

# Towards Independence

## Phase 3

Young person



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Name:

.....



# Financial Skills

## Code:



F1 Manage a large proportion of your agreed clothing/footwear allowance. **Don't say 'pants' to underwear.**

F2 Manage a large proportion of your agreed personal hygiene allowance. **Go on... BOGOF.**

F3 Continue to regularly put credit on your mobile phone.

F4 Continue to have credit /use on your mobile phone for emergencies/essential calls/messages.

F5 Open a Bank/Building Society or other account appropriate for your age and needs.

**Check out what you will need in order to be able to do this e.g birth certificate, letter from school/ worker etc.**



F6 Begin to compile information regarding leaving care (LC) and living independently. You will need another file for this. This will be referred to as your LC/InF. The In. stands for 'independence'. **You will gradually become involved with the Leaving Care Team (LC). A Leaving Care Worker will replace your Social Worker. When you meet your new worker write down his/her name and contact number.**

F7 Begin to make employment enquiries (if applicable). If you are leaving education soon, employment needs to be finalised. Put any relevant information in another file. This will be referred to this as your Employment File or EmpF for short, (see Phase 3 Employment/Training).

# Financial Skills

## Code:



F8 Begin to use some of your earnings (if applicable) to supplement your individual needs. *Your worker will help you apply for grants that you may be entitled to.*



F9 Be responsible for the renewal of your bus pass.

F10 Be responsible for the purchase of any train/coach tickets.

F11 You should be issued with a National Insurance Number during this Phase (or the previous Phase). Photocopy this document. Give one copy to someone you trust (for safe keeping). File the original away safely yourself (Imp F) and make a note of your number elsewhere (see Communication C10).

F12 Find out the importance of your National Insurance Number.

F13 Know how to obtain a TV licence and find out how much it currently costs. *(LC/In F). How much is the fine for not having one?*

# Financial Skills

## Code:



F14 If you are working you will have a tax code. Make a note of this. File your wage slips away safely in your Emp F. You may need to refer to them in the future.

F15 Find out if you are paying the correct amount of tax. Make an enquiry at the tax office printed on your form or visit your local tax office and enquire at the counter. Your carer/worker could help you with this.

F16 Look at and discuss some utility bills with your carer /worker. Copy a few if you can, make notes on them and keep them for reference in your LC/In F. You pay for what you use. **Avoid a big shock and get into the habit of turning/switching OFF.**

F17 Discuss alternative methods of payment for utilities e.g. quarterly, monthly direct debit, key and card meters. Understand the differences. Jot down any notes and put them in your LC/In F.

# Kitchen Skills

## Code:



K1 Always wash your hands before touching food.

K2 Begin to use the microwave more adventurously (other than simply heating up pre prepared food) e.g. cooking bacon, scrambled egg, rice and jacket potatoes. (Special diets and religious views will need to be taken into account.)

K3 Practise good safety skills when cooking and preparing food e.g. use oven gloves, use the rear hobs for boiling and frying, keep the handles of pans pushed back, stand back from the oven doors and keep the kettle lead tucked in. [You will identify loads more. Pass your safety ideas onto others.](#)

K4 Know how to deal with a pan on fire.



K5 Know how to deal with clothing on fire. [Do you have a fire blanket in your kitchen?](#)

K6 Know how to deal with an electrical appliance that is smoking, on fire, crackling or smelling badly. **DEADLY DANGEROUS.**

# Kitchen Skills

## Code:



K7 Know where the stop cock is and its significance.

K8 Discover where the water meter is (if applicable) and find the main stop valve. *Don't waste water. Every drop costs.*

K9 Be shown how to ignite the pilot light on a boiler.

K10 Discuss the dangers of carbon monoxide and be aware of the necessity to have gas boilers regularly serviced (yearly). *This gas is a silent 'KILLER'. It cannot be seen or smelt.*

K11 Be aware of carbon monoxide detectors, where to put them and how to test them.

K12 Continue to help with the household food shop and experience different food outlets. *You may become a 'cherry picker'.*

K13 Always clear your own dirty dishes to the appropriate place.

K14 Independently wash up and put away your own dirty dishes when cooking/eating at alternative times to others.

K15 Revise/use the correct cloth for specific kitchen tasks.

K16 Be able to hygienically and safely clean a kitchen sink. *Remove that cloth. PHEW!*

K17 Be able to hygienically wipe kitchen work surfaces. *Remove that cloth. PLEASE!*

K18 Be able to hygienically wipe/clean a microwave. *Remove that cloth. EXCELLENT!*

# Kitchen Skills

## Code:



K19 Revise the danger of liquid coming into contact with electrical goods.

K20 Be able to hygienically empty a kitchen bin.  
 Don't forget to replace the liner because slimey, smelly, sludge, seeps, south, stealthily. YUK!



K21 Continue to sort waste products appropriately and understand why. Discuss recycling and landfill. Did you know that you can be fined for putting waste products in the wrong bin?

K22 Learn how to correctly wipe the cooker hob once it has cooled after use.

