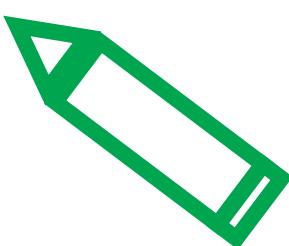


Life Skills

Challenge

Handbook



Belonging to: _____

Hazardous Activities:

We hope you find the information on our website and resources useful. The activities set out in this resource are potentially hazardous. The activities are not suitable for all children and adult supervision may be required for some of the activities. It is your responsibility to assess whether the children in your care are able to safely carry out the activities and whether the children require adult supervision. You are responsible for ensuring that activities can be carried out safely. We are not responsible for the health and safety of your group or environment so, insofar as it is possible under the law, we cannot accept liability for any loss suffered by anyone undertaking the activity or activities referred to or described in this resource. It is also your responsibility to ensure that those participating in the activity are fit enough to do so. If you are unsure in any way, we recommend that you take guidance from a suitably qualified professional.

Activities in this pack that involve the use of knives, hot water and kitchen appliances which use considerable heat are intended as a general guide only. It is your responsibility to assess risks and ensure the activity is safe for those participating. We will not be held responsible for the health and safety of those participating and cannot accept any liability. It is also your responsibility to ensure you are fully aware of the allergies and health conditions of anyone making or consuming these products – noting potential allergens included in the ingredients.

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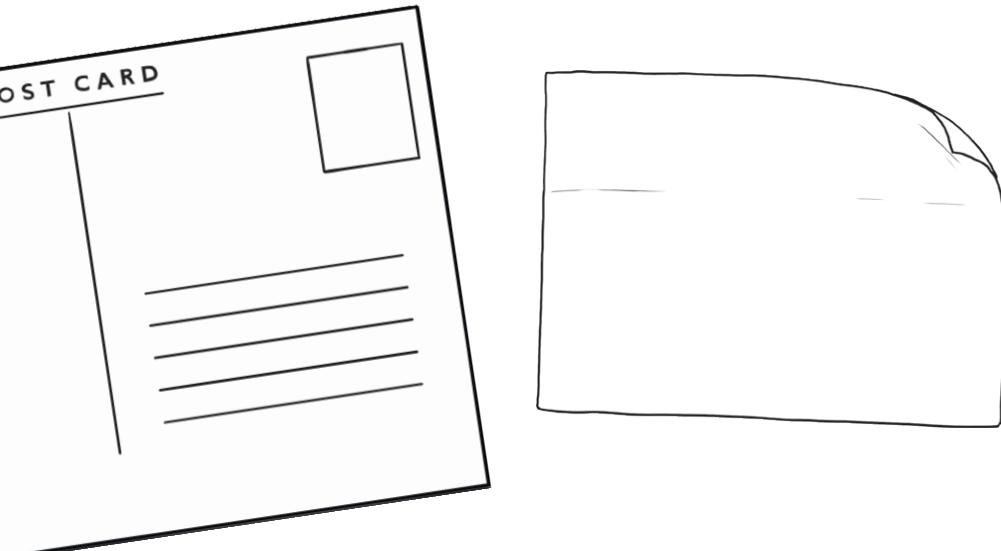
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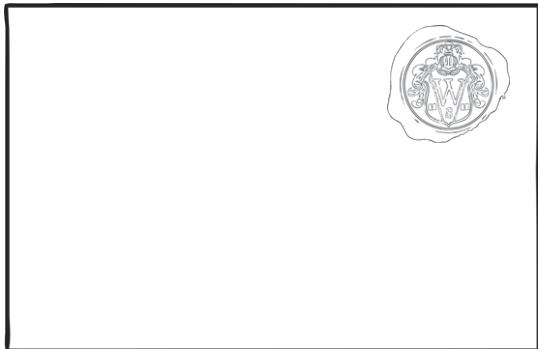
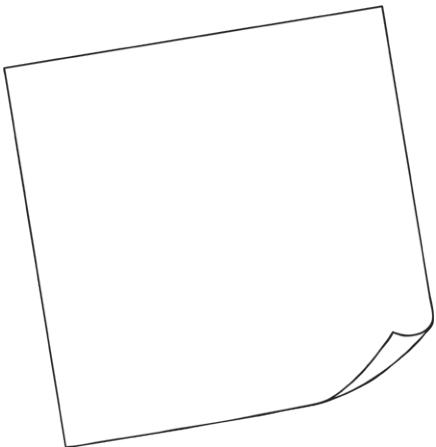
Telephone Number and Address Practice

It is important to know your address and a contact telephone number by heart in case of an emergency. For example, if you were to get lost, call an ambulance or had to be taken to hospital, someone might need to contact your adults to let them know where you are. Use this page to practise writing a telephone number and address for someone you would need to contact in an emergency.

