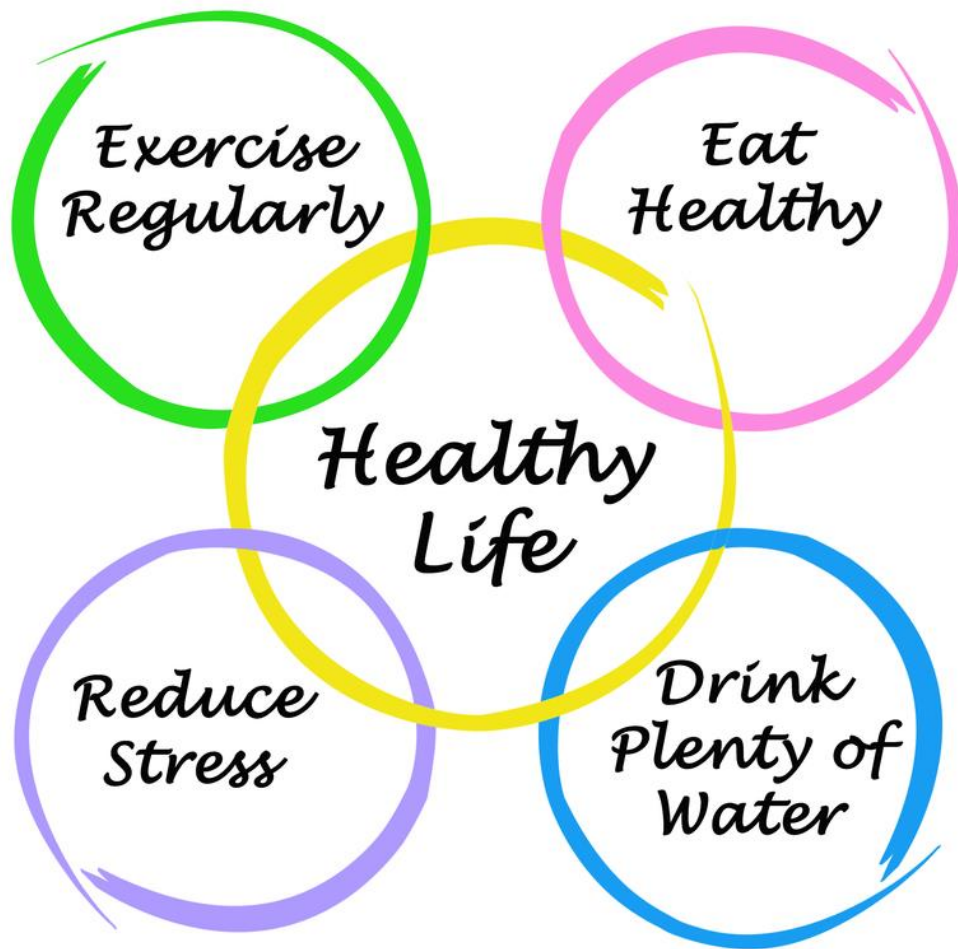


Healthy Life Activity Booklet for Young Adults



ONE STOP



HARTLEPOOL
BOROUGH COUNCIL



Foreword

Staff from the One Stop Shop have worked together on developing a booklet for young adults to encourage and support them to, budget, eat healthily and keep more active over holiday periods. We hope this will improve mental and physical health which the view to sustaining long-term activities and encourage future employment opportunities.

One Stop Shop staff have various skills and professional experiences:

- To offer support, advice and guidance to young people who may require addition support exploring Education, Employment or Training.
- Working together with young people of Hartlepool and external agencies to provide a conclusive service to improve young people's chances to sustaining appropriate qualifications / training and ensuring you have enjoyable experience into long term employment.

Staff members are friendly and approachable and always willing to help and I for one am very proud of the service Hartlepool One Stop Shop team provide to local young people.

Melissa



One Stop Shop Manager

Meet the Team



Anthony, Jacqueline, Carole
Melissa, Chantel, Katrina





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ONE STOP

A Service for Young People

The One Stop Shop is a service for young people aged between 13 and 19, or up to 25 with Special Educational Needs. We offer an inclusive service from one location where young people can access help and support for a wide range of issues

Healthy living & Relationships

You can access sessions and advice around topics such as sexual health including Chlamydia screening and condom distribution

Advice around living a healthy and happy life as well as information and advice on healthy relationships

Regular sessions around drugs and alcohol supported by START

Opening Times:

Monday 9.15am-5pm
Tuesday 9.15am-5pm
Wednesday 9.15am-5pm
Thursday 9.15am-5pm
Friday 9.15am-4.30pm

Education, Training & Employment

Young people can access support around getting into education, training or employment, job search and CV-building

Also we can offer opportunities for personal and social development

On top of this we link with the ASK Project to support young people looking into Apprenticeships

Money Advice and Housing Support

Come and get advice on benefits, student finance and money issues including referral for local food banks.

We also offer some housing advice and a first point of contact if you are homeless or at risk of becoming homeless

We also work closely with a number of other services to offer as wide a range of support as possible. Our partners include Job Centre Plus, Virgin Care and many more

Location:

One Stop Shop, Unit 24,
Middleton Grange Shopping Centre,
Hartlepool. TS24 7RJ
Call 01429 284042
Facebook @hartlepoolyouthservices





Healthy Eating

The Eatwell Guide shows how much of what we eat overall should come from each food group to achieve a healthy, balanced diet.

You do not need to achieve this balance with every meal, but try to get the balance right over a day or even a week.



Most of us still are not eating enough fruit and vegetables. They should make up over a third of the food we eat each day.

Aim to eat at least [5 portions](#) of a variety of fruit and veg each day. Choose from fresh, frozen, tinned, dried or juiced.

Remember that fruit juice and smoothies should be limited to no more than a combined total of 150ml a day.

Fruit and vegetables are a good source of vitamins, minerals and fibre

Starchy food should make up just over a third of the food we eat. Choose higher fibre wholegrain varieties, such as wholewheat pasta and brown rice, or simply leave skins on potatoes.

There are also higher fibre versions of white bread and pasta.

Starchy foods are a good source of energy and the main source of a range of nutrients in our diet.



Milk, cheese, yoghurt and fromage frais are good sources of protein and some vitamins, and they're also an important source of calcium, which helps keep our bones healthy.

Try to go for lower-fat and lower-sugar products where possible, like 1% fat milk, reduced-fat cheese or plain low-fat yoghurt.

These foods are good sources of protein, vitamins and minerals. Pulses, such as beans, peas and lentils, are good alternatives to meat because they're lower in fat and higher in fibre and protein, too.

Choose lean cuts of meat and mince, and eat less red and processed meat like bacon, ham and sausages.

Aim for at least 2 portions of fish every week, 1 of which should be oily, such as salmon or mackerel.



Unsaturated fats are healthier fats and include vegetable, rapeseed, olive and sunflower oils.

Remember all types of fat are high in energy and should be eaten sparingly.

These foods include chocolate, cakes, biscuits, sugary soft drinks, butter, ghee and ice cream.

They're not needed in our diet, so should be eaten less often and in smaller amounts.



Finally, be sure to drink plenty of fluids. 6-8 cups a day is recommended.



WEEKLY HEALTHY EATING PLAN EXAMPLE

ANYONE WITH ALLERGIES SHOULD CHECK INGREDIENTS OF FOLLOWING MEALS

DAY 1:

Breakfast: Porridge made with skimmed milk; banana; glass of pure, unsweetened orange juice OR other healthy breakfast CEREAL

Lunch: Lentil soup, tinned or home-made, wholemeal roll with unsaturated fat spread.

Evening meal: Jacket potato with baked salmon and frozen peas. Snacks:

2 satsumas; small handful of fruit berries, low-fat fruit yoghurt.

DAY 2:

Breakfast: 2 slices of wholegrain toast with unsaturated spread and a boiled egg; glass of pure, unsweetened orange juice.

Lunch: Jacket potato with baked beans (reduced sugar and salt); salad.

Evening meal: Homemade chunky vegetable goulash (pictured); brown rice; broccoli. Recipe for goulash in Main Meals section

Snacks: 3 oatcakes with low fat cream cheese; pear.

DAY 3:

Breakfast: Poached egg on two slices of wholegrain toast; glass of pure, unsweetened orange juice

Lunch: Egg, tomato and cucumber wholemeal bread sandwich.

Evening meal: Spaghetti Bolognese; salad.

Snacks: Carrot sticks; 2 satsumas

DAY 4:

Breakfast: 2 slices of wholegrain toast with sunflower spread, honey and banana; glass of pure, unsweetened orange juice.

