

# Life skills for success

Pathway guide



**Instructions**

**Scoring**

**In order to accurately complete this assessment the views of the young person and any other significant party should be obtained and included.**

**All young people will complete the Independent Living Assessment (ILA) prior to moving onto their individual Independent Living Programme (ILP). Young people should be reassessed at regular intervals to ensure progress and support care planning.**

**The aim of the course is not to make everyone exceptional but to ensure all care leavers have at least a basic overall knowledge and understanding of how to live independently.**

**If an answer falls between 2 categories always underscore rather than over so to ensure a clear reflection of the young person’s capabilities.**

<b>Name of Young Person</b>		<b>Date</b>	
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<b>Date of Birth</b>		<b>Care First Number</b>	
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<b>Names of Person (s) involved in the ILA</b>	
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<b>Section</b>	<b>Category</b>	<b>Basic</b>	<b>Intermediate</b>	<b>Advanced</b>	<b>Exceptional</b>
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A.	Money Management				
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B.	Food Management				
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C.	Home Management				
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D.	Personal Care				
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E.	Health				
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F.	Safety Awareness				
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G.	Communication Skills				
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H.	Housing				
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I.	Transport				
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J.	EET				
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K.	Job Seeking				
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L.	Job Maintenance Skills				
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M.	Community Knowledge				
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N.	Time Management				
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O.	Parenting Skills – Young Parents				
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P.	Other (e.g. understanding risk)				
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**Living Our Lives (LOL)  
Independent Living Assessment**

**A - Money Management – Budgeting, Paying Bills & banking**

**Basic      Must have knowledge / understanding of 3 of 5: Level Achieved: Yes/No**

- Understands individual notes and coins.
- Can find the total of items on a shopping list.
- Understands what are essentials and luxury items
- To know where the local banks and cash points in their town is;
- Identify own spending habits

**Intermediate      Must have knowledge / understanding of 5 of 7: Level Achieved: Yes/No**

- Can open an account
- Can plan a budget of their weekly money.
- Make decisions about spending and saving from a given budget
- Can compare comparative costs of products.
- Understand how to use a cash point
- Understand safety and security issues when using a cash machine
- Understand the existence of economy brands

**Advanced      Must have knowledge / understanding of 5 of 7: Level Achieved: Yes/No**

- Can understand / read a bank statement.
- Can use a chequebook
- Can compare prices in shops and choose the best option.
- Plan budgets showing expenses incurred by teenage parents
- Compare prices of articles for possible cash or credit purchases within a given budget
- Can keep a record of personal and household money management
- Identify 3 different banking facilities

**Exceptional      Must have knowledge / understanding of 4 of 5: Level Achieved: Yes/No**

- Understands the need to save / has a savings account
- Can interpret a wage slip.
- Understands the 'credit trap' and understands how and where to access emergency financial support.
- Name at least one debt counselling service.
- Have an understanding of Government Benefits available.



**Living Our Lives (LOL)  
Independent Living Assessment**

**B – Food Management - Cooking**

**Basic      Must have knowledge / understanding of 4 of 5: Level Achieved: Yes/No**

- Washes hands before eating / preparing food, understands personal hygiene rules.
- Has an understanding of what 'Health Eating' is.
- Can identify individual cooking utensils.
- Can explain what different utensils are used for.
- Can dress appropriately whilst cooking.

**Intermediate      Must have knowledge / understanding of 9 of 11: Level Achieved: Yes/No**

- Can make own breakfast – suitable to the time of day.
- Can make a suitable lunch.
- Can make a suitable dinner.
- Can identify and write a suitable shopping list.
- Can use kitchen equipment appropriately.
- Can prepare a meal safely and leave the kitchen in a safe condition.
- Can explain how to use appliances safely and correctly.
- Has an age appropriate table manner.
- Can use cutlery appropriately.
- Knows how to prevent fires.
- Can demonstrate how to boil, bake, stew, fry, roast, oven bake and microwave.

