

This document is designed to help you start to think about what you need to do to prepare for becoming an adult. It will hopefully help you to move more easily between services, such as school to college, or different social care or health services, or even finding your own place to live. It cannot cover every part of life but will hopefully start to aid you on your journey to becoming an adult, while gaining independence and confidence to do new things.

As with all things in life some people will find some activities difficult to achieve, while others will be able to complete the same activity easily. However, everyone needs to practise the things they find challenging in order to keep the skills for when they are needed. It is important to review the goals you set in the toolkit, so you can see where you have made progress, and where you may need to try harder to achieve what you want. Not all the issues detailed below will apply to your situation, if you find a question like this, feel free to ignore it.

You may not be able to achieve some aspects of the activities detailed below, but please keep in mind the purpose of this tool kit, which is to support your independence. Learning a new skill may seem scary or simply impossible unless you break it into smaller chunks and learn it step by step. For example, no one learns to drive a car all in one go! To drive a car, you learn the rules of the road through the high way code, you are taught the controls of the car and you have lots of lessons and practise over time, to give you the skills to drive on the road. Please do not give up on learning something unless you have given it a try. Many people are finding that new technology can help solve many problems, such as a medication dispenser which alerts you whenever you need to take medications, or app's on phones that help with directions - it is important that you are aware of technology that's available and may help you.

It's very important that everyone knows what you are trying to do, so that activities can be practised in different places and with different people. For instance, if you are learning how to wash your clothes at school, these skills need to also be practised at home and perhaps with others in your life such as day care providers, personal assistants, and with your family and friends.

All these people should understand what you are working towards and help you to practise skills such as understanding which clothes need washing, reading labels, sorting coloured clothes from white clothes, putting washing powder into the machine, setting the washing machine going, unloading the machine, drying / sorting and putting the clothes away.

Skills which are learnt in different places, with different people and are practised many times can help you get ready for the future. Skills that are taught once and are not practiced are soon lost.

Before you start, here are some things to think about...

- What do you enjoy doing now? (This could be a hobby, sport or an activity)
- Is there anything new you would like to try?
- What would you need to do or learn, to try out those new things?
- In the future what would you like to do? For example, would you like to some volunteering or have a job? What job would you like? Is your current school or college course helping you to get this job? You may need to pass exams, tests or have a certificate to do certain jobs.
- Have you thought about getting a Saturday or an evening job, so you know what it's like to go out and work? Have you had any careers advice?
- There are lots of ways to learn how to do a new job - It's good to have a plan of where you are now and what you need to do to get the job you want.
- In the future where would you like to live? This may be with your parents or care givers, or in your own house, living with some friends, or with staff support?



Your Contact Details

Your Name	Name of PFA Worker
Date	Method of Contact

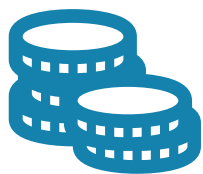


If you would like to contact the PFA team, you can get in touch via the following contact information:

Telephone number: 01392 381291

Email: preparingforadulthoodsecure-mailbox@devon.gov.uk

More information and resources can be found on our website: <http://devon.cc/sendpfa>



Preparing for Adulthood Toolkit

Part 1: Money - Shopping and buying what I need and looking after my money.

Money Management	Not yet achieved	Working towards / Can do with support	Able to do independently	Notes
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 understand about budgeting and can use this knowledge when shopping.				
I can work out total cost of items.				
I can use cash in a shop and check change.				



Preparing for Adulthood Toolkit

Part 1: Money

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 bank account.				
I can manage my online banking.				
I can use a cash card to make withdrawals from a cash machine.				
I understand about bills and charges for utilities (electricity, gas, water etc) and how to pay for these.				
I can manage and monitor my direct debits and standing orders.				
I know when and who to ask for help with money.				



Preparing for Adulthood Toolkit

Part 1: Money

I understand benefits or wages, what money I should receive and when. Where to go if there is a problem (job centre, citizens advice, family.)				
I understand and can identify scams.				
If I struggle with managing my money I can use Apps to support me.				
If I cannot or do not wish to manage my money, I know who will do this for me. This will need a legal framework of Appointeeship, Deputyship or Lasting Power of Attorney to be in place.				



Preparing for Adulthood Toolkit

Part 2: Social & Emotional skills

For example: Using clocks, calendars and practical things, getting to the right place on time, thinking about friends, carers and other adults...