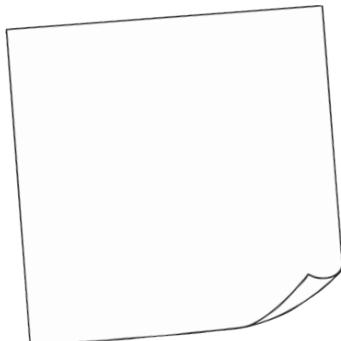
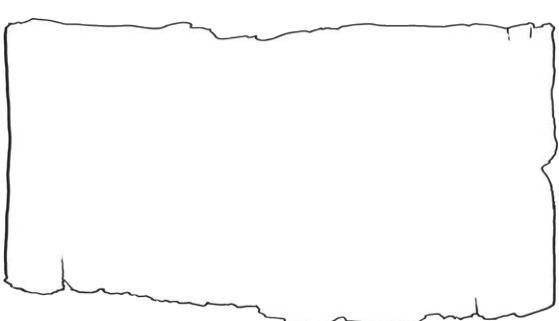
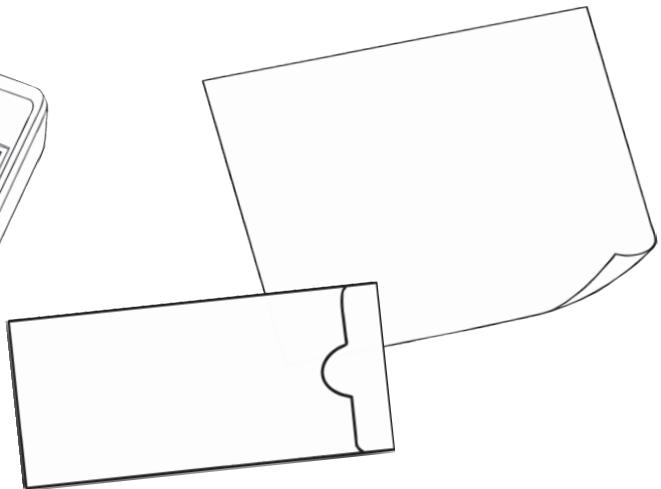
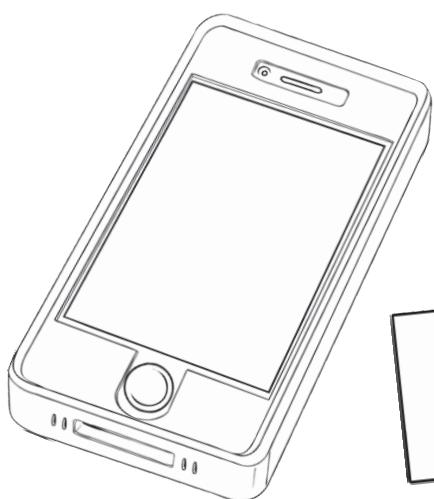
It is important to remember that you must only share personal details with a trustworthy adult, such as a police officer or a member of medical staff. If you write a telephone number and address here, you must make sure to keep it safe.

Address Practice





Telephone Number Practice



Making an emergency phone call checklist:



Pick up the phone.

Dial 999.

Wait for the call handler to respond.

Tell the call handler which service you require (Police, Ambulance, or Fire Service)

Tell the call handler what the emergency is.

Tell them your name, address and telephone number.

Listen to what they tell you to do.



Go to the bus stop.



Wait for the bus.



Signal for the bus to stop.



Get on the bus.



Pay your fare or show your bus pass.



Find a seat.



Sit down.



Press the bell for your stop.



Get off the bus.



- 1 Wash your hands.
- 2 Find a clean space to make your sandwich.
- 3 Collect your equipment and ingredients:
 - a breadboard or chopping board
 - a sharp knife
 - a butter knife
 - a plate
 - bread
 - your sandwich filling
 - butter or margarine
- 4 Place two slices of bread on your breadboard.
- 5 Spread butter or margarine on each slice.
- 6 Add your filling.
- 7 Place the two pieces of bread together.
- 8 Slice down the middle of the sandwich with a sharp knife.
- 9 Place your sandwich on a plate.
- 10 Eat your sandwich.



1 Wash your hands.

2 Collect your equipment and ingredients:

- A toaster
- Some bread
- A plate
- A knife
- Butter, margarine or spread



["Toast on the cooling rack" by oskay](#)
is licensed under [CC BY 2.0](#)

3 Put the bread into the toaster. Most toasters hold two slices of bread but some hold four. Check the timer dial - the higher the number you set it to, the browner the toast will be. Push down the lever to turn the toaster on.

4 Collect your toast when it pops up from the toaster. Remember - it will be hot!

5 Place your toast on the plate.

6 Use the knife to spread butter, margarine or spread (such as honey, jam or peanut butter) on each slice.

7 Eat your toast and enjoy!

5a

Making a Cup of Tea



1

Wash your hands.

2

Fill up the kettle with water from the tap.

Take care not to fill it past the 'maximum' level. Some kettles have markings to show you how many cups of water you have added. You could try to add only the number of cups of water that you need.

3

Turn on the kettle.

4

Put a teabag into the cup. If you like sugar in your tea, use a teaspoon to add some to the cup.

5

Pour the boiling water into the cup. Make sure to leave enough room for the milk (usually people fill two-thirds of the cup with water).

6

Wait for the tea to brew, which will turn the water brown. The longer you leave it to brew, the stronger your tea will taste.

7

Carefully remove the teabag from the water using a teaspoon.

8

Pour in the amount of milk you like and stir using a teaspoon.

9

Enjoy your cup of tea!

5b

Making a Cup of Coffee

1

Wash your hands.

2

Fill up the kettle with water from the tap. Take care not to fill it past the 'maximum' level. Some kettles have markings to show you how many cups of water you have added. You could try to add only the number of cups of water that you need.

3

Turn on the kettle.

4

Using a teaspoon, measure a spoonful of instant coffee granules.

5

Put the spoonful of coffee into the mug. If you like sugar in your coffee, use a teaspoon to add some to the cup.