**Advanced      Must have knowledge / understanding of 8 of 10: Level Achieved: Yes/No**

- Can identify how food should be stored.
- Can identify food spoilage and understands the 'use by' and 'sell by' dates.
- Knows how to prevent food contamination.
- Can plan a weekly, nutritious menu.
- Can shop for the menu on a budget.
- Can identify how accidents occur. 3
- Can identify how to prevent cuts.
- Can identify how to prevent burns and scalds.
- Can work in a hygienic manner.
- Can identify 3 areas that must be kept clean at all times.
- Can identify food pests and effects on food.

**Exceptional      Must have knowledge / understanding of 2 of 3: Level Achieved: Yes/No**

- Can prepare food and follow recipes from a cookbook.
- Can plan, purchase food and cook a menu for 2 people.
- Has an excellent understanding of dangers in the kitchen.



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Independent Living Assessment**

<b>C - Home Management</b>	
<b>Basic</b>	<b>Must have knowledge / understanding of 3 of 4: Level Achieved: Yes/No</b>
	<input type="checkbox"/> Can wash dishes using hot, soapy water. <input type="checkbox"/> Can make a bed. <input type="checkbox"/> Can dispose of rubbish. <input type="checkbox"/> Can change a light bulb.
<b>Intermediate</b>	<b>Must have knowledge / understanding of 4 of 7: Level Achieved: Yes/No</b>
	<input type="checkbox"/> Can use a vacuum cleaner and empty when full / change bag. <input type="checkbox"/> Can change bed linen and make the bed. <input type="checkbox"/> Can demonstrate how to brush and mop floors, wash woodwork and windows, dust, polish furniture, clean toilet, sink and bath. <input type="checkbox"/> Can identify the different cleaning products for different jobs. <input type="checkbox"/> Knows what day the waste is collected. <input type="checkbox"/> Can hang up towels to dry after bathing. <input type="checkbox"/> Can use a stepladder safely.
<b>Advanced</b>	<b>Must have knowledge / understanding of 8 of 10: Level Achieved: Yes/No</b>
	<input type="checkbox"/> Knows how to unblock a toilet/ sink. <input type="checkbox"/> Understands how to prevent a sink / toilet from blocking. <input type="checkbox"/> Can defrost a freezer / fridge and clean. <input type="checkbox"/> Can clean a cooker. <input type="checkbox"/> Understands how to conserve energy / water. <input type="checkbox"/> Uses storage facilities appropriately. <input type="checkbox"/> Understands what recycling is. <input type="checkbox"/> Can demonstrate recycling. <input type="checkbox"/> Knows what day recycling bins are collected. <input type="checkbox"/> Can take accurate gas and electric meter readings.
<b>Exceptional</b>	<b>Must have knowledge / understanding of 7 of 9 Level Achieved: Yes/No</b>
	<input type="checkbox"/> Understands the duties of a landlord. <input type="checkbox"/> Can carry out minor repairs. <input type="checkbox"/> Is able to contact the landlord when required. <input type="checkbox"/> Can identify when to contact the landlord. <input type="checkbox"/> Can reset circuit breaker. <input type="checkbox"/> Can measure for curtains/blind. <input type="checkbox"/> Understands how to prevent pest infestation. <input type="checkbox"/> Can wire a plug. <input type="checkbox"/> Can put together a list of emergency contact numbers.



