parts: District, Provincial and National Competitions. The Provincial Winners are invited to present at the National competition.
- Provincial co-ordinators must inform the organizers how many toolkits they require for their province. The organizers will courier the toolkits to them, and they must give them to their district officials.
- Each District Official must send the toolkits received from Province to each of the participating schools before the deadline.
- Each District Official must submit application forms from schools that enter to the Provincial Co-ordinator to send to the National Department of Basic Education and Y-CAP (contact details at the end of this document)
- Districts must hold elimination rounds to select the top three schools to represent the province at the provincial competition.
- The Provincial competitions are organized and funded by the Province. The Province must find a venue and provide a small lunch for the participants. There must be a panel of a maximum of three judges (with one or two judges being from Empowervate)

6. Review and Appeal Process

The Review Process

- Any school who participated in the District and Provincial level, can apply for a review
- The review will request information that led the adjudicators to come to their final decision on the winners
- We have a two-day rule, which states that if no school appeals the decision within two days after the competition, the decision is final and cannot be appealed against
- This means the decision taken by adjudicators in the districts and provincials are interim, if two days pass and no one appeals, the decision stands. If there is an appeal, a report will be sent with the final decision and reasons for this by Empowervate CEO after consultation with the adjudicators and officials

- If after two days a school files for an appeal, it will not be entertained
- In the review, the adjudicators will show the process they used, and steps they followed to come to the final decision
- The review consists of the missing elements and shortcomings the school/s that didn't win need to work on and what was expected of them
- It is a developmental process so the schools can do better next year

The Appeal Process

- Any school that participated in the District or Provincial competition can appeal against a certain decision by adjudicators
- Even once the two days have passed, the teacher can send an email to the District Official or Provincial Official who will send it to the Empowerate team listing their grounds for complaint so that clarity can be gained in the situation
- The grounds must include the following:
 1. Reasons why they believe they were not adjudicated fairly
 2. A copy of their portfolio for review

7. Frequently Asked Questions and Answers:

- Why should we take part in Y-CAP? What are the skills the learners will be exposed to?
 - Through the research on the benefits of Y-CAP from the research conducted by UNISA, the following skills were listed:
 - Communication skills
 - Organization skills
 - Project management skills
 - Team work
 - Leadership skills
 - Time management skills
 - Discipline
 - Commitment
 - Perseverance
 - Public speaking
 - Hope and positivity
 - Information Technology (typing, layout, photo editing, PowerPoint presentations)
 - We have also seen cultural shifts in schools themselves with the empowerment and motivation of learners bringing a new sense of positivity and hope for change in the right direction. The aim is to create new generations of skilled and empowered active citizens.
- Please explain the categories that are invited to participate?
 - There are two categories for Y-CAP 2019: Grade 6/7 learners in the Primary Category and: Grade 9/10 learners in the Secondary category. A learner can only compete in one category once – no matter which grade they were in, they cannot come back and compete in the same category when they are in another grade. Only once they reach the next category can

they compete again. For example, a learner in Grade 6 participates in Y-CAP (Primary Category) then when the learner gets to Grade 9 (Secondary Category) competes again. Therefore we recommend that the higher levels of grade are the main members of the team with only a few of the lower grades for sustainability of the project after the competition.

