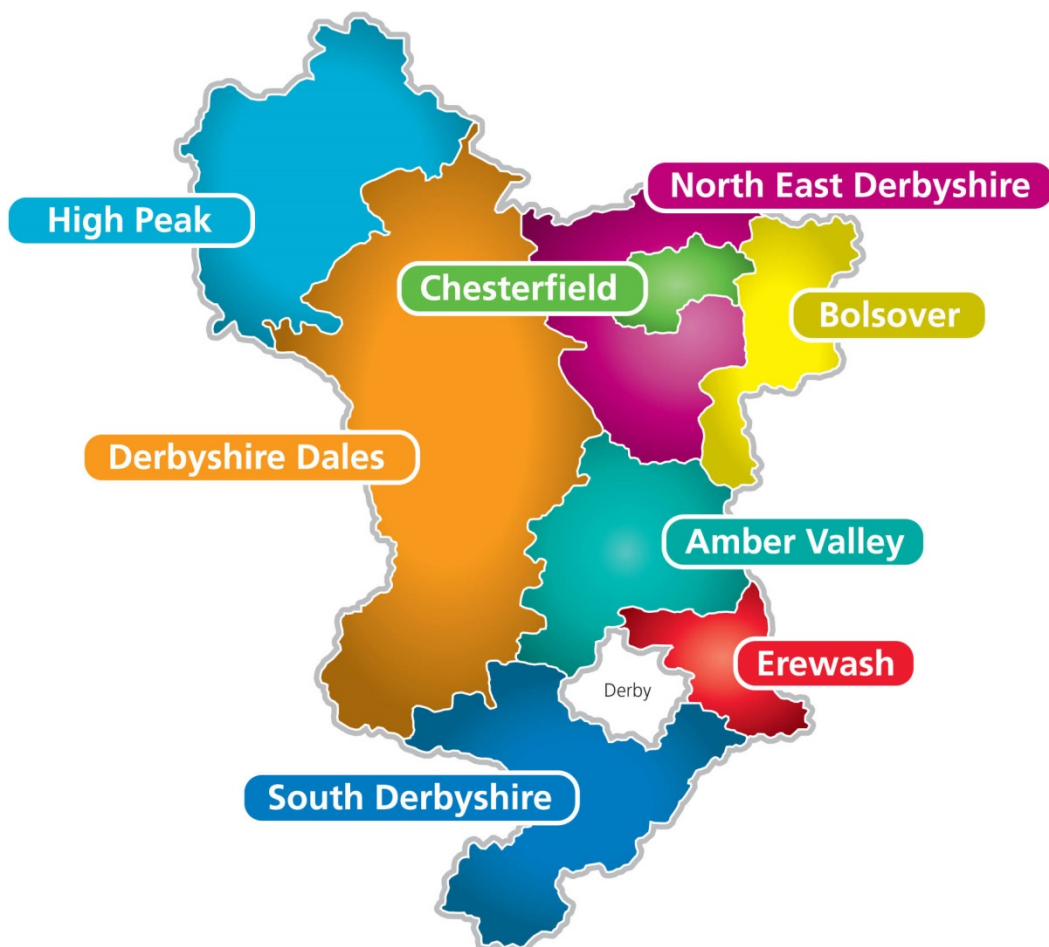




Derbyshire County Council

Independent Living Skills and Tenancy Preparation Workbook



The Purpose of this Workbook is...

- to learn basic skills such as cooking, cleaning and how to live independently
- to learn how to manage money and how to budget
- to learn how to manage a tenancy and how to be a good tenant
- to look at potential risks that could affect your tenancy and how to avoid these.
- to prove to your future landlord that you can manage your tenancy
- to identify agencies which can support you with any future issues
- to guide you through the move on process

Unit 1 – Healthy Eating and Food Hygiene

Outcomes:-

- to ensure the safe handling of food and equipment in the kitchen
- to be able to cook 3 basic, healthy meals.

Activity One- Healthy Eating Quiz (NHS England)

Do you really know what eating healthily means? Find out whether you're a healthy eater or could improve your eating patterns.