6

Pour the boiling water into the cup and stir the coffee with a teaspoon. Make sure to leave enough room for the milk (usually people fill two-thirds of the cup with water).

7

Pour in the amount of milk you like and stir using a teaspoon.

8

Enjoy your cup of coffee!



6

Washing Up

1

Bring the dirty dishes to the sink.



2

Start to fill the sink with hot water.
Add a little cold water so that it is not too hot.



3

Add a small drop of washing-up liquid.



4

Place the dirty dishes into the water, under the bubbles.



5

Dip a sponge or cloth in the soapy water and wash the dirty dishes.



6

Stack the clean dishes on the side of the sink to let the water drain off them.



7

Use a tea towel to dry the clean dishes.



8

Put all the clean dishes into the cupboard.



7

Doing Laundry

- 1 Gather the dirty clothes together.
- 2 Sort the dirty clothes into piles.
- 3 Whites - white and very light coloured or beige clothes
- 4 Darks - black, brown and dark blue clothes
- 5 Colours - brightly coloured clothes
- 6 Delicates - clothes made out of wool or lace, or where the label specifies 'Hand Wash Only'.
7 Choose one of the piles to go into the washing machine.
Put the clothes in a bag or basket to help you carry them.
It is very important that these different types of clothes are not mixed together in the same load, otherwise fabric dyes in the clothes can run and ruin the clothes.



- 8 Load the clothes into the drum of the washing machine.

9

Add laundry detergent and fabric softener (if you use it) to the compartments in the drawer at the top of the washing machine. Usually the laundry detergent goes in the left-hand compartment, and the fabric softener in the right-hand one, but some models of washing machine and types of detergent are different. Check with an adult if you are not sure.

10

Select the correct cycle for the clothes you have loaded into the machine. For example, if you have chosen to load 'whites', there should be a cycle option for white clothes. If you are not sure what temperature is appropriate for the load you have chosen, you can look at the labels in the clothes to tell you how they should be washed.

On the sheet **Washing Symbols Matching Cards** is a list of symbols you may see on a clothing label.

11

Start the washing machine on the cycle you have selected.

12

When the cycle is finished, empty the washing machine and put the clothes back into your bag or basket.

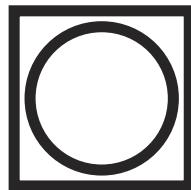


"laundry" by [angryyoung_woman](#)
is licensed under [CC BY 2.0](#)

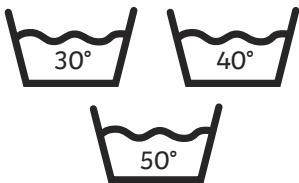
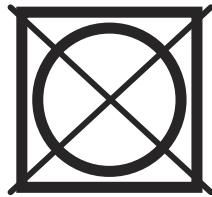
Washing Symbols Matching Cards



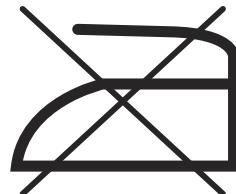
Do Not Wash



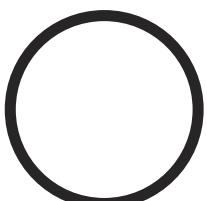
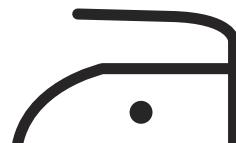
Hand Wash



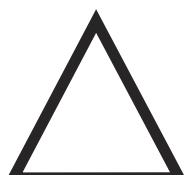
Maximum
Temperature



Delicate Wash

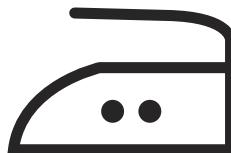


Dry Clean Only



Tumble Dry

twinkl.com



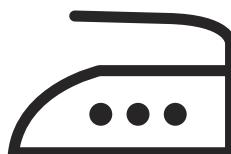
twinkl.com

Warm Iron

twinkl.com

Do Not Tumble Dry

twinkl.com



twinkl.com

Hot Iron

twinkl.com

Do Not Iron

twinkl.com



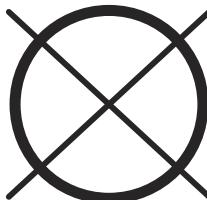
twinkl.com

Dry Clean

twinkl.com

Cool Iron

twinkl.com



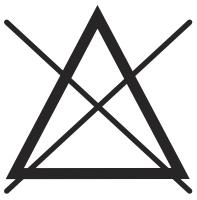
twinkl.com

Do Not Dry Clean

twinkl.com

Bleaching Allowed

twinkl.com



twinkl.com

Do Not Bleach

twinkl.com

1

Remove blankets, pillows and soft toys from the bed and put to one side.

2

Stretch and smooth out the bottom sheet and tuck each corner under the four corners of the mattress. Tuck any loose edges along the sides under the base of the mattress.

3

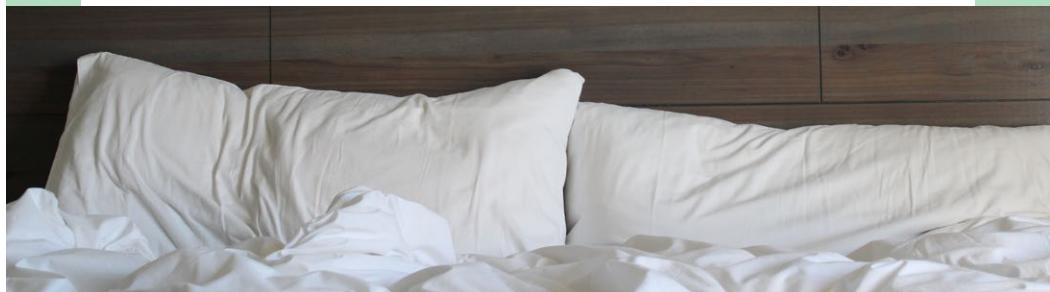
Hold two corners of your duvet or blanket in each hand and wave your hands up and down to shake off any dust or crumbs.