- Can we have more than one team entering Y-CAP in our school?
 - Yes, we encourage more than three or more teams to be active at the school. Teachers may hold auditions to choose the team members, or the grade or class may be split into groups of four learners in each group and then the school chooses the best performing team to attend the competitions, or learners may be able to choose which groups they are in. Some districts will invite three teams per school and others only the winning team per school to represent the school at district events. The schools will hold a **mini competition to choose the most impactful Y-CAP projects**.
- What are the timelines for the project?
 - The entries open 15 August 2019 and close 28 February 2020. The district officials will let you know which date in April-June the district eliminations will be and the provincials will be in June-July with Nationals in August
- How many learners can be involved?
 - A team should have four learners with 3 or more teams doing projects, and then the school has a mini competition and chooses the team whose project has the most impact to represent the school at the district round.
- How many teams can come to the provincial rounds?
 - The top winning team from each district can present at provincials and then the top winning team proceeds to nationals.
- How important are oral presentations and what are the oral presentation rules?
 - The portfolio counts 90% of the marks so the oral presentation is like the trailer to a movie. The oral presentation should be a summary of the project and should make the adjudicators and audience want to learn more about the project. The portfolio will have all the information and evidence necessary to back up the toolkit steps used and the impact made. The presenters should each have a chance to speak about the project – a summary of the steps they followed that matches the portfolio. They must be prepared to answer the judges' questions. At district round, if they do not have a PowerPoint presentation that is ok but they need one for Provincials and Nationals if they progress to that level.
- What should the portfolio contain?
 - There must be a cover sheet as shown in the Toolkit, and then the steps must be followed in details with evidence shown for everything. To say something was actioned without showing proof (invoices, receipts, photos, videos, letters, testimonials, surveys, etc) means that the judges do not count it as valid
- How do we claim prize money?
 - You need to send a letter on the school letterhead with the school bank details, signed by the Principal and Y-CAP coordinator stating how the prize money will be spent to expand the Y-CAP project or start a new one...the prize money may not be used by the school for anything they need as the Y-CAP team earned it for their current project or the next years' team's project

- Can the same project be presented in different years?
 - No – once a project has been presented in that year, it is complete and may only be used as a reference for an entry into the Change Agent Award for sustainability. This is a separate award. If judges see a project that looks familiar and they can see the date is from the previous year, they will disqualify the team
- If our school has won Provincials for two years in a row, can we enter a third time?
 - We made the rule a few years ago that it is unfair of a school who has already won provincials two years in a row to go through to the competition rounds a third time. Now with the new Beginner, Advanced and Mastery Levels, schools who won Nationals once are automatically in the Mastery team. There is also the opportunity for schools, teachers and learners/individuals who have taken part in Y-CAP once or more times to enter the Change Agent Award entry for Sustainability.
- Can we get good public speakers to come and do the presentation even if they are not in the team who did the project?
 - Not at all. Since there are question and answer sessions by the judges, every presenter needs to have been part of the team and must show they are knowledgeable about the project because they participated in it. The oral presentation is a much lower percentage than the portfolio on the adjudication sheet
- Is the goal for the learners to lead the project or the teacher?
 - This is a bottom-up approach where the learners must feel ownership of the project. The teacher should not tell them all what to do, but rather guide them along the process and be a mentor
- Should other learners and other stakeholders get involved?
 - Yes, of course – the more support the better! The Y-CAP team are the executive managers of the project and they are welcome to bring in support from their other learners in the school, parents, businesses, SGBs etc. They must show evidence of how they got the supporters involved and how they managed the process according to their action plan.
- Do we have to action the items in the action plan or is this a research project?
 - Y-CAP is NOT only a research project. It involves research of course, but it is all about the action taken and the difference that action made in making a positive change to the challenge that the team identified. The impact, and sustainability of the solution are the main elements that will be assessed by the adjudicators. Remember that evidence will assist greatly in proving the impact was made, and future planning the sustainability is key – there is no point solving a problem for the few months of Y-CAP in the school and as soon as the showcase events are over, the project ends...then what was the point?
- What is the Change Agent Award?
 - In 2016 we started the first award to recognise those teachers, youth or teams whose projects or use of the skills learned in Y-CAP were sustainable. The award has been called the Change Agent Award. There are three categories. It is an opportunity to showcase success stories and acknowledge active citizenship.
- We heard Empowervate is a “wealthy” organisation, is this true?
 - No, in 2020, Empowervate will be a 6-year-old Non-Profit Organisation, and Y-CAP is a 11 year old programme under its banner, that relies on donor funds to operate. There are strict

auditing guidelines and budgets that need to be followed so that we comply as a Trust and NPO with the Department of Social Development. We have to make sure the money from our donors is used carefully in order to empower and motivate the youth. Since our funding does not necessarily increase annually, but the expenses do with inflation, we need to cut but in some areas to ensure we fit within the budget. We work in collaboration with the Department of Basic Education so as to enable a systemic approach and mass participation within a lean model. At the end of 2018 our two major funders, Deutsche Bank and DSV had to cut our funds in half because of their own challenges in their companies. Therefore we had to cut back on our budget. When we manage to get new funders to come on board we can expand the programme again. Please advise if you have any suggestions.

