

# SKILLS FOR LIFE



# WHAT'S IN THE GUIDE



Housing



Money / Finance



Aspirations and Employability



Emotional First Aid



Healthier Lifestyles



Family & relationships



Looking after yourself



Keeping yourself safe



Legal rights



Have your say



Every day life skills



Cooking skills



Benefit entitlements



Sexual Health



Presentation / confidence building

## HOW IT WORKS

Each page has four parts

1 Complete the check list to find out what you do and don't know about a topic

Make sure you're honest with your answers

2 Use the space provided to write an action plan for the areas you need to work on

Write down what you need to do, where you can get help and when you will achieve this

3 Follow our Top Tips for each area

4 Visit the websites listed on each page for more information and advice on the subject




Some great websites for general advice around a range of topics are

[www.sloughadvicecentre.co.uk](http://www.sloughadvicecentre.co.uk)

[www.becomecharity.org.uk](http://www.becomecharity.org.uk)

[www.sloughforyouth.gov.uk](http://www.sloughforyouth.gov.uk)

# HOUSING

- 
- Yes / No Do you know what kind of accommodation you can apply for when you leave care?
  - Yes / No Do you know what to do when moving?
  - Yes / No Do you know what utility bills you will have to pay?
  - Yes / No Do you know what you'll need to set up your home?
  - Yes / No Do you know how much it will cost to set up your home? (e.g. buying furniture)
  - Yes / No Are you confident about budgeting to cover all your bills?
  - Yes / No Do you know what a tenancy agreement is and what to look out for?
  - Yes / No Are you good at basic DIY, like changing a light bulb, painting a wall, putting together flat-pack furniture?
  - Yes / No Do you know how to keep your home clean?
  - Yes / No Do you know how to save energy in your home?
  - Yes / No If you are going to live alone, have you thought how you would deal with being lonely?
  - Yes / No If something in your home needed fixing, would you know who to ask for help?
  - Yes / No Do you know who can help you with accommodation issues?
  - Yes / No Do you know what to do if you have a problem with your neighbour?
  - Yes / No Do you know what the Environmental Health Agency is and what it can help you with?
  - Yes / No Do you know what to look out for when undertaking a viewing?

Look at the areas where you've circled 'No' and write down what you need to improve, what actions you could take to do this and who you could talk to for support.

Pick your three most important actions to complete as a priority

1

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## TOP TIPS

Make sure you're ready, leaving home is a big step **1**

If you don't feel confident ask for help **2**

Do your research to get the best options **3**

Make a list of all the things you'll need **4**

Plan for additional costs of moving **5**

[www.destinysupport.org](http://www.destinysupport.org)  
[www.shelter.org.uk](http://www.shelter.org.uk)



# MONEY AND FINANCE

- Yes / No Do you have a bank account?
- Yes / No Do you know how to open a bank account?
- Yes / No Do you know how to budget your money?
- Yes / No Have you ever gone shopping for your weekly food?
- Yes / No Have you ever saved up to buy anything?
- Yes / No Do you have any savings?
- Yes / No Do you know what you spend your money on?
- Yes / No Do you know how much money you will get per week?
- Yes / No Have you had the chance to budget your money for the week?
- Yes / No Do you know how to read a bill eg. phone bill, utility bill?
- Yes / No Do you know where your income will come from when you leave care?
- Yes / No Do you know how to ensure bills are paid on time – Do you know what a Direct Debit is?
- Yes / No Do you know about different types of credit and the problems these can cause?
- Yes / No Do you know what could happen if you don't pay your bills?
- Yes / No Do you know what your credit rating is?



Look at the areas where you've circled 'No' and write down what you need to improve, what actions you could take to do this and who you could talk to for support.

