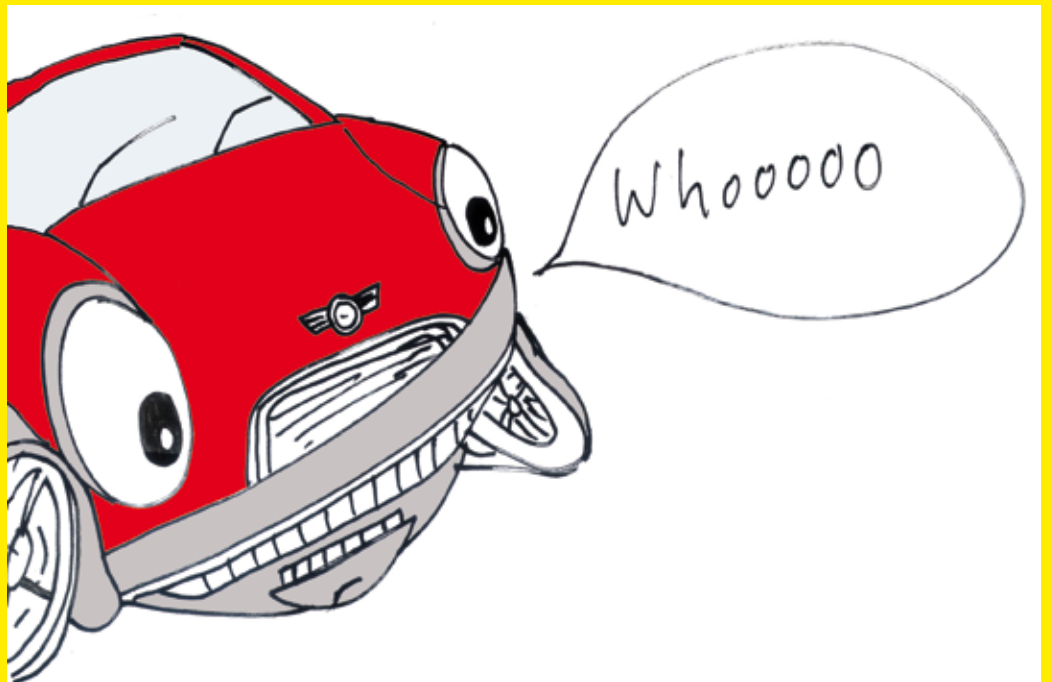


Towards Independence

Phase 4

Young person



© Irene Wolf 2008.

Name:

.....

Financial Skills

Code:



F1 Manage your agreed clothing/footwear allowance. [Check out the sales, charity shops, car boot meetings, swapping etc to make your money go further.](#)

F2 Manage your agreed personal hygiene allowance.

F3 Manage your mobile phone appropriately.

F4 Open a Bank/Building Society or other account that is appropriate for your needs (if you haven't already done so). [Be prepared for a 'rainy day'.](#)



F5 Be aware of the security issues when you bank and make purchases online.

F6 Keep up to date with information regarding entitlements e.g.grants, housing benefits, student loans, LC payments, apprenticeships and tax relief etc. Put this information in your LC/In F.

F7 If you are not intending to continue education after 18 yrs employment needs to be finalised, (see Phase 4 Employment/ Training).

Financial Skills

Code:



F8 If you haven't already received your National Insurance Number you should do soon, (see Phase 3 F11/12).

F9 Obtain a TV licence form. Put this in your LC/In F. **BIG FINE, WATCH IT.** Big Brother might be watching you.

F10 Revise the different ways of paying utility bills.

