

ratonga taiohi pānui

what you need to know

end of year celebration



join the teams across the motu who help deliver
Youth Service in celebrating 2023

Teams
20 December
12–1pm



process change for payment cards

from Wednesday providers will need to record the details of the payment cards they give out

From tomorrow (13 Dec) the process for issuing payment cards is changing to improve security and the ability to keep track of the cards.

Recording the card details

Each provider will need to keep track of the payment cards you issue in a spreadsheet. [Download the template here.](#)

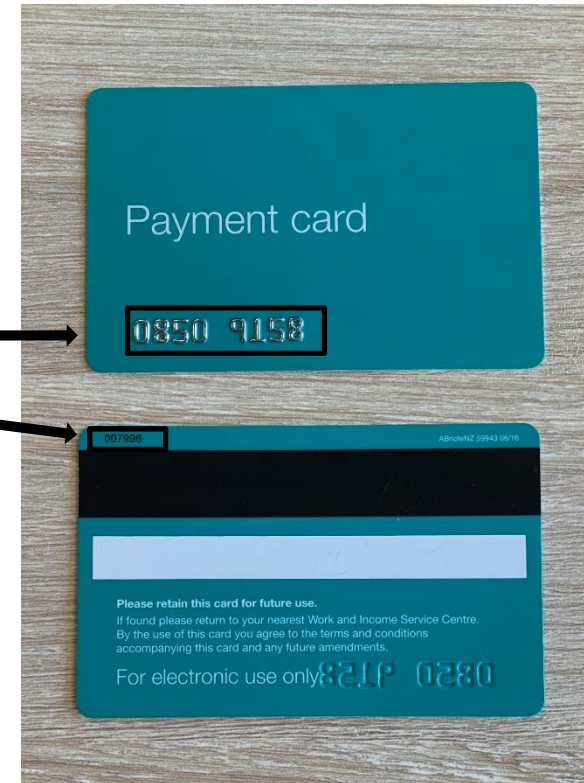
In the spreadsheet you will need to keep track of:

- The card number on the payment card
- The sequence number on the payment card
- The date the card is issued to the youth coach and the name of the youth coach
- The date the card is issued to the young person and the name of the young person

This information should be recorded and retained in a secure location. You'll need to be able to send us the spreadsheet on request.

Issuing payment cards to youth coaches

Payment Cards should be issued to youth coaches via a Manager, Team Leader or Site Administrator. Cards must be issued in batches of **10 only**.



[Click here for more information](#)



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end of year celebration – come and celebrate 2023 with us

join us to connect with each other and celebrate the year that has been 2023

Come along to our online session on **Wednesday 20 December, 12–1pm** to join the teams across the motu who help deliver Youth Service in celebrating 2023.

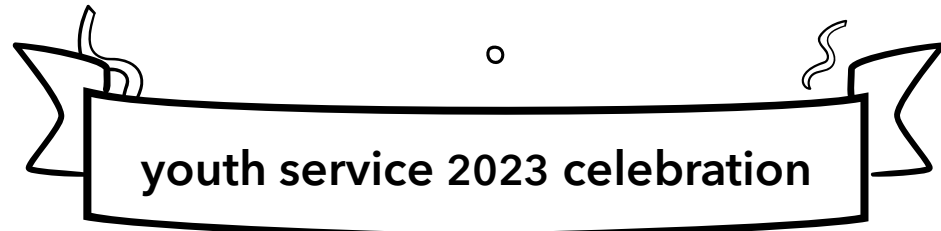
In this session, there will be time to connect with each other and we will hear reflections from people from different areas of our service.

The meeting will be held on teams. Put a reminder in your calendar with the teams link: [Click here to join the meeting.](#)

Send us your pictures and videos

There's no **Youth Service** without **you!!**
Please send us pictures and videos from this year to

national_youthservice@msd.govt.nz



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performance standards document

this guide covers the performance standard for youth service.

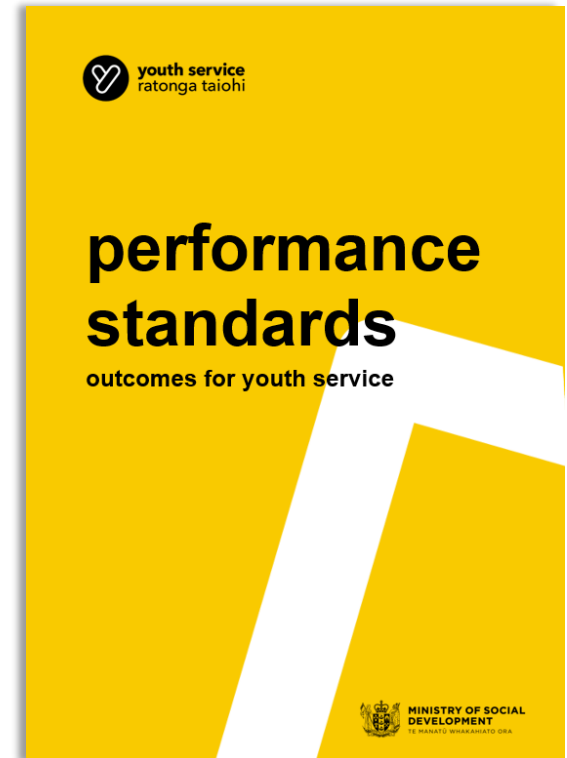
We have been focusing on the service performance standards for Youth Service to ensure Youth Service is meeting the expected performance outcomes. These standards are the measures we use to test that Youth Service is providing the right level of service for our young people.

