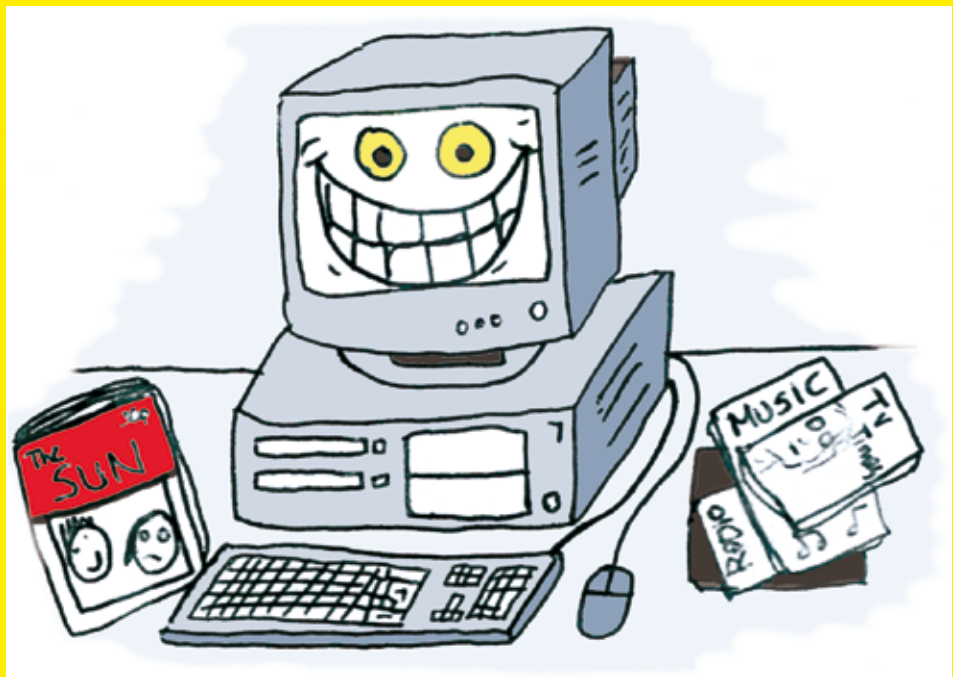


# Towards Independence

## Phase **2**

Young person



© Irene Wolf 2008.

This belongs to:

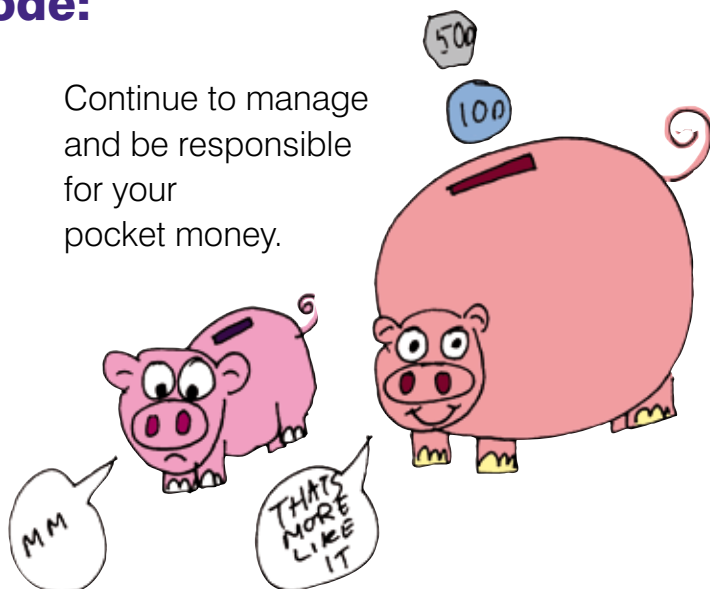
.....



# Financial Skills

## Code:

F1 Continue to manage and be responsible for your pocket money.



F2 Continue to spend your activity money appropriately. **Try saving it up from time to time for something more adventurous.**

F3 Use any additional money you receive appropriately.

F4 Continue to make all reasonable needs known. **A trip to New York is not essential, sorry.**

F5 Be aware of the renewal date of your bus pass and remind your carer in advance.

F6 Manage to regularly put credit on your mobile phone.

