# Independence skills checklist

## Sleeping

| **Activity** | **Not started** | **Practicing** | **Got it** |
| --- | --- | --- | --- |
| Goes to bed at appropriate time |  |  |  |
| Knows when they need sleep and where to go to sleep |  |  |  |
| Changes clothes to go to bed |  |  |  |
| Wears appropriate bedtime clothing for time of year |  |  |  |
| Wakes self up in the morning |  |  |  |
| Sets and uses an alarm clock |  |  |  |
| Monitors sleep environment and removes distractions |  |  |  |

## Organisation

| **Activity** | **Not started** | **Practicing** | **Got it** |
| --- | --- | --- | --- |
| Leaves early to ensure prompt arrival |  |  |  |
| Uses a daily / weekly calendar system |  |  |  |
| Uses phone alarm or other technology as a reminder system |  |  |  |
| Designs and maintains a daily / weekly / monthly cleaning routine |  |  |  |
| Maintains an annual household appliance servicing routine |  |  |  |
| Uses lists / charts to follow: |  |  |  |
| Personal hygiene |  |  |  |
| Morning routine |  |  |  |
| Afternoon routine |  |  |  |
| Evening routine |  |  |  |
| Housecleaning chores – daily /weekly |  |  |  |
| Making a shopping list for food / cleaning / household products |  |  |  |

## Safety

| **Activity** | **Not started** | **Practicing** | **Got it** |
| --- | --- | --- | --- |
| Knows how to exit home in the event of an emergency |  |  |  |
| Knows when and how to make call to emergency services |  |  |  |
| Uses a cash machine in safe and well-lit areas |  |  |  |
| Ensures all windows and doors are secured and locked before going out |  |  |  |
| Does not allow strangers inside their home |  |  |  |
| When walking alone avoids using mobile phone or listening to music to stay alert |  |  |  |
| Turns off cooker after use |  |  |  |
| Can apply basic first aid skills or knows when to seek help |  |  |  |

## Meal planning

| **Activity** | **Not started** | **Practicing** | **Got it** |
| --- | --- | --- | --- |
| Can prepare 3 different breakfast, lunch and dinner meals for themselves |  |  |  |
| Thaws frozen food in time for meal preparation |  |  |  |
| Can follow a recipe |  |  |  |
| Safely handles knives and other kitchen utensils |  |  |  |
| Can follow a recipe |  |  |  |
| Can use a chopping board in meal preparation |  |  |  |
| Is familiar with safe handling practices and risk of cross contamination |  |  |  |
| Washes fruits and vegetables before eating them |  |  |  |
| Washes hands before meal preparation |  |  |  |
| Takes note of food expiry dates |  |  |  |
| Can preheat an oven and use oven gloves for safe handling |  |  |  |
| Is familiar with the food types that need to be kept in the fridge and freezer |  |  |  |

## Kitchen clean up

| **Activity** | **Not started** | **Practicing** | **Got it** |
| --- | --- | --- | --- |
| Cleans food preparation area and dining area after eating |  |  |  |
| Scrapes, rinses, and places dirty dishes in sink and / or dishwasher after eating |  |  |  |
| Can wash up using hot water and detergent in a sink |  |  |  |
| Can load and follow steps to use a dishwasher |  |  |  |
| Can put away clean dishes, pots, plans, utensils and cutlery |  |  |  |
| Stores food in covered, sealed containers |  |  |  |

## Personal hygiene and health

|  |  |  |  |
| --- | --- | --- | --- |
| **Activity** | **Not started** | **Practicing** | **Got it** |
| Brushes teeth at least twice daily |  |  |  |
| Flosses teeth on a regular basis |  |  |  |
| Washes face at least once daily |  |  |  |
| Showers daily using soap and shampoo |  |  |  |
| Maintains appropriate nail length and keeps nails clean |  |  |  |
| Shampoos hair at least twice a week |  |  |  |
| Gentlemen shave facial hair or keep it trimmed and tidy |  |  |  |
| Combs hair and knows when to get a haircut |  |  |  |
| Uses deodorant daily |  |  |  |
| Ladies understand their menstrual cycle and how to use sanitary products |  |  |  |
| Ladies know how to manage period pain |  |  |  |
| Uses system to organise and take any medication |  |  |  |
| Knows how to order and collect prescription medication |  |  |  |
| Knows height, weight and date of birth |  |  |  |
| Uses correct words to discuss with health professional’s illness such as headache, sore throat etc. |  |  |  |
| Knows how to contact and make an appointment with health professional’s (GPs, Dentist, Optician, Hospital) |  |  |  |
| Has a basic understanding of common ailments such as colds or flu etc. |  |  |  |
| Can read a thermometer |  |  |  |
| Knows how to deal with a headache or toothache |  |  |  |