**Living Our Lives (LOL)  
Independent Living Assessment**

<b>D - Personal Care</b>	
<b>Basic</b>	<b>Must have knowledge / understanding of 4 of 6 Level Achieved: Yes/No</b>
<input type="checkbox"/> Can dress independently <input type="checkbox"/> Dresses appropriately for occasion/ time of year. <input type="checkbox"/> Knows how to use soap, shampoo, deodorant etc. <input type="checkbox"/> Understands the need to shave. <input type="checkbox"/> Cleans teeth twice daily. <input type="checkbox"/> Can identify when they need to bathe, wash hair etc.	
<b>Intermediate</b>	<b>Must have knowledge / understanding of 5 of 6 Level Achieved: Yes/No</b>
<input type="checkbox"/> Can dress in clean clothes. <input type="checkbox"/> Can place dirty laundry in a designated area. <input type="checkbox"/> Can read clothing labels and understand basic labelling i.e. hand wash, dry clean and machine-washed <input type="checkbox"/> Can sort wash loads into colours <input type="checkbox"/> Understands the temperatures clothes have to be washed at. <input type="checkbox"/> Can make the bed daily	
<b>Advanced</b>	<b>Must have knowledge / understanding of 3 of 4 Level Achieved: Yes/No</b>
<input type="checkbox"/> Can sew on buttons and complete basic repairs. <input type="checkbox"/> Can iron clothes. <input type="checkbox"/> Can load a washing machine and use correct products and select appropriate settings. <input type="checkbox"/> Can identify what clothes they would wear for different situations. E.g. interview, party etc	
<b>Exceptional</b>	<b>Must have knowledge / understanding of 3 of 4 Level Achieved: Yes/No</b>
<input type="checkbox"/> Can hand wash clothes. <input type="checkbox"/> Can fold clothes and put away neatly. <input type="checkbox"/> Can hang clothes up on coat hangers and put away. <input type="checkbox"/> Can identify appropriate clothing for different occasions.	



## Living Our Lives (LOL) Independent Living Assessment

E – Health Basic	
Basic	Must have knowledge / understanding of 3 of 5 Level Achieved: Yes/No
<input type="checkbox"/> Can open a childproof container. <input type="checkbox"/> Understand the dangers of taking other people’s medication <input type="checkbox"/> Understands that drugs, alcohol and tobacco are harmful to your health. <input type="checkbox"/> Understands about how pregnancy occurs. <input type="checkbox"/> Has knowledge of where to gain medical help / emergency help.	
Intermediate	Must have knowledge / understanding of 3 of 5: Level Achieved: Yes/No
<input type="checkbox"/> Can recognise and describe symptoms of flu, colds and other common health problems. <input type="checkbox"/> Knows what to do for a minor cut, burn and a splinter. <input type="checkbox"/> Understands the risks of not using contraception. <input type="checkbox"/> Understands what sexually Transmitted Infections are. <input type="checkbox"/> Understands the risks of drug and alcohol abuse.	
Advanced	Must have knowledge / understanding of 7 of 9 Level Achieved: Yes/No
<input type="checkbox"/> Can use an oral thermometer and take own temperature. <input type="checkbox"/> Can recognise the uses of ‘over the counter’ drugs and has the ability to self medicate when appropriate. <input type="checkbox"/> Can make a dentist / doctor’s appointment. <input type="checkbox"/> Is on the register of a doctor / dentist. <input type="checkbox"/> Can read and follow directions of a prescription. <input type="checkbox"/> Can take medication without supervision. <input type="checkbox"/> Knows how to use a First Aid Kit. <input type="checkbox"/> Has knowledge of birth control and knows how to obtain it. <input type="checkbox"/> Knows how to prevent the spread of Sexually Transmitted Infections.	
Exceptional	Must have knowledge / understanding of 3 of 4 Level Achieved: Yes/No
<input type="checkbox"/> Is aware of the importance of having a balanced diet. <input type="checkbox"/> Is aware of the benefits of a good, balanced, diet and how it affects your health. <input type="checkbox"/> Can determine the need to see a doctor. <input type="checkbox"/> Can determine the need to go to Accident and emergency.	