1. You are running late for work or college and haven't eaten breakfast yet. Do you...

- a) Skip it, you regularly do.
- b) Make two pieces of white toast with peanut butter and eat them on the way.
- c) Throw some sliced banana on a wholegrain cereal with skimmed milk and eat it before you go.

2. At work/college it's time for your morning break. Do you opt for...

- a) An energy drink and a chocolate bar.
- b) A cup of tea and two homemade oatmeal cookies.
- c) A glass of water and an apple.

3. How many portions of fruit and vegetables do you eat on a typical day?

- a) Less than 2**
- b) Between 3 and 5**
- c) 6 or more**

4. When you grab a drink on the go, what is it most likely to be?

- a) A fizzy soft drink.**
- b) A squash or a juice drink.**
- c) A bottle of water, smoothie or fresh juice.**

5. You're heading for lunch with your friends. What will it be?

- a) Bacon sandwich, coffee and donut.**
- b) Pizza topped with chicken and green peppers.**
- c) Grilled chicken, new potatoes and green salad.**

6. How many glasses of water do you drink per day?

- a) 0 to 2 glasses.**
- b) 3 to 5 glasses.**
- c) 5 to 10 glasses.**

7. Tonight, you're ordering a takeaway with friends. What will you have?

- a) Pepperoni pizza with extra cheese and garlic bread.**
- b) Sweet and sour pork with special fried rice.**
- c) Spicy prawns with steamed rice.**

8. What are you most likely to choose when picking a pud?

- a) Cream donut.**
- b) Home made apple crumble with custard.**
- c) Fresh fruit salad with yoghurt.**

Tot up your answers and see the results...

Mostly As

You need to improve your diet! A diet like yours: high in fat, salt and sugar and low in fibre, wholegrain, fruit and veg is linked to obesity. Try small changes like more fruit and veg; ideally five portions a day. Aim to make one third of the food you eat, starchy food such as potatoes, pasta, brown bread and rice. Cut down on sugary drinks, sweets and cakes, and on processed meat products such as sausages and pies.

Mostly Bs

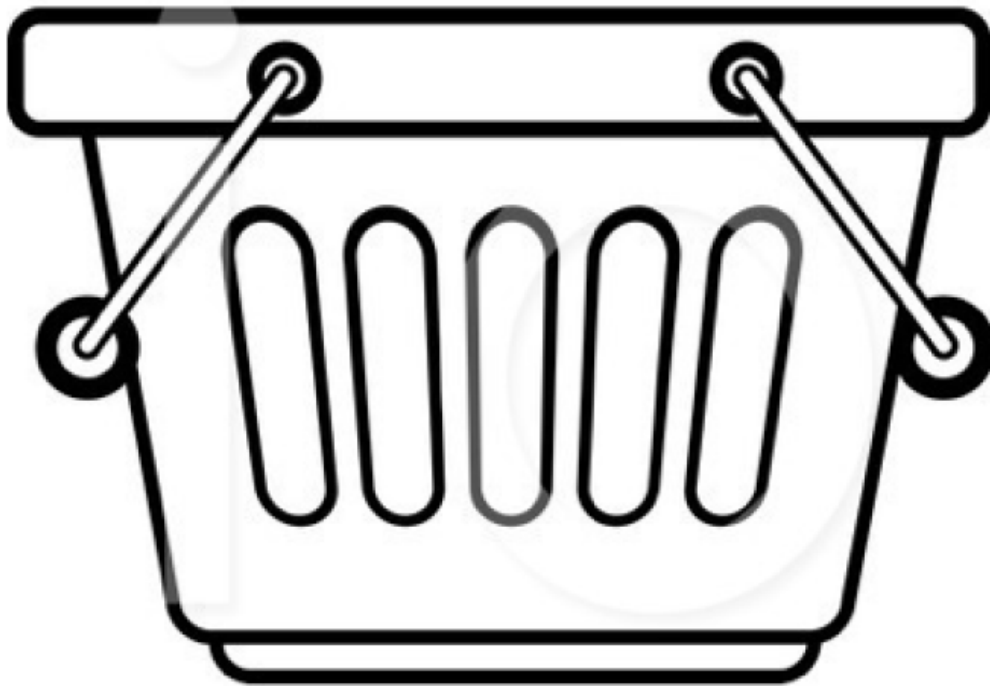
Try some small changes to your diet. First, try to eat five portions of fruit and veg a day. Dried fruit makes a great mid-morning snack. Base your meals on starchy foods such as pasta, rice and potatoes. Wholegrain cereals are a great source of fibre. Also, minimise your intake of processed meats such as pies and sausages, which are high in saturated fat. If you fancy a takeaway choose drier curries – such as tandoori or steamed Chinese food.

