

‘Get Ready!’ Toolkit

Preparation for Adulthood



A Personal Record of My Skills

This toolkit will help you get the skills needed to prepare to be an adult and help you live independently. You can record what skills you have achieved and share at meetings. This is your booklet and some skills may be more important to you than others so use the booklet to show what you would like to focus on.

You can use this booklet to show how you are making progress as you prepare to be an adult.

You can start using this booklet at any age but getting ready for adulthood

Name:

How I use money

My money skills	Not achieved	Can achieve with support	Can achieve independently	Notes/Dates
I can let others know what I want in a shop.				
I understand about buying items, and that this requires money.				
I recognise money and understand its value.				
I can work out total cost of a number of items.				
I can use cash in a shop and check change.				
I can use a debit card in a shop either contactless or with a PIN.				
I know how to buy things online.				
I have a current bank account.				
I have a savings account.				
I can use a cash card to make withdrawals from a cash machine.				
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I understand about bills and				

charges for utilities (electricity, gas, water etc) and how to pay for these.				
I can set up direct payments and standing orders.				
I know when and who to ask for help with money.				
I understand benefits or wages, what moneys you should receive and when. Where to go if there is a problem (job centre, citizens advice, family.)				
I understand and can identify scams.				
I understand about budgeting and can use this knowledge when shopping.				
If I cannot or do not wish to manage my money, I know who will do this for me. This will need a legal frame work of either Deputyship or lasting power of attorney to be in place.				

My Social and Emotional Skills

My social and emotional skills	Not achieved	Can achieve with support	Can achieve independently	Notes/Dates
I can tell the time on a digital clock or one with hands.				
I can plan my time and get to appointments on time.				
I can use an alarm clock.				
I can recognise days of the week.				
I can use a calendar, diary or smart phone with an alert feature.				
I am able to use prompts without other people. This can be things like getting up when the alarm clock goes off / laying the table when I can see food being cooked / cleaning when things get dirty.				
I am learning to vote and what this means.				
I know about volunteering and talk about how I might be able to help if this interests me.				
I know where I need to be.				
I know what clothes I need to wear for weather or what				

I'm doing.				
I know what things I need to have with me.				
I know when I need help with a problem or decision and can find the right person to help.				
I have strategies that I can use if I become anxious, worried or afraid.				
I know what I am feeling and how it affects me. I can speak up for myself and let others know how I feel.				
I can make friends (if I wish to) and connect with people who help me in day-to-day life.				
I know what to do if people want me to do something that is wrong.				
I know when I feel down or lonely, I can think of things or people that can help.				
If I wish to join a club or take part in an activity, I know where to ask for more information.				

My Health

My Health	Not achieved	Can achieve with support	Can achieve independently	Notes/Dates
I can take medications correctly or use electronic alarms / aids to help me do this.				
I know I need to get the right amount of sleep that suits me.				
I understand the need for regular exercise and how to access it.				
I understand what I need for a healthy diet and my own specific dietary needs.				
I can recognise any mental health issues and know I should seek help for these if they impact negatively.				
I know when I feel tired and need to take a break and get enough rest.				
I keep in touch with friends and family.				
I know about sexual health and how to ask for help if I need to talk to someone.				
I know about contraception and this should be used properly.				

I understand what it means to be a parent, and what it takes to care for a child.				
I can recognise a minor injury and how to appropriately respond to this. (Plasters, antiseptic cream etc)				
I understand the effect on the body of alcohol, drugs and tobacco and how to make informed choices about this. There needs to be considerations of legal consequences for the use of these in certain circumstances.				
I know that if I need to have health checks I will attend at the right times.				
Seeing a doctor – I know when I need to see a doctor, how to explain what is wrong and I can use the phone /internet to book an appointment.				
Seeing a dentist – I know when I need to see a dentist, how to explain what is wrong and I can use the phone /internet to book an appointment.				
Seeing an				

<p>optician – I know when I need to see an optician, how to explain what is wrong and I can use the phone /internet to book an appointment.</p>				
<p>I can make use of over the counter medications and know how to make use of a Pharmacist.</p>				
<p>I can read and open medicine bottles and understand I should only take my own medicine.</p>				
<p>I know to do any special exercises that I need to do or that some people may help me to carry out my exercises.</p>				

Keeping Safe

Keeping safe	Not achieved	Can achieve with support	Can achieve independently	Notes/Dates
Simple first aid – I know what to do if I cut my finger or burn myself.				
Emergency response (fire, ambulance, police) I know when and how to call the emergency services. Call 999.				
Internet safety – I know how to keep myself safe on the internet and what to do if something goes wrong.				
Recognising bullying behaviour and understanding discrimination (hate crime) – I know if someone I know is taking advantage of me or stealing from me (mate crime). I understand how and when to report this behaviour.				
Sexual health and legalities around sex – I know how to keep myself safe when I am having sex. I also know what				