Social and Emotional	Not yet achieved	Working towards / Can do with support	Able to do independently	Notes
I can tell the time on a digital clock or one with hands.				
I can plan my time and get to appointments and commitments on time. E.g. School or College.				
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 to manage my time.				
I can 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.				



Preparing for Adulthood Toolkit

Part 2: Social & Emotional skills

I understand aspects of Citizenship, such as voting, volunteering and being part of my community.				
I can choose appropriate clothing for the weather or what I'm doing.				
I know what things I need to have with me when I go out.				
I know when I need help with a problem or decision and can find the right person to help.				
I can make some decisions for myself, starting with small decisions and sorting out what to do if it doesn't work.				
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 let others know how I feel.				
I can make friends and connect with people who help me in day-to-day life.				



Preparing for Adulthood Toolkit

Part 2: Social & Emotional skills

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.				
I keep in touch with friends and family.				



Preparing for Adulthood Toolkit

Part 3: Health

For example: Keeping healthy and managing health.

Health	Not yet achieved	Working towards / Can do with support	Able to do independently	Notes
I know I need to get the right amount of sleep.				
I know when I feel tired and need to take a break and get enough rest.				
I understand the need for regular exercise.				
I understand what I need for a healthy diet and my own specific dietary needs.				
I can recognise mental health difficulties and know I should seek help for these.				
I know about sexual health.				



Preparing for Adulthood Toolkit

Part 3: Health

I know about contraception and how to use this 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..				
I know I need to have health checks with the doctor at the right times.				
I know I need to keep up to date with vaccines.				
I know when I need to see a doctor, how to explain what is wrong and I can book an appointment.				
I know when I need to see a dentist, how to explain what is wrong and I can book an appointment.				



Preparing for Adulthood Toolkit

Part 3: Health

I know when I need to see an optician, how to explain what is wrong and I can book an appointment.				
I can make use of over the counter medications and know how to make use of a Pharmacist.				
I can read and open medicine bottles and understand I should only take my own medicine.				
I can take medications correctly or use electronic alarms / aids to help me do this.				
I know to do any special/prescribed exercises that I need to do from the Physiotherapist or Occupational Therapist.				



Preparing for Adulthood Toolkit

Part 4: Safety

Safety	Not yet achieved	Working towards / Can do with support	Able to do independently	Notes
Simple first aid: I know what to do if I cut my finger or burn myself.				
Home Safety: I can recognise risks within the home environment and know how to avoid these e.g. stairs, appliances, gas, electrics.				
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.				



Preparing for Adulthood Toolkit

Part 4: Safety

<p>Recognising bullying behaviour and understanding discrimination (hate crime):</p> <p>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.</p>				
<p>Sexual health and legalities around sex:</p> <ul style="list-style-type: none">- I know at what age is it legal to have sex.- I know to keep myself safe when I am having sex.- I know what 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>Scams:</p> <p>I can recognise when something may be a scam, such as an email or a letter. I know who can help me if I am being asked to do something that doesn't feel right.</p>				



Preparing for Adulthood Toolkit

Part 5: Independence

Independence	Not yet achieved	Working towards / Can do with support	Able to do independently	Notes
I can be at home without support of paid staff or family for a length of time.				
I can spend a night without my family or paid support.				
I go out into the local community on my own.				
I go out and participate in activities of choice on my own.				
I can use local facilities – Doctors, Dentist, shops, leisure activities, getting a haircut (this is not just about learning how to get somewhere but what to do when you are there).				



Preparing for Adulthood Toolkit

Part 6: Home

Home	Not yet achieved	Working towards / Can do with support	Able to do independently	Notes
I can recognise when I need to clean the house and 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/change sheets.				
I know how to dust and polish things.				
I understand how to clean electrical equipment safely.				
I know how to put rubbish into the right bin including recycling, and when to put the bins out to be collected.				
I can clean sinks, work surfaces, baths/ showers and the toilet.				



Preparing for Adulthood Toolkit

Part 6: Home

I can change a lightbulb when needed.

I know how to reset the electricity.



Preparing for Adulthood Toolkit

Part 7: Transport

Transport	Not yet achieved	Working towards / Can do with support	Able to do independently	Notes
I can get to places, while understanding and practicing road safety.				
If I want to ride a bike or learn to drive a car, I know I need to learn about using these safely (I know about the Highway Code).				
If I want to learn to drive, I know how to gain a driver's license and about owning a car.				
I can use a map or an app on my phone to help direct me.				
I'm able to use public transport.				
I know how to wait for a bus/train at the right stop, get off at the right stop, read a timetable and use money or passes.				