F7 Keep credit on your mobile phone for emergencies and essential calls. **Tough call.**

F8 Manage some of your agreed clothing/ footwear allowance. **What do you really need? Be realistic.**

F9 Manage some of your toiletries allowance. **Keep friends close.**

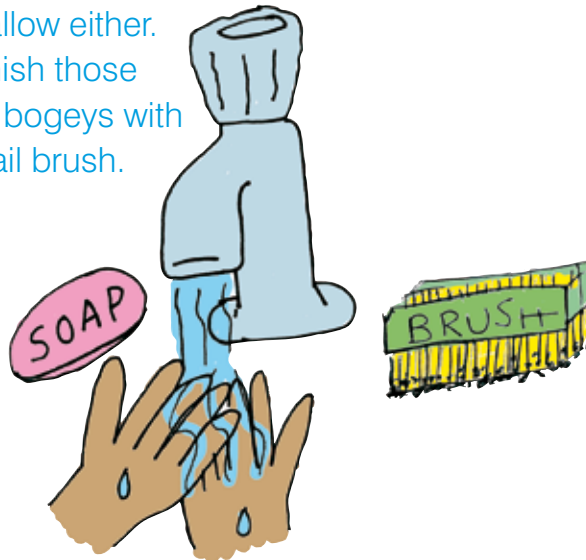
F10 Begin to make employment enquiries (if applicable). If you are leaving education, employment needs to be finalised, (see Education and Employment /Training Phase 3).

# Kitchen Skills and Nutrition

## Code:



- K1 Always wash your hands before touching food. The crunchy bits and gooey stuff that gets under your finger nails isn't good to swallow either. Banish those nail bogeys with a nail brush.



- K2 Be able to cook simple meals, e.g. sausage and mash, pizza and beans, fish-fingers with oven chips and peas. (Special diets and religious views need to be taken into account). Cooking with someone can be enjoyable. Try it.

- K3 Make your own breakfast more often than not.

- K4 Take your own dirty dishes to the appropriate place for washing up.

- K5 Be able to make simple deserts e.g. fresh fruit salad, jelly, instant whip etc. (Special diets and religious views need to be taken into account). SHARE, if you dare.

- K6 Make your own balanced packed lunches. Just putting salad in a burger doesn't count. Don't cheat.

- K7 Continue to be involved in some of the household meal preparations. (Special diets and religious views need to be taken into account).

# Kitchen Skills and Nutrition

## Code:



K8 Be able to remove food safely from the oven. [Glove up.](#)

K9 Be able to follow microwave instructions to heat pre-prepared food.

K10 Always return perishable items to the fridge/freezer.

K11 Help with the household food shop from time to time.

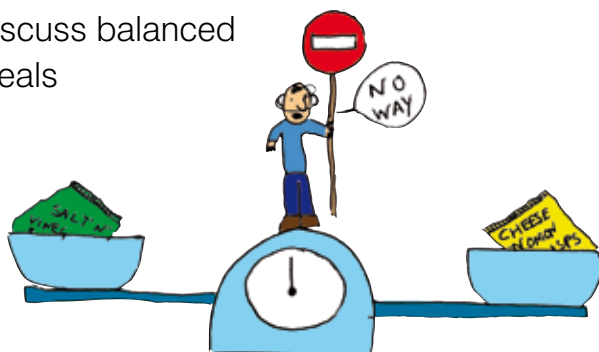
K12 Notice which foods/food items need replenishing and add them to the household shopping list. [Chocolate, cake, biscuits and crisps obviously.](#)

K13 Be able to make reasonable requests for favourite food/meals.

K14 Request the availability of food/ingredients for your own cooking experiences.

K15 Discuss the qualities and nutritional values of different foods. [You are what you eat! There's food for thought.](#)

K16 Discuss balanced meals



K17 Clear away and wash up your own dishes when you eat at an alternative time to others.

K18 Help with the washing up, putting away and clearing the table from time to time.

K19 Always take your own dirty plates and cups etc. to the kitchen. [There's no cutlery and crockery collecting robot yet.](#)

# Kitchen Skills and Nutrition

## Code:



K20 Use the correct cloth for the appropriate job e.g. towel for hands, tea towel for dishes, dish cloth for washing up, cleaning cloth for surfaces, the floor cloth for the floor etc. **OBVIOUS!**

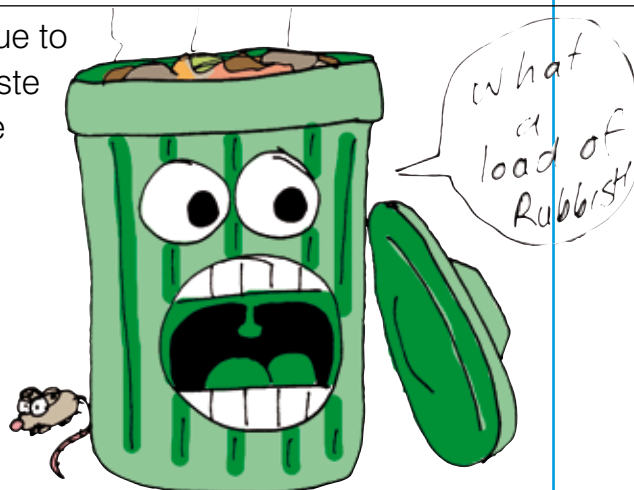
K21 Be able to sort your own dirty washing into whites and non-whites when necessary. **Pink boxers aren't yet in fashion and blue stained white tops aren't either.**

K22 Be able to load the washing machine and put powder/liquid/tablet detergent and fabric conditioner (if applicable) into the correct compartment. Do this every now and again.