Mostly Cs

Well done, you're a healthy eater. Your diet is low in saturated fat, salt and sugar, and high in fibre, fruit and vegetables is helping to keep your heart healthy and protect against certain cancers. Remember, aim to eat two portions of fish a week, including one oily fish high in omega-3, such as salmon, trout, or mackerel. If you're a vegetarian, remember to get enough protein from nuts and seeds, beans and pulses, eggs, milk and soya.

Activity 2 – Healthy Food Basket

You have £20 to spend on food and you want to buy some ingredients to make several healthy meals. Think of meal ideas and what ingredients you will need to put in your basket:-



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Activity 3 – Food Hygiene

Discuss with your worker 4 safety rules you could have in the kitchen to ensure you are following good food hygiene:-

1 _____

2 _____

3 _____

4 _____

How would these rules help you stay safe?

Why is it important to...

a) Make sure work surfaces are clean using an antibacterial spray?

b) Use different knives and chopping boards for cooked and uncooked meat?

c) Make sure meat is cooked thoroughly before eating?

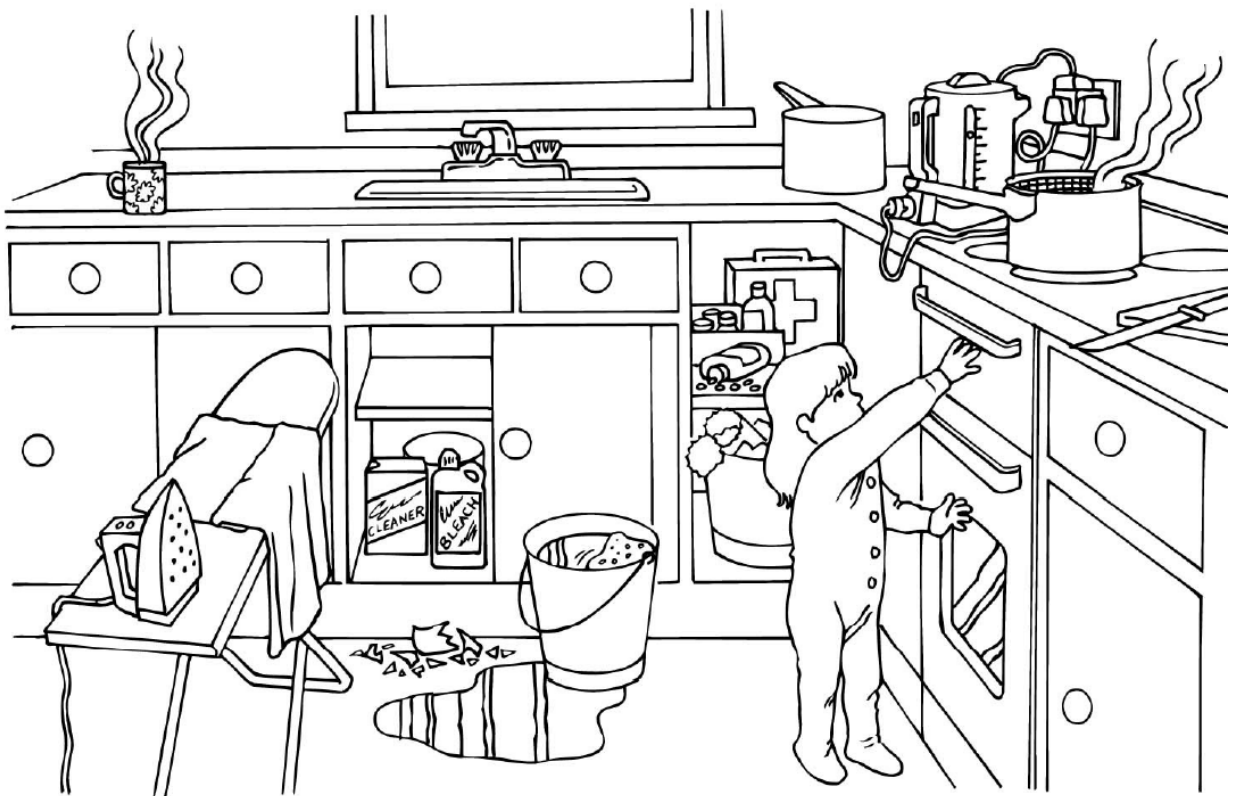
d) Store perishable food in the fridge?