4

Pull the top two corners up to the head of the bed, and smooth the duvet/blanket out with the open or fastened end at the foot of the bed.

5

Place the pillows at the head of the bed and put your soft toys back on the bed.



Bedding should be changed at least once every two weeks. Putting a clean cover on a duvet can be a tricky task. There are several methods you can use to do this easily. The following is called the 'Burrito Method'.

- 1** Turn the cover inside out and lay it flat with the open end at the foot of the bed.
- 2** Place the duvet on top of the cover with all of the corners matched up together.
- 3** Starting at the head of the bed, roll the duvet and the cover down the bed together.
- 4** When you reach the foot of the bed, reach inside one end of the rolled cover and flip it over to show the correct side of the cover, burying the duvet inside.
- 5** Repeat for the other end of the roll, so that both ends have the duvet cover showing the correct side.
- 6** Flip over the middle part of the duvet cover as well.
- 7** Now, unroll the duvet and cover back up to the head of the bed, and it should unroll with the duvet inside the cover.



9

Send an Email

1

Before you start, make sure that a trusted adult has helped you set up your email account.

Things to check first:

- A trusted adult has helped you set up your email account and has checked that it is safe and secure.
- Do you know the person you are sending the email to?
- Do you have the person's email address?



2

Click on 'Compose' to open up a new, blank email.

3

Click in the 'To' box at the top of the email and type in the email address of the person you are writing to.

4

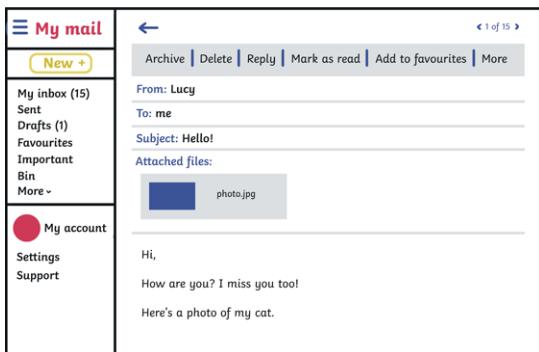
In the 'Subject' section (sometimes called 'Re:') write a title or short sentence to describe what the email is about. For example, 'Plans for Saturday.'

5

The 'CC' section stands for 'carbon copy' and here you can write the email address of anyone else you would like to receive the email. Usually this will be someone who you want to be aware of the information in the email, but who you are not expecting to reply. There is also an option to address a 'BCC' which stands for 'blind carbon copy'. You can use this box to send a copy of the email to anyone whose email address you do not want to be visible to the

other recipients (people receiving the email). You might want to use this box if you want to send the email to someone who has not given permission for their personal details to be shared with anyone else.

- 6** Write your message in the large text area. If it is a formal email, then it should be formatted in the same way as a formal letter, with a formal greeting and ending to the message. If it is an informal email to a friend, you do not need to format it in this way.
- 7** Click on 'Attach' if you need to add a document or picture to your email.
- 8** Once you have checked what you have written, the last thing you need to do is to click 'Send'. Remember, it is not possible to 'unsend' an email once it has gone, so be sure to check everything first!



Remember Internet Safety

Zip It: Be careful what you say - once you press 'Send' you can't unsay it! Don't give away personal information (your address, birthday, etc.) on the Internet.

Block It: Block and delete anything from a sender that you don't recognise, or anything that upsets you or looks suspicious.

Flag It: Tell a trusted adult about anything you are unsure of.

Young people can open their own bank accounts when they turn 16, but if you are younger, you will need a trusted adult to do this for you. Even if you need help from an adult, you are never too young to start learning about banking and finance.

To open a UK bank account, you'll need two documents: one to prove your identity and one to prove your address. The same rule applies whether you are opening a new account in the bank branch or online. You can prove your identity using a document such as a passport, birth certificate or identity card.

Here's a list of the most commonly used banking words and their meanings:

Account number

A unique number made up of eight digits and no letters, for example **12345678**. No other bank account will share this same combination of numbers.

Sort code

A six-digit number with a dash between every two numbers, which acts as an identity number for the bank branch where you opened your account.

For example, **12-34-56**.

PIN

This stands for Personal Identification Number. You'll need to use this when getting money out of an ATM, which stands for Automated Teller Machine, an electronic cash machine also known informally as a 'hole-in-the-wall'. Your PIN is a four-digit number that acts as a password for your card, so you should never share it with anyone. Choose something that is easy for you to remember but difficult for someone else to guess - **not 1234!**

Balance

The amount of money you have in your bank account.

Debit card

A bank card that lets you pay for things electronically in shops, online and withdraw (take out) money from cash machines if you have the money in your account.



Cash card

A bank card that you can only use to take money out of cash machines (if you have the funds in your account). You won't be able to use this kind of card to pay for things in shops or online.

Expenditure

This is the amount of money being spent.