Pick your three most important actions to complete as a priority

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## TOP TIPS

Keep an eye on your finances **1**

Write a realistic and accurate budget **2**

Try to save some money for unexpected costs **3**

Look out for deals and bargains **4**

Find ways to cut costs **5**

[www.moneyforlife.org.uk](http://www.moneyforlife.org.uk)  
[www.barclayslifeskills.com](http://www.barclayslifeskills.com)  
[www.moneyadvice.service.org.uk](http://www.moneyadvice.service.org.uk)



# ASPIRATIONS AND EMPLOYABILITY

- Yes / No Do you know what kind of job or career you would like?
- Yes / No Do you know where you can go for job or career advice?
- Yes / No Do you know how to write a CV?
- Yes / No Do you know where to go for help writing a CV?
- Yes / No Do you know where to go for education and training advice?
- Yes / No Do you feel confident about writing a job application?
- Yes / No Do you know where to get help with writing a job application?
- Yes / No Do you know what education or skills you will need to get the job you want?
- Yes / No Do you feel confident about going to a job interview?
- Yes / No Are you confident about using computers and the internet?
- Yes / No Do you know what the minimum wage is?
- Yes / No Do you know what apprenticeships are available?
- Yes / No Do you understand your own skills and potential?



Look at the areas where you've circled 'No' and write down what you need to improve, what actions you could take to do this and who you could talk to for support.

Pick your three most important actions to complete as a priority

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## TOP TIPS

- Write a plan to achieve your career goals **1**
- Be realistic and have a back up plan **2**
- Make sure you're being treated fairly **3**
- Overcome set backs, they happen **4**
- Make your own choices **5**

[www.nationalcareersservice.direct.gov.uk](http://www.nationalcareersservice.direct.gov.uk)

[www.plotr.co.uk](http://www.plotr.co.uk)

[www.skillssupport.org.uk](http://www.skillssupport.org.uk)

[www.getingofar.gov.uk](http://www.getingofar.gov.uk)



# EMOTIONAL FIRST AID

- Yes / No Are you good at dealing with stress and worries?
- Yes / No Do you know where you can go for mental health advice?
- Yes / No Do you know the signs of anxiety and depression?
- Yes / No Do you sleep well most nights?
- Yes / No Do you have good self esteem?
- Yes / No Do you set yourself goals and plan for the future?
- Yes / No Do you manage your emotions effectively (anger, low mood etc.)?
- Yes / No Do you know how diet can affect your mood?
- Yes / No Do you engage in positive social activities?
- Yes / No Do you understand the risks of alcohol and drug misuse?
- Yes / No Do you know who to talk to about alcohol, drug and cigarette addictions?
- Yes / No Do you know who you can talk to if you are feeling down, worried or depressed?
- Yes / No Do you know about different coping methods?
- Yes / No Are you aware of your trigger points in relation to anger, anxiety, moods etc?



Look at the areas where you've circled 'No' and write down what you need to improve, what actions you could take to do this and who you could talk to for support.



Pick your three most important actions to complete as a priority

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## TOP TIPS

Talk about your feelings, don't bottle them up **1**

Get plenty of exercise and sleep **2**

Eat a healthy, balanced diet **3**

Find time to relax and unwind **4**

Set and achieve daily goals **5**

[www.youngminds.org.uk](http://www.youngminds.org.uk)

[www.kooth.com](http://www.kooth.com)

[www.youthaccess.org.uk](http://www.youthaccess.org.uk)

[www.mind.org.uk](http://www.mind.org.uk)



# HEALTHIER LIFESTYLES

- Yes / No Are you registered with a doctor and a dentist?
- Yes / No Do you know how to register with a doctor and a dentist?
- Yes / No Do you have a healthy and balanced diet?
- Yes / No Can you cook for yourself?
- Yes / No Do you get regular exercise?
- Yes / No Do you know what a healthy diet is?
- Yes / No Do you know what organic food is?
- Yes / No Do you know what to do to relax?
- Yes / No Do you know about STD's and contraception?
- Yes / No Do you know about the morning after pill?
- Yes / No Have you ever been for an eye test?
- Yes / No Do you know what the dangers are of eating too much, drinking alcohol and smoking?
- Yes / No Do you know who to talk to if you have concerns about your medication?



Look at the areas where you've circled 'No' and write down what you need to improve, what actions you could take to do this and who you could talk to for support.

