



Living Independently

Short Course

Student name:

Centre name:

With thanks to the organisations involved in the development and pilot of this course:



Bristol City Council:
www.bristol.gov.uk



North Somerset Council:
www.n-somerset.gov.uk



The Boulevard Centre, Hull:
theboulevardcentre.org.uk

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Living Independently Short Course

Contents

Introduction	2
Achieving Your Short Course	3-4
Record of Progress	5
Recording Your Skills	6
Module 1 Earning and Spending Money	7
Section A Challenges	8-10
Section B Challenges	11-12
Module 2 Keeping Track of your Money	13
Section A Challenges	14-16
Section B Challenges	17-18
Module 3 Making Financial Choices	19
Section A Challenges	20-22
Section B Challenges	23-24
Module 4 A Place of your Own	25
Section A Challenges	26-28
Section B Challenges	29-30
Module 5 Health and Wellbeing	31
Section A Challenges	32-34
Section B Challenges	35-36
Module 6 Cooking on a Budget	37
Section A Challenges	38-40
Section B Challenges	41-42
Module 7 Practical Cooking Skills	43
Section A Challenges	44
Section B Challenges	45
Module 8 Career Management	47
Section A Challenges	48-50
Section B Challenges	51-52
Module 9 Preparing for the World of Work	53
Section A Challenges	54-56
Section B Challenges	57
Recording Documents	59-66
Adding Value	67
Space for Notes	68
Summary of Achievement	Yellow centre pages



Achieving your Short Course

How long will the Short Course take?	Hours	Credits
You have the option of accrediting up to 60 hours of independent living activities. For every 10 hours, you are awarded one credit, for example:	10	1
	30	3
	60	6

These credits can contribute towards other programmes and qualifications.

The **Living Independently Short Course** can lead to:

ASDAN Personal Development Programmes
(Bronze, Silver, Gold or Universities)

ASDAN Qualifications (Levels 1 and 2)

AoPE (Award of Personal Effectiveness) Levels 1 and 2

CoPE (Certificate of Personal Effectiveness) Levels 1 and 2

and could eventually lead on to:

ASDAN Qualifications (Level 3)

CoPE (Certificate of Personal Effectiveness) Level 3

What must I do?

Read through these introductory pages carefully.

Look at the modules and challenges and decide which challenges you wish to complete – your tutor will be able to help you decide.

Create an evidence portfolio to safely store all the material you'll need to have in place before your tutor can claim your Short Course certificate.

Plan, organise and carry out your chosen challenges, collecting evidence as you go and storing it safely in your evidence portfolio.

Before asking a supporting adult to check your work and claim your certificate make sure your portfolio contains the following:

1. A student book
2. A completed Record of Progress (page 5)
3. Evidence for each challenge completed
4. The correct number of Short Course Skills Sheets (see pages 59-66)
5. A completed Summary of Achievement (yellow centre pages)
6. A completed Personal Statement (yellow centre pages)

What will I need?

- Your own copy of this Short Course book
- A portfolio (file or folder), into which you will put your evidence

Information for tutors

To download A Quick Guide to Short Courses, go to:
members.asdan.org.uk/my-courses/short-courses

This contains step-by-step guidance for delivering any Short Course, from registering with ASDAN to certification.



Recording Your Skills

Recording your skills

Next to each challenge is a set of tick boxes where you can record the skills you have been developing during the activity.

These help you link your achievements to the national standards for these skills.

Living Independently activities provide an excellent opportunity to develop the skills of:

- Learning
- Teamwork
- Coping with Problems
- Use of IT
- Use of English
- Use of Maths

The importance of Key/Core Skills

These are an everyday part of adult and working life. You need to be able to make yourself understood when speaking and writing, planning your own learning, working with others, carrying out basic calculations and using information technology.

Every job needs some or all of these skills and they are just as useful in Further and Higher Education.

Learning

This skill is about how you manage your personal learning and development. It is about planning and working towards targets to improve your performance and reviewing your progress.

Teamwork

This skill is about how you work with others when planning and carrying out activities to get things done and achieving shared objectives. This will involve working with a group of people.