K23 Continue to sort your own washing into whites, non whites, woollens, non colour fast and hand wash etc.

K24 Be aware of the variety of different detergents, fabric conditioners and stain removers etc.

K25 Be able to do your own weekly wash from time to time. Use the washing machine and hand wash (if applicable). Set aside some time for this as you should remove your clothes from the washing machine after the cycle has finished.



# Kitchen Skills

## Code:



K26 Learn how to peg out wet washing and remember to bring it in when it is dry or if it begins to rain. [Don't forget to bring in the pegs.](#)

K27 Learn how to use the tumble dryer (if applicable).

K28 Learn how to arrange wet clothing on an indoor clothes airer.

K29 Be able to sort your own dry clothing into two piles, iron and non iron.

K30 Be able to iron flat items such as your bed clothes.

K31 Gradually learn how to iron all items of your clothing and practise ironing from time to time. [Put some music on or iron in front of the TV.](#)

K32 Experience a local launderette with your own weekly wash. [Take something to do while you wait for the cycles to finish.](#)

# Nutrition

## Code:



N1 Make your own breakfast every day and either wash up your dirty breakfast dishes or stack them in the dish washer (if applicable). People are advised to 'BREAKFAST LIKE A KING' but we don't always feel like eating too much. Eat what you can. Your body needs fuel especially at the start of the day. Break your fast... BREAKFAST.

N2 Continue to be involved in household meal preparations experiencing as many different processes as possible e.g. roast potatoes, blending home made soup, putting a lasagna together, washing salad food and carving the joint. (Special diets and religious views need to be taken into account.)

N3 Be able to cook a variety of your favourite foods/meals e.g. stir fry, curry, fish and chips, lasagna, cottage pie, corned beef hash and casseroles etc. from scratch using fresh/frozen ingredients with or without help. (Special diets and religious views need to be taken into account.) You will have disasters, everyone does...so what. Keep practising.

N4 Be able to follow simple recipes.

N5 Continue to be aware of 'sell/use by dates' and return perishable food to the fridge/freezer after use.

# Nutrition

## Code:

N6 Continue to add foods to the weekly household shopping list and include the food required for your own cooking (if applicable).



N7 Help with the weekly household food menu (if applicable). [Planning a menu and listing what is needed to buy will help maintain the household budget.](#)

N8 From time to time be responsible for buying the weekly household food shop (accompanied by your carer/worker) using the list provided, (special diets and religious views need to be taken into account).

N9 From time to time shop for your own personal ingredients keeping within the budget provided.

N10 Construct a weekend menu and cook for yourself. [Clearing up afterwards is part of the process - OH YES IT IS!](#)

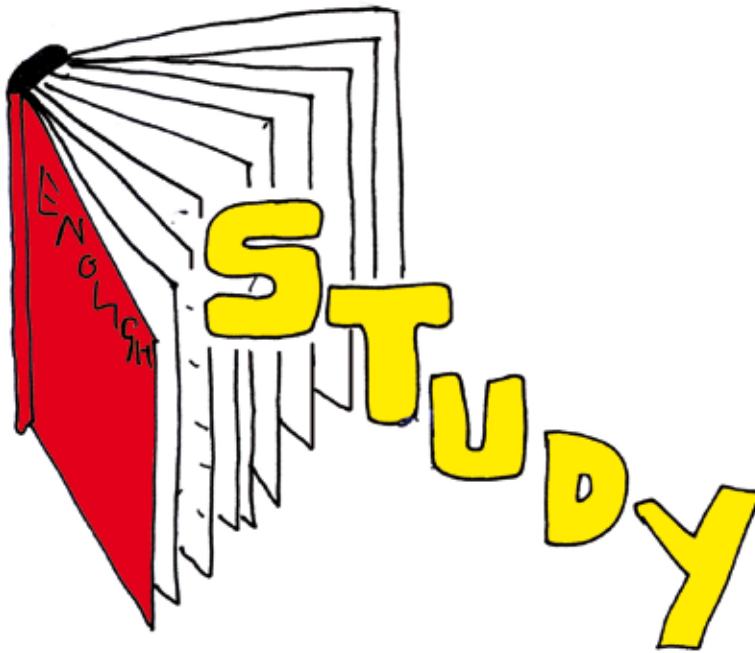


## Education (full time)

### Code:



- E1 Pin up your school/college timetable.
- E2 Devise a home time table to plan study, revision, computer, free time, clubs and activities etc. Pin it up. [Take control of your time.](#)



- E3 Continue to use your school/college diary for important deadlines and meetings etc. [Alternatively, use a personal diary.](#)
- E4 Continue to write important information that needs to be shared in the household calendar/organiser.
- E5 Be involved in some extra school/college activities. [Find out what is available to you.](#) [Ask a friend to join you.](#)
- E6 Continue to attend your PEP meetings. If you have an IEP keep it where you can see it daily.
- E7 Continue to pass information from your school/ college to your carer. Reply promptly.