K23 Be able to select the correct wash programme and empty the machine of clothing when it has been washed. Do this from time to time.

K24 Be able to hand wash a small item, rinse out the detergent and prepare it appropriately for drying.

K25 Continue to put waste into the correct bin.



K26 From time to time help with the household recycling activities e.g. clothing/bottle banks and charity shops. **Bargain time.**

# Education (full time)

## Code:



E1 Pin up your school/college timetable and homework times.

E2 Devise a home timetable to plan homework, coursework, revision, computer, free time, clubs, activities etc. Pin it up.

E3 Use a school/college diary for important deadlines and meetings etc. Produce it for signing if required to do so. [Alternatively, use a personal diary.](#)

E4 Write any important information that needs to be shared in the household calendar/organiser. [GCSE Mind Reading. There's a thought.](#)

E5 Become involved in at least 1 after school/college lunch time activity. [Get off your lazy butt and dooooo it!](#)



E6 Attend your PEP meetings. [Use this opportunity to discuss your personal education needs e.g. if you find it difficult to work on your own, say so.](#)

E7 Keep your targets in mind (if applicable).

E8 Continue to bring letters from school/college to the attention of your carer. [They're not still being washed or chucked are they? Don't miss out.](#)

E9 Continue to return letters to school/college on time.

## Education (full time)

### Code:

E10 Continue to get to school on time and be on time for any exams.



E11 Use the student clinics for health issues/advice if needed. [Loads do.](#)

E12 Access additional help at school/college if needed regarding your work or other issues (e.g. bullying and health).

E13 Talk to the on site careers advisor regarding your interests, future experiences and career opportunities. [YOU COUNT.](#)

E14 Continue with the D of E scheme (if you have started it). [This will be an achievement to add to your CV and also your AF GOOD ONE.](#)

E15 Pin up the timetable for your mock exams (if applicable). [Preparation and organisation equal success.](#)

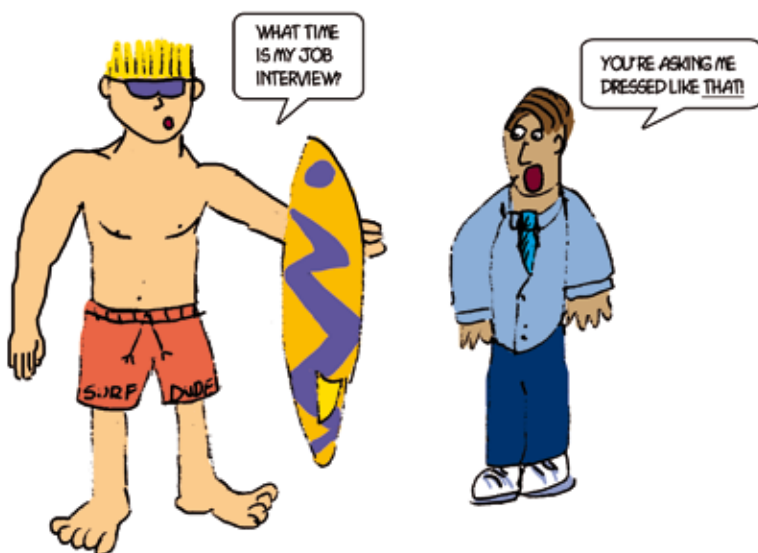
E16 Pin up the timetable for examinations (if applicable) and know the procedure if you become ill or are unable to attend the exam. [This is unlikely to happen however.](#)



# Education (full time)

## Code:

E17 Choose a work experience that you will enjoy. Be quick to organise it with your carer.  
[Don't limit your choices by hanging back.](#)



E18 Be on time and appropriately dressed for your work experience. Don't forget to note this experience on your CV (see E20 below). [First impressions really do count.](#)

E19 Continue to add to your AF Photographs are good to include. [Don't forget achievements relating to hobbies, sport, charity fundraising, voluntary deeds and community work etc.](#)

E20 Begin to compile a Curriculum Vitae (CV). This is a list of all the courses you have attended and the exams and other qualifications you have gained. Also include any relevant experiences you have had. Note the date beside each one. This is important. Put your CV list in your ImpF (see Phase 2 P11). You will need an up to date CV when applying for jobs.



