**Toolkit Index**

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| **TOOL** | **BRIEF DESCRIPTION** |
| Introduction Folder | |
| Introduction | Toolkit layout explanation and project model diagram. |
| Real Opportunities Staff Roles | Explanation of staff roles – toolkit folders were developed based on staff roles. |
| Administration Folder | |
| Referral Form | Form to make a referral to the project |
| Referral Process | Explains referral process. |
| Participant Questionnaire | Filled out with young person on initial visit to get to know them. |
| Participant Questionnaire – Not Applicable | To record when a Participant Questionnaire is not completed. |
| Parental Questionnaire | For parents to provide information about their dependent upon referral |
| Parent Enrolment Form – Training | Record parent information when attending training |
| Setting Up Participant Files | Explanation on how to put together a participant file |
| Change of Circumstances Form | To record a change in personal details |
| Steps to Success | Planning tool for identifying how to achieve goals. Used at the start of all new activities. |
| Intra-Team Referral | Form for making an intra-team referral |
| Intra-Team Referral Process | Explains the process for making an intra-team referral |
| Contact Sheet | To record contact time with young person |
| Visit/Activity Report | To record outcomes of an activity – what went well, what are the next steps etc. |
| Achievement of a Positive Outcome Instructions | Explanation on how to complete the form. |
| Achievement of a Positive Outcome | Use to record information about support package - Why the participant needed support, what support was given and what was the result. |
| Exit form | Record reason for exit, history of support received, qualifications gained. |
| Peer Mentoring Folder | |
| Peer Mentoring 1 to 1 Agreement | Sets expectations between mentor and mentee |
| Peer Mentoring Leaflet | Information leaflet for Peer Mentors |
| Peer Mentoring Enrolment Form | Admin document to recruit and enrol Peer Mentors |
| Peer Mentoring Quick Reference Information Card | Reference resource for Peer Mentors on residential |
| Peer Mentoring Evaluation Form | Self-evaluation tool for Peer Mentors |
| Peer Mentoring Group Agreement | For groups to sign and agree expectations |
| Peer Mentoring Action Plan | Tools for peer mentors to plan sessions |
| Peer Mentoring Personal Safety Tips | Reference resource for peer mentors |
| Peer Mentor's Supervisor Information Sheet | Peer Mentors can use this to record their supervisors contact details when out on activities. |
| Peer Mentoring Hierarchy of Prompt Booklet | Guide to give mentors about use of prompts |
| Mentoring Skills Journal | Reflective journal for peer mentors |
| RESPECT Disability Awareness Youth Training | Accredited Workbook |
| Independent Living Skills Folder | |
| Agored Cymru - Introduction to Using a Bus | Accredited Workbook |
| Agored Cymru - Introduction to Road Safety | Accredited Workbook |
| Agored Cymru - Personal Hygiene | Accredited Workbook |
| Orange Wallet Scheme | External Scheme - Information |
| Travel Training Crib Cards | Resource to give to young people when travelling independently |
| Agored Cymru - Safety with Strangers | Accredited Workbook |
| Person Centred Planning Folder | |
| What is PCP? | Explanation about Person Centred Planning and Thinking |
| Dream Catcher | Fun way to record and explore hopes and dreams |
| Life Box | Particularly useful for PMLD, contains objects that represents a young person |
| Relationship Circles | Tool to explore and record important people and gaps in relationships |
| MAPs | Visual tool to record and gather information about past, present and future |
| PATH | Visual tool to plan towards a specific goal |
| Agored Cymru - PCP | Accredited Workbook |
| Supported Employment Folder | |
| Supported Employment Work Experience Tips for Employers | Explains what work experience is, benefits of it and support available and includes top tips |
| Supported Employment Vocational Profile | Tool for young people to use to take to employer about their likes, dislikes and support needs in a work environment. |
| Participant Information - Parents Form | Gather information about work experience participant from parents |
| Participant Placement Starter Pack | Participant and coach/employer works through this booklet when on work experience |
| Vocational Assessment - Participant Profiling | Records and explored participant abilities |
| Supported Employment Enrolment Form | For person referring participant for employment support |
| Work Experience Induction Booklet | Example of an induction booklet supplied by employer |
| Work Experience Guide for Staff and Risk Assessment | Risk Assessment and Do’s and Don’ts when supervising work experience participant |
| Psychology Support Folder | |
| Agored Cymru - Understanding Sex and Relationships | Accredited Workbook |
| Agored Cymru - Tackling Bullying | Accredited Workbook |
| Agored Cymru - Confidence Building | Accredited Workbook |
| Agored Cymru - Anger Management | Accredited Workbook |
| Agored Cymru - Friends | Accredited Workbook |
| Agored Cymru - Internet Safety | Accredited Workbook |
| Agored Cymru - Managing Children’s Behaviour | Accredited Workbook |
| Youth Inclusion Folder | |
| Agored Cymru - Introduction to the Countryside | Accredited Workbook |
| Agored Cymru - Leisure | Accredited Workbook |
| Youth Inclusion Passport | PCP tool to explore what personal likes and dislikes individual has to take into consideration when trying out new activities/hobbies |
| Youth Inclusion Picture Cards | Tool for evaluating and/or deciding what kind of activities young person would like to try. |