## Education (full time)

### Code:



E8 Continue to use your school/college student clinics for health and living advice.

E9 Access additional help at school/college if and when you need it regarding your work and/or other issues. [Go on, 'grab the bull by the horns'](#).

E10 Pin up your mock exam timetable (if applicable).

E11 Pin up your exam timetable (if applicable). [Remember...prep + org = success.](#)

E12 Know the procedure if you become ill or unable to attend an exam. [This is not likely to happen however.](#)

E13 If you haven't already completed your work experience, quickly organise it with your carer. Choose one that you will enjoy. [If you have a future career in mind you might be able to choose a work experience that is connected.](#)

E14 Make sure you are appropriately dressed and on time for your work experience. Don't forget to note this experience on your CV. [Oops...high heels, wellies, trainers, smart shoes etc...which?](#)

E15 Continue to add exams, activities, qualifications and also other experiences that you have had to your CV. Transfer your CV. to your EmpF.

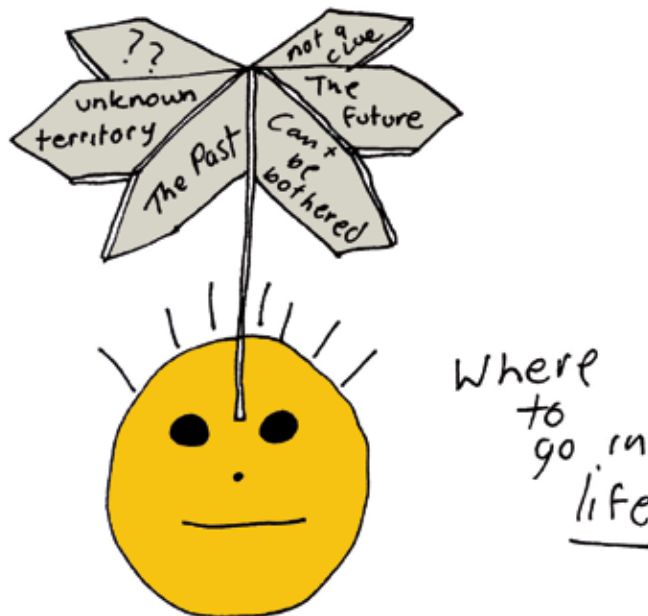
E16 Continue to add to your AF. Don't allow this file to be left out. Along with any certificates etc., list the movies you have seen, magazines/ books you have read, playstation games you have completed, walks you have been on and your best ten pin bowling score etc. [This is your personal achievement file. BE PROUD OF YOURSELF.](#)

## Education (full time)

### Code:



- E17 If you are leaving full time education soon, seek advice from a careers advisor at your school/ college regarding the choices available to you. You will need to think about college, training and / or employment. Visit your local job centre for advice and look in your local newspapers for training and employment opportunities, (see Phase 3 Employment/Training).



- E18 Your local library has free computer use. Another reason to go and join now if you haven't already. [No interruptions there either. BONUS!](#)
- E19 Continue to get to lessons on time.
- E20 Continue to use the resource material in your household e.g. Leisure File, Who Cares Magazine, books, magazines, TV, computer and newspapers etc. Begin to have personal preferences regarding newspapers and TV programmes etc.

# Education (full time)

## Code:



E21 If you are leaving education soon for training and/or employment you will need to be able to fill out forms and write letters of application. Ask your carer/worker for some advice and help before you actually apply for real. [What a pain in the...this task is but everybody has to put time, thought and effort into this stage. Ask for some help. NO PROBLEM.](#)

E22 If you are invited for a job interview there are some techniques that you need to know. Ask your carer/worker to help you in this area with some dummy runs and feedback. [How do other people see you? What impressions do you give?](#)

E23 Practise your telephone skills with your carer/worker.

E24 Practise your email skills with your carer/worker.

E25 You will need comfortable but smart clothing and footwear for an interview. Sort this out with your carer/worker when an interview becomes imminent.

E26 For employment issues please see Phase 3 Employment/Training.



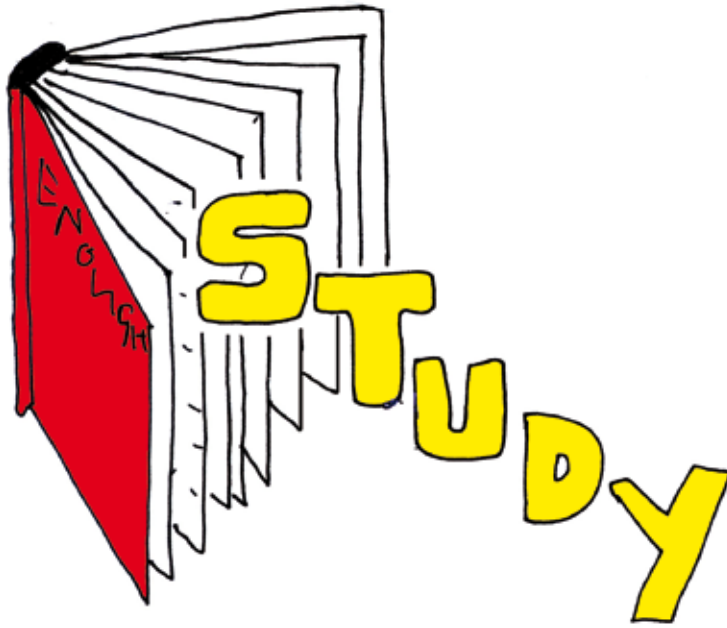
## Education (part time)

**Code:**



E1 Pin up your school/college timetable.