# Education (full time)

## Code:



- E21 Put the results of your examinations and/or other qualifications on your CV in your ImpF.
- 
- E22 If you haven't already joined your local library go and take a look. *You have been missing out on loads, including cheap CD hire.*
- 
- E23 Bring your carer to the notice of any detentions at school before the school notifies your carer. *WISE MOVE.*
- 
- E24 Use the resource material in the household weekly e.g. Leisure File, Who Cares Magazines, books, magazines, T.V, computers, newspapers etc.
- 
- 
- E25 Continue to attend local authority and government run courses e.g. 'Sex and Teenagers', that are aimed at your age group, especially those you have been personally invited to. Write them down on your CV and also add them to your AF. *You may receive a gift for attending.*
- 
- E26 If you are leaving full time education soon, seek advice from a careers advisor at 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).

# Education (full time)

## Code:



E27 If you are leaving full time 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 and worker for some advice and help before you actually apply for real.

Who will you ask to write you a reference?



E28 If you are invited for a job interview there are some techniques that you need to know. Ask your carer and worker to help you in this area with some dummy runs and feed back.

E29 Practise your telephone skills with your carer and/or worker. No, not texting.

E30 Practise your email skills with your carer and/ or worker.

E31 You will need comfortable but smart clothing and footwear for an interview. Sort this out with your carer and/or worker when interviews become imminent. GOOD LUCK.

## Education (part time)

### Code:



- |    |                                                                                                                                                                               |  |  |  |
|----|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|--|--|
| E1 | Pin up your school timetable and homework times.                                                                                                                              |  |  |  |
| E2 | Devise a home timetable and plan your homework, revision, computer, free time and clubs etc. Pin it up.                                                                       |  |  |  |
| E3 | Attend your personal target setting meetings at school/college. Pin them up where you can see them daily.                                                                     |  |  |  |
| E4 | Attend your PEP meetings.                                                                                                                                                     |  |  |  |
| E5 | Try to always bring letters from school/college to the attention of your carer.<br><i>They're not still being washed or chucked are they? Don't miss out.</i>                 |  |  |  |
| E6 | Write special dates that need to be shared in the household organiser/calendar. <i>Mind reading is too tricky for most.</i>                                                   |  |  |  |
| E7 | Try your best to return letters to school/college on time                                                                                                                     |  |  |  |
| E8 | Use your school/college personal diary to note important deadlines and meetings etc. Produce it for signing if required to do so. <i>Alternatively, use a personal diary.</i> |  |  |  |
| E9 | Continue to be at school/college on time.                                                                                                                                     |  |  |  |



## Education (part time)

### Code:



- |     |                                                                                                                                                                                                                                                                                                       |  |  |  |
|-----|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|--|--|
| E10 | Continue to do your best to follow the school/college rules.                                                                                                                                                                                                                                          |  |  |  |
| E11 | Continue to ask for help if you need it. Be aware of the additional help provided. <a href="#">Make your educational needs known.</a>                                                                                                                                                                 |  |  |  |
| E12 | Continue to be aware of the clinics available to pupils at school/college for advice regarding health and other issues.                                                                                                                                                                               |  |  |  |
| E13 | If you haven't already joined your local library go along and have a look at all the services it has to offer. <a href="#">You are missing out on hiring cheap CD's, videos and free computer use. Write the return dates in the household calendar/organiser to prompt you and your carer. EASY.</a> |  |  |  |
| E14 | Join the Oasis Project (or equivalent) at your local library. You can gain a qualification in ICT and have some fun getting it. <a href="#">Alternatively, join a computer skills course elsewhere.</a>                                                                                               |  |  |  |
| E15 | Be aware of the resource material in your household e.g. Leisure File, Who Cares magazine, books, magazines, TV, computer, newspapers etc.                                                                                                                                                            |  |  |  |
| E16 | Pin up your timetable for mock exams. <a href="#">Preparation and organisation equal success.</a>                                                                                                                                                                                                     |  |  |  |
| E17 | Pin up your timetable for your exams.                                                                                                                                                                                                                                                                 |  |  |  |
| E18 | Choose a work experience that you will enjoy. Be quick to organise it with your carer. <a href="#">Don't limit your choices by hanging back.</a>                                                                                                                                                      |  |  |  |

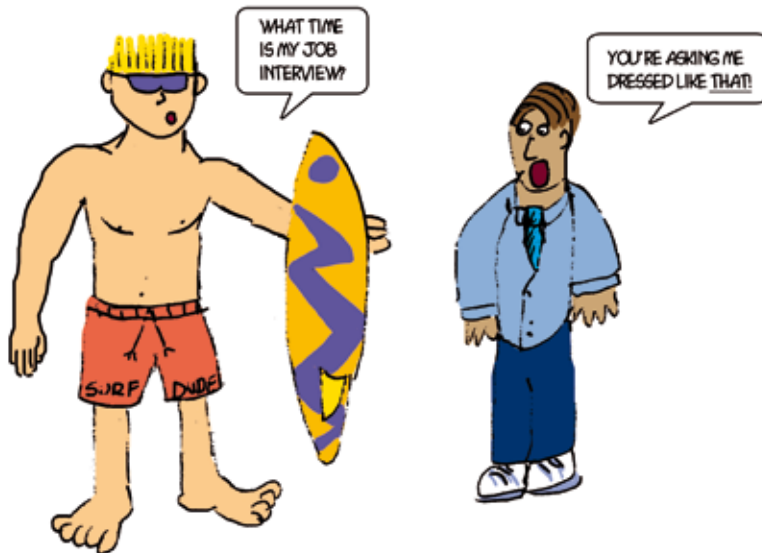


# Education (part time)

## Code:



E19 Be on time and appropriately dressed for your work experience. Don't forget to note this experience on your CV (see E20 below). [First impressions really do count.](#)