e) Make sure food is within its use-by date?

- f) Making sure you wash dishcloths and tea-towels regularly?

Activity 5 –Dangers in the Kitchen

Dangers in the Kitchen



List the dangers you can see in this kitchen scene:-

Activity 6 – Cooking 3 basic, healthy meals.

Discuss with your worker some ideas for 3 basic meals you could cook over the week.

List them below and identify what ingredients you need for each and how much it will cost, by working out the rough estimate of each item.

E.g Tortilla wrap pizzas with low fat cheese, tomatoes and peppers.



Ingredients:

Tortilla wrap - £1 per pack

Peppers - £1 for pack of 3

Cherry tomatoes – 89p

Low fat cheese - £1.50 per block

2017

MEAL ONE-

MEAL TWO-

MEAL THREE-

- 1) What was your favourite meal and why?**
- 2) Which was the cheapest to make and how much did it cost per portion?**
- 3) How could you make it even healthier?**

Unit Two – Cleaning and General Housework

Activity 1 - Discuss with your worker the types of jobs you need to do to keep your home clean and tidy. Look at what you need to complete each chore and how often the job needs doing each week.

Type of chore	What do I need to complete this chore?	How often do I need to do this each week?

Activity 2- Housework is also good at calorie burning so can help keep you fit! Work out below how you could burn around 200 calories in a day, using this chart:-

25 Homemaking Tasks That Burn 100 Calories				
12 minutes of  carrying groceries upstairs	15 minutes of  moving household furniture	18 minutes of  cleaning gutters	18 minutes of  mowing the lawn	20 minutes of  raking the lawn
25 minutes of  mopping	25 minutes of  vacuuming	30 minutes of  gardening	30 minutes of  painting walls	30 minutes of  playing with children
30 minutes of  taking out the trash	35 minutes of  dusting	35 minutes of  clearing dishes from the table	35 minutes of  putting away groceries	35 minutes of  scrubbing toilets
38 minutes of  ironing	40 minutes of  grocery shopping	40 minutes of  washing dishes	44 minutes of  folding clothes	44 minutes of  cooking
45 minutes of  changing light bulbs	45 minutes of  hand tailoring clothes	60 minutes of  knitting	60 minutes of  reclining with a baby	60 minutes of  scrapbooking

www.OFTHEHEARTH.com

Activity 3 – Discussion Points:



Why is it important to do your share of the housework when sharing your home with other tenants?

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If one of the tenants in your home is NOT sharing housework and it's making you cross, how could you deal with this well, to reduce any arguments?

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What could you be doing more of, in your current accommodation, to make sure your room is tidy and clean?

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Unit 3 – Managing Money and Dealing with Bills

Activity 1 – Personal Spending Review

What do you spend your money on over a month?

Break this down into these categories:

<u>Type of Spending:</u>	<u>What do you buy?</u>	<u>What is the cost of each thing?</u>	<u>Total spend:-</u>
SOCIAL – things like going out, sports and holidays			
PERSONAL – things like toiletries, cigarettes, alcohol			
LIVING – rent, transport, clothes, food			
SAVING- any money you save each month			



What is your average monthly spend?



What is your monthly income?



How much are you left with each month once you have bought all items listed in the table?

Activity 2- What are you like with money? Rate yourself using the grid below :-

	This is just like me	This is a bit like me	This is nothing like me
I am careful with money			
I am a good saver			
I often end up owing money (debt)			
I tend to impulse buy			
I am good at budgeting			
If I can't afford something, I don't buy it			
I am not really sure where my money goes			

****Discuss your answers with your worker and see what changes you may need to make, to manage money better.***

Activity 3 - Budget Planner

Complete this budgeting plan with your worker, to look at money coming in and money coming out (each week), to see what have left over.

