



# Toolkit for Life

## 👤 Level 3 16-25 Years



<b>Sign &amp; date</b>	<b>Section 1 : Money Management</b>
	<b>Level 3</b>
	With assistance can make out a monthly budget covering regular expenses for independent living and can budget for unanticipated emergencies
	Is aware of interest charges on credit agreements which they may enter into including any penalties for late/missed payments etc
	Can read monthly bank statements, compare balances, make adjustments as necessary
	Knows the difference between a loan and a grant
	Shops around to find the best deals
	Knows how to cut out and use coupons
	Can read a wage slip and understands payroll deductions e.g. tax, NI insurance etc
	Understands about the role money plays in their lives including how to keep it safe, choices about spending or saving money and what influences those choices
	<b>Young person comments</b>
	<b>Staff comments</b>

<b>Sign &amp; date</b>	<b>Section 2: General Housekeeping</b>
	<b>Level 3</b>
	Can prepare a recipe from a cookbook
	Knows what food needs to be kept in a fridge
	Recognises when food is going off and needs to be thrown away
	Can follow cooking instructions on tinned/package food

	Can plan a weekly menu of healthy meals
	Can shop for a week's menu and stay within a food budget
	Can set a table properly
	Can carry out a grocery-shopping trip (selecting items on the shopping list and paying the cashier)
	Can clean an oven
	Knows how to clean fridge/defrost freezer (if applicable)
	Understands the importance of saving energy/water
	Knows how to turn off water/gas/electricity at the mains
	Knows who to contact if utilities are disconnected, or heating stops working
	Knows how to change a plug
	Can use a measuring tape to measure a window for blinds/curtains
	Knows how to avoid ants/mice/rats and the products available to deter/banish them
	<b>Young person comments</b>
	<b>Staff comments</b>

<b>Sign &amp; date</b>	<b>Section 3: Health and Personal Care</b>
	<b>Level 3</b>

	Can read clothing labels and determine which items should be dry cleaned, hand washed, or machine-washed
	Can sort and machine-wash clothes using appropriate temperatures, amounts of washing powder and softener
	Can iron clothes and hang washing out
	Can sew on buttons and make minor clothing repairs
	Knows the cost of and can budget money for special hair and nail care (i.e., permanents, braiding, manicures, etc.)
	Can take own temperature using a thermometer
	Can nurse self through cold or flu
	Recognizes/makes correct use of “over the counter” drugs for pain, stomach upset, diarrhoea, fever, cold/allergy
	Can read a prescription label correctly and follow the instructions
	Can take medication without supervision
	Can determine when to go to a hospital/minor injuries unit or when to make an appointment with their GP. Also knows about NHS Direct services
	Knows how to dispose of drugs in a safe manner
	Knows how to use items contained within a First Aid Kit
	Is conscious of diet, exercise, healthy eating, and other preventative health measures
	Knows how to obtain a copy of their personal immunization records and medical history
	Comfortable checking themselves for cancer (including testicular and breast self-examination) and other illnesses, including knowing what to do if they are feeling unwell; strategies to overcome worries about seeking help and being a confident user of the NHS
	Has seen a copy and understands the Annual Health Summary/Report (pre 18). Has received a copy of the Health History pre 18? Understands Health History.
	<b>Young person comments</b>
	<b>Staff comments</b>

--	--

<b>Sign &amp; date</b>	<b>Section 4 : Travel and Community</b>
	<b>Level 3</b>
	Can read a map
	Knows how to obtain a drivers licence and what is needed
	Has applied for/obtained a provisional drivers licence
	Is aware of the cost of owning and running a car for a month/year including tax, MOT, insurance and petrol
	Has a birth certificate/knows how to obtain a copy birth certificate
	Has an awareness of specialist services e.g. mental health, counselling, substance misuse, sexual health, environmental health etc
	Makes use of community resources such as leisure centres, parks, adult education centres, libraries
	<b>Young person comments</b>
	<b>Staff comments</b>

<b>Sign &amp; date</b>	<b>Section 5 : Staying Safe</b>
	<b>Level 3</b>
	Knows the different methods for putting out different kinds of fire e.g. electrical fire, chip pan fire etc
	Knows how to safely store cleaning materials e.g. bleach