## Living Our Lives (LOL) Independent Living Assessment

<b>F – Safety Awareness</b>	
<b>Basic</b>	<b>Must have knowledge / understanding of 3 of 5 Level Achieved: Yes/No</b>
<ul style="list-style-type: none"> <li><input type="checkbox"/> Is aware of the functions of the Emergency Services.</li> <li><input type="checkbox"/> Knows how / when to contact the Emergency Services.</li> <li><input type="checkbox"/> Understands the importance of evacuation in an emergency.</li> <li><input type="checkbox"/> Knows how to dispose of cigarettes etc.</li> <li><input type="checkbox"/> Knows how to lock / unlock windows / doors.</li> </ul>	
<b>Intermediate</b>	<b>Must have knowledge / understanding of 5 of 6 Level Achieved: Yes/No</b>
<ul style="list-style-type: none"> <li><input type="checkbox"/> Understands basic fire prevention – e.g. dangers of smoking within the home.</li> <li><input type="checkbox"/> Understands how to use a fire extinguisher.</li> <li><input type="checkbox"/> Can recognise a gas leak.</li> <li><input type="checkbox"/> Is aware of whom to contact in the event of a gas leak.</li> <li><input type="checkbox"/> Knows the legal age to buy alcohol.</li> <li><input type="checkbox"/> Knows the legal age to buy cigarettes.</li> </ul>	
<b>Advanced</b>	<b>Must have knowledge / understanding of 3 of 3 Level Achieved: Yes/No</b>
<ul style="list-style-type: none"> <li><input type="checkbox"/> Understands how to extinguish different types of fires.</li> <li><input type="checkbox"/> Knows how to store cleaning products.</li> <li><input type="checkbox"/> Can determine when to seek help in emergencies.</li> </ul>	
<b>Exceptional</b>	<b>Must have knowledge / understanding of 2 of 3 Level Achieved: Yes/No</b>
<ul style="list-style-type: none"> <li><input type="checkbox"/> Has knowledge of basic First Aid</li> <li><input type="checkbox"/> Understands the importance of security on the internet</li> <li><input type="checkbox"/> Understand the importance of checking ID from callers</li> </ul>	





## Living Our Lives (LOL) Independent Living Assessment

<b>G - Communication Skills</b>	
<b>Basic</b>	<b>Must have knowledge / understanding of 4 of 6 Level Achieved: Yes/No</b>
<input type="checkbox"/> Can respond appropriately to basic questions e.g. yes/no. <input type="checkbox"/> Can make eye contact during a conversation. <input type="checkbox"/> Has at least 1 friend whom they can talk about. <input type="checkbox"/> Can have 'small talk'. <input type="checkbox"/> Can order food in a café / fast food establishment. <input type="checkbox"/> Can use manners appropriately	
<b>Intermediate</b>	<b>Must have knowledge / understanding of 4 of 5 Level Achieved: Yes/No</b>
<input type="checkbox"/> Can adequately communicate via telephone. <input type="checkbox"/> Can make a telephone call. <input type="checkbox"/> Can speak to a stranger and ask a question to gain information. <input type="checkbox"/> Can arrange to meet a friend at a certain place and time. <input type="checkbox"/> Can identify the consequences of making the 'wrong' decision'.	
<b>Advanced</b>	<b>Must have knowledge / understanding of 3 of 5 Level Achieved: Yes/No</b>
<input type="checkbox"/> Can arrange a doctors / dentist appointment. <input type="checkbox"/> Can express their feelings positively. <input type="checkbox"/> Can ask for help and support when needed. <input type="checkbox"/> Can identify personal strengths. <input type="checkbox"/> Understands how to resolve disputes in a positive manner.	
<b>Exceptional</b>	<b>Must have knowledge / understanding of 5 of 6 Level Achieved: Yes/No</b>
<input type="checkbox"/> Can give complex directions to others. <input type="checkbox"/> Can say 'no' when they don't wish to do something. <input type="checkbox"/> Understands 'personal space'. <input type="checkbox"/> Can greet people and say goodbye in an appropriate way according to the given situation. <input type="checkbox"/> Can avoid dangerous situations. <input type="checkbox"/> Understands when not to get involved in other peoples disputes.	