Preparing for Adulthood Toolkit

Part 7: Transport

I know how to phone and order a taxi or use a taxi rank.				
I understand in a car it is important to wear a seatbelt. I can use this independently.				



Preparing for Adulthood Toolkit

Part 8: Food & Cooking

Food and Cooking	Not yet achieved	Working towards / Can do with support	Able to do independently	Notes
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 (e.g. café, restaurant, takeaway).				
I understand healthy and unhealthy eating.				



Preparing for Adulthood Toolkit

Part 8: Food & Cooking

I know when to eat and drink.				
I am able to cook breakfast, lunch, dinner and make snacks.				
I know how to follow instructions (a recipe) to make a meal, and how to measure ingredients e.g. how many eggs to use, how much flour I need.				
I can safely use an oven and can follow instructions on how long to cook items.				
I know what I can/ can't put in an oven or a microwave. For example, plastic or metal.				
I can wash up/use a dish washer.				
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.				



Preparing for Adulthood Toolkit

Part 9: Personal Hygiene

Personal Hygiene	Not yet achieved	Working towards / Can do with support	Able to do independently	Notes
I can dress and undress myself.				
I know when I need to wash, shower or have a bath.				
I can use the taps on a bath or a sink, remembering to turn them off. I can use a bath plug.				
I can have a wash independently.				
I know how and when to use soap, shampoo, and deodorant.				
I know when and how to brush my teeth using toothpaste.				
I can brush my hair.				



Preparing for Adulthood Toolkit

Part 9: Personal Hygiene

I know when and how to shave. I can recognise when I might need to trim my beard or moustache, and I know how to do this.				
I can recognise when I need to cut my own fingernails and toenails, and can do this independently or seek help to do this.				
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.				
I can see when I might need a haircut.				
I know when and how to use a toilet.				
I know I need to wash my hands after using the toilet.				



Preparing for Adulthood Toolkit

Part 10: Where to get help

Where to get help	Not yet achieved	Working towards / Can do with support	Able to do independently	Notes
I know who to talk to if I am stuck or need help.				
I know how to use communication aids and apps.				
I know that there are lots of pieces of equipment that can help me, including apps available to help me in daily life.				
I know if I need to use aids to help me move around my home.				
A Speech and Language Therapist assessment can tell you how you take information in. It helps other people understand how to give you information so you can understand it.				
A Physiotherapist assessment may be able to provide some equipment, and advice or exercises that might help you.				



Preparing for Adulthood Toolkit

Part 10: Where to get help

An Occupational Therapy assessment can help if you struggle with everyday activities around the home or outside, they may recommend equipment to help.				
Assistance animals, such as guide/hearing dogs, can sometimes help with everyday tasks.				
I know to call NHS 111 for health help and advice.				

How to use the 'goal' sheet below:

- ✓ **GOALS:** The first step is to identify goals that you want to work on after going through the toolkit. You can put these goals onto the sheet below. For example, you may want to be able to shower independently.
- ✓ **NOW:** What can you do now in terms of your goal? What are your strengths in this area? For example, you could be able to independently turn the shower on or open a shampoo bottle.
- ✓ **WHO CAN HELP ME:** Who will be able to support you to reach your goals? This can be your school or college, parents or caregivers or anyone who is important to you.
- ✓ **STRENGTHS:** What do you feel is going well? What can you do now that you couldn't do before? For example, can you now tell what temperature the water needs to be when you shower?
- ✓ **NEXT STEPS:** What do you need to do next to work on your goals? Do you need to practise getting the right amount of shampoo, and rubbing it in, or knowing when it is all rinsed out?
- ✓ **GOAL PROGRESS:** Your PFA worker will check in regularly with you to talk through your goals. Have you been practising and working towards it? Are you closer to your goal?



My Goals

Goal	Now	Who can help me?	Strengths	Next steps	Goal Progress	Goal Progress	Goal Progress	Goal Progress
<i>Example: To be able to wash my hair independently</i>	<i>I can turn the shower on, and open the shampoo bottle</i>	<i>My carer/my parents/my care giver</i>	<i>I can tell what temperature the water is</i>	<i>I need to work on knowing how much shampoo is right, and knowing when it is all washed out</i>	<i>Date: I am now able to independently identify how much shampoo is correct but I am still working on washing all the shampoo out</i>	<i>Date:</i>	<i>Date:</i>	<i>Date</i>