Pick your three most important actions to complete as a priority

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## TOP TIPS

Eat 5 items of fruit and veg every day **1**

Have regular check ups with your dentist and GP **2**

Make time to relax and enjoy yourself **3**

Get at least 10 minutes daily exercise **4**

Drink plenty of water **5**

[www.nhs.uk/livewell](http://www.nhs.uk/livewell)  
[www.healthtalk.org](http://www.healthtalk.org)



# FAMILY AND RELATIONSHIPS

- Yes / No Do you have good friends who you can trust?
- Yes / No Do you see your friends often enough?
- Yes / No Are you able to recognise a negative relationship?
- Yes / No Do you know how to maintain a positive relationship?
- Yes / No Do you have a good relationship with your family?
- Yes / No Do you see your family as often as you would like?
- Yes / No Do you know about your life before you came into care?
- Yes / No Do you know about your family, culture or religion?
- Yes / No Do you attend any youth groups?
- Yes / No Do you know who will be there to support you when you leave care?
- Yes / No Do you know who to ask about relationship issues?
- Yes / No Do you know about safe sex and contraception?
- Yes / No Do you know where to get advice about becoming or being a parent?
- Yes / No Do you have anyone you can talk to about very personal issues?
- Yes / No Are you able to identify and maintain boundaries within relationships?

Look at the areas where you've circled 'No' and write down what you need to improve, what actions you could take to do this and who you could talk to for support.

Pick your three most important actions to complete as a priority

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## TOP TIPS

- Make the effort to socialise and have fun **1**
- Be comfortable being you around others **2**
- Work at maintaining good relationships **3**
- Have clear boundaries in relationships **4**
- Be honest with friends and family **5**

[www.relate.org.uk](http://www.relate.org.uk)  
[www.themix.org.uk](http://www.themix.org.uk)





# LOOKING AFTER YOURSELF

- Yes / No Do you know how to care for your clothes?
- Yes / No Do you know what cleaning products you need?
- Yes / No Do you ever have any problems with your appearance?
- Yes / No Do you know what parts of your body you need to check regularly?
- Yes / No Do you know what you have to do to look after your body and keep clean?
- Yes / No Do you know who you can ask for help about any of the above questions?
- Yes / No Do you know how often you have to complete tasks like changing your bed?



Look at the areas where you've circled 'No' and write down what you need to improve, what actions you could take to do this and who you could talk to for support.

Pick your three most important actions to complete as a priority

- 1
- 2
- 3

## TOP TIPS

- Make a rota for household chores **1**
- Always read product safety labels **2**
- Stick to a daily cleaning routine **3**
- Follow clothing label guidelines **4**
- Clean as you go to avoid a build up **5**



# KEEPING YOURSELF SAFE

- Yes / No Do you know what to do to keep yourself safe when travelling?
- Yes / No Do you know how to stay safe and protect your identity online?
- Yes / No Do you know the risks and penalties of carrying weapons?
- Yes / No Can you recognise the signs of grooming and exploitation?
- Yes / No Are you resilient against peer pressure and negative influences?
- Yes / No Are you familiar with emergency contact numbers?
- Yes / No Do you have ICE contacts saved in your phone?
- Yes / No Are you able to resolve conflict calmly?
- Yes / No Do you know how to avoid having your drink spiked?
- Yes / No Are you aware of your surroundings when travelling around?
- Yes / No If you go out alone do you let someone know where you are going and when you'll be back?



Look at the areas where you've circled 'No' and write down what you need to improve, what actions you could take to do this and who you could talk to for support.

Pick your three most important actions to complete as a priority

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## TOP TIPS

Plan your journeys in advance **1**

Never reveal your name, address or DOB online **2**

Identify and avoid negative associations **3**

Learn to manage your emotions **4**

Be confident in your choices **5**

[www.thamesvalley.police.uk/keeping-safe](http://www.thamesvalley.police.uk/keeping-safe)  
[www.thinkuknow.co.uk](http://www.thinkuknow.co.uk)



# LEGAL RIGHTS

- Yes / No Do you know your rights if you are arrested?
- Yes / No Do you know who to ask if you get into legal trouble?
- Yes / No Do you understand your rights during a stop and search?
- Yes / No Do you know which organisations you can contact about legal issues?
- Yes / No Do you know how to contact a solicitor or appropriate adult if you need one?
- Yes / No Do you know at what ages you can: Drive, have sex, join the army, get married?
- Yes / No Would you know what to do if somebody was treating you unfairly at work or college?
- Yes / No Do you understand the implications of associating with criminals and the term 'joint enterprise'?