Lunch: Lentil soup (tinned or home-made); wholemeal roll with unsaturated fat spread.

Evening meal: Slice of homemade vegetarian pizza (pictured) with salad and a jacket potato.

Snacks: Low fat yoghurt; 2 plums; scone with unsaturated fat spread; pear.



DAY 5:

Breakfast: Muesli with skimmed milk and a banana; glass of pure, unsweetened orange juice.

Lunch: Cheese and salad sandwich made with reduced-fat cheddar-style cheese, salad, wholegrain bread and unsaturated fat spread.

Evening meal: Homemade cottage pie served with peas and carrots **Snacks:** 3 oatcakes with low-fat cream cheese

Snacks: 3 oatcakes with low-fat cream cheese; 2 plums.

DAY 6:

Breakfast: Porridge made with skimmed milk; banana; glass of pure, unsweetened orange juice.

Lunch: Home-made **carrot and parsnip soup**; wholemeal roll Recipe in recipe section

Evening meal: Homemade tuna pasta bake; broccoli.

Snacks: Apple, pear, grapes

DAY 7:

Breakfast: Muesli with natural yoghurt and a banana; one piece of wholegrain toast with unsaturated fat spread.

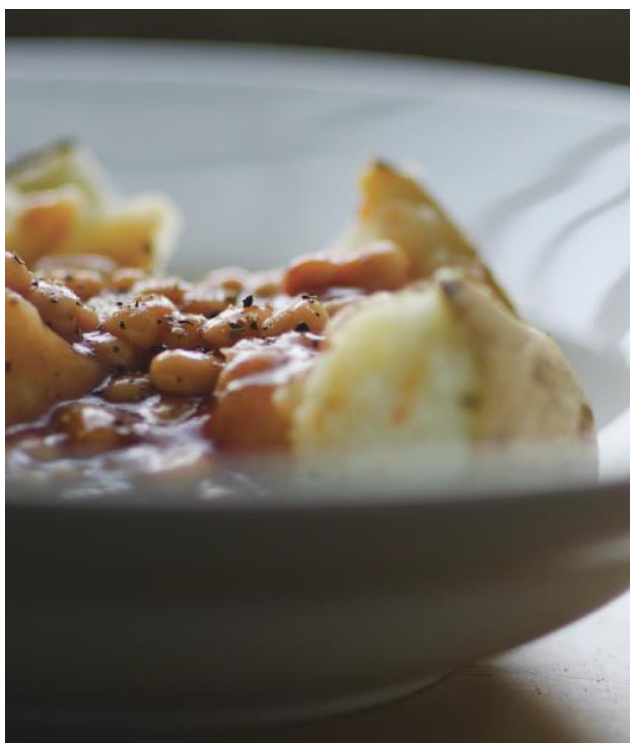
Lunch: **Chicken and vegetable tray bake**, baked apple and custard.

Evening meal: Chicken, cucumber and tomato wholemeal bread sandwiches

Snacks: Carrot sticks; 2 satsumas

ALL ABOVE RECIPES CAN BE LOCATED ON GOOGLE.....ENJOY!!

HERE ARE SOME MORE CHEAP AND SIMPLE RECIPES ☺



Tuna and Bean Jackets

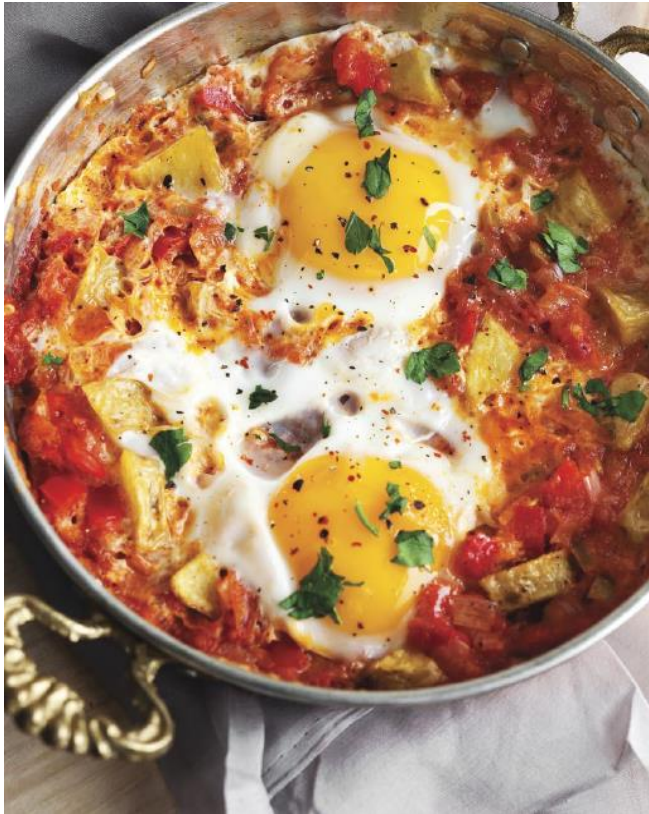
Serves a family of 4

Ingredients

4 baking potatoes, scrubbed	2 tsp tomato puree
1 can of beans (cannellini, if possible)	2 tsp red or white wine vinegar (optional)
200g tuna in water, drained and flaked	1 pinch ground black pepper (optional)

Method

1. Prepare the potatoes the night before when cooking another meal. Preheat the oven to 200°C/fan oven 180°C/gas mark 6. Prick the potatoes, then bake towards the top of the oven for 1 hour, or until tender. Cover in tin foil until preparing the meal.
2. Mix together the beans, tuna, pepper, tomatoes, spring onions, vinegar and tomato purée. Season with black pepper.
3. Reheat the potatoes in the oven for a few minutes and then split the baked potatoes open and fill them with the salsa mixture. Serve at once.



Serves a family of 4

2 x 400g tinned cherry tomatoes	4 medium eggs
400g tin mixed bean salad, drained	50g thinly sliced ham
200g baby spinach	

1. Tip the tomatoes and bean salad into an frying pan or shallow casserole dish. Simmer for 10 minutes or until reduced.
2. Stir in the spinach and cook for 5 minutes until wilted.
3. Heat the grill to medium. Make four holes in the mixture using the back of a spoon then crack one egg in each. Add the ham into the mixture and grill for 4-5 minutes or until whites are set and yolks are runny.
4. Serve onto a plate, with whole meal toast as an extra.



Serves a family of 4

1 red pepper deseeded and thinly sliced	4 soft whole-wheat flour tortillas
1 yellow pepper deseeded and thinly sliced	80g reduced fat mature cheddar cheese grated
150g closed cup mushrooms sliced	1 pinch ground black pepper
4 tomatoes	4 handfuls mixed salad leaves
3 tsp dried Italian mixed herbs	1 carrot grated
	2 celery sticks chopped

1. Preheat the grill. Arrange the peppers and mushrooms on a baking sheet and grill them for 4-5 minutes, turning once. Add the tomatoes and herbs, then season with black pepper. Keep warm.
2. Put a tortilla into a dry frying pan and sprinkle a quarter of the cheese over the top. Cook over a medium heat for about 30-40 seconds until melted.
3. Add a quarter of the vegetable mixture to one side of the tortilla, then fold it in half, over the filling. Cook for a few moments, then slide it onto a warm serving plate. Keep warm. Serve with a handful of mixed salad (optional)



Tuna Pasta Bake

Serves a family of 4

Ingredients

400g can chopped tomatoes	300g penne pasta
1tbsp oil	185g can of tuna fish in sunflower oil, drained
1 small red onion, peeled and finely chopped	25g ready salted crisps
5 medium-sized mushrooms, chopped	100g mature Cheddar cheese, grated
150g sweetcorn, canned or frozen	900ml flame-proof dish
3 tbsp tomato puree	

Method

1. Heat the oil in a frying pan, add the onion and cook for 5 minutes over a medium heat, then add the mushrooms and cook for 5 minutes, until softened. Stir in the sweetcorn, tomatoes and tomato puree and simmer for a few minutes.
2. Stir the pasta into a pan of boiling salted water and cook according to pack instructions, until just tender. Drain, then put back in the pan. Set the grill to hot.
3. Stir the pasta into the sauce, then break the tuna into large flakes and gently mix in. Spoon into the dish. Crush the crisps in the bag and sprinkle them over the top, with the cheese.
4. Put the dish on a baking tray and grill for 5 minutes until the cheese has melted and turned golden brown. Serve hot with salad or greens.