F11 Make a list of all the likely bills you will have to pay in your independent accommodation. Estimate how much they will total each week. Discuss your findings with your carer/worker. Put this list in your LC/In F. **BUDGETING IS ESSENTIAL.** Money cannot be spent twice. **GUTTED.**

F12 Council tax is costed in bands. Go to your local council tax office and get a copy of the bandings and their costs. Discuss this with your worker/carer. **Yet another cost to add to your budget. What a pain in the....!**

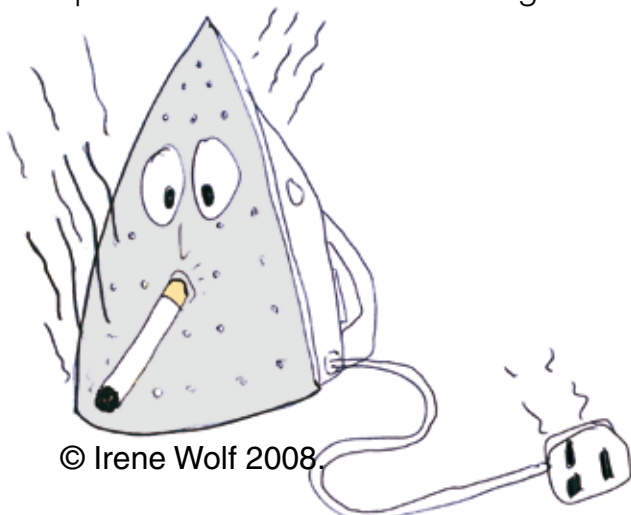
F13 What is the difference between 'inclusive' of VAT (Value Added Tax) and 'exclusive'? How much extra would you have to pay in tax on one of the above? Discuss this with your carer / worker. **Wise up - Don't get caught out.**

Kitchen Skills and Nutrition

Code:



- | | | | | |
|----|--|--|--|--|
| K1 | Always wash your hands before touching food. | | | |
| K2 | Make your own breakfast everyday and wash up your dirty dishes or stack them in the dish washer. | | | |
| K3 | Be regularly involved in some household meal preparations. Experience as many different processes, kitchen aids and gadgets as possible e.g. blender, whisks, food mixer, creaming and icing etc. | | | |
| K4 | Be able to cook a variety of foods/meals from scratch using fresh/frozen ingredients with or without help. Tasty, nutritious, healthy, filling and good value, that's QUALITY. You're cooking on gas! | | | |
| K5 | Be able to follow simple recipes. | | | |
| K6 | Begin to follow recipes for cooking food in a microwave. | | | |
| K7 | Always practise good safety skills in the kitchen. | | | |
| K8 | Revise your knowledge of dealing with a pan on fire, clothing on fire, smoking appliances, crackling appliances and possible electrical smouldering. | | | |



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Kitchen Skills and Nutrition

Code:



K9 Be aware of the 'sell/use by dates' and return perishable food to the fridge/freezer.

K10 Revise your knowledge of where the household stop cock, water meter and mains stop valve are located. **STOP any leaks before major damage is done.**

K11 Revise your knowledge of the household boiler e.g. how to ignite the pilot light, servicing and the dangers of carbon monoxide.

K12 Know the dangers of high water temperatures and the cost involved in over heating water.

K13 Help with the household food shop.

K14 Shop for personal ingredients, keeping within the budget provided.

K15 Construct a weekend menu and cook for yourself. **Don't forget to clear up afterwards.**

K16 Construct a weekly menu and cook for yourself. **If you cook for someone, he/she will help you clear up.**

K17 Always clear your own dirty dishes to the appropriate place.

K18 Always wash up and put away your own dishes when you cook and eat at different times to others.

K19 Be able to hygienically and safely clean the kitchen sink, work surfaces and microwave.

K20 Be able to clean the cooker hob safely after use.

Kitchen Skills and Nutrition

Code:



K21 Take responsibility for minor kitchen tasks when you see the need e.g. empty the kitchen bin, put milk away, put dishes away and wipe up spillages.

K22 Sort and do your weekly wash in the machine on a more regular basis. Don't forget your hand washing. [Stay popular. Remove your wet washing.](#)

K23 Dry your washing appropriately, iron it and put it away.

K24 Experience a different local launderette with your own washing. [Don't forget to take detergent, change etc. Oooops...black bin liners....rubbish.](#)

K25 Understand why tea towels and dishcloths need to be boil washed separately from your clothes.

K26 Boil wash the household tea towels and dishcloths in the washing machine. [KILL GERMS DEAD.](#)

K27 Know what a plunger is and what it is used for.