E20 Begin to compile a Curriculum Vitae (CV). This is simply a list of all the courses you have attended, the exams and other qualifications you have gained. Also include any relevant experiences you have had. Note the date beside each one. This is important. Put your CV list in your ImpF (see Phase 2 P11). You will need an up to date CV when applying for jobs.

E21 Continue to add to your AF. [Photographs are good to include. Don't forget achievements relating to hobbies, sport, charity fundraising, voluntary deeds and community work etc.](#)

E22 Continue with your D of E work (if you have started it) [This will be an achievement to add to your CV and also your AF GOOD ONE.](#)

# Education (part time)

## Code:



E23 Attend as many local authority and government run courses e.g 'Sex and Teenagers', that you have been personally invited to. Begin to attend other courses available for your age group. Write them down on your CV and also add them to your AF. **You may receive a gift for attending.**

E24 Talk to a careers advisor to help you assess your interests, qualifications, future needs and career opportunities. **YOU COUNT.**

E25 If you are leaving education at 16 seek advice from a careers advisor at school/ college and visit your local job centre. You need to be seeking training and/or employment before you become available. Look in your local newspapers for training and employment opportunities, (see Phase 3 Employment/Training).

E26 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 and worker for some advice and help before you actually apply for real. **Who will you ask to write you a reference?**



## Education (part time)

### Code:



E27 If you are invited for a job interview there are some techniques that you need to know. Ask your carer and worker to help you in this area with some dummy runs and feed back.

E28 Practise your telephone skills with your carer and/or worker. [No, not texting.](#)

E29 Practise your email skills with your carer and/or worker.

E30 You will need comfortable but smart clothing and footwear for an interview. Sort this out with your carer and/or worker when interviews become imminent.  
[GOOD LUCK](#)

E31 Continue to take part in some regular evercise e.g swimming, running, football, tennis or athletics. [Get off your lazy butt and dooo it!](#)



E32 If you can, join a fitness club and attend regularly. You may prefer to join a self defence course or a sports course from time to time.



## Education (home based)

### Code:



- |    |                                                                                                       |  |  |  |
|----|-------------------------------------------------------------------------------------------------------|--|--|--|
| E1 | Pin up your tutor's timetable.                                                                        |  |  |  |
| E2 | Devise a home timetable to plan your tutor's times, homework times, computer times and free time etc. |  |  |  |
| E3 | Be involved in your PEP meetings.                                                                     |  |  |  |
| E4 | Be involved in any personal target setting/ achievement plan/incentive plan.                          |  |  |  |
| E5 | Be ready at the set time for your tutor.                                                              |  |  |  |



- |    |                                                                                                                                                                                                                                                                                       |  |  |  |
|----|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|--|--|
| E6 | Ask for help when you need it.                                                                                                                                                                                                                                                        |  |  |  |
| E7 | If you haven't joined your local library go along and have a look at all the services it has to offer. <b>You are missing out on hiring cheap CD's, videos and free computer use. Write the return dates in the household calendar/ organiser to prompt you and your carer. EASY.</b> |  |  |  |
| E8 | Join the Oasis project (or equivalent) at your local library. You can gain a qualification in ICT and have some fun getting it. Alternatively, join a computer skills course elsewhere.                                                                                               |  |  |  |
| E9 | Continue to be aware of the resource material in your household e.g. Leisure File, Who Cares Magazine, books, magazines, TV, computer and newspapers etc.                                                                                                                             |  |  |  |

## Education (home based)

### Code:



- E10 Continue to take part in some regular exercise e.g. swimming, running, football, tennis or athletics. *Get off your lazy butt and dooo it!*



- E11 Do your best to enroll in a sport or exercise course during one of the school holidays.

- E12 If you can, join a fitness club and attend regularly. You may prefer to join a self defense course or a sports course from time to time.