E2 Devise a home timetable to plan homework, computer time, free time, sports time and activities etc. Pin it up.  
Take control of your time.



E3 Attend your personal target setting meetings at home/school/college. Pin up these targets where you can see them frequently and keep them in mind.

E4 Continue to attend your PEP meetings. If you have an IEP keep it where you can see it daily.

E5 Deal with letters/information from your school/college immediately with your carer. Reply promptly.

E6 Continue to write special dates in the household calendar/ organiser that need to be shared.



## Education (part time)

### Code:



- |     |  |  |  |  |
|-----|--|--|--|--|
| E7  | Continue to be on time for lessons and exams.  |  |  |  |
| E8  | Continue to try your best to follow the school/college rules.  |  |  |  |
| E9  | Continue to seek help and advice from pupil clinics regarding your work and/or other issues. <a href="#">Go on, 'grab the bull by the horns'</a> .   |  |  |  |
| E10 | Your local library has free computer use. Another reason to go and join now if you haven't already. <a href="#">No interruptions there either. BONUS!</a>  |  |  |  |
| E11 | Continue with the Oasis Project or join it if you can. <a href="#">Alternatively join a different computer skills course elsewhere.</a>  |  |  |  |
| E12 | Continue to use the resource material in your household e.g. Leisure File, Who Cares Magazine, books, magazines, TV, computer and newspapers etc. Begin to have personal preferences regarding newspapers and TV programmes etc. |  |  |  |
| E13 | If you are leaving education soon you will need to actively seek training and/or employment. Look in your local newspapers weekly for training and employment opportunities, (see phase 3 Employment/Training).                  |  |  |  |
| E14 | Pin up your exam timetable (if applicable). <a href="#">Remember...prep. + org = success.</a>  |  |  |  |
| E15 | Continue to attend local authority and government run courses that you have personally been invited to. Begin to attend other courses available for your age group. Write them down in your AF and on your CV.                   |  |  |  |

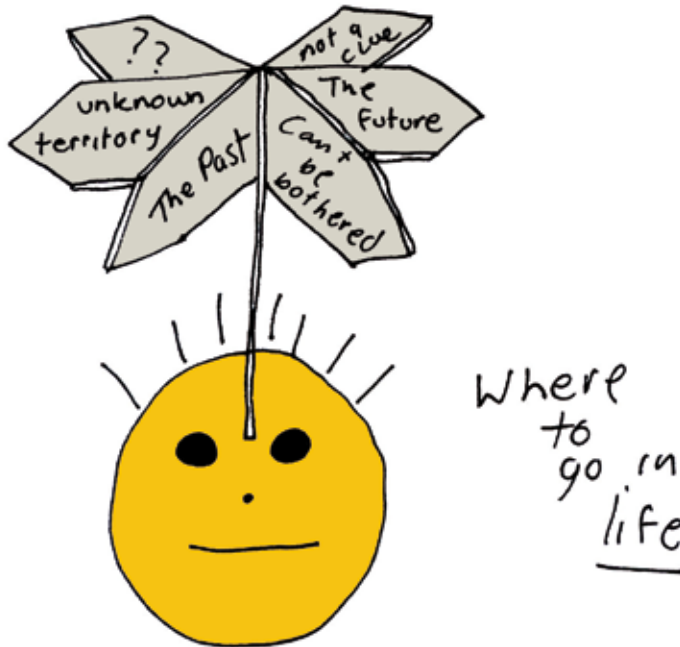
# Education (part time)

## Code:



E16 Talk to a careers advisor to help you assess your interests, qualifications, future needs and career opportunities.

E17 If you are leaving education soon talk to a careers advisor at school/college and visit your local job centre. You need to actively seek training and/ or employment, (see Phase 3 Employment/Training).



E18 If you are about to choose a work experience make sure it will be one that you will enjoy. Be quick to organise it with your carer. **If you have a future career in mind you might be able to choose a work experience that is connected.**

E19 Be on time and appropriately dressed for your work experience. Don't forget to note this experience on your CV. **Oops...high heels, wellies, trainers, smart shoes etc... which?**

## Education (part time)

### Code:



E20 Continue to add any courses, experiences exams and other qualifications to your CV. Transfer your CV to your EmpF.

