



Toolkit for Life

Level 2



16- 25 Years

Sign & date	Section 1 : Money Management
	Level 2
	Can open a current or savings account.
	Knows what a postal order is/where to buy one, can write cheques/make withdrawals and make deposits using a cash machine
	Knows how to access bank statements (either current or savings) and understands the statement
	Can budget their allowance to last for a week. (Shows some understanding of the concept of saving).
	Can use a calculator to add, subtract, divide and multiply
	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
	Young person comments
	Staff comments

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Sign & date	Section 2 : General Housekeeping
	Level 2
	Can order a meal from the menu in a restaurant
	Can make a breakfast for one
	Can make a lunch for one
	Can make a dinner for one
	Can make out a grocery shopping list
	Can use cooking utensils effectively and safely (knives, grater, can opener, potato peeler, egg beater, etc.)
	Can use kitchen appliances effectively and safely
	Can use acceptable table manners
	Can use vacuum cleaner properly
	Can change bed linen and put clean linen on a bed properly
	Knows how to prevent sinks and toilets from clogging/blocking

	Knows how to sweep floor and stairs, wash wood and , wash windows, dust and polish furniture
	Knows how to clean a toilet, clean a bath and a sink
	Knows appropriate cleaning products to use for different cleaning jobs
	Young person comments
	Staff comments
Sign & date	Section 3 : Health and Personal Care
	Level 2
	Showers or bathes regularly
	Keeps hair clean and tidy
	Dresses in reasonably clean clothing
	Can recognize and describe symptoms of colds, flu, and other common health problems

	Knows what to do for a minor cut, a minor burn, a splinter
	Can call a doctor/dentist and make an appointment
	Knows the names for the main parts of the body (including genitals) and the importance of attending doctor for checks such as smears and self-examining testicles
	Knows importance of vaccinations and immunisations
	Young person comments
	Staff comments

Sign & date	Section 4 : Travel and Community
	Level 2
	Can plan ahead and work out a bus journey to arrive on time to an appointment etc
	Can follow written or verbal directions to an address
	Can give verbal/written directions to an address

	Knows how to ring a taxi and provide information needed. Is aware of the approximate cost of using a taxi and can compare this to other public transport
	Knows where the nearest Job Centre is located
	Knows where their nearest bank is located
	Knows location of nearest post office and the services available from a post office
	Can use a telephone directory to obtain information
	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.
	Young person comments
	Staff comments

Sign & date	Section 5 : Staying Safe in the Community
	Level 2
	Understands basic fire prevention (No smoking in bed, not using gas stove to heat room, no excessive use of extension cords or frayed/damaged electrical cords etc.)
	Knows what to do in the event of a fire

	Knows how to use a fire blanket
	Can recognise the smell of gas and knows what to do, and whom to call if smells gas
	Is responsible with door key (rarely reports losing it or leaving it elsewhere) and locks doors before going to bed or going out
	Turns off electrical/heating appliances before going to bed or going out
	Turns taps off/does not leave water running in the house
	Young person comments
	Staff comments

Sign & date	Section 6 : Housing
	Level 2
	Pays their weekly contribution to the placement on time

	Stays at the placement and meets the minimal requirement e.g. at least 5 nights per week in Supported Lodgings
	Has an understanding of Manchester City Council's Housing Allocations policy and how to view and bid for properties
	Can name 3 different housing options
	Knows what is meant by a Tenancy Agreement
	Can name charges responsible for when living independently e.g. water, council tax, rent, gas, TV licence etc
	Knows the different methods of paying bills e.g. direct debit, payment card, token meter etc
	Young person comments
	Staff comments

Sign & date	Section 7 : Education, Training and Employment
	Level 2 -
	Has been involved (been part of) and understands their Personal Education Plan (PEP)
	Is currently engaged in Education, Training or Employment

	Can evaluate their own personal strengths and areas for development and to use this to make goals
	Can fill out forms to enrol in an educational program/fill in a standard job application form
	Has a general idea of what education is needed for the job they want
	Has talked through his/her educational/vocational plans with a transitions worker/social worker/personal advisor/ connexions worker etc
	Is aware of educational resources available in the community e.g. college, training providers, adult education centres, libraries etc
	Knows where to look for Job Vacancies, training opportunities, volunteering apprenticeships
	Has an up to date Curriculum Vitae
	Has an understanding of job interviews and the type of questions he/she may be asked
	Knows how their strengths, interests, skills and qualities are changing and how these relate to future employability
	Knows the benefits of volunteering and gaining experience in the community
	Aware of the information, advice and guidance available to them and how to access the most appropriate support
	Knows how to further develop study and employability skills (including time management, self-organisation and presentation, project planning, team-working, networking and managing online presence)
	Knows about the range of opportunities available to them for career progression, including in education, training and employment
	Young person comments