Look at the areas where you've circled 'No' and write down what you need to improve, what actions you could take to do this and who you could talk to for support.

Pick your three most important actions to complete as a priority

- 1
- 2
- 3

## TOP TIPS

- 1 Be aware of your legal rights
- 2 Understand and follow the law
- 3 Don't associate with criminal activity
- 4 If you're unsure seek legal advice
- 5 Speak out if you're treated unfairly

[www.gov.uk/browse/justice/young-people](http://www.gov.uk/browse/justice/young-people)  
[www.lawstuff.org.uk](http://www.lawstuff.org.uk)



# HAVING YOUR SAY

- Yes / No Do you know your basic human rights?
- Yes / No Do you know your rights as a care leaver?
- Yes / No Do you know how to join a care leavers group?
- Yes / No Do you know how to make a complaint?
- Yes / No Do you know who to ask for help to speak on your behalf?
- Yes / No Do you know what you have to do to be able to vote?
- Yes / No Do you know how to access your file?
- Yes / No Do you feel confident enough to stand up and have your say?
- Yes / No Do you know who you can ask for help about any of the above questions?



Look at the areas where you've circled 'No' and write down what you need to improve, what actions you could take to do this and who you could talk to for support.



Pick your three most important actions to complete as a priority

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## TOP TIPS

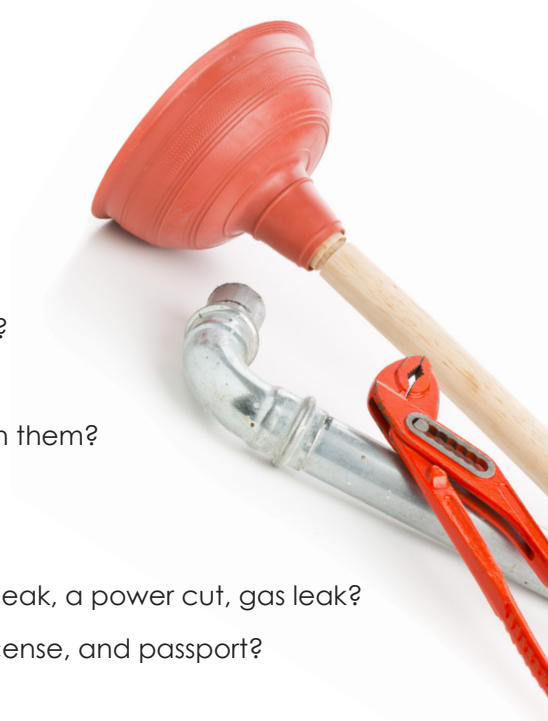
- Understand your basic human rights **1**
- Express yourself in a positive way **2**
- Don't be afraid to speak out **3**
- Research local groups you can join **4**
- Have confidence in your views **5**

[www.sloughcic.co.uk](http://www.sloughcic.co.uk)  
[www.nyas.net](http://www.nyas.net)  
[www.coramvoice.org.uk](http://www.coramvoice.org.uk)



# EVERY DAY LIFE SKILLS

- Yes / No Are you confident using public transport?
- Yes / No Do you know how much public transportation will cost you?
- Yes / No Are you good at arriving on time for appointments?
- Yes / No Do you think you have a good attitude when dealing with people?
- Yes / No Can you assert yourself in a positive way?
- Yes / No Is it easy for you to sort things out with someone if you disagree with them?
- Yes / No Could you stick up for yourself in a difficult situation?
- Yes / No Do you know how to deal with problems?
- Yes / No Would you know how to deal with practical problems e.g. shower leak, a power cut, gas leak?
- Yes / No Do you know how to get a replacement birth certificate, driving license, and passport?
- Yes / No Would you know how to book a holiday and get insurance?