E21 Continue to add to your AF. Don't allow this file to be left out. Along with any certificates etc., list the movies you have seen, magazines and books you have read, playstation games you have completed, walks you have been on and your best ten pin bowling score etc. **This is your personal achievement file. BE PROUD OF YOURSELF.**

E22 If you are leaving education soon for training and/or employment you will need to be able to fill out forms and write letters of application. Ask your carer/worker for some advice and help before you actually apply for real. **What a pain in the...this task is but everybody has to put time, thought and effort into this stage. Ask for some help. NO PROBLEM.**

E23 If you are invited for a job interview there are some techniques that you need to know. Ask your carer/worker to help you in this area with some dummy runs and feedback. **How do other people see you? What impressions do you give?**

E24 Practise your telephone skills with your carer/worker.

## Education (part time)

### Code:



E25 Practise your email skills with your carer/worker.

E26 You will need comfortable but smart clothing and footwear for an interview. Sort this out with your carer/worker when an interview becomes imminent.

E27 For employment issues see Phase 3 Employment/Training.



# Employment/Training

## Code:

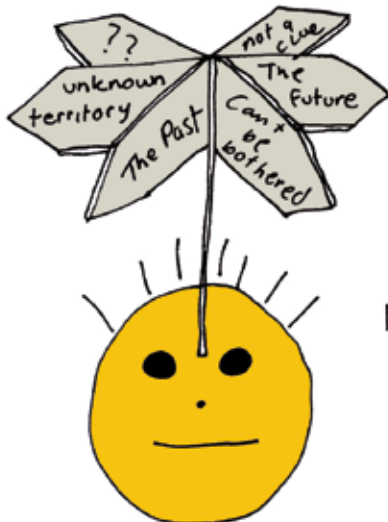


J1 If you are seeking employment and/or training visit your local job centre weekly and speak to an advisor. Check out the positions currently available. [Sometimes just having a job leads to other job opportunities.](#)

J2 If you are seeking employment and/or training buy your local newspapers on the days they advertise employment opportunities and vacancies. Read through them thoroughly, highlight anything that looks interesting to you and request the details and application forms.

J3 If you are seeking employment and/or training look in shop windows, supermarkets and on post office notice boards for job vacancies/opportunities. Obtain details and/or an application form for any job that looks interesting to you, (see J5).

J4 Contact your local college for information regarding courses, training, apprenticeships and NVQ opportunities. [Take your pick. Other opportunities may arise from these.](#)



Where  
to  
go in  
life

# Employment/Training

## Code:



J5 If you are seeking employment and/or training you will need to be able to fill out forms and letters of application. Ask your carer/worker for some advice and help before you apply for real. **What a pain in the...this task is but everybody has to put time, thought and effort into this stage. Ask for some help. NO PROBLEM.**

J6 If you are invited for a job interview there are some techniques that you need to know. Ask your carer/worker to help you in this area with some dummy runs and feedback. **How do other people see you? What impressions do you give?**

J7 Practise your telephone skills with your carer/worker.

J8 Practise your email skills with your carer/worker.

J9 A qualification in Maths and English are often required for employment. Consider enrolling at your local college for education opportunities in these two subjects. **It will not be like school at all. You will not be alone. You may also be entitled to a grant.**

J10 You should have been issued with a National Insurance Number during this or the previous phase. Photocopy this document and give one copy to someone you trust (for safe keeping). File the original away safely yourself (Imp F) and make a note of your number. **It never changes. Could you learn it off by heart? IMPRESSIVE.**

# Employment/Training

## Code:



- |     |   |  |  |  |
|-----|---|--|--|--|
| J11 | Find out the importance of your National Insurance Number.  |  |  |  |
| J12 | When you begin work you will be issued with a tax code. Make a note of this. Find out whether you are paying the correct amount of tax. Make an enquiry at the tax office printed on your form or visit your local tax office and make an enquiry at the counter. <b>You neither want to owe tax or have it owed to you over any length of time as this could affect your budget.</b> |  |  |  |
| J13 | If you are working file your wage slips safely away (Emp F). You may need to refer to them in the future. You should keep financial paper work for six years for tax purposes. <b>TRUE.</b>   |  |  |  |
| J14 | Understand your wage slip. Discuss it with your worker.   |  |  |  |
| J15 | Understand your end of financial year. You will be issued with a P60. Put this in your Emp F.   |  |  |  |
| J16 | Know what your P45 is. Discuss this with your worker.   |  |  |  |
| J17 | If you do not find employment/training discuss your contingency plan with your carer/worker.  |  |  |  |

# Employment/Training

**Code:**



- J18 If you are in employment/training that's FANTASTIC. Whether it suits you or not in order to continue or move on you have to be able to do and understand many things. Be honest with yourself.
- Do you dress appropriately?
- 
- Are you on time?
- 
- Do you leave at the correct time?
- 
- Do you follow the rules regarding mobile phones and smoking etc?
- 
- Do you follow the rules regarding your breaks?
- 
- Do you communicate with other workers?
- 
- Do you communicate with your supervisor or boss?
- 
- Do you have enough money for transport?
- 
- Are you aware of the implications of joining/not joining a trade union?
- 
- Can you understand your pay slip?
- 
- Have you obtained a police check?
- 
- Do you maintain a high level of personal hygiene?
- 
- Can you follow instructions?
- 
- Are you in control of yourself at all times?
- 
- Do you use appropriate language?
- 
- Do you know the procedure if you are ill?
- 
- Can you keep yourself safe?
- 
- Do you know your rights as an employee?
- 
- Would you know how to make a complaint?
- 
- Are you aware of any financial benefits/entitlements that you may be able to claim even though you are working?
- 
- Are you able to organise your food and drink for work?