Security code

If you're paying for something online or over the phone, you may be asked for your card's security code. This is the last three digits printed on the signature strip on the back of your card. It's sometimes called the CVC which stands for 'card verification code' and it acts as extra security to prevent people from paying for things from your account without the card.



What is a budget?

A budget is a plan for what money you will spend within a specified time period, or for a specific purpose.

Why make a budget?

- It helps you to stay in control of your finances.
- It helps you understand your spending habits better.
- It allows you to save money for the future.
- It provides financial security.
- You can buy more of the things you like.

How do we budget?

Set your goals

- Identify and list your sources of income.
- Identify and list your expenses (what you need to spend money on).
- Adjust your expenses, income or timescale to achieve your goals.

You can adjust your income (by getting a new job, for example), or how much you save and spend in order to achieve your goals more quickly.

It is generally recommended that people should try to save 20% of their income.



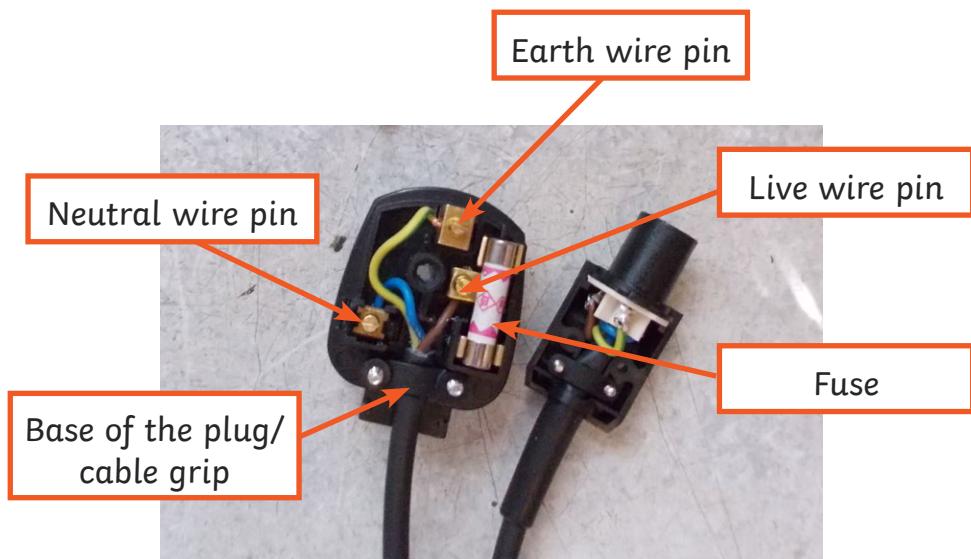
Things to consider when setting spending goals

- Which expenses are essential? For example, bills such as your phone, car, house or essential groceries. How much do these cost?
- How much money would you need to save to pay for the things you want? For example, a holiday.
- How long would it take to save enough money?
- How much do your monthly expenses cost in total?
- How much is left over?
- How many months will it take to save up to your target?

Example Monthly Budget:

Expense	Amount	
Income	+1200	Income - salary from your job
Living	-400	Living - rent or mortgage payment
Food	-180	Food - groceries
Utilities	-200	Utilities - bills like gas, electricity, phone and council tax
Travel	-70	Travel - transport such as bus fares
Leisure	-200	Leisure - hobbies and going out
Left Over	150	

From time to time, you may need to replace a damaged electric plug or replace a fuse on a small household appliance. For example, on the toaster, kettle or a lamp. A common cause of electrical faults is an incorrectly wired plug. Wiring a plug is not difficult but it is important to get it right and to do it safely. If you are not sure, you should always check with an expert.



["File:Bantam answering machine Mains cable \(9628227764\).jpg"](#) by [tony_duell](#)
is licensed under [CC BY 2.0](#)

Replacing a Fuse

- 1 If an appliance stops working suddenly, you may need to replace the fuse. Ensure that the appliance is switched off and unplugged from the electrical outlet on the wall.
- 2 Check that there are no scorch marks or signs of melted plastic on the outside of the plug.
- 3 Get the new fuse. A fuse is a safety device that sits inside a plug to protect you from any dangerous faults or electrical surges. The fuse in the plug of your appliance will have been matched to the wattage required by the appliance to run. It is important to replace the fuse with a fuse of exactly the same wattage. Never replace a fuse with a higher rated fuse. In the UK, plugs come with three size fuses: red for a three-amp fuse, black for a five-amp fuse and brown for a 13-amp fuse.
- 4 Carefully remove the screw at the base of the plug using a suitable screwdriver. Turn the screw anticlockwise and the plug will come apart easily after a few turns.
- 5 Check the inside of the plug for any scorch marks or signs of burning or corrosion.
- 6 Check that no strands of copper wire are loose and that the screws holding the conductors in place are secure.
- 7 Swap the old fuse for the new one.



8

Reassemble the plug.

9

Use the screwdriver to tighten the screw at the base of the plug, turning the screw clockwise until it is tight.

**Remember - when turning a screw,
'righty-tighty, lefty-loosey'!**

10

Make sure that the power switch on the electrical outlet on the wall is switched off before inserting the plug. Do not touch the appliance when switching the power back on, otherwise you might get an electric shock.

11

If the fuse blows a second time (the appliance suddenly stops working again), this means that the appliance has a fault. Switch it off at the power outlet at the wall and remove the plug. Do not allow anyone to use the appliance. It is a faulty and potentially dangerous appliance and needs to be disposed of appropriately.