Perfect Pasta and Tomato Sauce

Serves a family of 4

Ingredients

1 tsp olive oil	2 tsp dried mixed herbs
1 small onion, finely chopped	1 pinch of black pepper
1 garlic clove, crushed or finely chopped	350g dried spaghetti
400g chopped tomatoes	1 tbsp chopped fresh basil, to garnish
2 tbsp tomato puree	

Method

1. Heat the oil in a saucepan or frying pan. Add the onion and cook over a medium heat for 3 to 4 minutes, until soft. This sauce makes a great cover for some hidden veg to help towards your 5 a day. You could try adding finely chopped peppers or courgettes to cook with the onions. And if the sauce is a bit chunky, simply blend or puree it at the end.
2. Add the garlic, and cook for another minute. Add the chopped tomatoes, tomato puree and mixed herbs. Season with pepper and then simmer gently, stirring every now and again, for 15 minutes or until the sauce is thick and rich.
3. After the sauce has been simmering for 8 to 10 minutes, start cooking the spaghetti according to the pack instructions.
4. Drain the spaghetti and serve with the sauce, topped with fresh basil or other chopped herbs if you like. Try stirring about 12 halved cherry tomatoes through the sauce just before serving for a juicy, fresh twist.



Lentil Soup

Serves a family of 4

Ingredients

2ltr vegetable stock	2 medium leeks, sliced (300g)
150g red lentils	Small handful chopped parsley, to serve
6 carrots, finely chopped	

Method

1. Rinse the lentils with cold water
2. Heat the stock in a large pan and add the lentils. Bring back to the boil and allow the lentils to soften for a few minutes.
3. Add the carrots and leeks to the lentils and season (don't add salt if you use ham stock as it will make it too salty). Bring to the boil, then reduce the heat, cover and simmer for 20-30 minutes until the lentils have broken down. Scatter over the parsley and serve with buttered bread, if you like.



Funky Vegetable Fajitas

Serves a family of 4

Ingredients

1 onion	Beansprouts
1 clove of garlic	4 wholemeal tortillas
1 red pepper	Handful of lettuce leaves
1 green pepper	1 tsp sour cream
3-4 mushrooms	1 tbsp salsa
Dried oregano	

Method

1. Chop the onion, garlic, peppers, mushrooms and beansprouts on a chopping board.
2. Put a drop of oil into a frying pan and put the chopped onions into the pan, frying them on a low heat till they are golden. Add some crushed garlic to them.
3. Now add the chopped peppers and plenty of oregano. Stir them as they cook. You can also add the other chopped vegetables to the pan. When the peppers are softer, add the mushrooms to the mix. Mushrooms need less time to cook than the other vegetables.
4. Warm the tortillas in the oven whilst the vegetables are cooking for 5 minutes. When the tortillas are ready, spoon the mixture onto them making a line in the middle. Add some crunchy bean sprouts then fold the tortillas over. Serve with lettuce leaves, sour cream and salsa.



You have probably heard of your 5 a day, but have you heard of your 1 hour a day?

What level of activity do the experts say young people need to stay healthy and strong?

- Moderate-to-vigorous intensity physical activity for an average of at least **60 minutes per day across the week**. This can include all forms of activity such as physical education, active travel, play and sports
- a variety of types and intensities of physical activity across the week to develop **movement skills, muscular fitness, and bone strength**
- Minimal time spent being not moving, and break time sitting still with bursts of activity.

Intensity of exercise

As the intensity increases, heart rate, respiratory rate and energy consumption also increase further
















The Talk Test!

Being able to talk but not sing indicates moderate intensity activity, while having difficulty talking without pausing is a sign of vigorous activity.

Very vigorous physical activities performed in short bursts interspersed with rest or lower intensity activity breaks, sometimes referred to as High Intensity Interval Training (HITT), have been shown to bring health benefits.



Here are some types of activities that can help maintain or improve aerobic capacity, strength, balance and bone health and contribute to meeting the physical activity guidelines

Type of sport, physical activity or exercise	 Improvement in muscle function	 Improvement in bone health	 Improvement in balance
 Running	★	★★	★
 Resistance Training	★★★	★★★	★★
 Aerobics, circuit training	★★★	★★★	★★
 Ball Games	★★	★★★	★★★
 Racquet Sports	★★	★★★	★★★
 Yoga, Tai Chi	★	★	★
 Dance	★	★★	★
 Walking	★	★	☆
 Nordic Walking	★★	?	★★
 Cycling	★	★	★

★★★ Strong effect ★★ Medium effect ★ Low effect ☆ No effect ? Not known



- A** 10 Crunches
- B** 10 Jumping Jacks
- C** 5 Push Ups
- D** 5 Squats
- E** 30 Second Wall Sit
- F** 5 Mountain Climbers
- G** 15 Arm Circles
- H** 5 Burpees
- I** 30 Second Plank
- J** 10 Jump Squats
- K** 10 Lunges
- L** 15 Crunches
- M** 20 Knee Highs
- N** 10 Tricep Dips
- O** 10 Push Ups
- P** 10 Squats
- Q** 20 Jumping Jacks
- R** 20 Bicycle Crunches
- S** 30 Second Wall Squat
- T** 30 Second Wall Sit
- U** 20 Arm Circles
- V** 10 Lunges
- W** 10 Push Ups
- X** 10 Push Ups
- Y** 20 Knee Highs
- Z** 10 Burpees





YouTube Workouts – get your water ready!!!!

Here are some links to no equipment workouts with Sydney Cummings – we have chosen these as they are also used by some PE departments are popular with older students

- Sydney Cummings - 40 Minute Fat Burning Cardio Party-O Workout | No Equipment Needed 🔥 Burn 600 Calories! 🔥
<https://www.youtube.com/watch?v=X2f0ew1cY5M>
- Sydney Cummings 30 Minute Full Body HIIT Workout | NO EQUIPMENT NEEDED | Summertime Fine 2.0
https://www.youtube.com/watch?v=lnQT_WIzoVc
- Sydney Cummings 40 Minute Cardio and Abs Workout | NO EQUIPMENT NEEDED | Summertime Fine 2.0 -
<https://www.youtube.com/watch?v=bTzr2xu9WFY>
- Sydney Cummings 50 Minute Fat Burning Plyometric Workout - NO EQUIPMENT NEEDED | Sydney's Dirty 30
<https://www.youtube.com/watch?v=faJZGH--q7w>
- Sydney Cummings 45 Minute Cardio and Abs Bootcamp Workout NO EQUIPMENT NEEDED! | Summertime Fine 2.0
<https://www.youtube.com/watch?v=lmRGidrWXkY>
- 30 Minute FAT BURNING CARDIO No-Equipment Workout 🔥 BURN 400 CALORIES!* 🔥 Sydney Cummings
<https://www.youtube.com/watch?v=6HUrhpWoFPI>
- 30 Minute Low Impact - NO EQUIPMENT - NO REPEATS HIIT Cardio Workout! | Sydney's Dirty 30
<https://www.youtube.com/watch?v=usbhD71qNBQ>
- 40 Minute Full Body HIIT Workout-NO EQUIPMENT NEEDED! | Summertime Fine 2.0
<https://www.youtube.com/watch?v=4lc-rNfJdrk>



Tik Tok Just Dance!

Some Benefits of Dance –

1. Improves cardiovascular health
2. Improves balance and strength
3. Challenges your brain
4. Helps boost your mood
5. Can be social

- 3 TikTok Dances You MUST Learn! (TikTok Dance Tutorial)

<https://www.youtube.com/watch?v=sKp7CReFx5M>

- Recreating *HARD* viral TikTok dances... (when you can't dance 😊)

https://www.youtube.com/watch?v=CS_nkZFbzbQ

Mash Ups (with names)

<https://www.youtube.com/watch?v=EUYGoo9ZHfU>

<https://www.youtube.com/watch?v=EeCHuG6cTDA>

https://www.youtube.com/watch?v=TsT_VZ9ZBzY

https://www.youtube.com/watch?v=X_mXo_7zqAo





Couch to 5 K running challenge



<https://www.nhs.uk/live-well/exercise/couch-to-5k-week-by-week/>

This is the entire programme, which you can also download as an app if you have a smartphone

Tips on progression

The programme is designed for beginners to gradually build up their running ability so they can eventually run 5km without stopping.

The pace of the 9-week running plan has been tried and tested by 10s of thousands of new runners.

You can, however, repeat any one of the weeks until you feel physically ready to move on to the next week.

Structure is important for motivation, so try to allocate specific days of the week for your runs and stick to them.

Rest days

Rest days are critical. Having one between each run will reduce your chance of injury and also make you a stronger, better runner.