Recently we have made great progress in this space. To support this, we've made a new guide to help make sure you know:

- what the standard are
- how they are calculated
- how to correctly record measures related to these standards in ART.

You can find the new guide in ART and on the provider website here: [performance standards | Youth Service Providers](#)

Please take some time to read through the guide. If you have any questions, please send us an email to national_youthservice@msd.govt.nz

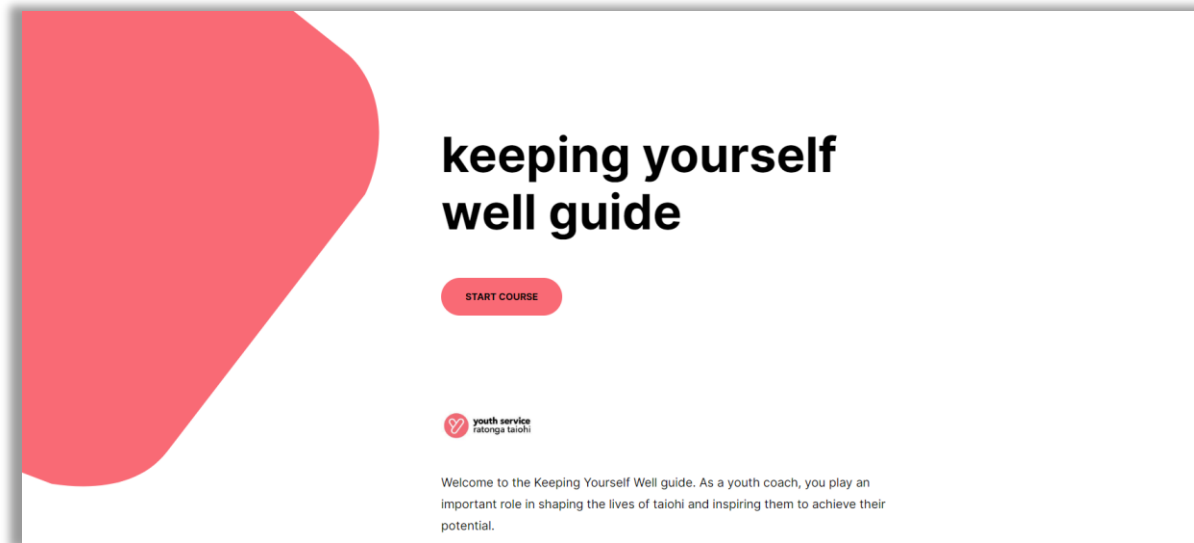


keeping yourself well guide – new eLearning module

learn strategies for looking after yourself that will you continue to look after taiohi

You spend a lot of time making sure taiohi are ok and have the skills and abilities to nurture their wellbeing, but do you spend time looking after your own wellbeing

This new eLearning module dives into tools you can use to keep yourself well. It covers Te Whare Tapa Whā, supervision, celebrating success, and reflections from other youth coaches.



Click here to check out the
keeping yourself well guide

correction – payments over the holiday

aroha mai, we made an error in the payments table in the last update – corrected table below

If a young person's payment day falls on a public holiday, they will be paid early.

The processing cut off date for any changes that will affect payment (eg work hours, change of bank account, change of address) is the Tuesday before the holidays.

See the table for more details.

Christmas week	
Expected payment date	Revised payment date
Tues – 26/12/23	Fri – 22/12/23
Wed – 27/12/23	Sat – 23/12/23
Thur – 28/12/23	Thur – No change
Get your tasks in before end of day Tuesday – 19/12 to take affect for the following week payment	
New Year's week	
Expected payment date	Revised payment date
Tues – 02/01/24	Fri – 29/12/23
Wed – 03/01/24	Sat – 30/12/23
Thur – 04/01/24	Thur – No change
Get your tasks in before end of day Tuesday – 26/12 to take affect for the following week payment	



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realising the dreams and aspirations of youth

tau awhitia te taiohi, ka puta ki te wheiao

w: providers.youthservice.govt.nz

e: national_youthservice@msd.govt.nz