



# Living Independently

Activity ideas and resources to  
develop independent living skills  
with learners aged 14+



Find out more ► [asdan.org.uk](https://www.asdan.org.uk)

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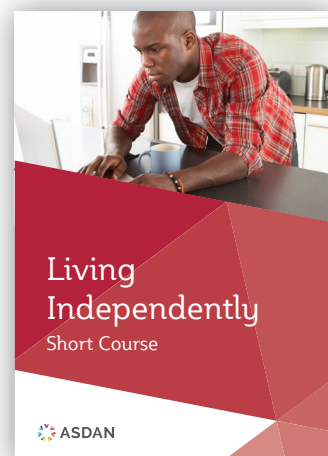
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## Links to ASDAN courses

The activities in this resource have been taken from ASDAN's Living Independently Short Course. This course develops personal, social, work-related and independent living skills through activity-based challenges.

It is best suited to learners aged 14+ who are preparing to live independently (eg leaving care, moving away to university), however they can be adapted to suit different ages and abilities.

Find out more about ASDAN courses at: [asdan.org.uk/courses](https://asdan.org.uk/courses)



# About this resource



## Activity ideas

This free resource booklet includes activity ideas from ASDAN's Living Independently Short Course. This Short Course covers all aspects of independent living – from personal finance, healthy living and kitchen skills, to careers, tenancy and home management.

There are six activity ideas in this resource pack, covering the following themes:

- becoming a tenant
- mental health and wellbeing
- healthy eating and budgeting
- interview techniques
- earning money
- work experience

## Resource templates

This resource pack includes eight recording templates. These worksheet-style templates can be used to support the activities.

## Planning and reviewing

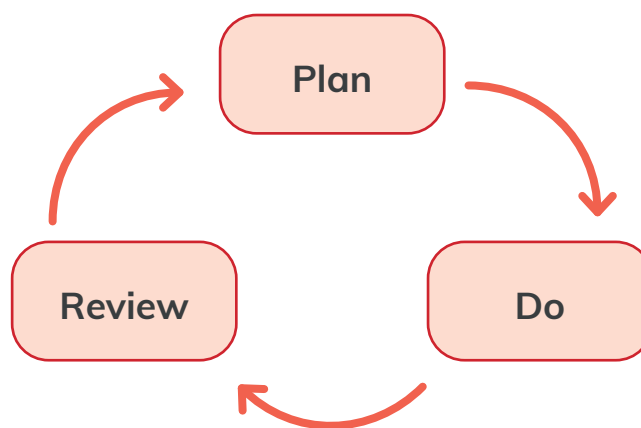
The activities in this book provide excellent opportunities to practise planning and reviewing learning. The process of plan, do, review is a core part of ASDAN's Short Courses. It involves planning how you will approach a challenge, carrying out the activity and reflecting on what went well and what you could improve on next time.

Use the **challenge plan** on page 12 to prepare for any of the activities and set targets for your learning. Complete the **challenge review** on page 13 afterwards to reflect on what you have learned.

Ref.	Employee Name	Process Date	N.I. Number
388	John Doe	27/04/2022	N998877B

Payment	Units	Rate	Amount	Deduction	Amount
Salary	1.00	3481.17	3481.17	* PAYE Tax	503.20
Commission	1.00	83.33	83.33	* National Insurance	301.98
				* Pension contributions	85.50
				* Student Loan	169.00

John Doe	Time Period	Year to date
1 Oak Road London E1 2AB	Total Gross Pay Gross for Tax Earnings for NI	Total Gross Pay TD Gross for Tax TD Tax Paid TD
	3564.50 3564.50 3564.50	3564.50 3564.50 503.20
	Payment Period Employer NI Ee Pension	Earnings for NI TD National Insurance TD Ee Pension TD
	Monthly 387.35 213.87	3564.50 301.98 85.55



# Living independently activity ideas

## Different types of landlord

Find out about the three different types of landlords:

- private landlord
- registered social landlord
- council landlord

Produce a table that shows each of the landlords and where you can find information about them (eg leaflets, online, newspapers).