Resting allows your joints to recover from what is a high-impact exercise, and your running muscles to repair and strengthen.



Strength and Flex

Alternatively, you could do Strength and Flex on your rest days. This is a 5-week plan designed to improve your strength and flexibility, which will help your running.

(<https://www.nhs.uk/live-well/exercise/strength-and-flex-exercise-plan>)

Aches and pains

Some new runners starting the programme experience calf pain or sore shins (sometimes known as shin splints).

Such aches can be caused by running on hard surfaces or by running in shoes that do not have enough foot and ankle support.

Always do the 5-minute warm-up walks as instructed in the podcasts before each run, and check that your running shoes are offering good support.

You will have good runs and bad runs – accept it, and do not spend too much time analysing the how and why. Even a bad run is good for you.

WEEK 1 Begin with a brisk 5-minute warm-up walk, then you will alternate 60 seconds of running, with 90 seconds of walking, for a total of 20 minutes.	WEEK 2 Begin with a brisk 5-minute warm-up walk then you will alternate 90 seconds of running, with 2 minutes of walking, for a total of 20 minutes.	WEEK 3 Begin with brisk 5-minute warm-up walk followed by 2 repetitions of the following; 90 seconds of running, 90 seconds of walking, 3 minutes of running, 3 minutes of walking.
WEEK 4 Begin with a brisk 5-minute warm-up walk then 3 minutes of running, 90 seconds walking, 5 minutes running, 2 ½ minutes walking, 3 minutes running, 90 seconds walking, 5 minutes running.	WEEK 5 Choose from the following: Run 1: brisk 5-minute warm-up walk, then 5 minutes running, 3 minutes walking, 5 minutes running, 3 minutes walking, 5 minutes running. Run 2: brisk 5-minute warm-up walk, then 8 minutes running, 5 minutes walking, 8 minutes running. Run 3: brisk 5-minute warm-up walk, then 20 minutes running, with no walking.	WEEK 6 Choose from the following: Run 1: brisk 5-minute warm-up walk, then 5 minutes running, 3 minutes walking, 8 minutes running, 3 minutes walking, 5 minutes running. Run 2: brisk 5-minute warm-up walk, then 10 minutes running, 3 minutes walking, 10 minutes running. Run 3: brisk 5-minute warm-up walk, then 25 minutes with no walking.
WEEK 7 Begin with a brisk 5-minute warm-up walk then 25 minutes of running. From now on, the plan gets you used to running for solid blocks of time, without the distraction of walking intervals.	WEEK 8 Begin with a brisk 5-minute warm-up walk then 28 minutes of running. By now, you should be getting comfortable with the longer runs but you still need to concentrate on completing the 28 minutes without going too fast.	WEEK 9 Begin with a brisk 5-minute warm-up walk then 30 minutes of running. You've nearly reached the end of your programme and you've made some great progress. This is the week when you can reach your goal.



10 000 steps



Walking is simple, free and one of the easiest ways to get more active, lose weight and become healthier.

Walking briskly can help you build stamina, burn excess calories and make your heart healthier.

You do not have to walk for hours. A brisk 10-minute daily walk has lots of health benefits and counts towards your recommended daily exercise.

Here's 9 self-guided walks in Hartlepool that have been produced by the Countryside Access Team:

- The Bellows Burn Tread (4.5 miles)
- Ramble in the Dene (4.5 miles)
- Headland Sea Watch (4 miles)
- Three Village Ramble (5 miles)
- Wild West Figure of Eight (6.5 miles)
- Park to Park (2.5 miles)
- Dalton Piercy Discovery (5.5 miles)
- Greatham Get Away (3.5 miles)
- Seaton Snooks Stroll (3.5 miles)

You can download a leaflet with a map and directions for each walk here:

https://www.hartlepool.gov.uk/info/20011/sport_leisure_and_culture/229/walking_in_hartlepool/1



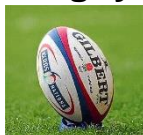
Team Player!

Just some of the benefits of being part of a team:

1. Increases confidence & self esteem
2. Builds relationships & teamwork
3. Develops critical thinking skills
4. Develops perseverance
5. Stress buster
6. Fun!!

Here are details of some of the clubs in our area. If you know of any you think need adding, send us a message on our Facebook page - <https://www.facebook.com/hartlepoolyouthservices/> - we love to know what is going on out there!

Rugby



West Hartlepool RFC

Catcote Road, Hartlepool TS25 4HA

Tel: 07745 793795

<https://m.facebook.com/westhartlepoolrfc/>

Hartlepool Rugby Football Club

Mayfield Park Easington Road, Hartlepool TS24 9BA

Tel: 01429 266445

<https://m.facebook.com/hartlepoolrugbyfootballclub>

Football



Sunday League

John@hartlepoonsundayleague.org

Tel: John Cooper – 07946716806

There are also some under 21 teams on here:

<https://www.teamstats.net/teams/football/hartlepool>



Dodgeball



Hartlepool Mavericks

hartlepoolmavericks@stottfitness.com

Tel: 07540 303378

<https://m.facebook.com/HartlepoolMavericks/posts>

Tennis



Hartlepool Tennis Club

Granville Avenue

Hartlepool

TS26 8NE

hartlepooltennisclub@gmail.com

<https://m.facebook.com/HartlepoolLawnTennisClub/>

Tel: 07526 940767

Netball

Hartlepool Netball Club

<https://m.facebook.com/Hartlepool-Netball-Club-182730935671438/>

Oaksway Netball Club

E-mail: oakswaynetball@gmail.com

<https://m.facebook.com/Oaksway-Netball-Club-158587104488017/posts>

What about starting your own 5 a side football team?

'If you want to get fit, have fun, and make friends in the process then there aren't many better ways to do so, in our humble opinion, than by playing 5-a-side football. So if you're not playing at the moment how can you begin?'

<http://www.5-a-side.com/tips/how-to-start-playing-5-a-side-football/>





Here are some of the council run facilities in the town, where you can do different combos of gym, class and swim. There are also other private gyms & class combos out there, too many to mention!

Brierton Sports Centre (with FIFA recommended 3G football pitch)

<https://www.hartlepool.gov.uk/brierton>

Headland Sports Hall

<https://www.hartlepool.gov.uk/headlandsportshall>

Mill House Leisure Centre

<https://www.hartlepool.gov.uk/millhouse>

Skate Parks – we have 5 Skate Parks in Hartlepool!

Clavering play/games and skate park

Grayfields Skate Park

King George V skate park

Millhouse skate park

Opening Times:

8.00am till dusk

Open 365 days

Rozzy Plaza Skate Park is the 5th skate park and is located in Rossmere Way



WHAT IS...DEPRESSION?

Depression is a disorder that impacts people's mood and makes them feel sad and lonely a lot. Depression makes it really hard for people to have fun or enjoy things that they used to.



SYMPTOMS

- Feeling sad, guilty, worthless, or hopeless
- Feeling tired all of the time
- Sleeping too much or not enough
- Having trouble focusing
- Not wanting to do fun things
- Eating too much or not enough
- Not liking yourself
- Missing school
- Not wanting to be around other people

DEPRESSION CAN BE CAUSED BY A NUMBER OF THINGS. IT CAN ALSO AFFECT EVERYONE - CHILDREN, TEENS, AND ADULTS ALIKE.

TREATING DEPRESSION

MENTAL HEALTH THERAPY

Talking to a therapist about negative thoughts and feelings can be helpful for someone with depression. Therapy is also a place to learn healthy ways of coping with symptoms.

MEDICATION

Sometimes medication might be helpful. Depression can impact the way that our brain works, and medication can help to fix it and make us happier.

IF YOU FEEL THAT YOU MIGHT BE DEPRESSED, LET A PARENT OR A TRUSTED ADULT KNOW. THEY WILL BE ABLE TO GET YOU THE HELP THAT YOU NEED. **IF YOU EVER HAVE THOUGHTS ABOUT WANTING TO HURT YOURSELF, TELL SOMEONE IMMEDIATELY. IF A FRIEND EVER TELLS YOU THAT THEY MIGHT WANT TO HURT THEMSELVES, TELL AN ADULT IMMEDIATELY.**



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Setting Goals to Combat Depression

When we experience a depressed mood it is easy for us to lose sight on our responsibilities, goals, and plans for the future. It is easy to slip into depression, but the further we slip the less focused we are on those goals that give us purpose or hope for the future. Let's focus on setting goals to reach that will help to combat the depressed mood and stay motivated on your hopes, dreams and all that life has to offer.