K28 Know how to unblock a U-bend.

K29 Be able to hygienically clean out a fridge compartment.

K30 Be able to safely defrost a freezer compartment.

K31 Know how to clean out a washing machine filter. [You might find your missing ring, money or just fluff and old chewing gum.](#)

K32 Continue to dispose of kitchen and general waste/unwanted items appropriately.

Education (full time)




Code:



- | | | | | |
|----|--|--|--|--|
| E1 | Pin up your proposed school/college timetable. | | | |
| E2 | Devise a home time table to plan study times, revision, computer, free time, activities, hobbies etc. Pin it up. <i>In sight, in mind.</i> | | | |
| E3 | Use your school/college diary for important deadlines, meetings etc. <i>Alternatively, use a personal diary.</i> | | | |
| E4 | Write important information that needs to be shared in the household calendar/organiser. | | | |
| E5 | Attend your PEP meetings. | | | |
| E6 | If you have an IEP keep it where you can see it frequently. | | | |
| E7 | Pass on information from the school/college to the attention of your carer/worker. Reply promptly. | | | |
| E8 | Access additional help at school/college when needed regarding your work and/or other issues that concern you. | | | |
| E9 | Pin up your exam timetables. <i>Get organised. Make sure you have what you need for each exam in plenty of time.</i> | | | |



Education (full time)

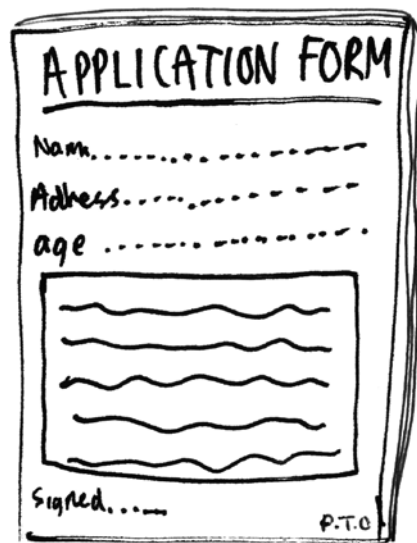
Code:			
E10 Be on time for each lesson and each exam.			
E11 Continue to add to your CV. See Phase 2 Education (full time) .			
E12 Continue to add to your A F. See Phase 2 Education (full time) .			
E13 If you are leaving full time education soon seek advice from the careers advisor at your school/college regarding the choices available to you. Also visit your local employment centre, (see Employment/ Training).			
E14 If you are hoping to continue with further education seek advice from the careers advisor at your school/college regarding the many choices available to you. Discuss this with your carer/worker. BRILLIANT. There will be a great deal to be organised. Don't delay.			
E15 Continue to visit your local library and use the facilities it has to offer. Be totally responsible for returning your borrowed items on time.			
E16 Continue to use a variety of resources and begin to purchase some of your own e.g. dictionary. Useful YES, exciting NO. That's how things are sometimes.			
E17 Look through the local newspapers weekly for jobs and training opportunities if you are leaving education soon, (see Employment/Training).			

Education (full time)

Code:



- E18 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.



- E19 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. [SMILE please.](#)

- E20 You will need comfortable but smart clothing and footwear for an interview. Sort this out with your carer/worker when an interview becomes imminent.

- E21 Attend courses and meetings that you are invited to and apply for others that are relevant for your age, experience and interests.

Education (part time)

Code:



- | Code | Description | X | ? | ✓ |
|------|---|---|---|---|
| E1 | Pin up your school/college timetable. | | | |
| E2 | Devise a home timetable to plan study, revision, computer, free time, sport, activities, etc. Pin it up. <i>In sight, in mind.</i> | | | |
| E3 | Pin up any personal school/college targets where you will see them frequently. <i>Don't forget to be at the target setting meeting in order for you to have some input.</i> | | | |
| E4 | Attend your PEP meetings. | | | |
| E5 | Pin up your exam timetables. <i>Get organised. Make sure you have what you need for each exam in plenty of time.</i> | | | |
| E6 | Deal with letters from your school/college immediately with your carer/worker and return them on time. | | | |
| E7 | Write important information that needs to be shared in the household calendar/organiser. | | | |
| E8 | Use your school/college diary for important deadlines, meetings etc. <i>Alternatively, use a personal diary.</i> | | | |
| E9 | Be on time for your lessons and exams. | | | |
| E10 | Follow the school/college rules. | | | |



Education (part time)

Code:



E11 Immediately seek advice and help at school/college regarding your work and/or any other issues that may be of concern to you.