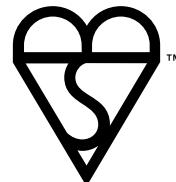


["Fuseholders no-bo.jpg"](#) by [Turbotom1](#)
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Replacing a Plug

1

Check that the plug you are using meets the British Safety Standard and displays the correct kitemark. This is a nationally recognised symbol which shows that the appliance has been tested and certified as safe to use in the UK.



2

Ensure that the appliance is switched off and unplugged from the electrical outlet on the wall.

3

Use a screwdriver to unscrew the case of the plug and remove the wires.

4

Sticking out from the end of the external white cable, there should be three different coloured strands of thinner cable. These are:

- Blue, the 'neutral' wire
- Green and yellow stripes, the 'earth' wire
- Brown, the 'live' wire

Note that some smaller appliances do not have a green and yellow 'earth' wire. This is okay as long as the other strands are wired up correctly.

5

You should be able to see about 5mm of bare metal strands sticking out from the coloured plastic insulation. The wire strands are the part of the cable that conduct the electricity. Ensure that these metal strands are neat and tidy. The metal strands on each conductor should

be twisted together tightly. If any are loose, gently twist the metal in a circular motion so that they are securely attached to each other.

6 Match up the metal strands to the correct pins on the plug case. The brown 'live' wire goes next to the fuse, the green and yellow 'earth' wire goes in the middle, and the 'neutral' wire goes with the pin farthest from the fuse.

7 Insert the twisted wire strands into the brass hole of each pin.

8 Use a screwdriver to secure each conductor by turning the screw above the brass hole in a clockwise direction until they are tight.

9 Check that the strands are securely fastened in place by pulling on them gently.

10 Reassemble the plug case.

11 Use the screwdriver to tighten the screw at the base of the plug, turning the screw clockwise until it is tight.

12 Make sure that the power switch on the electrical outlet on the wall is switched off before inserting the plug. Do not touch the appliance when switching the power back on, otherwise you might get an electric shock.



"DSCF3497" by [padsbrother](#)
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You will need:

- A pump
- A spanner (if your bike's wheels do not have a quick-release lever)
- Tyre levers
- A puncture repair kit including patches, a marker pen, sandpaper and glue (if your patches are not self-adhesive)

1 If the flat tyre is on the rear wheel, put the bike into the highest gear so that the chain is resting on the smallest sprocket at the back. This will make the rear wheel easier to remove.

2 Turn the bike upside down and rest it on the handlebars so that you can easily access the wheels.

3 Thoroughly check the tyres to locate and carefully remove the cause of the puncture, for example a stone or piece of glass. Take care when handling sharp objects!

4 Remove the wheel that has the puncture. Some bikes have a quick-release lever, but others will have a bolt that will need to be undone with a spanner.

5 Remove the valve cap and locking ring, if there are any.

6 Insert the flat end of a tyre lever into a gap between the tyre and the rim of the wheel. Push the hooked end of the lever behind a spoke.

7

Take another lever and repeat step 5 about 10cm further along the edge of the tyre. Keep pushing tyre levers around the edge until one side of the tyre is completely detached from the rim.



8

Carefully remove the inner tube by gently pulling it bit by bit as you work your way around the wheel. Check the inside of the tyre for anything that might cause further damage and remove.

9

Locate the puncture in the inner tube by squeezing it and listening for escaping air. If you can't hear anything, wet your lips and feed the tube past them to feel for any escaping air. If you have access to a bucket of water, you can put the tube in water and look for bubbles to find the hole.

10

Ensure the inner tube is dry and clean of any debris.

11

Mark the site of the puncture with your marker pen.

12

Use the sandpaper from your puncture kit to roughen the surface of the tube around the hole. This will help the patch to stick to the area more securely.

13

Follow the instructions on the wrapping of the patch to patch over the hole. If the patch is self-adhesive, it should stick to the tube without using any glue. Otherwise, you will need to use the adhesive glue carefully to attach the patch. Let the glue become almost dry before attaching the patch. Then, make sure it is fully dry before using the tube. (Some puncture repair kits contain talc, which can be helpful once the patch is fixed on.)

14

Put the end of your pump over the valve on the inside of the wheel, and pump up the inner tube slightly before putting it back into position.

15

Carefully tuck the tube back into position all the way around the wheel.

16

Use your thumbs, then the tyre levers to refit the tyre, tucking the tyre bead back inside the rim. This step can be tricky. Take care not to pinch the inner tube when pushing the tyre back into the rim. You may need to let a bit of air back out of the inner tube to allow more space to tuck the tyre in.



"Where There's A Wheel" by [garryknight](#)
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17 Use the pump to fully inflate the tyre. Spin the wheel and observe the shape of the tyre to ensure it looks even all the way around.

18 Refit the wheel back on to the bike frame, using a spanner to tighten the wheel bolt, or the wheel lever to secure the wheel to the frame.

19 Turn the bike the right way up, use the pump to top up with more air if needed and replace the valve cap.

20 Enjoy your ride!



It is very important to make sure that there is enough water in a car radiator to prevent the engine from overheating and causing mechanical failure. Cars from about 50 years ago or more were cooled down by the movement of air through the engine. Nowadays, a steady engine temperature is maintained using a coolant solution of water mixed with antifreeze in a radiator. A car radiator will not work properly if there isn't enough coolant inside the system.