- **Goal** – an accomplishment to work towards your future
- **Objective** – what you will need or need to do to achieve these goals

SHORT-TERM GOALS

What are your goals to complete for this week?

1.
2.

What are the objectives to achieve these goals?

1.
2.

MEDIUM-TERM GOALS

What are your goals to complete for the next year?

1.
2.

What are the objectives to achieve these goals?

1.
2.

LONG-TERM GOALS

What are your goals to complete for the next 5 years?

1.
2.

What are the objectives to achieve these goals?

1.
2.

LIFE GOALS

Describe what you want your life to be like. What is missing in your life?

.....
.....

What needs to change or improve to be able to live the lifestyle you have described?

.....
.....



WHAT IS...ANXIETY?

Anxiety is when something causes us to feel nervous and afraid. People who have an Anxiety disorder have a more intense reaction. It can start to impact their grades, behaviors, and relationships with others.



ANXIETY CAN BE CAUSED BY A NUMBER OF THINGS. SOME PEOPLE EXPERIENCE IT FOR NO REASON. OTHERS ARE TRIGGERED BY TESTS, BEING ON STAGE, OR BEING AROUND OTHER PEOPLE. SUFFERING FROM ANXIETY CAN MAKE YOU WANT TO AVOID CERTAIN SITUATIONS AND PLACES.

SYMPTOMS

- Worrying a lot
- Feeling very nervous and afraid
- Trouble breathing
- Numbness or tingling in your hands or feet
- Feeling dizzy
- Feeling very weak
- Sweating
- Headache or stomach ache
- Heart beating really fast
- Muscles feel really tight
- Having a lot of thoughts going through your head

TREATING ANXIETY

MENTAL HEALTH THERAPY

A therapist can help someone suffering from anxiety learn how to better cope with their symptoms so that they are not as intense. It can also be helpful to talk about the triggers to see why they cause anxiety for that person.

MEDICATION

Medication won't cure anxiety, but it can help to decrease the symptoms.

SELF-HELP

Someone suffering from anxiety can help lessen some of their symptoms by doing certain things on their own. Doing relaxation, eating healthy, and getting sleep are helpful ways to decrease anxiety.

IF YOU FEEL LIKE YOUR ANXIETY IS MORE THAN IT SHOULD BE, OR IF IT STARTS AFFECTING CERTAIN AREAS OF YOUR LIFE, TALK TO A PARENT OR A TRUSTED ADULT!



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Identifying Triggers for Anxiety

Everyone with anxiety has triggers for anxiety, which are events or situations, real or imagined, that induce anxiety. It is important to be able to identify and understand your own triggers because when you know your triggers, you can change the triggers, and eventually learn how to manage them.

Common Triggers for Anxiety

Directions: Please circle any triggers that apply to you and complete the questions below.

Large crowds	Accidents	Confrontation
Abuse	Trauma	Finances
Work	Roller coasters	Family issues
Fear of failure	Heights	Forgetting
Poor performance	Maintaining conversation	Fear of being alone
Initiating conversation	Thinking about the past	Fear of not being accepted
Mistakes	Illness	Acceptance
Home life	Sleep	Fear of dying
Thoughts of the future	Trying new things	Animals
Small spaces	Meeting new people	Other _____

What are the 3 biggest or most frequent triggers for your anxiety?

1.
2.
3.

Why do these triggers induce anxiety for you?

1.
2.
3.

When was the last time each trigger affected you?

1.
2.
3.

What are your current coping strategies to manage these triggers? Are they effective?

1.
2.
3.



HOW TO DEAL WITH STRESS AND ANXIETY

Take a time-out.



Practice yoga, listen to music, meditate, get a massage, or learn relaxation techniques. Stepping back from the problem helps clear your head.

Eat well-balanced meals.



Do not skip any meals and always keep healthy, energy-boosting snacks on hand.

Limit alcohol and caffeine.



Alcohol and caffeine can aggravate anxiety and trigger panic attacks. Instead, drink water.

Get enough sleep.



When stressed, your body needs additional sleep and rest. It's important to get 8 hours of sleep per night!

Exercise daily.



Exercising can help you feel good and maintain your health.

Take deep breaths.



Inhale and exhale slowly throughout the day when you are feeling stressed.

Slowly count to 10.



Repeat, and count to 20 if necessary.

Do your best.



Instead of aiming for perfection, which isn't possible, be proud of however close you get.

Accept that you cannot control everything.



Put your stress in perspective: Is it really as bad as you think?

Maintain a positive attitude.



Make an effort to replace negative thoughts with positive ones.

Give back to your community.



Volunteer or find another way to be active in your community, which creates a support network and gives you a break from everyday stress.

Learn what triggers your anxiety.



Is it work, family, school, or something else you can identify? Write in a journal when you're feeling stressed or anxious, and look for a pattern.

Talk to someone.



Tell friends and family you're feeling overwhelmed, and let them know how they can help you. Talk to a physician or therapist for professional help.

Get help online.



Lantern offers online programs guided by professional coaches to help you turn healthy anxiety management into a habit. (Sponsored)

ADAA member experts also offer these helpful free resources:

Podcasts • Webinars • Blog Posts • Videos



www.adaa.org



DEALIN' WITH FEELING FRUSTRATED

Dealin'
Feelings

Frustration happens when things aren't going as planned or something is keeping you from making progress. Frustration can often lead to anger which can make it even more difficult to cope. Read below to find out how you can start *dealin' with feeling frustrated!*



RECOGNIZE YOUR WARNING SIGNS

Warning signs are changes that happen to you when you begin to feel frustrated. Do you start sweating more? Do you get annoyed easily by other people? Do you feel like crying? All of these could be warning signs that let you know that you are feeling frustrated. It is important to know what *your* warning signs are because that's when you should start using coping skills.

FREEZE!

If you feel yourself starting to get frustrated with a task, stop what you're doing! Pause, if you can, and take time to decide what you should do next. Sometimes, trying to work through your frustrations might only lead to you getting angrier and coping in an unhealthy way. When you freeze, ask yourself what you think would be the best thing to do to help your frustration. You could take a break and do something else, try a new idea, or take a deep breath and power on!

USE POSITIVE SELF-TALK

If you're working on something that is getting you frustrated, try using positive self-talk! Say encouraging words and phrases to yourself that will help you feel better and improve your mood. Try saying, "You can do it!" or "You're doing a great job – just keep at it!". What are some other things you can say to yourself to keep from getting more frustrated?

ASK FOR HELP FROM OTHERS

Sometimes getting new ideas from other people can be helpful. Let someone know if you're having trouble figuring something out or if you are starting to feel frustrated. Let them know what they might be able to do or say to help you feel better. Sometimes just being able to open up to someone else about our feelings is helpful!



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<https://www.teacherspayteachers.com/Store/Buckeye-Beginnings>





COPING SKILLS

A COPING SKILL IS THE WAY THAT YOU HANDLE YOUR ANGER, STRESS, ANXIETY, FEAR OR ANY OTHER FEELING!

- A **good** coping skill is one that helps you feel better in the moment without hurting yourself or anyone else. It is also one that doesn't get you into any trouble now or later.
- A **poor** coping skill is one that might feel good when you use it, but it ends up hurting you or other people. Using a poor coping skill for a long time can be harmful.

GOOD

Using positive self-talk
 Deep breathing
 Taking a shower
 Going for a walk
 Doing something creative
 Exercising
 Talking to a friend
 Playing a sport or game
 Hanging out with friends
 Taking a time out
 Using an I-Feel message
 Counting to 10



POOR

Name-calling or insulting
 Becoming violent
 Spreading rumors
 Yelling and screaming
 Hurting yourself
 Threatening
 Doing something dangerous
 Shutting down
 Pretending like you don't care
 Blaming other people
 Negative self-talk
 Avoiding family and friends

WHAT ARE OTHER GOOD COPING SKILLS YOU CAN THINK OF THAT HELP YOU FEEL BETTER?



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The Stress Bucket

Stress is part of everyday life. It can help us to take action and work productively. But if our stress bucket becomes full it can also overwhelm us and impact negatively on our Mental Health.

Everyday stresses including school, family, friends and money worries flow into that bucket like rain. But we also have ways of coping that allows the stress to flow out, like holes in the bucket right now. The stress bucket is a way to visualise this. Above the bucket are clouds – the things that cause you stress? These rain into the bucket and gradually fill it up. You release the stress by doing things you enjoy or that help you to stress less.