INCOMINGS:-

Wage/salary	
State Benefits	
Any other income?	

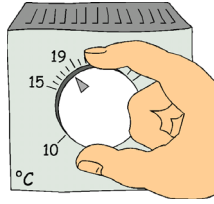
TOTAL INCOME PER WEEK =

OUTGOINGS:-

Rent/Service charge	
Food	
Loans/credit cards/ debt to family/friends	
Clothes	
Activities/fun/sports	
Other (cigarettes, toiletries, alcohol, recreational drugs etc)	

TOTAL OUTGOINGS PER WEEK =

Good Tips for Money-Saving...



Heating costs-

- **Wear a jumper!**
- **Keep doors and windows closed to retain heat**
- **Make sure radiators are bled**
- **Use a thick duvet during Winter months**



Water –

- **Have showers instead of baths to save water**
- **Only boil the water you need for your coffee/tea**
- **Recycle boiled water from the kettle to wash pots**



Electric -

- **Turn lights off when you aren't using them**
- **Turn TV and game consoles off when you go to bed**
- **Don't leave phones on charge during the night**
- **Ensure you have low watt bulbs in smaller areas**

Activity 4 - Utility Bills – Gas, Water and Electric

Once you have your own house you will also have to take into account money you need towards gas, water and electric.

Find out online, how much gas water and electric may cost you each month, based on an average 1-2 bedroom property:-



How much more will you have to earn each month to cover these costs?

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Other things to consider...



Gas and electric energy suppliers usually pay a visit to your home every so often to take meter readings, so it is important you know where the meters are in your house.

Sometimes meters can be located outside the property.

Some meters are paid meters. This means you will have to top up your electric and gas via a top-up payment card provided by your supplier. This can be done in local shops and is a good way of keeping track on your spending.

It is also important to locate your trip switch in your house within the electric box, so if you're electric goes off, you know how to reset it.

It is also important to find where your water stop tap is located, so in the event of a burst pipe, you can turn it off and isolate the flow of water.

Remember – Always check your gas cooker is switched off after use. If you smell gas you must report this immediately to the national emergency number 0800 111 999

Activity 5- Rent, Council Tax and Housing Benefit



When you get your own place you will be responsible for the rent of that property. Rent is one of the most important payments you will make and you need to make sure your payments are in on time to the landlord or council. If you are late with payments or miss some, you could be asked to leave the house (evicted). It is important you keep a written record of your payments, using a rent book for example.

Council Tax is a payment you have to make, to help fund services such as police, fire, refuse collection, schools, leisure centres, street cleaning, public transport etc.

If you have no income, or are on a low income you can claim Housing Benefit and Council Tax Benefit to help you.

Discuss with your worker:-

1) How would I apply for Housing Benefit and Council Tax and when could I apply?

2) Can you get a blank form to look at for applications for both Housing Benefit and Council Tax?

You will need to support your claim with 2 forms of ID (tick if you have them)

Birth certificate	
Passport	
Driving License	
Bank Statement	
Letter from solicitor, social worker or doctor	
Recent gas, electric, water bill	

You need proof of your National Insurance number (tick if you have them)

P45 or P60 (from an employer)	
Letter from HM Revenue and Customs	
National Insurance card	
Letter from Department of Work and Pensions (DWP) eg: JSA letter	

***NOTE: If there are other people moving in with you, you will also need to provide evidence for them too.**

You may also be asked for proof of these things. Make notes in the boxes of documents you could take:

Proof of rent	
Proof of savings	
Proof of earnings / income	

Why might your claim for Housing Benefit stop?

Where could you get advice if it does stop?

What should you do if your circumstances change? (e.g if someone moves in with you)

Unit 4- Being a good flatmate when sharing and things to consider if living alone

Activity 1-

What might annoy you about others, when sharing a home with them?

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What might you do to annoy them? (think of your habits, personality etc...)

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What things do you need to consider when sharing with others?

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What things may cause arguments when sharing?

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Activity 2- Living Alone:-

What are the advantages and disadvantages?