- 1 Find the catch for the bonnet. In most cars, it is located underneath the dashboard in the footwell (the owner's manual will state the exact location). Pull the handle for the catch inside the car, and then feel underneath the front of the bonnet for the latch. Release the latch by pulling on it gently and lift the bonnet. Many cars have a pneumatic system to help lift the bonnet and hold it up in place. For some older cars, you will need to manually lift up the bonnet and hold it up using the support prop that sits next to the engine.
- 2 Look for the coolant reservoir tank. In most cars, these are on the upper right-hand side of the car's engine. The coolant reservoir tank is a transparent plastic container with MIN and MAX markings down the side, with existing liquid levels visible inside. It will have a plastic cap on top of it.
- 3 Place a cloth over the cap and turn it anticlockwise to loosen it a little to allow some of the pressure to escape. Topping up coolant levels in your car engine should always be done when the engine is cold, to avoid any risk of being burned from pressurised steam

in the radiator, but if you see liquid or a great deal of steam escaping, retighten the cap and wait for things to cool down. When it is safe to do so, continue turning the cap anticlockwise and lift it off to remove it.

4 Prepare the coolant solution. Water freezes and expands at 0°C. As freezing temperatures are fairly common in the UK, car radiators need more than just water to function properly in cold conditions. Antifreeze is mixed with water in roughly equal proportions for best performance under normal conditions. If the day is extremely hot or cold, a higher proportion of antifreeze may be necessary. Water within car engines also boils and becomes steam due to the high pressures – adding antifreeze raises the boiling point and prevents this from happening. Be sure to read the information on the side of the antifreeze/ coolant solution, as it is possible to buy it ready-mixed, but for others you will need to mix the water and antifreeze together as instructed.

5 Add the coolant solution to the reservoir tank as necessary, so that the level of the liquid sits in between the MIN and MAX markings on the side of the tank.

6 Replace the radiator cap by screwing it back on clockwise. Use a cloth to wipe up any spillages and close the car bonnet.



["Goshen Burning Car"](#) by [Navets](#) is licensed under [CC BY 2.0](#)

Car screenwash is important for keeping a car's windscreen clean and ensuring the driver can see what's on the road all year round. It is an offence to drive with a dirty windscreen and drivers can be fined if visibility is impaired. Screenwash solution can be purchased from garages and supermarkets. It contains antifreeze solution to clear ice and chemicals to prevent smearing. Screenwash should be checked and topped up regularly, especially in winter. Water can be put in the washer bottle instead of screenwash in an emergency, but in cold weather this can freeze, so it is important to use a screenwash solution containing antifreeze to prevent this from happening.

1

— Find the catch for the bonnet. In most cars, it is located underneath the dashboard in the footwell (the owner's manual will state the exact location). Pull the handle for the catch inside the car, and then feel underneath the front of the bonnet for the latch. Release the latch by pulling on it gently and lift the bonnet. Many cars have a pneumatic system to help lift the bonnet and hold it up in place. For some older cars, you will need to manually lift up the bonnet and hold it up using the support prop that sits next to the engine.

2

— Locate the washer bottle. Washer bottles can

be located anywhere under the bonnet. The cap will have a symbol with a windscreen and water droplets across it. If in doubt, refer to the car owner's manual.

- 3** — Lift off the cap and look at the little maximum line which should be visible on the neck of the bottle just beneath the cap. Washer bottle capacities vary from car to car. They nearly always hold at least two litres of fluid but you should find their capacity in the handbook.
- 4** — Check whether the screenwash solution you have is ready-mixed or concentrated. If it is concentrated, you will need to mix it with water according to the instructions before adding it to the washer bottle.
- 5** — Pour the screenwash solution into the washer bottle, up to the maximum line.
- 6** — Replace the cap. Use a cloth to clean up any spillages and close the bonnet.



"Tail lights, lights, rain on my windshield, cool, wet, groovy, Seattle, Washington, USA"
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16

Putting Oil in a Car Engine

Always turn the car's engine off and wait for everything to cool down before lifting the bonnet and attempting any car maintenance. To add oil to a car, the car should be parked on flat ground, as the oil readings will not be accurate if it is on a slope. Some cars have electronic oil monitors which show the oil level on your dashboard. But for many cars, you have to go under the bonnet and use the dipstick to check the oil level.

- 1 Find the catch for the bonnet. In most cars, it is located underneath the dashboard in the footwell (the owner's manual will state the exact location). Pull the handle for the catch inside the car, and then feel underneath the front of the bonnet for the latch. Release the latch by pulling on it gently and lift the bonnet. Many cars have a pneumatic system to help lift the bonnet and hold it up in place. For some older cars, you will need to manually lift up the bonnet and hold it up using the support prop that sits next to the engine.
- 2 Locate the dipstick. The end of it is usually a brightly coloured hook or loop as a handle.
- 3 Pull the dipstick out carefully and use a cloth to wipe the oil off of it.
- 4 'Dip' the dipstick by pushing it back in until you hear a click, then remove it again. As the dipstick was clean, the level the oil comes up to on the dipstick shows how much oil there is in the engine. The dipstick has two indicator lines on it near the bottom, and the oil mark should ideally sit between these two lines. If the level sits below the bottom line, then the oil needs to be topped up.

5 It is important to ensure that you have the correct oil type for your car. Check the car owner's manual to make sure that you have the right type.

6 Find the oil filler cap in your engine bay. This should have the word 'oil' on it or a picture of an oil can. If you have trouble finding it, check the car owner's manual, although it is usually found near the front of the car, close to the dipstick.