Our bucket may be getting fuller as it's raining more due to COVID19



Challenge Now draw your own Stress Bucket Identify what makes you stressed (rain clouds) and the things you can do to manage them (holes in bucket)



Keys to emotional well-being

Use
positive
self-talk



Remind
yourself that
you're a work
in progress



Work
towards
your goals
& dreams



Stay
physically
active



Get enough
sleep and
rest



Spend time
with family
& friends

Eat a
balanced
diet



Talk about
your
thoughts &
feelings



Do
activities
you love



Care
for
yourself



Keep learning
things that
interest you



Give
back to
others

Pathway
2 SUCCESS

www.thepathway2success.com

Clipart by
Kate Hadfield



POSITIVE SELF-TALK JOURNAL



I feel good when...	I am proud of myself because...	Something that went well today was...
I had fun when...	This makes me unique...	I learned from this mistake...
I feel strong when...	The best part of today was...	A good quality I am learning is...
This was interesting today...	Something I am grateful for is...	A way I was kind today was...
An accomplishment I made this week was...	I like this about myself...	Something I love about my life it...



Name: _____

Date: _____

POSITIVE THOUGHTS & AFFIRMATIONS

1. There is no one better to be than myself.
2. I am enough.
3. I get better every single day.
4. I am an amazing person.
5. All of my problems have solutions.
6. Today I am a leader.
7. I forgive myself for my mistakes.
8. My challenges help me grow.
9. I am perfect just the way I am.
10. My mistakes help me learn and grow.
11. Today is going to be a great day.
12. I have courage and confidence.
13. I can control my own happiness.
14. I have people who love and respect me.
15. I stand up for what I believe in.
16. I believe in my goals and dreams.
17. It's okay not to know everything.
18. Today I choose to think positive.
19. I can get through anything.
20. I can do anything I put my mind to.
21. I give myself permission to make choices.
22. I can do better next time.
23. I have everything I need right now.
24. I am capable of so much.
25. Everything will be okay.
29. I am free to make my own choices.
30. I deserve to be loved.
31. I can make a difference.
32. Today I choose to be confident.
33. I am in charge of my life.
34. I have the power to make my dreams true.
35. I believe in myself and my abilities.
36. Good things are going to come to me.
37. I matter.
38. My confidence grows when I step outside of my comfort zone.
39. My positive thoughts create positive feelings.
40. Today I will walk through my fears.
41. I am open and ready to learn.
42. Every day is a fresh start.
43. If I fall, I will get back up again.
44. I am whole.
45. I only compare myself to myself.
46. I can do anything.
47. It is enough to do my best.
48. I can be anything I want to be.
49. I accept who I am.
50. Today is going to be an awesome day.



Mental Health Helplines

There is a lot of people suffering with Anxiety that they may never have experienced before due to the current situation the world has found itself in with the rapid spread of COVID19.

If you feel like your Anxiety or Mental health is being impacted more than you can cope with please seek help from the following:

SHOUT Text shout to 85258 - Crisis Text service for support with any mental health concern 24/7

Samaritans 116 123 – Whatever problems you are facing Samaritans are here to listen 24/7

Young Minds Parent Line 0808 8025544 – Advice for parents/carers worried about young people Mon -Fri 9.30 – 4pm

Young Minds Crisis Messenger Text YM to 85258 – Crisis text support for under 25's 24/7

Papyrus Hopeline 0800 0684141 – Support and advice for Young people Mon-Fri 9am – 10pm Weekends 2pm-10pm.

The Mix 0808 8084994 www.themix.org.uk – Advice and support for under 25s 4 – 11pm

Anxiety UK 03444 775774 www.anxietyuk.org.uk – Charity given support with people who suffer from Anxiety Mon-Fri-9.30am – 10pm Sat-Sun 10am – 8pm

Mental Health Foundation www.mentalhealth.org.uk - Provides information and support for anyone with Mental Health problems or Learning Disabilities.

Mind 0300 1233393 www.mind.org.uk – Promotes the views and needs of people with Mental Health Problems

Rethink Mental Illness 0300 5000927 www.rethink.org – Support and Advice for people living with mental illness.

No Panic 0844 9674848 www.nopanic.org.uk - Voluntary Charity offering support for sufferers of panic attacks and OCD.

Childline 0800 11 11 www.childline.org.uk – Support available from 9am – midnight and 1-2-1 online chat



Simple Goal Setting Worksheet

The basics of setting and completing your goals

Name:	Goal Start Date:
My Goal is:	
I plan to achieve my goal by (Date)...	

Steps to reaching my goal:

1.
2.
3.
4.

Two things that will help me reach my goal:

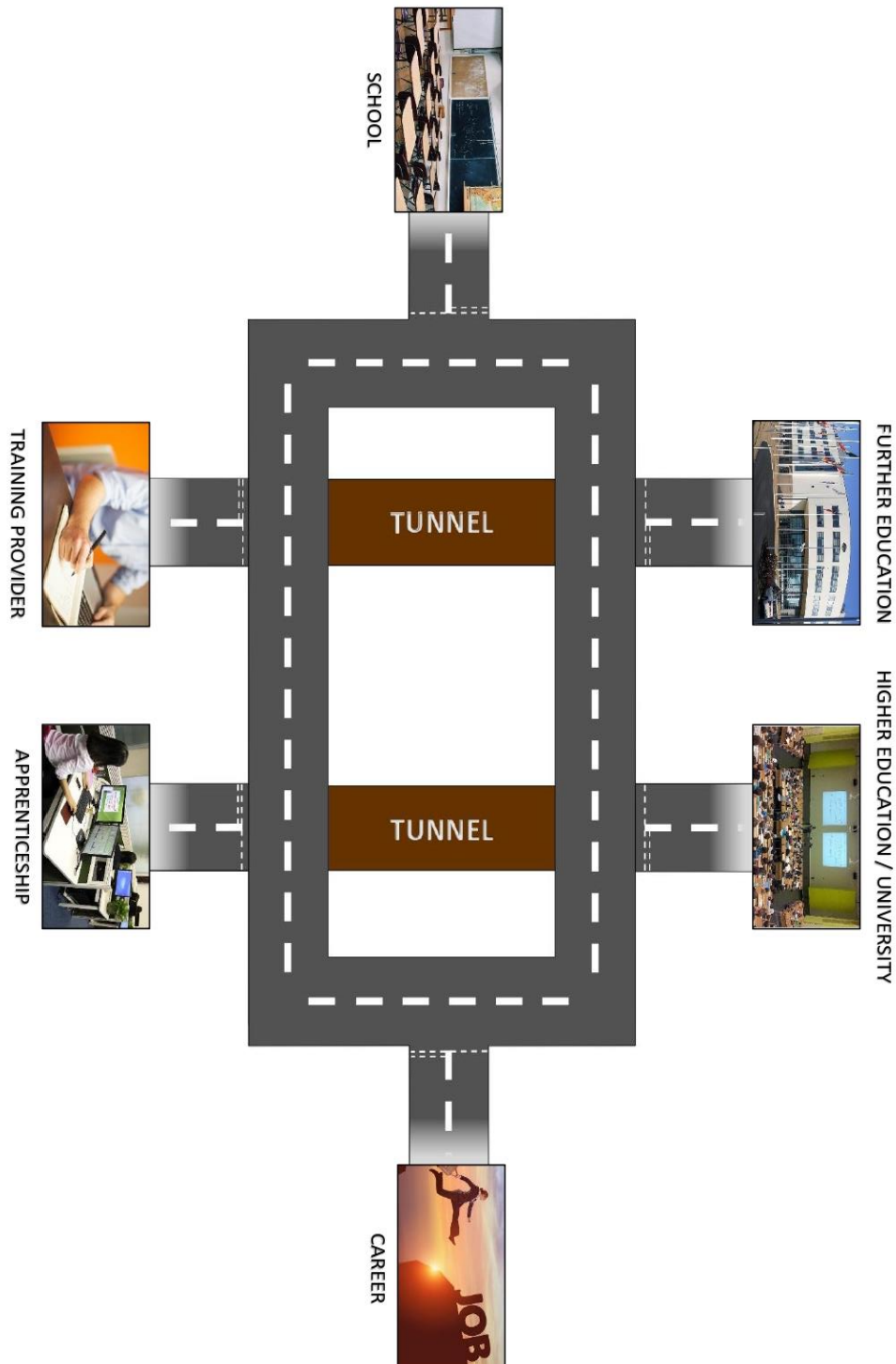
1.
2.

I will know I have reached my goal because

--



The Road to Your Future Starts Now



Use this road map to plan your route from school to the job of your dreams by printing or drawing your own pictures where you think you will go from here.

Include things like a picture of your dream job at the end, a picture of the university you want to go to or a picture of your chosen apprentice job role.