**i Challenge: Living Independently Short Course 4A2**

### ✓ ASDAN skills I used

- Ability to learn
- Teamwork
- Problem solving
- IT skills
- Literacy
- Numeracy

## Ways to combat stress

Some life events can be fantastic and some life events can be stressful and affect our emotional wellbeing in a negative way.

List three things that make you feel stressed (eg exams, meetings, relationships) and identify ways that you could reduce this stress.

**i Challenge: Living Independently Short Course 5A7**

### ✓ ASDAN skills I used

- Ability to learn
- Teamwork
- Problem solving
- IT skills
- Literacy
- Numeracy

## Meal planning

Create a balanced and varied two-week meal planner for a single person with a budget of £5 per day. The choice of meals should include the recommended daily nutritional requirements.

Cook and present a sample of dishes from your menu.

**i Challenge: Living Independently Short Course 6B1**

### ✓ ASDAN skills I used

- Ability to learn
- Teamwork
- Problem solving
- IT skills
- Literacy
- Numeracy

# Living independently activity ideas



## Top 10 interview tips

Invite an employer to talk to your group about preparing for and taking part in job interviews. Ask them to help you create a 'Top 10' list of useful interview tips.

**i Challenge: Living Independently Short Course 8A5**

### ✓ ASDAN skills I used

- Ability to learn
- Teamwork
- Problem solving
- IT skills
- Literacy
- Numeracy

## Understanding pay slips

Show that you understand how a wage slip is presented. Identify the different types of deductions and allowances, and describe what they are used for.

**i Challenge: Living Independently Short Course 8A9**

### ✓ ASDAN skills I used

- Ability to learn
- Teamwork
- Problem solving
- IT skills
- Literacy
- Numeracy

## The benefits of work experience

Discuss with others the benefits of work experience. You could consider how it:

- is different from a part-time job
- helps to develop employability skills
- can help you with decisions about your career ambitions

**i Challenge: Living Independently Short Course 9A1**

### ✓ ASDAN skills I used

- Ability to learn
- Teamwork
- Problem solving
- IT skills
- Literacy
- Numeracy



# Different types of landlord

ASDAN challenge: Living Independently Short Course 4A2

	Private landlord	Registered social landlord	Council landlord
Key points:			
Advantages of renting from this type of landlord:			
Disadvantages of renting from this type of landlord:			
Where you can find more information on properties let by this type of landlord:			



# Ways to combat stress

🔗 ASDAN challenge: Living Independently Short Course 5A7

☹️ Thing that makes me feel stressed

✦ Ways that I can manage and reduce this stress:

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☹️ Thing that makes me feel stressed

✦ Ways that I can manage and reduce this stress:

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☹️ Thing that makes me feel stressed

✦ Ways that I can manage and reduce this stress:

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# Weekly meal planner template



ASDAN challenge: Living Independently Short Course 6B1

Monday	Breakfast:	Drinks and snacks:
	Lunch:	
	Dinner:	
Tuesday	Breakfast:	Drinks and snacks:
	Lunch:	
	Dinner:	
Wednesday	Breakfast:	Drinks and snacks:
	Lunch:	
	Dinner:	
Thursday	Breakfast:	Drinks and snacks:
	Lunch:	
	Dinner:	
Friday	Breakfast:	Drinks and snacks:
	Lunch:	
	Dinner:	
Saturday	Breakfast:	Drinks and snacks:
	Lunch:	
	Dinner:	
Sunday	Breakfast:	Drinks and snacks:
	Lunch:	
	Dinner:	







# Top 10 useful interview tips

🔗 ASDAN challenge: Living Independently Short Course 8A5



💡 Tip 1

💡 Tip 2

💡 Tip 3

💡 Tip 4

💡 Tip 5

💡 Tip 6

💡 Tip 7

💡 Tip 8

💡 Tip 9

💡 Tip 10





# Understanding pay slips

ASDAN challenge: Living Independently Short Course 8A5

Ref.	Employee Name	Process Date	N.I. Number
209	Aisha Lee ❶	27/04/2022	NI112233A ❷

Payment	Units ❸	Rate ❹	Amount	Deduction ❺	Amount
Hourly rate	12.00	10.00	120.00	PAYE Tax	40.00
Overtime	4.00	20.00	80.00	National Insurance	24.00
				Pension	6.00