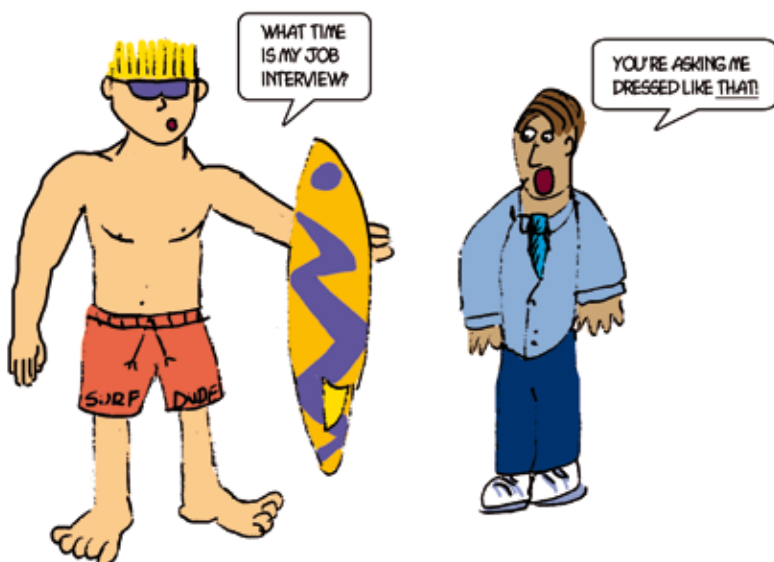
- E13 Try your best to attend local authority and government courses eg 'Sex and Teenagers', that you have been personally invited to. Begin to attend other courses available for your age group. Write them down on your CV (see E16) and also add them to your AF. *You may receive a gift for attending.*

- E14 If you get the opportunity to gain some work experience be quick to organise it with your carer so that you will be likely to get something that you will enjoy. *Don't limit your choices by hanging back.*

# Education (home based)

## Code:

E15 Be on time and appropriately dressed for your work experience. Don't forget to note this experience on your CV, (see E16). **First impressions really do count.**



E16 Begin to compile a Curriculum Vitae (CV). This is simply a list of all the courses that you have attended, the exams and other qualifications you have gained. Also include any relevant experiences you have had. Note the date beside each one. This is important. Put your CV list in your Imp F, (see Phase 2 P11). You will need an up to date CV when applying for jobs.

E17 Continue to add to your AF. Photos are good to include. **Don't forget achievements related to hobbies, sport, charity fundraising, voluntary deeds and community work etc.**

E18 Talk to a careers advisor to help you assess your interests, qualifications, future needs and career opportunities. **YOU COUNT.**

# Education (home based)

## Code:



E19 If you are leaving education at 16 seek advice from a careers advisor and visit your local job centre. You need to be seeking training and/or employment before you become available. Look in your local newspapers for training and employment opportunities, (see Phase 3 Employment/ Training).



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 and worker for some advice and help before you actually apply for real. [Who will you ask to write you a reference?](#)

E21 If you are invited for a job interview there are some techniques that you need to know. Ask your carer and worker to help you in this area with some dummy runs and feedback.

E22 Practise your telephone skills with your carer and/or worker. [No, not texting.](#)

E23 Practise your email skills with your carer and/or worker.

E24 You will need comfortable but smart clothing and footwear for an interview. Sort this out with your carer and/or worker when interviews become imminent. [GOOD LUCK.](#)

# Personal Skills

## Code:



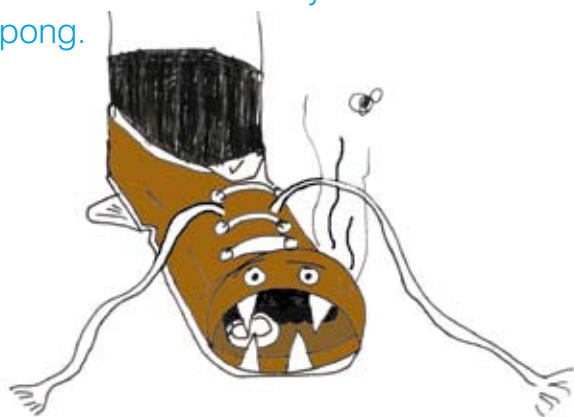
P1 Continue to organise your own room and keep it teenage tidy. **Avoid standing on your own stuff.**

P2 Get into the habit of putting your dirty clothing in the appropriate place. **Nobody else wants to see or smell your dirty washing.**

P3 Continue to be responsible for your own belongings.

P4 Organise your school equipment and uniform (if applicable).

P5 Be responsible for cleaning and maintaining your footwear and begin to be aware of the appropriate footwear for different occasions. **CAUTION. Serious deodoriser zone likely. Beat the cheesy pong.**



P6 Continue to be aware of your appointments and be available.

P7 Use local public transport routinely.

P8 Be able to access public transport timetables and understand them.

P9 Be able to use public transport further afield than locally e.g. 20 miles ( ) accompanied or unaccompanied with monitoring e.g. mobile phone contact.

