



Toolkit for Life

Level 1

Pre 16 Years



Sign & date	Section 1 : Money Management
	Level 1
	Knows values of coins and currency e.g. knows how many pence in a pound
	Can work out how much change should be received e.g. at a shop
	Understands the difference between “wants” and “needs” e.g. when buying food, use of public transport, clothing, and housing.
	Understands the difference between “sale price” and “regular price”. <i>There were some questions about why young people need to understand the difference between regular price and sale price, supermarkets often rig prices to make people think they are saving money by buying items in the sale when in fact they are not and may not have bought that item if it didn't have a sale sticker on it.</i>
	At 16 Young Person is aware of the benefits system, pre- 16 Young Person receives pocket money, they know how to manage their money.
	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	

Sign & date	Section 2 : General Housekeeping
	Level 1
	Washes the dishes using hot water and liquid, using clean dish cloths and towels- <i>Some young people have a dishwasher at home so only know how to do the dishes by using that. Do they know how to load , unload dishwasher</i>
	Can make a bed
	Knows how to dispose of household waste
	Knows how to change a light bulb
	Washes hands before eating and preparing food
	Cleans up after preparing food

	Knows name and use of cooking utensils
Young person comments	
Staff comments	

Sign & date	Section 3 : Health and Personal Care
	Level 1
	Knows the names for the main parts of the body (including genitals) and the bodily similarities and differences between boys and girls
	Understands the need for self-care and hygiene and how puberty affects body changes
	Can dress self (including underwear, socks, and tied shoes) appropriately e.g. for weather conditions
	Understands the importance of bathing/showering and regularly bathes/showers
	Knows how to use soap, shampoo, deodorant, shaving cream, and other common personal products
	Brushes teeth regularly using toothpaste and/or other dental hygiene products
	Can open childproof container e.g. medicine bottle, bleach etc
	Is registered with a local GP/Dentist
	Knows not to take someone else's medication
	Shows awareness drugs, alcohol, and tobacco may be harmful to health
	Knows how pregnancy occurs and pregnancy options
	Knows how and where to get emergency health care
	Has seen a copy & understands their Annual Health Summary/Report
Young person comments	

Staff comments

Sign & date	Section 4 : Travel and Community
	Level 1
	Can cross a road safely
	Knows how and where to catch a bus, can travel on their own using public transport
	Can ride a bicycle safely and has knowledge of road safety
	Can name a person to contact if injured or sick
	Knows where nearest supermarket is located
	Knows how to access emergency food and shelter
	Knows how to access crisis lines e.g. Samaritans, child line

Young person comments

Staff comments

Sign & date	Section 5 : Staying Safe in the community
	Level 1
	Understands the functions of police, ambulance and fire services. Knows how to contact emergency services
	Knows the evacuation plan for the placement in case of a fire

	Knows how to dispose of smoking materials e.g. cigarettes, matches etc safely (if smokes)
	Knows how to lock and unlock doors and windows
	Knows how to check smoke alarm is working and how to replace the battery
	Accommodation Provider knows young person's whereabouts at night
	Understands boundaries and demonstrates ability to work within agreed boundaries e.g. times in at night
	Knows strategies for keeping safe online; the importance of protecting personal information, including passwords, addresses and the sending of images of themselves and others

Young person comments

Staff comments

Sign & date	Section 6 : Housing
	Level 1
	Has a aspiration on where they would like to live once when they reach adulthood?
	Understands what is meant by 'renting' and the different types of renting e.g. private landlord, housing association, council housing etc
	Understands and knows that housing options they would have when they reach 18 years old.
	Is aware of the role of each professional that is involved with them, will have in assisting with housing when they reach 18 years old

Young person comments

Staff comments

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Sign & date	Section 7 : Education, Training and Employment
	Level 1
	Has been involved (been part of) and understands their Personal Education Plan (PEP)
	Knows about different work roles and career pathways, including clarifying their own early aspirations
	Understands the benefits of being ambitious and enterprising in all aspects of life
	Currently in education, training or employment
	Has an awareness and understanding of the role of Career Connect
	Has reasonable idea of the types of choices available to them such as learning, skills, jobs and voluntary work
	Has a aspiration on what they would like to do when they reach adulthood?
	Knows what the current minimum wages are and what rights they have in UK law?
Young person comments	
Staff comments	

Sign & date	Section 8 : Knowing me Knowing you
	Level 1
	Can identify one friend and understands the importance of friendship
	Communicates with at least one person weekly
	Can make “small talk” (face to face), can speak confidently with people they do not know

	Knows that people and other living things have rights and that everyone has responsibilities to protect those rights (including protecting others' bodies and feelings; being able to take turns, share and understand the need to return things that have been borrowed)
	Can respond to introductions and answer simple questions
	Can tell the time using a watch/clock/mobile phone and knows how many minutes in an hour
	Knows their left from their right
	Can read a magazine/newspaper/storybook without support
	Can write their full name and address
	Recognises that they share a responsibility for keeping themselves and others safe, when to say, 'yes', 'no', 'I'll ask' and 'I'll tell' including knowing that they do not need to keep secrets
Young person comments	
Staff comments	

Sign & date	Section 9 : Legal Issues
	Level 1 -
	Has the phone number of someone to call if arrested or in trouble
	Understands their rights when being asked questions by police and stopped and searched
	Understands generally what actions/behaviours are against the law and what the consequences are
	Feels like they can challenge racism, and bullying and knows where to report hate crime
	Knows they have the right to privacy and no one has the right to make them feel uncomfortable / by touching/ words/ pressure
	Understands that it is against the law to send pictures of themselves or other under 18's of a sexual nature (or naked) online or by phone or social media

	Knows they have the right to say no to unwelcome touch or sexual harassment and can report to the police
Young person comments	
Staff comments	
Sign & date	Section 11 : Emotional Developmental
	Level 1
	Has an understanding of their life story- knows why they are in care?
	Recognises who is important in their life – Do they have contact with them? Happy with the contact?
	Understands how the media (newspapers/TV/internet) portrays young people and how it can impact on their body image and health issues
	Recognises their personal strengths and how this affects their self-confidence and self-esteem
	Has an understanding of puberty, body changes and the physical and emotional changes of adolescence
Young person comments	
Staff comments	

Sign & date	Section 12: Keeping safe and looking after my sexual health
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	Level 1
	Knows what the Law says is the legal age to engage in sexual activity (16 in the UK)
	Knows the benefits to delaying sexual activity and to not feel under pressure
	Knows how to access sexual health services in my local area including services for contraception, abortion and counselling
	Understands 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
	Knows where to access confidential support and advice about sexual assault of myself or friends
	Knows where to access support and advice about their sexuality and identity and feel safe talking to someone about it and feel no shame
	Knows that alcohol and drugs may affect my choices and behaviour and how I can reduce the risks of this
	Knows what Child Sexual Exploitation is and where to get support if they felt like they or a friend were being exploited
	Is aware of the location of local Drugs & sexual services in the area they live in?
	Young person comments
	Staff comments

Sign & date	Section 13: Feelings and Attitudes
	Level 1
	Knows how they feel about their body affects self-esteem and relationship with others
	Understands that 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
	Understand the impact of media on self-esteem and expectations about our bodies, sex and relationships
	Knows where to get support if they felt like they were being bullied or harassed online
	Knows the signs of being groomed online or in person and not to arrange to meet anyone without telling
	Young person comments

	Staff comments
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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