Advantages 😊	Disadvantages ☹️

What could you do if you start feeling lonely and isolated?

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What things would you need to consider when going on holiday and leaving your property empty for the week?

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Why is it important to tell your landlord or the council, if someone moves in with you for a while?

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Unit 5- Employment, Education and Training (EET)



1. What skills, experience and knowledge do you have (or may need to develop) that may benefit you in finding work or accessing a training course?

Skills	Knowledge	Experience

2. What would you like to do as a job/career? And what do you need to do to get on that path?

3. Where is your nearest training centre/college/provider?

4. How will you support yourself financially if you become a student? (explore student loans/grants, part time jobs...)

5. How would you apply for a job and what would you need to consider? (CV, applications etc..)

6. How can you prepare yourself for an interview for a job or training course?

7. What questions may the interviewer ask you?

8. What questions may you ask them to find out more about the job or course?

Unit 6- Prepare for Your Own Tenancy



When you get your own property, you will need to read, understand and sign a tenancy agreement. This is a legal contract between yourself (the tenant) and your landlord. The agreement contains terms and conditions of the tenancy, such as the length of the tenancy, the rent payable and what is and isn't allowed in your property e.g. pets. It will highlight what is expected of you, as a tenant in the property and will outline any behaviour or actions which could risk you losing your tenancy and being evicted.

Types of tenancy agreement:

Introductory tenancy

You will most likely be offered an Introductory Tenancy, normally lasting 12 months, to prove you are a good tenant and that you are a responsible tenant before the council offers you a secure tenancy. Your introductory tenancy can be ended easily if you break the tenancy conditions.

Starter tenancies – if you are a new housing association tenant

If you are a new housing association tenant you may be offered a starter tenancy – normally lasting 12 months. This is a ‘trial’ tenancy to prove that you are a responsible tenant before you are offered an assured tenancy.

Assured tenancies

Most housing association tenants who do not have starter tenancies have assured tenancies. If you are an assured tenant you have strong rights and can only be evicted in certain situations. You cannot be evicted unless your housing association gets permission from a court. Reasons you can be evicted include if you have failed to pay your rent or been involved in anti-social behaviour. If you have been involved in anti-social behaviour your tenancy can also be ‘demoted’ which means you have fewer rights and can be evicted more easily if you continue to misbehave.

Assured shorthold tenancies

Assured shorthold tenancies are usually for a set period of time (called a ‘fixed term’), like six or 12 months. Landlords may use this type of tenancy so it is easier to get the property back once the tenancy has ended.

Source- Trafford Council Indep. Living Skills Workbook

Activity One- Expectations of your landlord and their expectations of you



What expectations would you have of your landlord to make sure you were happy and safe where you live?

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What expectations might your landlord have of you, to ensure you are 'a good tenant'?

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How would you ensure you were considerate of your
neighbours?

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Activity 2 - Discussion Points – Discuss with your worker...

In a rented property....

- **What should you do if you want to redecorate your bedroom?**
- **What should you do if you notice the lock is broken on your door?**
- **What should you do if you slammed the door in a temper and have caused damage to it?**

- **What should you do before you agree to look after your mates dog whilst they're on holiday?**
- **What should you do if you notice a lot of damp is coming into the living room?**
- **What should you do about general maintenance such as changing light bulbs and fuses?**
- **What should you do if you smell gas or suspect a carbon monoxide leak?**

- **And why can carbon monoxide be very dangerous to your health?**
- **What should you do if your sink becomes blocked? How could you prevent this from happening?**
- **What should you do if your toilet becomes blocked? And how could you prevent this from happening?**

- **What should you do if you get an infestation of mice or rats?**
- **Why is it important to remember refuse collection days and making sure your bin is out on time?**
- **What should you do if you've missed a bin collection?**
- **What can you do if you have a large object that you want rid of e.g. a mattress or a broken fridge?**

What factors could risk you losing your tenancy?

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What do I do if I lose my tenancy? And where can I get advice?

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Unit 5- Finding a Property



There are different types of housing you can look for, when finding your own property:-

Social Housing –

Social Housing is often the cheapest form of renting. The properties are owned by local councils or Registered Social Landlords.

To apply for Social Housing you would attend your local council and fill in a Housing Application Form.