8. Timeline

Youth Citizens Action Programme Timeline 2020		
Activity	Responsibility	Deadline
Application forms distributed, completed by participating schools, collected and sent to Empowervate	Empowervate Schools District officials Provincial officials	15 August 2019 – 31 August 2020
Toolkits (Guideline booklet and Teacher's Guide) sent to Schools Application forms have been received (electronically and/or by post)	Schools Empowervate	Ongoing as application forms come in
Workshops by Empowervate and Y-CAP support team at each district for district officials, educators and at least 2 learners (where possible) Dates to be confirmed at least 2 weeks before the event.	District officials Provincial officials Empowervate Schools	Jan – Feb – earlier the better! Please confirm dates asap
Districts hold elimination rounds or portfolio judging to decide on the top three entries from each district and send their details to provincial officials and Empowervate. Only the winning school per category per district moves to the provincial round.	District officials Provincial officials Empowervate	May – July – please confirm dates asap
The Provincial finals will be organized by each province during the specified time. The dates must be secured by each province by 15 April and Y-CAP support team judges must be at each event.	District officials Provincial officials Empowervate Schools	June – July – please confirm dates asap
The National Championships organized by Empowervate, with the support of Provincial Officials, District Officials and Schools	District officials Provincial officials Empowervate Schools	20 – 22 August Kofu Hotel and Conference Centre, Benoni, Gauteng
Award events at the National winning schools from the Primary and Secondary category	District officials Provincial officials Empowervate Schools	August - December
A follow-up at the Secondary category National winners' schools from previous years will take place to ensure correct spending of prize money and sustainability of the programme.	Empowervate Schools	August - December

9.Contact Details

For further information contact:

Your Department of Basic Education District Official (co-curricular activities or values) or if you have any challenges, contact the Provincial Officials or National DBE as a last resort

Area	Official	Tel	Email
National DBE	Likho Bottoman Keabetswe Ledwaba Nomsa Sibanyoni	0123573377	Bottoman.L@dbe.gov.za Ledwaba.K@dbe.gov.za Sibanyoni.N@dbe.gov.za
Gauteng	Dibuseng Liphoko	0113550938	Mothepane.Liphoko@gauteng.gov.za
Western Cape	Rowan Esau and Dennis Pillay	0213702016	Rowan.Esau@westerncape.gov.za dennis.pillay@westerncape.gov.za
Eastern Cape	Norma Mfenyane, Ntsikelelo Vazi, Thembisa Futshane	040 608 4302	norma.mfenyana@ecdoe.gov.za Ntsikelelo.Vazi@ecdoe.gov.za Thembisa.Futshane@ecdoe.gov.za
Northern Cape	Wilfred Marais and Olebogeng Modise	053 839 6596	wilfredmarais@ncdoe.gov.za olebogengmodise@ncdoe.gov.za
Limpopo	Lesibana Ledwaba	015 290 7729	ledwabaal@edu.limpopo.gov.za
North West	Raymond Mofolo	018-389 8162	rmofolo@nwpg.gov.za
KZN	Fikelephi Dlomo	0333486000	Fikelephi.Dlomo@kzndoe.gov.za
Free State	Rapuleng Matsaneng and Cecilia Komphela	051-404 8612	RJ.Matsaneng@fseducation.gov.za E.Komphela@fseducation.gov.za
Mpumalanga	Dina Mosia or Ruth Ledwaba	013 766 0083	dmosia@education.mpu.gov.za rledwaba@education.mpu.gov.za

Empowervate Trust

CEO – Amanda Blankfield-Koseff

Cell: 079 080 8474

Fax 086 228 8034

Email: Amanda@empowervate.org

Website: www.empowervate.org

Facebook/empowervate Twitter: @Empowervate Instagram @Empowervate

Youtube/amands5