## Household upkeep

| **Activity** | **Not started** | **Practicing** | **Got it** |
| --- | --- | --- | --- |
| Makes bed daily |  |  |  |
| Changes bed linen regularly |  |  |  |
| Checks that all lights and appliances are off before leaving the home or going to bed |  |  |  |
| Can locate fuse box in the home |  |  |  |
| Can reset the heating thermostat before leaving for energy conservation |  |  |  |
| Sets the heating thermostat at an appropriate level when at home or going to bed |  |  |  |
| Knows where and how to use the main water stopcock if there is a water leak |  |  |  |
| Takes rubbish out as needed |  |  |  |
| Replaces rubbish bin liners as needed |  |  |  |
| Recycles aluminium, plastic and paper appropriately |  |  |  |
| Knows when and which rubbish / recycling bins will be collected |  |  |  |
| Follows cleaning schedules |  |  |  |
| Disinfects countertop, stovetop, light switches, drawer and door handles |  |  |  |
| Sweeps and mops floors |  |  |  |
| Wrings out dish cloths and sponges and knows when to replace them with new ones |  |  |  |
| Regularly washes used tea towels and replaces them with clean ones |  |  |  |
| Cleans bath / shower to prevent soap scum and mildew |  |  |  |
| Gentlemen lift toilet seats when peeing and put it back down when finished |  |  |  |
| Uses disinfectant wipes to wipe down surfaces |  |  |  |
| Knows how to use toilet brush |  |  |  |
| Can change light bulbs, batteries etc. |  |  |  |

## Laundry

|  |  |  |  |
| --- | --- | --- | --- |
| **Activity** | **Not started** | **Practicing** | **Got it** |
| Operates washer and dryer |  |  |  |
| Sorts dirty laundry by colour |  |  |  |
| Washes clothes weekly |  |  |  |
| Selects proper water temperature for different fabrics |  |  |  |
| Selects appropriate drying cycle |  |  |  |
| Knows how to hang clothes out to dry |  |  |  |
| Folds laundry and puts it away in the correct place promptly |  |  |  |
| Irons clothes as needed, using the correct heat setting |  |  |  |
| Can sew on a button |  |  |  |
| Can turn up trousers / skirt |  |  |  |

## Finance

|  |  |  |  |
| --- | --- | --- | --- |
| **Activity** | **Not started** | **Practicing** | **Got it** |
| Understands the concept of a household budget |  |  |  |
| Pays bills by mail, online or in person |  |  |  |
| Logs funds in current account / savings account |  |  |  |
| Knows how to check account balance |  |  |  |
| Understands the difference between credit and debit |  |  |  |
| When writing cheques, notes each one in a log |  |  |  |
| Uses calculator to check account balance |  |  |  |
| Checks bank statements against cheque log |  |  |  |
| Can use a debit card to pay for items or to withdraw cash |  |  |  |
| Knows National Insurance number and when to use it |  |  |  |

## Using community services

| **Activity** | **Not started** | **Practicing** | **Got it** |
| --- | --- | --- | --- |
| Knows public transport fare and takes enough change to pay fares when travelling |  |  |  |
| Knows how to plan a route |  |  |  |
| Knows how to check the number of trips left on travel card |  |  |  |
| Knows how to use a disabled person’s bus pass / railcard |  |  |  |
| Knows location of transport stops and the journey from this stop to the destination |  |  |  |
| Arrives at stop 10 minutes prior to scheduled bus / train / coach arrival time |  |  |  |
| Knows where to change bus / train / coach if needed on a journey |  |  |  |
| Can use public services such as library, post office and bank |  |  |  |
| Knows about stranger danger and who to talk to if help is needed |  |  |  |
| Knows how to access polling stations and vote |  |  |  |

## Communication skills

|  |  |  |  |
| --- | --- | --- | --- |
| **Activity** | **Not started** | **Practicing** | **Got it** |
| Introduces themselves to others |  |  |  |
| Can start a conversation |  |  |  |
| Can use an appropriate greeting |  |  |  |
| Has an open and friendly posture |  |  |  |
| Listens and waits for their turn to speak |  |  |  |
| Can interrupt when necessary |  |  |  |
| Can join in a group conversation |  |  |  |
| Can make a workable plan to do a leisure activity |  |  |  |
| Can keep a record of planned and desired events |  |  |  |
| Uses an appropriate voice level and tone for the conversation |  |  |  |
| Can end a conversation appropriately |  |  |  |

## Having a say

|  |  |  |  |
| --- | --- | --- | --- |
| **Activity** | **Not started** | **Practicing** | **Got it** |
| Can articulate the basic facts about their learning disability or difficulties |  |  |  |
| Understands the importance of having a say about the things that affect them |  |  |  |
| Understands their rights and responsibilities for having accommodation |  |  |  |
| Understands when it is okay to disclose information |  |  |  |
| Can leave appropriate voice messages |  |  |  |
| Can write / dictate and send emails |  |  |  |

Modified from a checklist from College Living Experience [www.experiencecle.com](http://www.experiencecle.com)