<p>to do if I want to have sex and the other person says no, or if someone else asks me and I want to say no.</p>				
<p>Scams – I can recognise when something may be false, such as an email or a letter. I know who can help and what to do if I think something isn't right.</p>				

My Independence

My independence	Not achieved	Can achieve with support	Can achieve independently	Notes/Dates
I can be at home without support of paid staff or family for an hour.				
I can be at home without support of paid staff or family for half or a full day.				
I go out into the local community, such as a short visit to the shops.				
I can go out to known regular, activities without my family or paid staff support.				
I can use local facilities – Doctors, dentist, shops, leisure activities, getting a haircut and express what I want/need.				
I can spend a night without my family or paid support. This may be alone or with a friend or other relative.				

Living at Home

Living at home	Not achieved	Can achieve with support	Can achieve independently	Notes/Dates
I can recognise when I need to clear up after myself.				
I know how and when I need to vacuum/ mop the floors.				
I know how and when I need to make my bed.				
I know how to dust and polish things and I understand how to clean electrical equipment safely.				
I know how to put rubbish into the right bin and when to put the bins out to be collected.				
I can clean sinks, work surfaces, baths/ showers and the toilet.				
I can change a lightbulb when needed.				
I know what to do if a fuse 'is blown' and how to re-set a fuse.				
I know who to contact if there is an emergency at my home.				

Transport

Transport	Not achieved	Can achieve with support	Can achieve independently	Notes/Dates
I can walk to places, while understanding and showing road safety.				
If needed, I can use a wheel chair for journeys outside the home.				
If I want to ride a bike, I know there are things I need to learn about using a bike safely.				
I can use a map or an app on my phone to help direct me.				
I am able to use a bus. This means I know how to wait for a bus at the right stop, get off at the right stop, read a bus timetable and use money or bus passes.				
I know how to phone and order a taxi or use of a taxi rank.				
I understand it's important to wear a seatbelt. I can put on my own seat belt and take it off again at the end of a journey.				
I know how to use the train and understand tickets,				

<p>timetables, getting on and off trains at the right places and how/ who to ask for help.</p>				
<p>If I want to learn to drive, I know how to gain a driver's license and about owning a car.</p>				

Food and Cooking

Food and cooking	Not achieved	Can achieve with support	Can achieve independently	Notes/Dates
I understand food safety and 'use by' dates. I know how to look for signs when food might have gone bad or 'off' and isn't safe to eat.				
I can plan meals and what I need to shop for.				
I can use a cooker/ microwave/ kettle/ toaster/ knife/ can opener/ grater and other kitchen items safely.				
I know when to wash my hands, utensils and chopping boards when making meals.				
I know how to order food at a café or a restaurant.				
I understand healthy and unhealthy eating.				
I know that I need to eat and drink. I know when to eat and drink.				
I am able to cook breakfast, lunch, dinner and make snacks, either cold or hot meals.				

I know how to follow instructions (a recipe) to make a meal.				
I can wash up and use a dish washer (if needed).				
I understand which foods go into the fridge, freezer or cupboard.				
I know how to use cutlery to eat food.				
I understand my dietary requirements and things I can/can't eat. E.g. if I have an allergy, food intolerance or a medical condition, such as diabetes.				
I know how to measure ingredients I need to make a meal. E.g. how many eggs to use, how much flour I need.				
I know I need to use oven gloves when removing something from the oven.				

Personal Hygiene

Personal hygiene	Not achieved	Can achieve with support	Can achieve independently	Notes/Dates
I can dress and undress myself.				
I know when I need to wash, shower and have a bath.				
I can use the taps on a bath or a sink, remembering to turn them off. I can use a sink plug when needed.				
I can have a bath or take a shower.				
I know how and when to use soap, shampoo and deodorants.				
I know when and how to brush my teeth using toothpaste.				
I can brush my hair.				
I know when and how to shave.				
I can cut my own finger and toe nails.				
I know when and how to use feminine hygiene products, such as tampons or pads, and how to dispose of them correctly.				
I understand when my clothes are dirty				

and need to be washed.				
I can dress myself in clean clothes chosen by me.				
I know when and how to use a toilet.				
I know I need to wash my hands after using the toilet.				

Getting Help and Support

Getting help and support	Not achieved	Can achieve with support	Can achieve independently	Notes/Dates
I know how to use communication aids and apps.				
I know that there are pieces of equipment that can help me, including apps available to help me in daily life.				
I know there are aids to help me move around my home.				
I have talked about what I would like to do when I leave school or college. I know that there are lots of different options available to me.				
I have been able to take part in work experience in something that interests me.				
I know there are other young people who have the same interests as me and I can talk to them about what course or employment they have taken.				
I have had visits or virtual tours of different colleges or places of work so I can see what type of courses or work I can do.				