7 Unscrew the cap and set it to one side.

8 Use a funnel to pour oil into the engine. Add the oil slowly to the reservoir, using the dipstick to check the oil level after every 2-3 seconds of pouring. Add oil for 2-3 seconds, wait a minute, then check the dipstick. Clean it off when done, add some more oil, and check again. Stop pouring oil in when the level is close to the top mark on the dipstick - without going over this mark.

9 Replace the oil filler cap. If you have had to add more than a litre of oil, this could be an indication of a leak in the engine, so the oil level should be checked again within a week, and help sought from a qualified mechanic if it needs topping up again. Oil should be completely changed by a mechanic when it is dirty or when the car has been driven between 5000 and 10,000 miles - depending on the car and oil type.

10 Use a cloth to clean up any oil spillages and close the bonnet.



Life Skills

	Life Skill
1	Telephone Number and Address Practice
2	Making an Emergency Telephone Call
3	Catching a Bus
4	Making a Sandwich or Toast
5	Making a Cup of Tea or Coffee
6	Washing Up
7	Doing Laundry
8	Making a Bed
9	Sending an Email
10	Opening a Bank Account
11	Making a Budget
12	Changing a Fuse or a Plug
13	Mending a Bicycle Tyre Puncture
14	Putting Coolant in a Car Radiator
15	Putting Screenwash in a Car
16	Putting Oil in a Car Engine

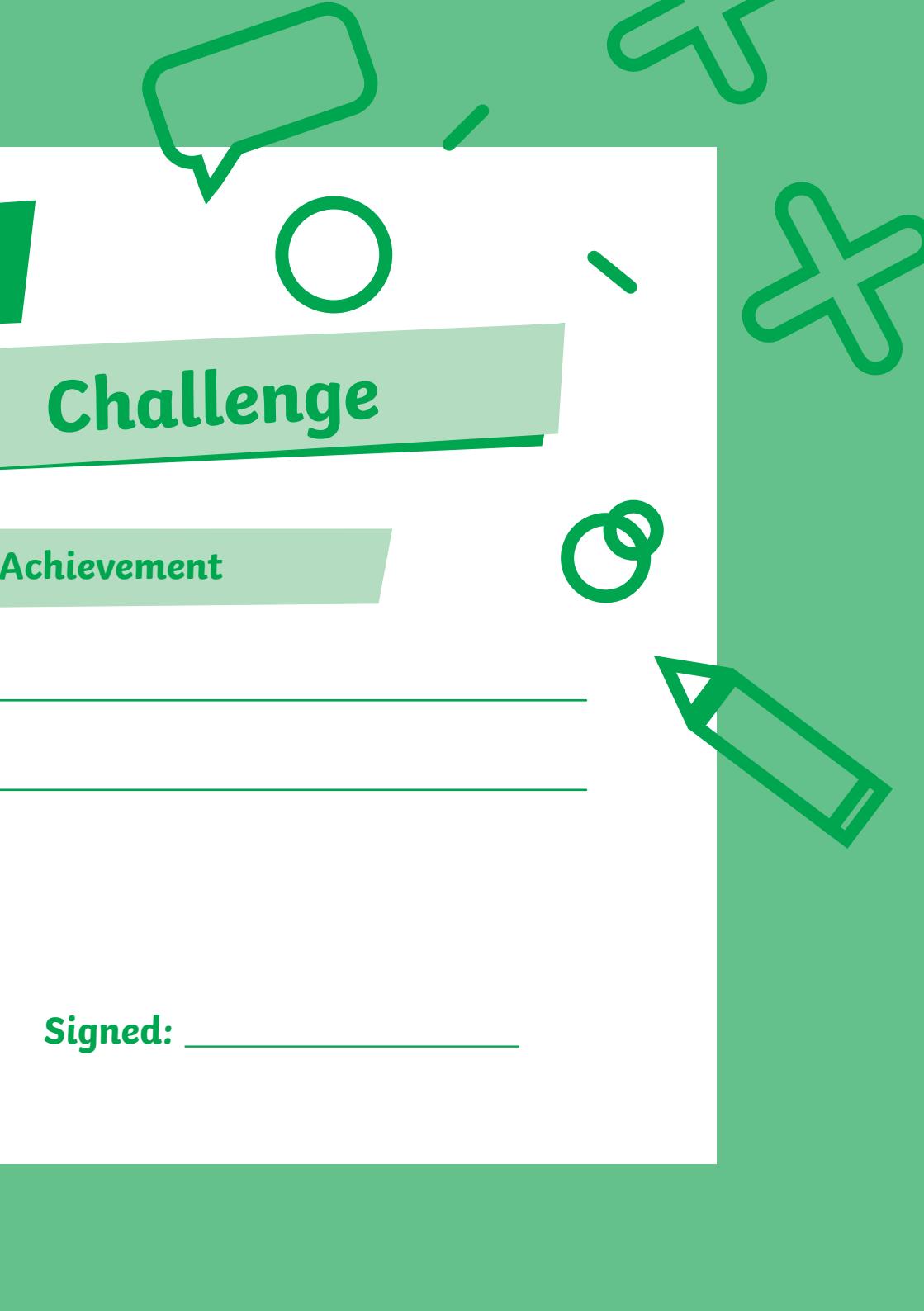
Challenge

Log

Life Skills

Certificate of

Date: _____



Challenge

Achievement

Signed: _____