E12 Continue to visit your local library and use the facilities it has to offer. Be totally responsible for returning your borrowed items on time.

E13 Continue to use a variety of resources and begin to purchase some of your own e.g. dictionary. **Useful YES, exciting NO. That's how things are sometimes.**

E14 Attend courses and meetings that you are invited to and apply for others that are relevant for your age, experience and interests.

E15 Talk to a careers advisor to help you assess your interests, qualifications, future needs and career opportunities.

E16 If you are leaving education soon talk to a careers advisor and visit your local Employment Centre. You need to be actively seeking training and/or employment, (see Phase 4 Employment/ Training).

E17 If you are hoping to continue with further education seek advice from the careers advisor at your school/college regarding the many choices available to you. Discuss this with your carer/worker. There will be a great deal to be organised. **BRILLIANT. Don't delay.**

Education (part time)

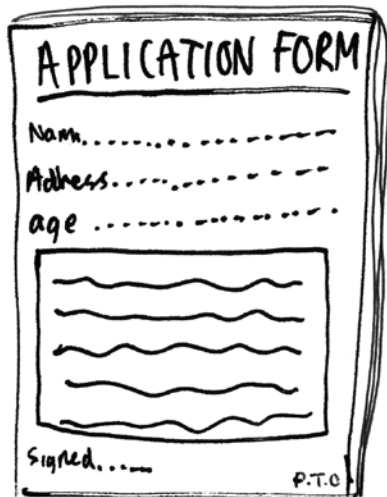
Code:



E18 Continue to add any courses, experiences, exams and other qualifications to your CV, (see Phase 2 Education, part-time).

E19 Continue to add to your AF, (see Phase 2 Education, part-time).

E20 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.



E21 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. [SMILE please.](#)

E22 You will need comfortable but smart clothing and footwear for an interview. Sort this out with your carer/worker when an interview becomes imminent.

Employment/ Training

Code:



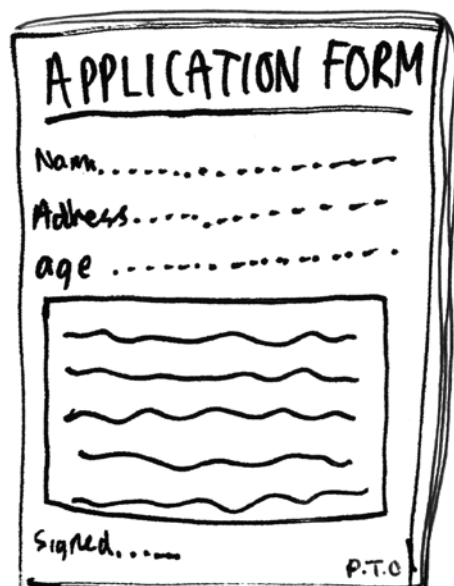
J1 Visit your local Employment Centre weekly and speak to an advisor. Check out the positions currently available.

J2 Buy the 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 Look in shop windows, supermarkets and on post office notice boards for work vacancies/opportunities. Obtain details and/or an application form for any work that looks interesting to you, (see J5).
REMEMBER Just having a job can lead to other employment opportunities

J4 Contact your local college for up to date information regarding courses, training, apprenticeships and NVQ opportunities.

J5 Ask your carer/ worker for some advice and help filling out application forms and writing letters to potential employers.



Employment/ Training

Code:



J6 Continue to ask your carer/worker to help you with interview techniques before you attend for real. **SMILE please.**

J7 Keep practising your telephone skills with your carer/worker.

