

# Branch Leader Completion Checklist



**Young Leaders Pathway**

Young Archaeologists' Club



## 1. Final Review

- Meet with the Young Leader to review their Progression Passport
- Discuss what they achieved and the skills they developed
- Celebrate their progress and contributions

## 2. Complete Progression Passport

- What I learned. What I'm proud of reflection
- Young Leaders comments
- Mentors' comments

## 3. Discuss Next Opportunities

- Becoming a YAC Leader at 18
- Applying for the Youth Advisory Board (when places open)
- Staying Involved through other CBA youth programmes
- Using their Progression Passport for college, volunteering or job applications

## 4. Thank and Acknowledge

- Thank the Young Leader formally for their contribution
- Acknowledge specific strengths and achievements
- Offer to be a reference for future opportunities (where appropriate)

## 5. Close Admin

- Update internal records to show Young Leader has completed the programme
- Share any required paperwork with CBA (if applicable)
- Remove permissions/access no longer needed (e.g., communication groups, shared files)