## Living Our Lives (LOL) Independent Living Assessment

<b>H – Housing</b>	
<b>Basic</b>	<b>Must have knowledge / understanding of 2 of 2 Level Achieved: Yes/No</b>
<input type="checkbox"/> Understands what it means to rent. <input type="checkbox"/> Has an understanding of different housing options.	
<b>Intermediate</b>	<b>Must have knowledge / understanding of 3 of 3 Level Achieved: Yes/No</b>
<input type="checkbox"/> Understands where to look for accommodation to rent. <input type="checkbox"/> Can budget and understand cost implications to renting. <input type="checkbox"/> Can describe pro's and con's of having a flat mate.	
<b>Advanced</b>	<b>Must have knowledge / understanding of 3 of 5 Level Achieved: Yes/No</b>
<input type="checkbox"/> Can calculate start up costs i.e. deposit. Bond, first month's rent etc <input type="checkbox"/> Can identify properties in the area of their choice and within their budget. <input type="checkbox"/> Can ask a landlord relevant questions regarding the property to determine if it suits their needs. <input type="checkbox"/> Knows what to inspect in a property to determine that everything is in working order. <input type="checkbox"/> Can speak to a landlord to inform them of any problems prior to moving in.	
<b>Exceptional</b>	<b>Must have knowledge / understanding of 5 of 6 Level Achieved: Yes/No</b>
<input type="checkbox"/> Ability to get along with other residents <input type="checkbox"/> Ability to build a positive relationship with the landlord. <input type="checkbox"/> Understand the process for complaining if unhappy with the property. <input type="checkbox"/> Understands whom to contact in an emergency for utilities. I.e. gas leak, water leak etc. <input type="checkbox"/> Can gain the information they receive from a Registered Social Landlord. <input type="checkbox"/> Understands the role and responsibilities of the landlord.	
<b>I - Transport</b>	
<b>Basic</b>	<b>Must have knowledge / understanding of 3 of 5 Level Achieved: Yes/No</b>
<input type="checkbox"/> Can safely ride a bicycle. <input type="checkbox"/> Must be aware of where the nearest bus stop is. <input type="checkbox"/> Aware of other forms of transport available in the local area. <input type="checkbox"/> Knows how much fare is required to travel for one destination to another. <input type="checkbox"/> Understands the use of seat belts.	
<b>Intermediate</b>	<b>Must have knowledge / understanding of 3 of 5 Level Achieved: Yes/No</b>
<input type="checkbox"/> Understands how to book a taxi. <input type="checkbox"/> Able to find 2 taxi companies' details. <input type="checkbox"/> Understands the cost implication of taking a taxi rather than a bus. <input type="checkbox"/> Can, with support plan a journey. <input type="checkbox"/> Can give directions.	