J8 Keep practising your email skills with your carer/worker. **If your computer skills are better than theirs you can help them. YES!**

J9 You will need comfortable but smart clothing and footwear for an interview. Sort this out with your carer/worker when an interview becomes imminent.

J10 Enhance and/or add to your qualifications by enrolling at your local college to study areas that you need to improve and/or courses that you are particularly interested in. **A variety of evening classes are available to everybody. Opportunities might arise from them. GOOD LUCK.**

J11 Check your tax code for the new financial year. Find out whether you are paying the correct amount of tax. Make an enquiry by letter or telephone to the tax office printed on your form or visit your local tax office and make an enquiry at the counter.

J12 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. **Pack it up, store it, then forget about it until you need it or it is no longer required. EASY.**

Employment/ Training

Code:

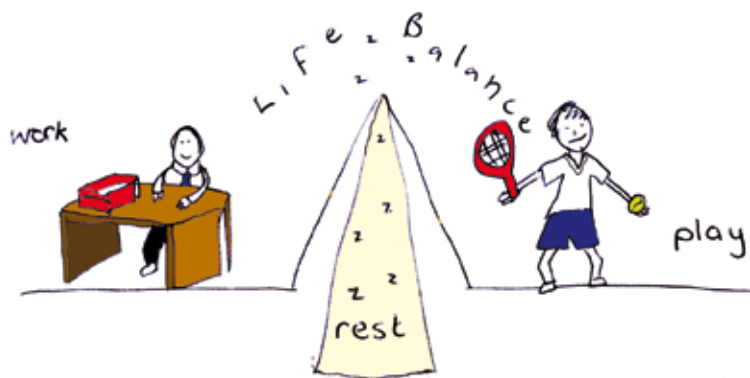


J13 Understand your wage slip. Discuss it with your carer/worker.

J14 Understand your end of financial year. You will be issued with a P60. Put this in your EmpF. **PLEASE, don't lose this.**

J15 If you do not find employment/ training discuss your contingency plan with your carer/ worker.

J16 Know what your P45 is. Discuss this with your worker/carer.



Employment/ Training

Code:



J17 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?

Employment/ Training

Code:



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?

J19 If you are asked to leave your current employment discuss the implications regarding this with your carer/worker.

J20 Discuss a contingency plan for dismissal from employment.



Personal Skills and Health Issues

Code:



- | | | | | |
|-----|--|--|--|--|
| P1 | Sort your belongings out from time to time and remove items that are no longer required. | | | |
| P2 | Arrange your own room to accommodate your changing needs and keep it teenage tidy. <i>If you dare...ask someone to tell you honestly what they think of your room and how it smells.</i> | | | |
| P3 | Be responsible for your own belongings by naming, labelling and retrieving any you mislay. Always put your belongings back in the right place. | | | |
| P4 | Know how to report lost or stolen property. | | | |
| P5 | Make a mental checklist to help you to remember the belongings that are currently with you e.g. c oat, c ap and w allet = C helsea C an W in. <i>You think of something better then.</i> | | | |
| P6 | Buy your own clothing and footwear to suit your various needs. This should include leisure, sport, work/school/college, interviews and special occasions. | | | |
| P7 | Maintain your own clothing and footwear. | | | |
| P8 | Attend formal appointments/meetings on time. | | | |
| P9 | Be able to cancel and rearrange appointments appropriately. | | | |
| P10 | Use public transport confidently. <i>It's always a good idea to keep someone you trust informed of your whereabouts.</i> | | | |
| P11 | If possible, experience a week out of the country with your school/college/carer. Don't forget your passport and your EHIC (if needed). See Phase 2 P11. | | | |
| P12 | Be able to pack for a week away. | | | |

Personal Skills and Health Issues

Code:



P13 Bath/shower and/or wash daily.

P14 Brush your teeth twice daily. [Seek your dentist's advice regarding flossing and mouthwash.](#)



P15 Maintain your hygienic bathroom practises e.g. flushing the toilet after use and then washing your hands, disposing of personal products safely, putting dirty clothes in the correct place etc.