	Staff comments

Sign & date	Section 8 : Knowing me Knowing You
	Level 2
	Can introduce himself/herself to others
	Understands boundaries/rules and works within the agreed boundaries/rules of the placement
	Does not engage in behaviour/actions that are harmful to others
	Can ask for help
	Can explain feelings
	Can recognise how images in the media (and online) do not always reflect reality and can affect how people feel about themselves
	Can identify different moods in self
	Can identify/is aware of triggers for mood changes in self
	Has a hobby/interest or enjoys an activity/sport etc
	Gets involved in activities/events with other members of the household/placement

	Has healthy ways of coping with emotional distress
	Knows the triggers for unhealthy coping strategies, such as self-harm and eating disorders; how to recognise when they or others need help, sources of help and strategies for accessing it
	Knows how to manage or deal with the breakdown of a relationship and the effects of change, including loss, separation, divorce and bereavement
	Young person comments
	Staff comments
Sign & date	Section 9 : Legal Issues
	Level 2
	Understands that there are basic human rights shared by all peoples of all societies
	Knows their immigration solicitor
	Knows what the solicitors details are
	Knows what stage the case is on
	Knows the legal age for buying alcohol and tobacco products
	Can describe types of anti-social behaviour
	Knows how to report anti – social behaviour
	Is aware of the consequences to driving without a license and insurance

	Can read a formal agreement/contract/lease and can identify their responsibilities within the document before signing any such document
	Knows the age to vote and how and where to go to register a vote
	Knows about the unacceptability of all forms of discrimination, and how to challenge it, prejudice and bigotry in the wider community including the workplace
	Understands to think critically about extremism and intolerance in whatever forms they take (including religious, racist and political extremism, the concept of 'shame' and 'honour based' violence) and where to go for help and support
	Understands their rights when being asked questions by police and stopped and searched
	Young person comments
	Staff comments

Sign & date	Section 10 : Pregnancy, Parenting and Child Care
	Level 2
	Can identify what responsibilities a parent needs and what skills they need
	Understands the challenges of being a single parent
	Knows what is meant by 'pre-natal' care and knows where to obtain this

	Knows not to leave a child without appropriate supervision
	Is comfortable being left alone with a child(ren)
	Knows how to bathe a child and change nappies
	Knows what resources are available in the local community and how to access these e.g. Sure Start, Parenting Programmes, Nurseries, etc I know what help is available to young parents
	Knows where to go for help if child is sick/injured
	Knows where to access free safe confidential non-judgemental support for pregnancy options such as abortion and adoption
	Young person comments
	Staff comments
Sign & date	Section 11 Emotional Resilience
	Level 2
	Does YP recognise what makes them happy or sad?
	Who does YP hold as an important person in their life? Do they seem them regular?

	How does YP deal with difficult situations? If someone is not very nice to them, how do they react?
	Is YP able to stay calm when things do not go their way?
	Do you get angry or feel down when you think of the past or about things you cannot change?
	Who do they go to if they are having a hard day, who is the one person they can talk too, trust?
	Knows what positively and negatively affects their physical, mental and emotional health
	Young person comments
	Staff comments

Sign & date	Section 12: Keeping safe and looking after my sexual health
	Level 2
	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
	Is aware of the location of the local Drugs and Sexual Health Resources in their area?
	Young person comments
	Staff comments

Sign & date	Section 13: Healthy Relationships
	Level 2
	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
	Knows they have the right to not have intimate relationships until I'm ready
	Young person comments
	Staff comments

Sign & date	Section 14: Feelings and Attitudes
	Level 2
	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 impact of media on self-esteem and expectations about our bodies, sex and relationships
	Young person comments

	Staff comments
Sign & date	Section 14: What evidence have you got YP can move onto the next level?
	Level 1 - Professional to summarise that YP is able to discuss and understand the above sections.