**Living Our Lives (LOL)  
Independent Living Assessment**

<b>Advanced</b>	<b>Must have knowledge / understanding of 2 of 2 Level Achieved: Yes/No</b>
<input type="checkbox"/> Can read a map. <input type="checkbox"/> Can plan a daily travel plan to school / work etc.	
<b>Exceptional</b>	<b>Must have knowledge / understanding of 3 of 3: Level Achieved: Yes/No</b>
<p>Must be able to travel independently from one Borough to the next unaided and return. Be able to forecast the cost of gaining a Driving Licence</p> <input type="checkbox"/> Can forecast the cost of running a car.	
<b>J - Education, Employment and Training - EET</b>	
<b>Basic</b>	<b>Must have knowledge / understanding of 6 of 8: Level Achieved: Yes/No</b>
<input type="checkbox"/> Is on target to complete school with GCSE's. <input type="checkbox"/> Will leave school with at least level 2 Adult Basic Skills in Numeracy and Literacy. <input type="checkbox"/> Has a named Connexions PA from Year 9. <input type="checkbox"/> Can discuss educational/ vocational plans with Connexions PA/ Teachers/Carers/ Social Workers. <input type="checkbox"/> Has reasonable idea of what jobs are available to them relative to qualifications/ experience. <input type="checkbox"/> Knows what the minimum wage is. <input type="checkbox"/> Has an idea of what jobs pay what wages. <input type="checkbox"/> Can identify local provision- Connexions, E2E providers, Job Centre, HPIJ.	
<b>Intermediate</b>	<b>Must have knowledge / understanding of 4 of 6: Level Achieved: Yes/No</b>
<input type="checkbox"/> Can fill out forms to enrol on a Further Education programme. <input type="checkbox"/> Has an understanding of what qualifications are needed to pursue the career they want. <input type="checkbox"/> Is aware of the educational/ vocational options available in the Cheshire West Area. <input type="checkbox"/> Understands about payments made while in Further Education. Education Maintenance Allowance (EMA). <input type="checkbox"/> Has an up to date record of achievement of all qualifications/ certificates gained. <input type="checkbox"/> Has an understanding of the costs of returning to Education as an adult.	
<b>Advanced</b>	<b>Must have knowledge / understanding of 4 of 6: Level Achieved Yes/No</b>
<input type="checkbox"/> Is aware of the qualifications they have achieved so far and what level they need to achieve. <input type="checkbox"/> Has an Aim Higher PA. <input type="checkbox"/> Has an appropriate and realistic pathway to gain the qualifications they need to do the job they want. <input type="checkbox"/> Can fill out UCAS forms. <input type="checkbox"/> Understands the Student Loans System. <input type="checkbox"/> Can choose from different Higher Education Institute's.	



## Living Our Lives (LOL) Independent Living Assessment

<b>Exceptional</b>	<b>Must have knowledge / understanding of 4 of 5 Level Achieved: Yes/No</b>
<ul style="list-style-type: none"> <li><input type="checkbox"/> Knows about Post- graduate courses.</li> <li><input type="checkbox"/> Knows how to access funds for Post- Graduate study.</li> <li><input type="checkbox"/> Can identify further training opportunities.</li> <li><input type="checkbox"/> Can understand the link between future prospects and living standards relative to qualifications and skills.</li> <li><input type="checkbox"/> Can understand the link between educational, attainment and vocational goals.</li> </ul>	

### K - Education, Employment and Training – Job Seeking

<b>Basic</b>	<b>Must have knowledge / understanding of 3 of 4: Level Achieved: Yes/No</b>
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<ul style="list-style-type: none"> <li><input type="checkbox"/> Knows about apprenticeships and what apprentices are entitled to.</li> <li><input type="checkbox"/> Has a National Insurance Card and sufficient other forms of identity to complete a CRB.</li> <li><input type="checkbox"/> Can research the career they have identified and what steps they would need to get a job in that field.</li> <li><input type="checkbox"/> Attends Connexions/ Job Centre every day.</li> </ul>	
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<b>Intermediate</b>	<b>Must have knowledge / understanding of 5 of 7: Level Achieved: Yes/No</b>
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<ul style="list-style-type: none"> <li><input type="checkbox"/> Can fill out a standard job application form.</li> <li><input type="checkbox"/> Knows where to look for job adverts.</li> <li><input type="checkbox"/> Can look through the job ads and identify which would be appropriate to apply for.</li> <li><input type="checkbox"/> Has had training in interview techniques.</li> <li><input type="checkbox"/> Can complete a mock interview and give appropriate answers to potential questions.</li> <li><input type="checkbox"/> Can arrange an interview appointment.</li> </ul>	
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<b>Advanced</b>	<b>Must have knowledge / understanding of 6 of 8: Level Achieved: Yes/No</b>
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<ul style="list-style-type: none"> <li><input type="checkbox"/> Can write a CV.</li> <li><input type="checkbox"/> Has an up to date personal statement to be taken to interviews.</li> <li><input type="checkbox"/> Can demonstrate how they prepare for an interview.</li> <li><input type="checkbox"/> Can complete an interview.</li> <li><input type="checkbox"/> Knows where the Job Centre is and its function.</li> <li><input type="checkbox"/> Knows about agency employment.</li> <li><input type="checkbox"/> Knows how to apply for work with agencies.</li> <li><input type="checkbox"/> Knows about employment websites and how to use them.</li> </ul>	
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## Living Our Lives (LOL) Independent Living Assessment