	Can identify when professional medical help is needed
	<b>Young person comments</b>
	<b>Staff comments</b>

<b>Sign &amp; date</b>	<b>Section 6 : Housing</b>
	<b>Level 3</b>
	Can identify suitable types of housing which is within their budget
	Can calculate “start up” costs (Utility deposits, connection fees, security deposit, first month’s rent, purchase of setting up home items)
	Knows what repairs a landlord should perform
	Knows how to contact a landlord to request repairs
	Understands the importance of being ‘a good neighbour’ shows consideration for other members of the household and neighbours with regard to property and noise
	Understands the consequences if the rights of other residents are not respected
	<b>Young person comments</b>
	<b>Staff comments</b>

--	--

<b>Sign &amp; date</b>	<b>Section 7 : Education, Training and Employment</b>
	<b>Level 3</b>
	Has been involved (been part of) and understands their Personal Education Plan (PEP)
	Is currently engaged in appropriate education or training as part of a plan for future employment
	Is aware of the costs associated with university/higher educational courses
	Demonstrates a high level of motivation in seeking to further his/her education/skills base or finding suitable employment
	Has completed at least one job application
	Can write a CV
	Knows to prepare for a job interview (mock interview, clothes, travel etc)
	Understands the difference between permanent, temporary, fixed term and agency employment and how to seek different types of employment
	Is aware of the need to notify the benefits agency of any changes to their circumstances (i.e. change of course, start employment etc)
	<b>Young person comments</b>
	<b>Staff comments</b>

<b>Sign &amp; date</b>	<b>Section 8 : Knowing me Knowing you</b>
	<b>Level 3</b>
	Can identify own personal strengths and needs (with assistance if necessary)
	Accepts invitations from others to be involved in social activities
	Makes arrangements with peers for social activities
	Has some ability to resolve conflicts with others
	Refrains from physical violence as a means of solving conflict or a disagreement with others

	Can label and express anger or other strong feelings appropriately, “talks out” problems
	Has practiced how to say “no” to a peer who is trying to persuade him/her to do something wrong
	Can develop a realistic plan with appropriate steps identified to achieve goals
	Can describe the “best possible” outcome if the goal is achieved and the “worst possible” outcome if the goal is not achieved
	Can describe the relationship between behaviour, actions and consequences
	Can anticipate, with limited input from others, what consequences might be associated with different choices made
	Avoids hurtful or dangerous relationships
	Can close a relationship or say “goodbye” in a healthy manner
	Knows when and how to say thank you or send a written thank-you note
	<b>Young person comments</b>
	<b>Staff comments</b>
<b>Sign &amp; date</b>	<b>Section 9 : Legal Issues</b>
	<b>Level 3</b>
	Shows good citizenship and has an understanding of the rights and responsibilities of a member of the public
	Has good awareness of what constitutes a crime and the legal consequences to some crimes e.g. buying alcohol underage/or buying alcohol for someone who is underage, shoplifting, handling stolen goods etc
	Understands the role of a solicitor and availability of legal advice



	Knows the laws on sexual offences and what the consequences are
	Understands the law in relation to sexual consent (including the legal age of consent for sexual activity, the legal definition of consent and that consent can always be withdrawn)
	I understand what protection the law offers me in protecting me against discrimination of my gender, sexuality and ethnicity
	Knows how to challenge racism, and bullying and where to report hate crime
	Understands their rights when being asked questions by police and stopped and searched
	<b>Young person comments</b>
	<b>Staff comments</b>

<b>Sign &amp; date</b>	<b>Section 10 : Pregnancy, Parenting and Child Care</b>
	<b>Level 3 -</b>
	Understands how lifestyle choices affect a developing foetus
	Understands the challenges of teenage parenthood
	Can identify characteristics a parent needs
	Can select toys appropriate for child's age and developmental level
	Can discipline without using extreme measures (hitting, shouting, withholding necessary food and care)
	Can make arrangements for regular childcare and is aware of the costs
	Takes child to childcare on time. Picks child up from childcare on time
	Spends "quality" time with child each day (talking, playing together, listening to the child, etc.)
	Knows where to go for help with parenting and how to access community resources
	Has an understanding of child development and can identify what behaviours are age appropriate in a child's development
	<b>Young person comments</b>