Coping with Problems

This skill is about recognising problems and doing something about them. It is about using different methods to find a solution and checking to see if they work.



Use of IT

This skill is about being able to make the best use of computers and other items such as printers, scanners and digital cameras. Being familiar with how to use this equipment is vitally important, not only in the workplace but also in the home.

Use of English

This skill is not only about how you talk to people but also about the ways you find out information and let other people know about your views and opinions. It also includes all aspects of writing and reading.

Use of Maths

This skill is about your ability to use numbers. If, for example, you've measured or calculated something you will have used numeracy skills. Being able to use numbers is a skill highly valued by employers; many of the challenges in this Short Course will give you opportunity to practise your numeracy skills.



Module 1

Earning and Spending Money



Module 1

Earning and Spending Money

Section A: Complete at least FOUR challenges over 10 hours (1 credit)

1 Create a group display to show what you know about where people get money from and how they spend it.

With your group, you should identify:

- how people get money
- what people spend their money on
- how people of your age get money
- what people of your age spend money on

- Skills I used:**
- Learning
 - Teamwork
 - Coping with Problems
 - Use of IT
 - Use of English
 - Use of Maths

2 People doing paid work can be self-employed or receive an hourly rate, a weekly wage or a monthly salary from an employer.

Investigate and explain the meanings of the following terms:

- National Minimum Wage
- deductions from wages
- gross pay
- basic pay
- net pay
- salary

Look at job advertisements in local and national newspapers, and on the Internet. Compare salaries for different jobs. In groups, discuss why you think these salaries vary, depending on the jobs they are for.

- Skills I used:**
- Learning
 - Teamwork
 - Coping with Problems
 - Use of IT
 - Use of English
 - Use of Maths

3 People without a job, or on a low income, may be entitled to benefits. Use the Internet to research the following benefits:

- Jobseekers' Allowance (JSA)
- Personal Independence Payment (PIP)
- Employment and Support Allowance
- Child Tax Credit
- Working Tax Credit
- Housing Benefit
- Universal Credit

Choose **two**, and create an information leaflet about them.

- Skills I used:**
- Learning
 - Teamwork
 - Coping with Problems
 - Use of IT
 - Use of English
 - Use of Maths



Module 3

Making Financial Choices

Module 3

Making Financial Choices

7 Produce your own comparison table of mobile phone contracts. It should show the brand, model, minute, text and data allowance, special phone features, one-off handset cost (if required), monthly cost and any special offers or gifts associated with it.

Identify the best package for your own situation and state why this would be the best deal for you.

- Skills I used:**
- Learning
 - Teamwork
 - Coping with Problems
 - Use of IT
 - Use of English
 - Use of Maths

8 Other agreed challenge:

- Skills I used:**
- Learning
 - Teamwork
 - Coping with Problems
 - Use of IT
 - Use of English
 - Use of Maths

Sample



Module 9

Preparing for the World of Work



Module 9

Preparing for the World of Work

Section B: Complete a period of work experience or a work placement over 10 hours (1 credit), 20 hours (2 credits) or 30 hours (3 credits).

- 1** Undertake a period of work experience or a work placement.
- a. Keep a diary, log, blog or journal of your experiences throughout the period of work. Include your thoughts on the following:
- the induction programme (e.g. how it was organised, what you learnt)
 - the responsibilities you were given and whether they were what you expected
 - the relationship you had with other members of staff and how you were treated
 - the transferable skills you have developed and how these could be applied in other settings
 - targets you set with the employer and how you were supported in meeting them
 - the advantages and disadvantages of this type of occupation
- b. Review and evaluate your work placement and consider how it will influence your future career choices.

- Skills I used:**
- Learning
 - Teamwork
 - Coping with Problems
 - Use of IT
 - Use of English
 - Use of Maths

Adding Value

Your Living Independently Short Course is recognised with an ASDAN certificate, and has a credit rating to reflect the time you have spent on Living Independently activities. This course can also be linked to other programmes and qualifications, which add value and give you further options for continuing to develop your skills and experience.



★ If you are aiming to achieve any of these qualification outcomes you should seek advice from ASDAN before starting your Living Independently Short Course.

Sample



LIVSWB/1

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