<b>Exceptional</b>	<b>Must have knowledge / understanding of 3 of 4: Level Achieved: Yes/No</b>
<input type="checkbox"/> Has a completely up to date CV and Personal statement. <input type="checkbox"/> Can follow up an interview and ask for feedback either in writing or by phone. <input type="checkbox"/> Can make an informed choice about the advantages of one job over another. <input type="checkbox"/> Understands equal opportunities legislation and where to go if they feel they have been discriminated against in applying for a job.	

### L - Education, Employment and Training – Job Maintenance Skills

<b>Basic</b>	<b>Must have knowledge / understanding of 3 of 4: Level Achieved: Yes/No</b>
<input type="checkbox"/> Has read their contract and understands it or knows who to ask if they don't. <input type="checkbox"/> Knows what their job entails and how to complete work tasks. <input type="checkbox"/> Knows whom to contact if they are unable to attend work. <input type="checkbox"/> Knows what hours they are contracted to work.	

<b>Intermediate</b>	<b>Must have knowledge / understanding of 4 of 5: Level Achieved: Yes/No</b>
<input type="checkbox"/> Can interpret a wage slip. <input type="checkbox"/> Can communicate with work colleagues and managers in an appropriate manner. <input type="checkbox"/> Knows what behaviour will get an employer immediately dismissed. <input type="checkbox"/> Knows whom their mentor in the workplace is to deal with work related issues. <input type="checkbox"/> Has an understanding of NI contributions.	

<b>Advanced</b>	<b>Must have knowledge / understanding of 4 of 6: Level Achieved: Yes/No</b>
<input type="checkbox"/> Knows what their entitlement is regarding sickness. <input type="checkbox"/> Knows their holiday entitlements and how to book leave in accordance with workplace rules. <input type="checkbox"/> Knows about their employer's grievance procedures. <input type="checkbox"/> Knows when and where it is inappropriate to talk to colleagues. <input type="checkbox"/> Has a strategy to deal with any anger or frustration they may have against Managers, Colleagues or Customers. <input type="checkbox"/> Knows about tax procedures, P45. P60 etc	



## Living Our Lives (LOL) Independent Living Assessment

Exceptional	Must have knowledge / understanding of 4 of 6: Level Achieved: Yes/No
	<ul style="list-style-type: none"><li><input type="checkbox"/> Knows their legal rights as an employee or knows where to get advice and representation in the workplace.</li><li><input type="checkbox"/> Can successfully put into place their anger strategies most of the time.</li><li><input type="checkbox"/> Knows how to use company policies to resolve any disagreements/ grievances.</li><li><input type="checkbox"/> Functions with the team in its unwritten policies.</li><li><input type="checkbox"/> Knows about pay scales and how to get a rise in wages.</li><li><input type="checkbox"/> Knows if they are eligible for and how to apply for a promotion.</li></ul>