It is your future so you take ownership of it and look for all the different routes you can take.



Training Providers

Springboard

Springboard is a training provider based at TEC House, 1st Floor, Lynn Street, Hartlepool, TS24 7BY.

To see what courses are available head to www.springboard-ne.org.uk there is a link on the website where you can apply online.

If you want any further information you can ring 0300 003 7073 or head over to their Facebook page by searching for Springboard NE

Pro-Active

Is a training provider based at UNIT 22, Park View Industrial Estate, Hartlepool, TS25 1PE.

They offer a 14 week Traineeship in Brickwork, Groundwork and Joinery you can get more information if you head over to their website <http://pro-activetraining.co.uk/>

For more information or to sign up ring 01429 808400 or head over to their Facebook page by searching for Pro-Active Training

YH Training

Is a training provider based at the Army Reserve Centre, Easington Road, Hartlepool, TS24 8JY.

They offer a Military Preparation course for those who are interested in going into the Armed Forces.

You can visit their website to apply online at <https://www.yh-group.co.uk/learners/military-preparation-course-armed-forces-yorkshire-humber/>

For further information you can give Tutor Eddie Nicholls a ring on 07824667470 or visit their Facebook page by searching for Military Preparation Course – YH Training Services

Hartlepool Beauty Academy (Learning Curve)

Is a small training provider based at Gemini Centre, Hartlepool, TS24 7PD

They offer a range of Beauty and Hairdressing courses both L2 and L3 for more information head over to their website where you can look at courses available and apply online or call 07442530528 and speak with the tutor.

Their Facebook page is found by searching Learning Curve Group Hartlepool Beauty Academy

Youth Employment Initiative (YEI)

If you are aged 15 to 29 years old and either unemployed or not in education, employment or training (NEET) then we can help you by providing:

- A range of innovative and interesting activities, courses and opportunities to support you into work, education or further training.
- Programmes using sport, creative arts, culture and outdoor activities to improve your communication and personal skills.
- Activities to build your confidence and improve your employability skills using both enterprise and self-employment;
- A dedicated careers advisor who will provide you with personalised one to one support and independent advice and guidance;
- Support through a Flexible Fund which may be able to pay for items such as travel expenses, clothing, equipment, tools and specialist training; Routeways in partnership with employers into growth sectors such as Health & Social Care, Construction



For more information speak with one of their advisers on 01429 857080

Catch 22 College Peterlee

Is a training provider based at 2-6 The Upper Chare, Town Centre, Peterlee, SR8 1BW

They have courses available within Construction, Customer Services, Health and Social Care, Functional skills Maths and English, GCSE Maths and English. All of the courses are fully accredited City and Guilds qualifications. A bursary of up to £40 per week maybe available depending on your circumstances.

To apply or find out more information you can Phone or email Louise Hickley on 0191 5181561 or Louise.Hickley@catch-22.org.uk. Or alternatively please apply via the link on our web page. <https://www.catch-22.org.uk/services/peterlee-study-programme/>

Learning Curve Middlesbrough

Is a training provider based at Unit 1, Westerby Road, Skippers Lane Industrial Estate, Middlesbrough, TS3 8TD

They offer free accredited training in plastering, joinery, bricklaying, painting & decorating, pre-uniformed services, adult health & social care, childcare, admin and retail.

You can contact Helen Hugill on 01642 242247 for further information or head over to their website www.learningcurvegroup.co.uk where you can also look at the courses and apply online.

Volunteering

Here are just 5 of the many benefits of volunteering!

1. You get to help those who need it. This is the most obvious, but also the most important part. As a volunteer, you have a great opportunity to give back in any area that is important to you.
2. Volunteering is great for your mental and even physical health. Volunteering boosts self-confidence and happiness.
3. Volunteering can teach you valuable workplace skills that you will need as an adult. Volunteering can help you network and build a list of important contacts. Where you volunteer is a great place to ask for a reference, as they have seen how you interact with others in social situations and how you handle new challenges.
4. Volunteering lets you discover new experiences. From volunteering with animals to giving food at animal shelters, volunteering can help you discover a new passion, and gives you the contacts to pursue that passion.
5. Make your CV shine! Volunteer experience can set your job, college or University application apart from others. Your volunteer experience shows that you are ambitious, that you care about your community, and that you are willing to work to affect change. These are great qualities that recruiters and admissions officers look for in a potential student or employee!

How do I volunteer?

To ask a question or register to volunteer visit **Volunteer Hartlepool:** <https://www.volunteerhartlepool.org.uk/>



Build your own CV

Does anyone still use CV's anymore, everything is online?

The answer is yes. Some companies still accept CV's when applying for a job. These can be delivered in physical form or submitted electronically. However, even if you do not need to send a CV to apply for a job, it can still be helpful in filling in an application form. Answer the questions below and these answers will form the basis for your CV.

CV's are split into the following sections:

1. Personal Details.

This section is straight forward. Here you need your name, address, contact phone number and email address. If you do not have an email address it would be a good idea to create one. Gmail is quick and easy to create a new email account, but remember to keep the address simple and professional as an unprofessional sounding email address can put an employer off straight away so avoid things like nicknames and x's.

2. Personal Profile / Personal Statement

This is the section that gets people the most stressed when writing a CV as some people find it difficult to talk about their own strengths. It may be a good idea to ask those around you what they feel are your best traits. Examples would be "I am an outgoing and friendly person" or "I have excellent time management skills". You also need to discuss the type of employment you are seeking. This is the first example of CV's being a fluid document as you will change this section based on the job you are applying for.

Complete the section below to help you form a paragraph on your CV:

WORK RELATED QUALITIES 1. 2. 3.
PERSONAL QUALITIES 1. 2.
TYPE OF EMPLOYMENT 1.



3. Key Skills

This small section should be in bullet point form and include no more than eight skills. These can be things like “proficient in the use of IT”.

1.	2.
3.	4.
5.	6.
7.	8.

4. Work Experience

As a teenager you may be entering the world of work for the first time, however you may have some form of work experience. This can include voluntary work, work placements from school or part-time jobs. You should complete this section starting with your most recent work experience.

EMPLOYER:	JOB TITLE:
DATE FROM:	DATE TO:
DUTIES / RESPONSIBILITIES	
EMPLOYER:	JOB TITLE:
DATE FROM:	DATE TO:
DUTIES / RESPONSIBILITIES	



5. Education and training

This section should again be written in order from most recent and qualifications or schooling before your GCSE's are not necessary. If you have not yet received your GCSE results you may include predicted grades for the time being.

ESTABLISHMENT:	
DATE FROM:	DATE TO:
QUALIFICATIONS:	
ESTABLISHMENT:	
DATE FROM:	DATE TO:
QUALIFICATIONS:	

6. Hobbies, interests and other relevant information

This is the final section of your CV that you need to put work into and is used to showcase you as a person, but can also give an insight into how you will be as an employee. Here you should include any sports teams or groups you are part of and if you hold any special role within the group. You can include interests such as music and if you play an instrument, reading, exercising etc.

1.
2.
3.
4.



7. References

The official final section of your CV is your references. These are people who can give information about you to employers who might offer you a job. You should select 2 referees. If you have had a job one of these should be your most recent employer, if not a teacher or Head of Year could be a good option. You should speak to your referees first to make sure they are willing to do this. Whilst there is space below for you to put information of 2 referees you should not include this on your CV as it is someone else's personal information. You should keep this information safe and simply write on your CV the following statement: "References available on request"

REFEREE 1:	ADDRESS:
TEL:	
EMAIL:	
REFEREE 2:	ADDRESS:
TEL:	
EMAIL:	

Top Tips from Employers

1. CV's are fluid documents meaning they change over time. One example of this is already stated above in tailoring the Personal Profile / Personal Statement to the role you are applying for, however other areas of the CV may also change. Each time you gain a new qualification, start a new job or even pick up a new hobby you should change it.
2. Don't include your date of birth on your CV.
3. Do not write CV or Curriculum Vitae on the top of your CV. They know what it is.
4. Your CV should not typically be more than two A4 sides of size 12 font. If you do use more than one sheet do not print double sided as an employer may miss a page if it is printed on the back.
5. For any jobs or colleges which you only spent a short amount of time at, include reasons why you moved on.
6. Use spell check! But be sure not to swap out UK English words for US English. Words such as organise and minimise will occasionally be marked as incorrect as the US version will expect them to be spelled with a Z.
7. Get someone to proof read your CV before you send it.

See the below template and transfer your information from the CV builder onto it to complete your CV. Also



Name

Street Address

Town

Postcode

Tel:

Email:

Personal Profile

Key Skills

Education & Training

Work Experience

Hobbies and Interests

References

Available on request.