Look at the areas where you've circled 'No' and write down what you need to improve, what actions you could take to do this and who you could talk to for support.

Pick your three most important actions to complete as a priority

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## TOP TIPS

- Communicate positively and confidently **1**
- Keep important documents in a safe place **2**
- Use a calendar for daily appointments **3**
- Plan your day and travel in advance **4**
- Look online for 'how to' videos **5**

[www.skillsyouneed.com](http://www.skillsyouneed.com)  
[www.themix.org.uk/travel-and-lifestyle](http://www.themix.org.uk/travel-and-lifestyle)



# COOKING SKILLS

- Yes / No Are you confident with basic cooking techniques?
- Yes / No Do you know what makes a balanced meal?
- Yes / No Do you plan your meals for the week?
- Yes / No Do you know how to eat on a budget?
- Yes / No Can you follow a recipe and measure ingredients?
- Yes / No Do you understand food and nutrition labels?
- Yes / No Do you know food hygiene information?
- Yes / No Do you know any simple and healthy recipes?
- Yes / No Do you know how different types of food should be stored?
- Yes / No Do you know how much items like bread and milk usually cost?
- Yes / No Do you have basic cooking equipment (e.g. saucepans, frying pan, utensils)?



Look at the areas where you've circled 'No' and write down what you need to improve, what actions you could take to do this and who you could talk to for support.

Pick your three most important actions to complete as a priority

- 1
- 2
- 3

## TOP TIPS

- Plan your meals for the week **1**
- Cook food in batches and freeze portions **2**
- Learn a few basic recipes **3**
- Get creative with your cooking **4**
- Find ways to use left overs **5**

[www.nutrition.org.uk](http://www.nutrition.org.uk)  
[www.jamieshomecookingskills.com](http://www.jamieshomecookingskills.com)



# BENEFIT ENTITLEMENTS

- Yes / No Do you know what housing benefits are available?
- Yes / No Do you know what education benefits are available?
- Yes / No Do you know the terms of your benefits?
- Yes / No Do you know what to do if your benefits stop or are incorrect?
- Yes / No Do you know how and when you receive benefits?
- Yes / No Do you know who to contact for advice around your benefits?
- Yes / No Do you know what benefits and income support you are entitled to



Look at the areas where you've circled 'No' and write down what you need to improve, what actions you could take to do this and who you could talk to for support.

Pick your three most important actions to complete as a priority

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## TOP TIPS

Complete all necessary steps required to receive your benefits **1**

Communicate in the event of a missed appointment **2**

Ensure contact details held are up to date **3**

Attend all scheduled appointments **4**

Open post promptly **5**

[www.turn2us.org.uk](http://www.turn2us.org.uk)  
[www.citizensadvice.org.uk/benefits](http://www.citizensadvice.org.uk/benefits)



# SEXUAL HEALTH

- Yes / No Do you know how to protect yourself from pregnancy and STI's?
- Yes / No Do you know the symptoms of different STIs?
- Yes / No Do you know the long term effects of different STIs?
- Yes / No Do you know what consent is?
- Yes / No Do you know the legal age of consent?
- Yes / No Do you feel pressure to be sexually active?
- Yes / No Do you know all the available forms of contraception?
- Yes / No Do you know where to get contraceptions?
- Yes / No Do you know the benefits, risks and effects of different forms of contraception?
- Yes / No Are you confident maintaining comfortable sexual boundaries?
- Yes / No Can you recognise negative and positive sexual relationships?
- Yes / No Do you know where to get sexual health treatment?
- Yes / No Do you know who to talk to for sexual health advice?



Look at the areas where you've circled 'No' and write down what you need to improve, what actions you could take to do this and who you could talk to for support.