## Living Our Lives (LOL) Independent Living Assessment

<b>M - Community Knowledge</b>	
<b>Basic</b>	<b>Must have knowledge / understanding of 3 of 4: Level Achieved: Yes/No</b>
<input type="checkbox"/> Knows where the local supermarket is. <input type="checkbox"/> Knows where local corner shops are. <input type="checkbox"/> Knows whom to contact in case of an emergency. <input type="checkbox"/> Knows where the local Police Station is.	
<b>Intermediate</b>	<b>Must have knowledge / understanding of 6 of 8: Level Achieved: Yes/No</b>
<input type="checkbox"/> Has knowledge what to means to 'Vote'. <input type="checkbox"/> Knows where their local bank is. <input type="checkbox"/> Knows where the local Post Office is. <input type="checkbox"/> Knows where the local chemist is. <input type="checkbox"/> Knows where the local library is. <input type="checkbox"/> Knows where the local Direct Link is. <input type="checkbox"/> Has the ability to find contact numbers via different methods. I.e. Internet, Yellow Pages etc. <input type="checkbox"/> Knows where the local Youth Service is.	
<b>Advanced</b>	<b>Must have knowledge / understanding of 5 of 7: Level Achieved: Yes/No</b>
<input type="checkbox"/> Knows how to register to vote. <input type="checkbox"/> Understands what services the Council offers. <input type="checkbox"/> Knows how to contact the council. <input type="checkbox"/> Knows where the local council office is. <input type="checkbox"/> Knows what services Direct Link offers. <input type="checkbox"/> Has an understanding of what the services the Youth Service offers. <input type="checkbox"/> Has an understanding of the function of Connexions and other services they offer other than Education Employment and Training.	
<b>Exceptional</b>	<b>Must have knowledge / understanding of 3 of 5: Level Achieved: Yes/No</b>
<input type="checkbox"/> Knows who the local MP is. <input type="checkbox"/> Knows how to access the MP if requiring information or support. <input type="checkbox"/> Knows when council surgeries are and the location of them. <input type="checkbox"/> Has obtained a Library Card. <input type="checkbox"/> Knows the implications of borrowing items from the library and not returning them.	



## Living Our Lives (LOL) Independent Living Assessment

<b>N - Time Management</b>	
<b>Basic</b>	<b>Must have knowledge / understanding of 3 of 5: Level Achieved: Yes/No</b>
<ul style="list-style-type: none"> <li><input type="checkbox"/> Understands what time they must get up.</li> <li><input type="checkbox"/> Has the ability to set a morning routine.</li> <li><input type="checkbox"/> Can ensure they have enough time to eat prior to leaving especially if morning time.</li> <li><input type="checkbox"/> Can plan what time they need to get up to ensure they have enough time to arrive.</li> <li><input type="checkbox"/> Can use an alarm clock.</li> </ul>	
<b>Intermediate</b>	<b>Must have knowledge / understanding of 5 of 6: Level Achieved: Yes/No</b>
<ul style="list-style-type: none"> <li><input type="checkbox"/> Understands the importance of arriving on time.</li> <li><input type="checkbox"/> Arrives on time every day.</li> <li><input type="checkbox"/> Can prepare clothing the previous night.</li> <li><input type="checkbox"/> Can prepare suitable / appropriate clothing and iron if required.</li> <li><input type="checkbox"/> Can take medication when required.</li> <li><input type="checkbox"/> If for unforeseen circumstances they are going to be late, can ring ahead to inform and give an estimated time of arrival.</li> </ul>	
<b>Advanced</b>	<b>Must have knowledge / understanding of 5 of 7: Level Achieved: Yes/No</b>
<ul style="list-style-type: none"> <li><input type="checkbox"/> Has planned travel arrangements.</li> <li><input type="checkbox"/> Has an alternative as a fall back.</li> <li><input type="checkbox"/> Knows how long it would take to walk if applicable.</li> <li><input type="checkbox"/> Can plan a hair cut in advance.</li> <li><input type="checkbox"/> Can prioritise appointments.</li> <li><input type="checkbox"/> Has the ability to re arrange appointments in plenty of time if required.</li> <li><input type="checkbox"/> Can complete activities within a given time.</li> </ul>	
<b>Exceptional</b>	<b>Must have knowledge / understanding of 3 of 4: Level Achieved: Yes/No</b>
<ul style="list-style-type: none"> <li><input type="checkbox"/> Can ring ahead to confirm appointment.</li> <li><input type="checkbox"/> Can use a diary.</li> <li><input type="checkbox"/> Can forward plan appointments.</li> <li><input type="checkbox"/> Can plan to meet with several people and check people's availability.</li> </ul>	





**Living Our Lives (LOL)  
Independent Living Assessment**

Social Worker/Personal Adviser:.....

Date:.....