# Employment/Training

## Code:



J19 If your current employment has a finishing date, discuss the implications regarding this with your carer/worker.

J20 Discuss a contingency plan in the event that you are dismissed from your employment.



# Personal Skills

## Code:



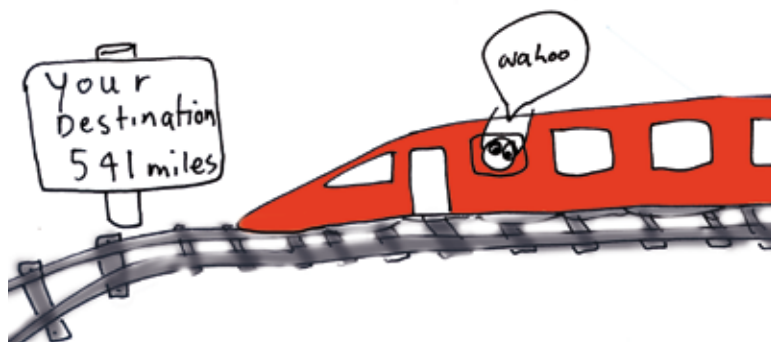
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|-----|--|--|--|--|
| P1  | Be able to sort your personal belongings from time to time. Remove items that are no longer required. <a href="#">Have you ever sold stuff at a car boot sale? Just a thought!</a>   |  |  |  |
| P2  | Be able to rearrange your own room to suit your changing needs and keep it teenage tidy. <a href="#">CRUNCH! Get some help with the heavy stuff.</a>   |  |  |  |
| P3  | Name, label or mark your own belongings if necessary.  |  |  |  |
| P4  | Attempt to track down and retrieve any of your mislaid belongings.   |  |  |  |
| P5  | Get into the habit of making a mental checklist (when you are away from home) to help you remember your belongings e.g bag, umbrella and mack – BUM. <a href="#">Check that you have your BUM with you before you go home.</a> |  |  |  |
| P6  | Continue to be responsible for keeping you footwear clean and in good order.   |  |  |  |
| P7  | Be able to dress appropriately for different occasions/venues without too much prompting.  |  |  |  |
| P8  | Make every effort to attend your appointments.   |  |  |  |
| P9  | Continue to use public transport routinely and learn the times of regularly used routes.   |  |  |  |
| P10 | Confidently use public transport to travel beyond your locality either accompanied or unaccompanied (with monitoring if required e.g mobile phone contact).  |  |  |  |

# Personal Skills

## Code:



P11 Experience a long journey on public transport accompanied or unaccompanied (with monitoring if required e.g mobile phone contact).



P12 If possible, experience a short length of time out of the country with school/college or your carers. You may need a European Health Insurance Card (EHIC, see Phase 2, P11).

P13 Continue to turn up on time for appointments, meetings and seeing friends/family. *If you are going to be late, ,phone to say so. Sometimes it's 'better to be late than never'.*

P14 Be able to pack for a few days.

P15 Bath/shower and/or wash daily.

P16 Continue to socialise with other young people of a similar age in a safe and acceptable environment.



# Personal Skills

## Code:



P17 Learn how to take the hem up on trousers or a skirt/dress.

P18 Always keep some money for a taxi or an emergency.

P19 Differentiate your language and manners when speaking to a variety of people on the telephone. *Have you ever heard your own voice on the answer machine, WEIRD.*

P20 Differentiate your language, gestures and manners when speaking to a variety of people face to face.

P21 Revise your strategies to avoid potentially dangerous situations.

P22 Discuss potentially dangerous situations you may face during your current activities e.g to and from work/school/college, going out, visiting friends/family and shopping. Think of some avoidance plans. *Only you are responsible for your actions and personal safety.*

P23 Continue to separately file and store personal items (PIF), important personal information (ImpF), LC/independence literature (LC InF) and employment paper work (Emp F).

# Health Issues

## Code:



B1 Maintain your hygienic bathroom practises e.g. flushing the toilet after use and then washing your hands, the correct disposal of personal products, putting your dirty clothing in the correct place etc. [The Toilet Brush...easy to operate and comes highly recommended...in fact for the quick and effective removal of your sticky skid marks, simply give it a go. EASY!](#)



B2 Manage your own personal medication needs with support if required.

B3 Be aware of the dangers of medicines especially when young children are present and follow the household safety rules regarding this at all times.