# Personal Skills

## Code:



P10 Be aware of the appropriate clothing for different occasions. *You will be expected to change out of your clothing comfort zone sometimes.*

P11 If you have a passport you might experience a short length of time out of the country with school/college or your carers. You may need a European Health Insurance Card. Your carer will help you organise this. Ask for two copies of your EHIC. Store one copy in a box file or equivalent storage. This will be your Important Personal Information File. This will be referred to as your Imp F for short. The other copy of your EHIC card and the original will be taken by the responsible adult when you go away. *Hola, bonjour, hallo.*

P12 Make sure the important information on your passport is copied before you go away. Store your copy in your Imp F for safe keeping.

P13 Become reliable to your friends, family and carers by always turning up on time.

P14 Be able to pack a weekend bag for yourself.

P15 Be able to pack a bag for several days away.

P16 Bath/shower and/or wash every day. *Think, don't stink.*

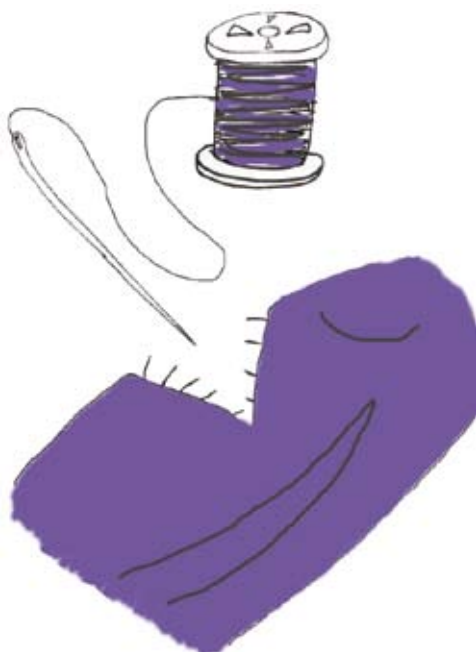
P17 Interact with other young people of a similar age out of school/ college in a safe and acceptable environment.

# Personal Skills

## Code:



P18 Learn how to mend a small hole in your clothing e.g. sock, trousers or T-shirt. **It's much easier to mend clothing off rather than on. Ouch!**



P19 Get into the habit of keeping some money for a taxi in an emergency. **A walk home always seems longer when you were not expecting it.**

P20 Know what a 'licence plate' looks like on a legal taxi. Know the risks involved in getting into an illegal taxi.

P21 Begin to differentiate language and manner when speaking to different people e.g. friends, worker, parent, teacher etc. on the telephone and when face to face.

P22 Discuss strategies for avoiding potentially personal dangerous situations e.g. not walking home alone in the dark, never taking an isolated short cut, not accepting a lift from a stranger and getting into an illegal taxi. **DEAD SERIOUS STUFF.**

# Personal Skills

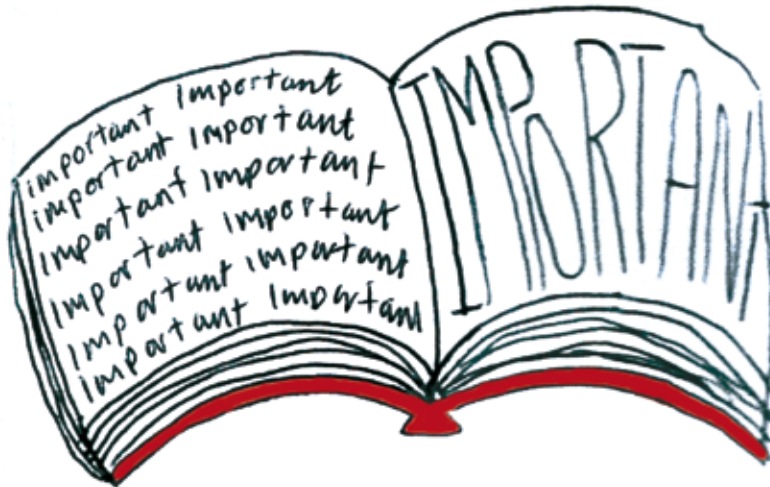
## Code:



P23 Continue to put your personal items into a box file or other storage facility, (PIF). A photograph album and scrap book may be useful. Make sure that they will fit into your PIF storage.

P24 Continue to store important personal information e.g. EHIC, doctors letters and CLA minutes etc. in your Imp F.

P25 If you do not already have a copy of your birth certificate get the ball rolling now and ask your carer and worker to look into it for you. If you do have a copy it needs to be carefully looked after in your ImpF. Take a copy of it and ask someone you trust to keep the copy safe for you.





# Health Issues

## Code:



B1 Maintain good dental hygiene. [A trip to the dentist in the future could prove very painful for your purse/wallet.](#)

B2 Always flush the toilet and wash your hands each time you use the loo. [PLEASE!](#)

B3 Be aware of the recommended and set dosages of medication.

