

Description of services at Tartu youth centres from 01.01.2018

1. The package of activities offered by the youth centres must contain age appropriate activities that support the personal and social development of young people (ages 11-19, although the main emphasis is on the ages 13-15).
2. Activities are offered in one youth centre to at least 600 unique young residents of Tartu each year and youth events or programmes outside of the youth centre are organised for at least 1000 young residents of Tartu or in Tartu. The participation of young people speaking a different mother tongue than Estonian and young people with special needs is ensured. Therefore:
 - 2.1. an activity schedule for spreading information to those target groups is created,
 - 2.2. if necessary, activities are adapted for those target groups,
 - 2.3. the participation of those target groups is monitored.
3. Within the framework of the youth centre's activities package, open youth work is generally offered for 47 weeks during the year. The open youth work service must be available to young people during school holidays approved by the Ministry of Education and Research¹. The centre's open youth work room (a room which is open for visiting by all target groups outside of school hours and meeting with friends and in which the opportunities have been created for spending one's free time in the most different ways possible) must be open at least 43 weeks each year, including at least 5 days per week for a total of at least 30 hours (this includes one of the open days being on the weekend).
4. The quality of the service is ensured based on the instructions *Good Practices of Youth Centres*² (Association of Estonian Open Youth Centres 2013) and *Professional Ethics in Youth Work*³ (Professional Council for Education 2012). If the documents in question are amended or replaced, the quality of the service is ensured based on the amended or replaced document.
5. Each youth centre activity package must include the following activities in the following volume:
 - 5.1. everyday developmental activity and youth events in the open youth work room – at least 30 hours per week;
 - 5.2. open hobby activity in the youth centre, i.e. a regular hobby activity that does not require pre-registration to join – at least twice a week;
 - 5.3. supporting the participation of youth in planning and carrying out the youth centre's activities – a discussion with young people at least once per month on the topic of the activity plan for the following month;
 - 5.4. support and project advice for youth own-initiative projects in the youth centre – at least 10 times per year;

¹ <https://www.riigiteataja.ee/akt/108122017011> (in Estonian)

² <https://ank.ee/noorsootoo/noortekeskuste-hea-tava/> (in Estonian)

³ <https://www.kutsekoda.ee/et/kutseregister/kutsestandardid/10667847/lisad/10667852/lisa-4kutseeetika-noorsootoospdf> (in Estonian)

- 5.5. initial counselling of youth in the youth centre, i.e. the providing of advice to and discussions with individual youth about resolving different problems – at least 10 documented and analysed counselling contacts per year;
 - 5.6. informing, i.e. passing on youth information – the youth centre has at least one youth information stand and at least one actively used online information channel reflecting activities;
 - 5.7. events in the youth centre during school holidays – at least once during each school holiday a programme of at least three days (to supplement the regular activities taking place in the open youth work room), which may partially take place outside of the youth centre and in which at least 20 young people generally participate;
 - 5.8. youth trainings on topical issues in the youth centre – at least 10 trainings per year;
 - 5.9. events outside of the youth centre, including city-wide events in cooperation with partners – as a general rule, for at least 1000 participants at the centre as part of either independent events or city-wide comprehensive events.
6. Youth centre workers possess higher education (or are in the process of acquiring it) in the field of youth work, or possess higher education (or are in the process of acquiring it) in a field that is closely related to youth work and a youth worker professional certificate. The requirement does not apply to technical workers.
 7. As a general rule, the centre must have at least 40m² of space to provide service. The room must not be a part of a formal education establishment.
 8. Each centre has its own area of focus or areas of focus. In these areas the centre:
 - 8.1. is a centre of competence for youth work, i.e. an advisor to all those active in youth work;
 - 8.2. is a coordinator of the joint ventures between youth centres in Tartu.
 9. Centres keep a record of the number of participants in the log book for youth centres, administered by the Association of Estonian Open Youth Centres⁴.

⁴ <https://ank.ee/noorsootoo/noortekeskuste-logiraamat/> (in Estonian and in English)