B4 Make your own appointments to see your doctor, dentist and optician when necessary. [Make a note of their names, addresses and telephone numbers in your address book or file them in your Imp F.](#)

B5 Begin to make a list of clinics and advice centres in the community that have been useful or may be useful to you in the future. [Add them to your address book or file them in your Imp F.](#)

# Health Issues

## Code:



B6 Double check that you are up to date with your vaccinations. Find out when you last had a tetanus vaccination and make a note of the date in your Imp F.

B7 Continue to watch your drink when you are out regarding 'spiking' wherever you are and whoever you are with. **ALWAYS.**

B8 Take responsibility for your personal sun protection. **No, not the newspaper although it could make a good hat.**

B9 Brush your teeth twice daily after breakfast and before bed. **Seek your dentists advice regarding flossing and using mouth wash.**

# Household Skills

## Code:



H1 Always put things back in their correct place after your personal use. **Save time, tempers and tenners.**

H2 Empty the household vacuum cleaner from time to time.

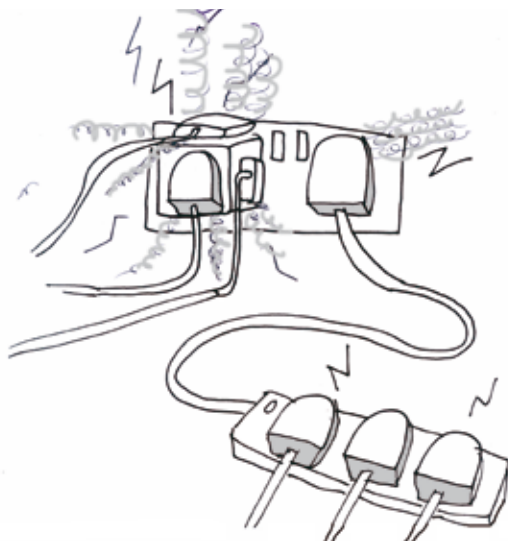
H3 Continue to keep your own room tidy and cleaned (vacuumed and dusted) weekly.

H4 Hygienically clean your own bedroom sink (if applicable) weekly or clean the bathroom sink now and again. **PLEASE... no more greasy, grubby ring marks.**

H5 Be able to hygienically clean a bath/shower.

H6 Be able to hygienically clean a toilet.

H7 Continue to be aware of the many household dangers e.g. trailing cables, overloading sockets, leaving electrical goods on unattended, candles, knives in washing up bowls, spillages on floors, unstable furniture, the danger of liquids near electrical appliances, cleaning substances and the correct food storage. **Keep your own room safe at all times. CHECK IT OUT!**



# Household Skills

## Code:



H8 Always switch off and turn off everything( including standby) when you leave a room empty and/or you go out. [Flick that switch and press that button OFF. WHY?](#)

H9 Continue to run a bath safely and check the shower temperature before stepping in.

H10 Continue to keep liquids away from the computer area.

H11 Continue to be responsible for locking your own bedroom/accommodation (if applicable) and looking after the key.

H12 Be responsible for looking after your own front/back door key (if applicable).

H13 Be responsible for locking household doors after your use (if applicable).

H14 Change your own bed at least once a fortnight and be able to access the clean bedding independently.

H15 Continue to leave the cloakroom/bathroom as you found it.

H16 Be aware of the cloakroom/bathroom items that need replenishing/replacing e.g. toilet roll, clean hand towel, hand wash, tissues etc. Make it known if the supply of these products/items becomes low or add them to your lists of 'to do' and 'to buy'.

H17 Continually hang your own towel/s in the appropriate place between uses. Change it/them at least once a week.

H18 Continually put your face cloth/s in the appropriate place between uses. Change it/them at least once a week. [Surely you don't wash your face with the same flannel that you use for your other parts, do you?](#)



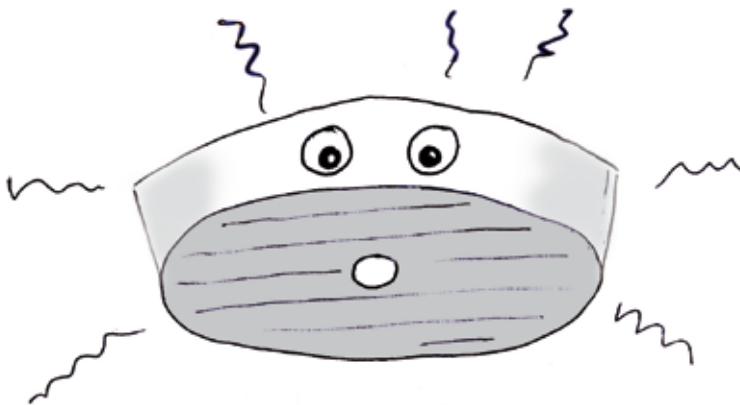
# Household Skills

## Code



H19 Know how to clean a window inside and have a go.

H20 Be aware where the smoke detectors are in the household and have a go at a battery test.