P16 Make up your own first aid kit and put it in an agreed place in the household.

P17 Learn how to correctly treat cuts, grazes, stings, rashes, splinters, minor burns and blisters etc. [Butter...no thanks but maybe a splash of vinegar.](#)



Personal Skills and Health Issues

Code:



P18 Manage your own medication needs safely and continue to follow the household safety rules for medicines.

P19 Make your own appointments to see the doctor, dentist and optician. Make your own way there and back.

P20 Socialise with other young people of a similar and wider age range in safe and acceptable environments.

P21 Always keep money for a taxi or an emergency.

P22 Discuss personal potential dangers that you could encounter out and about with your carer/worker. Plan avoidance strategies/actions.

P23 Differentiate your language, gestures and manner when speaking to a variety of people.

P24 Take personal responsibility for all your sun protection.

P25 Try to keep all your personal items and your important paper work stored separately in the five containers. If necessary use a different system that suits your needs better. *It may be best to begin your new method at the start of the next new financial year. This is at the end of March, beginning of April.*

Household Skills

Code:



H1 Put things back in the correct place after your own personal use.

H2 Be aware of the different types of vacuum cleaners and how they are emptied. **This sucks!**



H3 Keep your own room tidy and cleaned (vacuumed and dusted) weekly. Set aside a specific time to do this e.g after you have put a load of your washing on.

H4 Hygienically clean your own bedroom sink (if applicable) weekly or hygienically clean the bathroom sink from time to time.

H5 Hygienically clean the household bath/shower from time to time. **Unpaid labour again.**

H6 Hygienically and safely clean the household toilet. Do this a couple of times for practise. **Even more unpaid labour. Will yours be a loo to be proud of?**

H7 Keep your own room safe at all times.

H8 Be responsible for your own door key (if applicable).

Household Skills

Code:



H9 Be responsible for locking the household doors after your use (if applicable).

H10 Change your own bed at least fortnightly and be able to access the clean bedding independently.

H11 As a matter of fact replace bathroom/ cloakroom items such as toilet rolls, soap and clean hand towels. [Can you work a toilet roll holder](#) ?

H12 Hang your own towel/s in the appropriate place between uses and change it/them at least weekly.

H13 Change your own face cloth/s at least weekly.

H14 Clean a couple of windows inside for practise.

H15 Know how to clean a window outside and have a go.

H16 Know how to unblock a basin/sink U bend.

H17 Know how to fit a water saver in the toilet cistern. [A brick makes a good substitute.](#)

H18 Begin to compile a list of recommended plumbers, electricians, corgi registered workers and any other important services. Place the list in your LC/In F. [Check their call out charges.](#)

Household Skills

Code:



H19 Discuss hypothetical household emergencies e.g the TV catches on fire, water is dripping through the ceiling, all the lights go out, the toilet is blocked, you have locked yourself out, the frying pan is on fire etc. **DON'T PANIC.**



H20 Know where to fit a smoke detector for the best affect in a variety of hypothetical properties.

H21 Carry out a battery test on the household detector/s. **Don't get suffocated, charred, scarred, melted, fried, roasted or baked. LEAVE THE BATTERIES IN.**

H22 Make a list of all the household dangers that may occur around a house. Don't forget items left on stairs, badly lit areas, split cables, hot drinks and/or appliances within the reach of young children, slippery surfaces poor DIY etc.

Household Skills

Code:



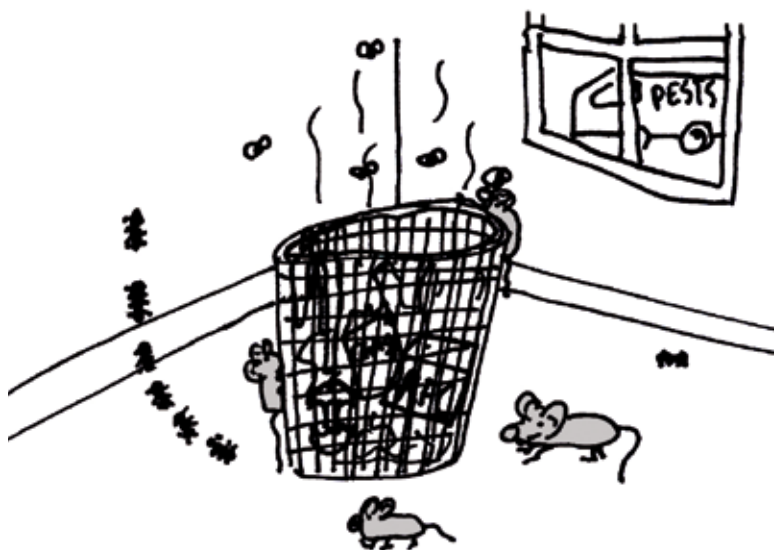
H23 Practise hygienically cleaning some different floor surfaces around the household. **Watch out! SLIPPERY SURFACE.**

H24 Be able to change a light bulb safely. **OUCH.**

H25 Know how to deal effectively with flies and ants coming into the living space.

H26 Know the signs of rats and mice (as wild pests) in the living space.

H27 Know what action to take to prevent, deter and rid the living space of rats and/or mice that are wild pests.



H28 Know some energy saving tactics e.g. energy saving light bulbs, split saucepans, boiling only the amount of water needed etc. **You will think of many more.**

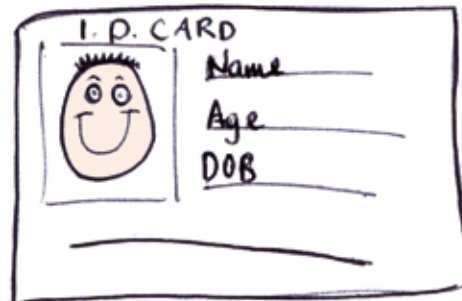
H29 Learn how to change a fuse in a plug.

Communication

Code:



- | | | | | |
|----|--|--|--|--|
| C1 | Make alternative communication arrangements when you are unable to carry or use your mobile phone. | | | |
| C2 | Respond appropriately to messages, (written and spoken) that apply to you. | | | |
| C3 | Be reliable with messages, (written and spoken) that apply to others. | | | |
| C4 | Always inform your carer/worker about any significant changes to your arrangements. | | | |
| C5 | Always contact the appropriate person/people when venues or times change from those that have been arranged. | | | |
| C6 | Continue to write your important notes in the appropriate calendar/diary. Sometimes these can be shared but sometimes they are private to you. | | | |
| C7 | Keep your address book up to date. Add birthdays and note special occasions. | | | |
| C8 | Check the phone numbers and addresses that you know off by heart. DRAT! Why do people keep changing their mobile number? | | | |
| C9 | Always carry some form of identification with you when you go out. | | | |



- | | | | | |
|-----|---|--|--|--|
| C10 | Be able to independently communicate with your worker and your independent Reviewing Officer appropriately. | | | |
|-----|---|--|--|--|

Communication

Code:



- | | | | | |
|-----|--|--|--|--|
| C11 | Continue with your Pathway Plan. | | | |
| C12 | Confidently and appropriately make your needs known at your CLA meetings. | | | |
| C13 | Continue to discuss any differences of opinion regarding the household rules and boundaries with your carer/worker. Try your very best to live within those agreed. <i>When you live in independent accommodation there will be set rules made by the landlord/landlady. These will be written in the tenancy agreement that you will have to sign. You will have to live by them in order for your tenancy to continue.</i> | | | |
| C14 | Confidently and appropriately be able to discuss your needs with a variety of different people. | | | |
| C15 | Keep in touch with the people who are special to you. | | | |
| C16 | Respond appropriately to most of the mail sent to you independently. | | | |



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 whole week every 6 – 8 weeks for an agreed period and/or set amount of times will be sufficient. This should 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 care 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 problems arise that interfere with your proposed plan

Packing

Menu planning

Food shopping

Travel

Cooking and clearing up

Leaving the venue clean and tidy

Washing, drying and ironing

Utilities

Identify the hidden costs

Social experiences/ outcomes

School/ college/ employment

Personal issues

Budget

Communication

Towards Independence

Date of
trial independence

Duration

Packing

Menu planning

Food shopping

Budget

Travel

Cooking and clearing up

Leave the venue clean and
tidy

Washing, drying and ironing

Utilities

Identify hidden costs

Social experiences/outcomes

Personal issues

School/college/employment
issues

Communication

What went well and why?