	<b>Staff comments</b>
<b>Sign &amp; date</b>	<b>Section 10 : Emotional Resilience</b>
	<b>Level 3 -</b>
	Can you identify what makes you Happy? Sad? Angry?
	Can identify the risks and positive factors in the various areas of their life
	Are there things that have happened to you in your life that you are still angry about?
	When you meet someone new, do you get excited or feel nervous?
	Do you have a group of friends at school, college or university, socially that you trust?
	Do you worry about a test that you have to do at School, College or university?
	Do you feel down or get upset when your friends at school/College university/Work do better at an exam than you?
	When someone is not very nice to you, do you get angry , feel down or walk away
	Do you think you remain calm and in control when an adult treats you unfairly or disrespectfully
	Do you get overly upset from mistakes in their work or when you have not been as successful as they would like to be
	Do you get frustrated and angry with yourself when you do not understand something?
	Has developed coping strategies to deal with the above and knows when they need extra support
	Is there is the presence of one person in your life that you have a close/good relationship with
	<b>Young person comments</b>
	<b>Staff comments</b>

<b>Sign &amp; date</b>	<b>Section 11: Keeping safe and looking after my sexual health</b>
	<b>Level 2</b>
	knows what contraception methods are available to me and where to access them
	Knows how to access sexual health services in my local area including services for contraception, abortion and counselling
	Knows the risks of pregnancy, sexually transmitted infections and HIV in sexual activity and how to prevent them
	Understands what Consent means in terms of intimate relationships, and how to give consent and that I can always say no and withdraw my consent and the Law relating to consent
	Knows where to access confidential support and advice about sexual assault of myself or friends
	Knows where to access support and advice about my sexuality and identity and feel safe talking to someone about it
	Understands that alcohol and drugs may affect my choices and behaviour and how I can reduce the risks of this
	Knows how to recognise and seek help in the case of sexual exploitation, assault or rape
	Knows that consent should not be bribed or threatened and that sex should be pleasurable and not forced
	Is aware of the location of the local Drugs and Sexual Health resources.
	<b>Young person comments</b>
	<b>Staff comments</b>

<b>Sign &amp; date</b>	<b>Section 12: Healthy Relationships</b>
	<b>Level 2</b>
	Knows what a healthy, loving relationship looks like and what an unhealthy relationship may look like
	Knows what to expect of a partner in a relationship and what is most important to me
	Knows the signs that might occur in an abusive or controlling relationship and who I can talk to for support
	Know the signs of child sexual exploitation and grooming and who to talk to if I thought it was happening to me or someone I know

	Know ways of dealing with pressure from friends or my partner to do things I don't want to do
	Can recognise when others are using manipulation, persuasion or coercion and how to respond
	Knows that sexuality is diverse and understands that shame is not healthy and can affect health
	<b>Young person comments</b>
	<b>Staff comments</b>

<b>Sign &amp; date</b>	<b>Section 13: Feelings and Attitudes</b>
	<b>Level 2</b>
	Young person knows ways of coping with strong feelings such as anger, sadness, desire and love
	Understands how they feel about their body affects my self-esteem and relationship with others
	Knows how pornography on the internet does not show what real sexual relationships are and what it should be like and what forms are illegal
	Understands how mental health and depression problems can be linked to self-esteem and how to get support with this
	Understands the unrealistic portrayal of relationships and sex in music videos, advertising and sexual images shared between young people
	Understands the unacceptability of sexist, homophobic, transphobic, racist and disablist language and behaviour, the need to challenge it and how to do so
	Recognises how pressure to conform to media stereotypes (or manipulated images) can adversely affect body image and the impact this can have on self-esteem. Can develop strategies to manage this pressure
	<b>Young person comments</b>
	<b>Staff comments</b>

Emotional Resilience means being able to stop yourself from getting extremely angry, down or worried when something "bad" happens. It means being able to calm down and feel better when you get overly upset, and bounce back from when bad things happen. Emotional Resilience also means being able to control your behaviour when you are very upset.