H21 Have a go at hygienically cleaning the kitchen floor.

H22 Have a go at hygienically cleaning the cloakroom/bathroom floor

# Communication

## Code:



C1 Continue to be responsible for your own mobile phone. Inform your carer when you are not carrying it.

C2 Make alternative communication arrangements when you are unable to carry or use your mobile phone e.g. a land line number, your friends mobile number or the address of the place where you are.  
*Gain some personal responsibility.*

C3 Make every effort to contact the appropriate person/people if your venue or times change from those that have been arranged.

C4 Be able to accurately pass on a spoken message to someone a.s.a.p. *They will then be more inclined to do the same for you.*

C5 Continue to leave clear written messages in an agreed place.

C6 Tell your carer where you are going, who you are with and what time you intend to be back. *Telling someone you trust about your whereabouts is another personal responsibility action.*

C7 Always let your carer know if your arrangements change beforehand and/or during your time out.

C8 Always write important dates that you don't mind sharing in the household organiser/ calendar.

# Communication

## Code:



C9 You may feel the need for a personal diary. If so keep this in a special place. Request your need to have your privacy respected. You could ask for a lock on your desk drawer or a lockable case or bag. You may wish to keep other private/personal items stored safely away.



C10 If you haven't already started to compile a written list of important addresses, telephone and fax numbers and email addresses then begin now. Along with these add some friends and family. A purpose made book for this is best. These books often have some blank pages. You could jot down your NI number here.

C11 Check the telephone numbers that you know off by heart. Add to them, change or delete as necessary.

# Communication

## Code:



C12 Know a few important addresses off by heart.



C13 Try your best to carry some form of identification with you when you go out. This prevents disappointment and is another personal responsibility..

C14 Know when your worker is available and be able to contact him/her independently. Ooops! Check you know his/her name.

C15 Meet your LC worker. Take an active part in making plans for your future. The skills and knowledge that you have already, will help you with your Pathway Plan.

C16 Continue to attend your CLA meetings. Be able to make appropriate contributions and speak to your Independent Reviewing Officer (IRO). What's his/her name again?.

C17 Discuss any differences of opinion regarding the household rules and boundaries with your carer and worker. Try your best to live within those agreed.

C18 Be able to appropriately make your needs known to a variety of people.

C19 Continue to keep in touch with people who are special to you. You will have to put work and effort into doing this. Building and maintaining relationships is not easy no matter who or where you are.

# Communication

## Code:



C20 Recognise the different types of mail and be able to sort and prioritise them.

C21 Be able to appropriately respond to the mail addressed to you. Another pain in the ...but everyone has to do it. **Don't ignore it and get a mail mountain. Ask for help if and when you need it.**

C22 Be aware of the financial costs of mail/ scratch cards offering prizes for substantial telephone call costs e.g £1.50 per minute, calls last 6 minutes = £9. THINK.

# Towards Independence

This is where you get the opportunity to experience independent living away from your placement. The accommodation will depend upon the type of independence best suited to you. You will have an allocated budget.

Perhaps one weekend or a couple of week days every four to six weeks for an agreed period and/or set amount of times will be sufficient. This should be enough to give you, your carer and your worker an idea of how it might be for you and how you might feel. You will have the advantage of returning to the security and support of your placement to discuss any issues that might arise. This will prove to be vitally important for your success in the future.

Your experiences should include all of the following life skills. Remember to make an action and contingency plan each time with your carer and worker should any possible problems arise that could interfere with your proposed plan. (see Actions and Contingencies Phase 3).

Packing

Menu Planning

Food Shopping

Travel

Cooking and clearing up

Leaving the venue clean and tidy

Communication

Social experiences/outcomes

Personal issues

School/College/Employment issues

Budget

# Towards Independence

Date of  
trial independence

Duration

Packing

Menu Planning

Food Shopping

Travel

Cooking and clearing up

Leaving the venue clean  
and tidy

Communication

Social experiences/outcomes

Personal issues

School/College/Employment  
issues

Budget



What went well and why?

Areas to improve and how:

Other Comments:

# Towards Independence

## Actions and Contingencies

From time to time in real life, problems and difficulties will arise as a result of the actions of others and/or yourself and consequences will follow. Many of these can be foreseen and therefore avoidance strategies and contingency plans can be put in place beforehand.

Example:

**Problem** You run out of money from your food budget before you are due to receive some more.

**Avoidance Plan** Plan a weekly menu within budget. Use any money left over to buy tinned and dried food that will keep in an emergency.

**Contingency** Use up dried and tinned food. Use up food in the fridge and freezer. Do some work for a meal e.g. baby sitting, gardening, ironing, painting etc.

Think of some problems/difficulties that you can foresee and deal with them theoretically:

**Problem**

**Avoidance Plan**

**Contingency**

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**Problem**

**Avoidance Plan**

**Contingency**

# Towards Independence

## Additions

Take a good look at this phase. It's packed full of things to do but I expect you could add more. You had better write it/them below in bullet point form before you forget. Thanks.



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