B4 Request to see a doctor, dentist or optician between routine appointments when necessary. [Sixteen year olds can be seen by these professionals unaccompanied.](#)

B5 Know how to contact clinics and advice centres for young people at school/ college and in the community.

B6 Be aware of 'drink spiking', how to avoid it and know what to do if you suspect that you or a friend have been targeted.

B7 Use the appropriate sun creams and other sun protection e.g. hats and sunglasses and be aware of the effects of too much exposure to the sun.



# Household Skills

## Code:



H1 Be aware of the dangers of liquids coming into contact with electrical appliances, e.g. computer, steam irons, drinks being put on or close to TVs etc.

H2 Always return things to their correct place after your personal use. 'A place for everything and everything in it's place'.

H3 Know how to empty the household vacuum cleaner.

H4 Keep your own room clean (vacuumed and dusted) weekly.

H5 Be able to hygienically clean a bedroom or bathroom basin.

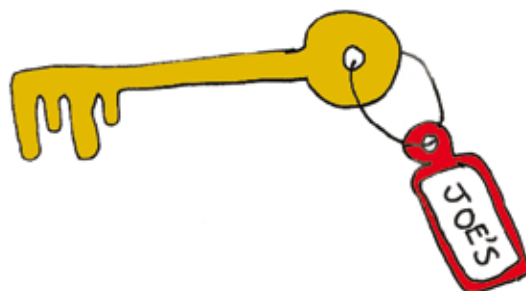
H6 Continue to be aware of household dangers and do your best to keep your own room safe at all times. **DANGER.** Don't leave candles unattended.

H7 Keep liquids away from the computer area at all times.

H8 Always switch off and turn off everything you are not using.

H9 Know how to run a bath safely and always check the shower before stepping in.

H10 Continue to be responsible for locking your own bedroom door (if applicable) and looking after the key.



# Household Skills

## Code:



H11 Change your own bed on a regular basis when given the clean bedding. You lose a quarter of a litre of sweat every night and half a kilo of dead skin each year. YUK!

H12 Be able to hygienically rinse the bath/shower and wash basin after your personal use.

H13 Be able to hygienically use the toilet brush when you need to.



H14 Be able to fit a toilet roll onto a holder.

H15 Be able to recognise and change a dirty/wet hand towel.

H16 Continually hang your own towel/s in the appropriate place between uses. Towels begin to smell bad when hung up on the floor.

H17 Continually put your face cloth/s in the appropriate place between uses.

H18 Be aware of how to correctly, safely and hygienically clean different floor surfaces.



# Communication

## Code:



C1 Continue to be responsible for your own mobile phone. Be aware of signs prohibiting mobile phone use and understand why.



C2 Continue to keep credit on your mobile phone for emergencies or essential calls. **TOUGH SHOUT.** Let your carer know when you are not carrying it. **EASY.**

C3 Leave clear written messages in an agreed place.

C4 Be able to accurately pass on a spoken message to someone within an acceptable time span.

C5 Make an effort to contact the appropriate person/people if venues or times change from those that have been arranged.

C6 Try to remember to tell your carer \_\_\_\_\_, (before you are asked), where you are going, who you are with and when you intend to be back.

C7 Remember to let your carer know if any arrangements change beforehand or during your time out.

# Communication

## Code:



C8 Continue to use the household organiser/ calendar to write important notes that need to be shared.

C9 Begin to compile a list of important addresses, telephone and fax numbers and email addresses. *A purpose made book for this would be best.*

C10 Revise the telephone numbers you have learnt off by heart. Check to make sure that they haven't changed.

C11 Be aware when your worker is likely to be available. Be able to contact him/her independently.

C12 Continue to attend your CLA meetings and make a contribution from time to time. *You can leave and join the meeting as you choose.*



C13 Some of the household rules and boundaries may have changed to accommodate your individual needs. Try to understand all of them, keep them in mind and always do your best to live within them.

C14 Try your best to make your needs known to a variety of people. *Why, who and how?*

# Communication

## Code:



- |     |                                                                                                                                                                          |  |  |  |
|-----|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|--|--|
| C15 | Try your best to communicate with your Independent Reviewing Officer (IRO).<br><a href="#">Find out his/her name.</a>                                                    |  |  |  |
| C16 | Read the mail addressed to you and respond appropriately. You may need some help and advice in order to do this.                                                         |  |  |  |
| C17 | Begin to recognise the difference between the various types of mail e.g. junk, formal and friendly. Be able to prioritise your replies.                                  |  |  |  |
| C18 | Revise the procedure regarding the making of an emergency call.                                                                                                          |  |  |  |
| C19 | If you are transferring from Children's Services to Leaving Care (LC), your worker will change. If so, meet your new worker. Write down his/her contact number and name. |  |  |  |





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