Pick your three most important actions to complete as a priority

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## TOP TIPS

- Make sure you're ready to be sexually active **1**
- Avoid having sex whilst intoxicated **2**
- Have regular sexual health check-ups **3**
- Make sure you trust sexual partners **4**
- Always use contraception **5**

[www.brook.org.uk](http://www.brook.org.uk)  
[www.ruclear.co.uk](http://www.ruclear.co.uk)  
[www.safesexberkshire.nhs.uk](http://www.safesexberkshire.nhs.uk)



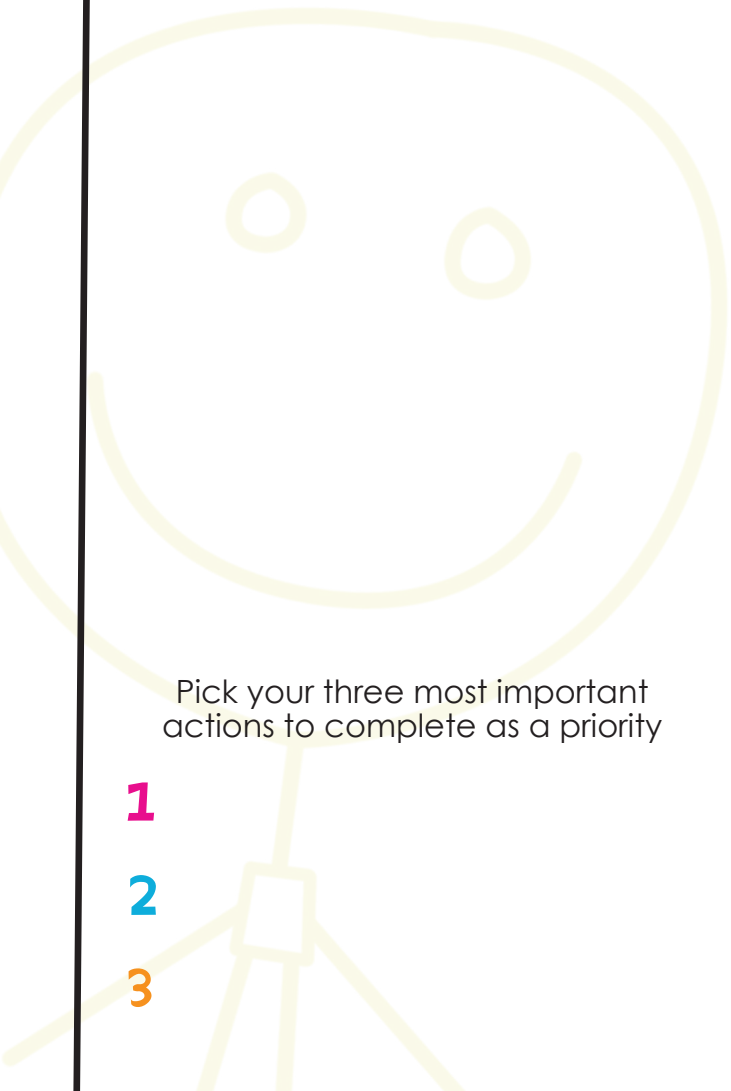


# PRESENTATION AND CONFIDENCE BUILDING

- Yes / No Are you self conscious about the way you look?
- Yes / No Are you confident in your skills and abilities?
- Yes / No Are you comfortable in different environments?
- Yes / No Do you take pride in your appearance?
- Yes / No Do you have formal clothing?
- Yes / No Can you tie a tie and polish shoes?
- Yes / No Do you usually look clean and well presented?
- Yes / No Are you confident speaking in public?
- Yes / No Can you adapt your language for different conversations?
- Yes / No Do you know how to dress appropriately for different situations?



Look at the areas where you've circled 'No' and write down what you need to improve, what actions you could take to do this and who you could talk to for support.



Pick your three most important actions to complete as a priority

- 1
- 2
- 3

## TOP TIPS

- Practice for interviews and public speaking **1**
- Maintain personal hygiene **2**
- Keep your clothes clean **3**
- Dress to impress **4**
- Be adaptable **5**

[www.talkingpoint.org.uk/young-people](http://www.talkingpoint.org.uk/young-people)  
[www.catch-22.org.uk](http://www.catch-22.org.uk)