<b>Aisha Lee</b> 10 Beech St Bristol BS1 2AB	<b>Time Period</b>		<b>Year to date ❻</b>	
	Total Gross Pay	200.00	Total Gross Pay TD	200.00
	Gross for Tax	200.00	Gross for Tax TD	200.00
	Earnings for NI	200.00	Tax Paid TD	40.00
	Payment Period ❼	Monthly	Earnings for NI TD	200.00
	Employer NI	29.53	National Insurance TD	24.00
	Er Pension	10.00	Ee Pension TD	6.00

Tax Code: BR ❸	Dept: 1	Tax Period: 1	Payment: BACS	<b>Net Pay ❹</b>	<b>£130.00</b>
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Match the numbers ❶ to ❹ on the example pay slip to the key information it shows:

Number of hours worked
Amount paid to the employee
Employee name
Tax code
Deductions in income tax, National insurance and pension contributions
Hourly rate of pay
How often the employee is paid
Employee National Insurance number
Summary of payments and deductions for the year to date



# Understanding pay slips

ASDAN challenge: Living Independently Short Course 8A5

Ref.	Employee Name	Process Date	N.I. Number
388	John Doe	27/04/2022	NI998877B

Payment	Units	Rate	Amount	Deduction	Amount
Salary	1.00	3481.17	3481.17	* PAYE Tax	503.20
Commission	1.00	83.33	83.33	* National Insurance	301.98
				* Pension contributions	85.55
				* Student Loan	169.00

John Doe	Time Period	Year to date
1 Oak Road London E1 2AB	Total Gross Pay	Total Gross Pay TD
	Gross for Tax	Gross for Tax TD
	Earnings for NI	Tax Paid TD
	Payment Period	Earnings for NI TD
	Employer NI	National Insurance TD
	Er Pension	Ee Pension TD

* Tax Code: 1257L Dept: 1 Tax Period: 1 Payment: * BACS	<b>Net Pay 2504.77</b>
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Draw arrows to match the key terms \* on the example pay slip to their definition:


<b>PAYE 'pay as you earn' Income Tax</b>
<b>National Insurance</b>
<b>Pension contributions</b>
<b>Student loan</b>
<b>Tax code</b>
<b>BACS</b>

Money collected from your wages to pay back tuition fee loans and student maintenance loans.
Made up of several numbers and a letter that tells your employer how much tax free income you get each year.
An electronic system used to make payments directly into a bank account.
Money collected from your wages on behalf of the government to help provide funding for public services.
A tax on earnings that build your entitlement to certain benefits, like the state pension and maternity/paternity allowance.
Payments taken from your salary as part of a workplace pension scheme.



# Benefits of work experience


ASDAN challenge: Living Independently Short Course 9A1

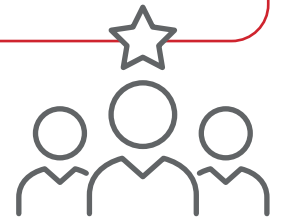
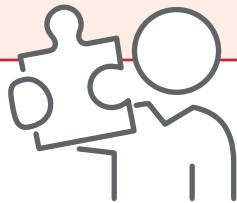
 How does it help to develop employability skills?

 How is it different from a part-time job?

**The benefits of work experience**

 How can it help you with decisions about your career ambitions?

 What other benefits are there?





# Challenge plan

ASDAN challenge link:

Description of the activity that will help me develop my skills

Skills I plan to use

- Ability to learn
- Teamwork
- Problem solving
- IT skills
- Literacy
- Numeracy

How I plan to do it

What I will need

Who else is involved

When it will be done by

Where it will be done

I confirm that I have planned what I need to do and have agreed it with my tutor.

Student:

Tutor:

Date:



# Challenge review

ASDAN challenge link:

What I did

✓ Skills I used

- Ability to learn
- Teamwork
- Problem solving
- IT skills
- Literacy
- Numeracy

What went well

What could have gone better

Changes I made to my plan

Who helped

Evidence I have for my portfolio

I confirm that the information above is correct and has been agreed with my tutor.

Student:

Tutor:

Date:



**ASDAN**

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