Areas to improve on 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.

You will be able to take action to deal with the problem and understand the real life effects of this. You need to have a good idea of what you might change, what you could do and if all else fails, what you could fall back on in order to cope. Look at the example below.

Problem You have no money to put in your electricity meter which only has 50p left on it. You have 2 days to wait for some money.

Action Switch off everything that is unnecessary. Plan to eat meals that do not require cooking e.g salad, sandwiches etc.

Knock on effect Some appliances may need to be reset. Re-arrange your weekly menu. Your food budget could be affected.

Avoidance Plan Always avoid unnecessary

use of electricity by switching off appliances and lights when you leave the room. Plan ways to save electricity.

Contingency Use a small amount of money from another budget. Earn some extra money.

Problem Your ex girlfriend/boyfriend continues to pester you at your accommodation.

Action

Knock on effect

Avoidance Plan

Contingency

Think of some problems/difficulties that you can foresee of your own and deal with them theoretically...

Problem

Action

Knock on effect

Avoidance Plan

Contingency

Towards Independence

Action needed

This is a quick and easy section for you to do.

First, look through your document and congratulate yourself on everything that you have already achieved and will achieve fairly soon. Enjoy doing this because you should be extremely proud of yourself
EXCELLENT.

Now look at the areas that **need action.**
WHOOOPS. Perhaps you can't see the point of them but you need to be as prepared as possible.

There is a reason behind the inclusion of each bullet point. **HONESTLY.** Just imagine that you have invested in a wet suit and all the necessary gear to go diving. You have been looking forward to your first dive for ages, all the plans are finalised and off you go. How annoying would it be to discover (once you're in the water) that your wet suit and gear have some holes in them. If only you had checked earlier you could have done something about it.

Towards Independence

Assessment

Undoubtedly you will be discussing the prospect of leaving care with your carer and your worker. You will need to be able to prove to them that your life skills are adequate to meet your everyday needs. You will also need to prove that you will be able to cope with the demands of society and the responsibilities that this entails.

Answer the following questions truthfully. Discuss your answers with your carer/worker. The final assessment in this document is entirely your own.

GOOD LUCK IN THE FUTURE.

1. What different types of accommodation do you know about?
2. Which type of accommodation do you think best suits your needs?
3. How will this type of accommodation suit you?
4. Do you really feel ready to cope and manage independently? Be honest with yourself.
5. What do you think you will be able to manage well?
6. What do you think you will find difficult to manage?
7. What immediate help do you need?
8. How will you overcome any difficulties you might have? Be realistic.
9. What kind of support will you need and how often will you need it?
10. Do you know your rights as a tenant?
11. Do you know your landlord/landlady's rights?
12. Have you completed your Essential List and your Information Check List?
13. Do you know how much money you will have weekly?
14. What are your plans one year from now?
15. Have you proved your abilities to your carer/worker?

Towards Independence

The Essential List

Place this wherever you can access it easily. Write down the things you think you will need in order to help you succeed in your independence. Don't forget the things you have already prepared.

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.
- 9.
- 10.
- 11.
- 12.
- 13.
- 14.
- 15.
- 16.
- 17.
- 18.
- 19.
- 20.

Information Checklist

How much information do you have regarding the following?



Personal CV

Personal Achievement Folder

National Insurance Number

Birth Certificate

EHI Card

Hospital Number

Passport

Driving Licence

Tax

VAT

Council Tax

Doctor

Dentist

Optician

Police

Solicitor

TV Licence

Insurances (Car, Personal belongings)

Rent Book

Youth Offending Team

LC Worker

Citizens Advice Bureaux

Family Planning Clinics

Utility Bills

Bank Account

Benefits/Allowances

Counselling/ Advice Services

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