With your worker, find your local housing office.

My local housing office is:	Their phone number:-	Website/email:-

With Social Housing, you will need to bid for properties through their website.

Housing Associations-

Although Housing Associations are separate from councils, they usually work closely with them to source affordable accommodation for local people. They are aimed towards people on a low income.

You can apply through your local council or you can access more information at:

<https://www.gov.uk/housing-association-homes/apply-for-a-home>

Discuss with your worker the pros and cons of Social Housing:-

PROS	CONS

Private Accommodation –

Renting from a private landlord can give you more flexibility about where you live, but it tends to be more expensive than Social Housing. If you are on a low income, you will be able to apply for Housing Benefit.

If you rent from a private landlord you often need to provide a deposit – this is usually equivalent to a month's rent. You will need to make sure you have some savings before agreeing to private-rent to cover these costs. Some landlords can be quite flexible so it's worth talking to them beforehand.

Discuss with your worker the pros and cons of private renting:

PROS	CONS

Unit 6 - Looking After Yourself and Getting the

Support You Need

Discuss with your worker, which agency may be able to help you with the following:

If you need debt and financial advice	
If you're feeling low	
If you need support with drugs or alcohol issues	
If you are at risk of losing your tenancy	
If you feel unwell	
If you are experiencing anti-social behaviour from a neighbour and feel at risk	
If you feel frightened of your boyfriend or girlfriend	
If you lose your key and get locked out of your property	

Why is it important that you engage with your support workers?

Living alone can be lonely at times. Who could you talk to if you feel lonely?

Why is it important your make sure you are registered with a local GP and dentist?

Why is it important to keep your doors locked?



Dangers Around The Home



Identify potential dangers relating to...

- 1) Leaving electrical chargers and equipment plugged in overnight**
- 2) Charging your phone on your bedding whilst asleep**
- 3) Using electrical equipment near water e.g using your phone in the bath, whilst it is charging**

4) Overloading plug sockets e.g. with too many adapters

5) Covering electric heaters with clothing

6) Placing clothes in front of a fire, to dry them

7) Leaving hair straighteners or tongs plugged in whilst you take a phone call in the other room

8) Smashing a glass and leaving the shards on the floor

In the Event of a Fire...

- Use fire extinguishers when safe to do so and in the first stages of a fire**
- Make sure you understand the evacuation procedures for your property and where you need to assemble**
- Know your escape routes to ensure a swift exit**
- Make sure you get out quickly and safely – leave your belongings behind**
- If you notice a fire in your building e.g. if you're in a block of flats, make sure you follow the procedures of alerting others via fire alarms and contacting emergency services promptly**

DO NOT WASTE TIME WHEN DEALING WITH FIRES!

What have I learnt from completing this booklet?

Outcome	I agree	I disagree	I am unsure
I am able to prepare basic healthy meals			
I have a good understanding of food hygiene and can identify dangers in the kitchen			
I can identify what housework tasks need doing, what I need to complete the task and how often it needs doing			
I have ideas of how I can confront an issue with a housemate			
I am able to budget my money better			

I can identify what I spend my money on and how I could save some			
I understand about utility bills and can identify different options to pay for gas and electric			
I understand about gas and electric meters and where to find them			
I know what to do if I have an emergency situation with my gas or electric			
I know how to apply for benefits and where to go			
I understand what a tenancy agreement is			

I know how to be a good tenant			
I know where to get help for different issues and problems			
I can identify potential dangers within the home and know how to avoid these from happening			
I understand about different types of housing and how to access these			
I feel I have gained skills that will help me manage my own tenancy			

Anything else I need to know?? Discuss these with your worker.

Useful Contacts

- **Emergency Gas Service- 0800 111 999**
- **Emergency Electric Service- call 105 from a landline**
- **Benefits Helpline DWP – 0800 055 6688**
- **Citizen's Advice – 03444 111 444**
- **Job Centre Plus National Line- 0800 0234 888**
- **Fire Service (Free fire checks) – 01246 223 500**
- **The Samaritans- 116 123**
- **Derbyshire Police -101**
- **NHS Helpline – 111**
- **Derbyshire Law Centre – 01246 550 674**