Writing a Covering Letter

Opening the letter

Once you've covered the letter writing basics (address, hiring manager's name if you have it), the opening paragraph should be short and to the point.

Explain what job you're applying for and where you found the vacancy.

Feel free to mention the website by name (e.g. 'as advertised on reed.co.uk') or, if someone referred you to the contact, mention their name in this section.

Example:

I wish to apply for the role of IT Manager, currently being advertised on reed.co.uk. Please find enclosed my CV for your consideration.

Second paragraph – *Why are you suitable for the job?*

Briefly describe your professional and academic qualifications that are relevant to the role and ensure you refer to some of the skills listed in the job description.

If you have no specific academic or vocational qualifications to cite, use your relevant experience to win merit.

And if you're lacking in practical work experience? Use personal skills or attributes to show what makes you the perfect fit for the role.

Example:

As you can see from my attached CV, I have over three years' experience in the IT Industry, and I believe the knowledge and skills built up during this time make me the perfect candidate for the role.

Third paragraph – *What can you do for the company?*

Use practical examples to emphasise what you can do for the company. These might be performance-based, and could include examples from previous positions, your current job or even from your academic career.

Always make sure your examples are as quantifiable and pertinent as possible. 'Increased revenue by x%', for instance, sounds a lot more impressive than simply stating you 'Increased revenue'.

Other (role-specific) examples include 'drove x% more traffic to the website during my time in employment', 'an increase in students grades by x' and 'achieved a first class distinction grade in my dissertation on x'.

Example:

In my current role as Senior Marketing Executive at Software Company X Ltd, I have been responsible for increasing incoming client enquiries for our B2B product lines by 156% in under 12 months, which helped the business increase its revenue by 55% year-on-year.



Fourth paragraph – *Reiterate*

Here's where you reiterate your interest in the role and why you would be the right fit for the company.

Example:

I am confident that I can bring this level of success with me to your company and help IT Company LTD build upon their reputation as one the UK's fastest-growing software houses. With my previous experience and expertise, I believe I can hit the ground running and start actively contributing to the business as soon as possible.

Thank you for your time and consideration. I look forward to meeting with you to discuss my application further.

Closing the letter

Thank the employer for their time. It is also a good opportunity to indicate that you'd like to meet with the employer for an interview.

Sign off your cover letter with 'Yours sincerely' (if you know the name of the hiring manager)/'Yours faithfully' (if you do not), and your name.

Example:

Thank you for your time and consideration. I look forward to meeting with you to discuss my application further.

Yours sincerely,

[Your name]





Information for Current and



Expecting Young Parents



HEALTHY EATING DURING PREGNANCY **FOR YOUR INFORMATION**

Cheese

What you can eat:

- All hard cheeses such as cheddar, Stilton and parmesan
- Soft pasteurised cheeses such as cottage cheese, mozzarella, feta, cream cheese, paneer, ricotta, halloumi, goats' cheese without a white coating on the outside (rind) and processed cheese spreads
- Thoroughly cooked soft unpasteurised cheeses, until steaming hot
- Thoroughly cooked soft cheeses with a white coating on the outside, until steaming hot
- Thoroughly cooked soft blue cheeses, until steaming hot
- Pasteurised milk, yoghurt, cream and ice cream

What to avoid:

- Mould-ripened soft cheeses with a white coating on the outside, such as brie, camembert and chèvre (unless cooked until steaming hot)
- Soft blue cheeses such as Danish blue, gorgonzola and roquefort (unless cooked until steaming hot)
- Any unpasteurised cows' milk, goats' milk or sheep's milk
- Any foods made from unpasteurised milk, such as soft goats' cheese

Why:

Unpasteurised dairy products may contain listeria. This bacteria can cause an infection called listeriosis.

There's a small chance listeriosis can lead to miscarriage, stillbirth, or make your newborn baby very unwell.

Soft cheeses with a white coating on the outside have more moisture. This can make it easier for bacteria to grow.

Meat and poultry

What you can eat:

- Meats such as chicken, pork and beef, as long as they're well-cooked with no trace of pink or blood; be especially careful with poultry, pork, sausages and burgers
- Cold, pre-packed meats such as ham and corned beef

What to be careful with:

- Cold cured meats, such as salami, pepperoni, chorizo and prosciutto (unless cooked thoroughly)

What to avoid:

- Raw or undercooked meat
- Liver and liver products
- All types of pâté, including vegetarian pâté
- Game meats such as goose, partridge or pheasant

Why:

There's a small risk of getting toxoplasmosis if you eat raw and undercooked meat, which can cause miscarriage.

Cured meats are not cooked, so they may contain parasites in them that cause toxoplasmosis.

Liver and liver products have lots of vitamin A in them. This can be harmful to an unborn baby.

Game meats may contain lead shot



EGGS

What you can eat:

- Raw, partially cooked and fully cooked British Lion eggs (eggs with a lion stamp on them)
- Foods with raw egg in them, such as mousse and mayonnaise, if they're from British Lion eggs
- Eggs that are not British Lion, as long as the whites and yolks are cooked thoroughly until solid

What to avoid:

- Raw or partially cooked eggs that are not British Lion
- Duck, goose or quail eggs, unless cooked thoroughly until the whites and yolks are solid

Why:

Try to eat British Lion eggs (eggs with a lion stamp on them) because they are less likely to have salmonella in them.

Salmonella is unlikely to harm your unborn baby, but you could get food poisoning.

If you eat eggs that are not British Lion, or not from hens, make sure the whites and yolks are cooked thoroughly.

FISH....COOKED fish and seafood:

What you can eat:

- Smoked fish such as smoked salmon and trout
- Raw or lightly cooked fish in sushi, if the fish has been frozen first
- Cooked shellfish, such as mussels, lobster, crab, prawns, scallops and clams
- Cold pre-cooked prawns

What to limit:

- You should eat no more than 2 portions of oily fish a week, such as salmon, trout, mackerel or herring
- You should eat no more than 2 tuna steaks (about 140g cooked or 170g raw) or 4 medium-size cans of tuna (about 140g when drained) per week
- Tuna does not count as an oily fish, you can have 2 tuna steaks, or 4 medium-size cans of fish, as well as 2 portions of oily fish.

What to avoid:

- Swordfish
- Marlin
- Shark
- Raw shellfish

Why:

You should limit tuna because it has more mercury in it than other fish. If you eat too much mercury, it can be harmful to your unborn baby.

You should limit oily fish because they can have pollutants such as dioxins and polychlorinated biphenyls in them. If you eat too much of these, they can be harmful to your unborn baby.

You should avoid raw shellfish because they can have harmful bacteria, viruses or toxins in them. These can make you unwell and give you food poisoning.



Other foods and drinks:

Caffeine:

You can have caffeine, but no more than 200mg per day.

There is:

- 100mg in a mug of instant coffee
- 140mg in a mug of filter coffee
- 75mg in a mug of tea (green tea can have the same amount of caffeine as regular tea)
- 40mg in a can of cola
- 80mg in a 250ml can of energy drink
- less than 25mg in a 50g bar of plain dark chocolate
- less than 10mg in a 50g bar of plain milk chocolate

Alcohol:

Drinking alcohol in pregnancy can lead to long-term harm to your baby.

If you're pregnant or planning to get pregnant, the safest approach is to not drink alcohol at all.

This keeps risks to your baby to a minimum.

Herbal teas:

You should drink no more than 4 cups of herbal tea a day.

Liquorice:

Liquorice is safe to eat. But you should avoid liquorice root.

Fruits, vegetables and salads:

Be careful with fruits, vegetables and salads as they can have soil on them, which can make you unwell.

Make sure to thoroughly wash all fruits, vegetables and salad ingredients.

Peanuts:

You do not need to avoid eating peanuts when you're pregnant.

Only avoid eating peanuts if you're advised to by a healthcare professional or if you have a nut allergy.

Vitamins:

Do not take high-dose multivitamin supplements, or any supplements with vitamin A in them.

If you are unsure of any information given please follow this up with your Midwife or a health care professional.

Urgent advice: Call **111 if you feel unwell after eating one of the foods to avoid or if you have signs of listeriosis or toxoplasmosis infection. If you begin to experience a severe reaction call **999****

Try not to worry if you've eaten one of the foods to avoid.



Physical activity for pregnant women



Helps to control
weight gain



Helps reduce high blood
pressure problems



Helps to prevent
diabetes of pregnancy



Improves fitness



Improves sleep



Improves mood

Not active?

Start gradually

Already active?

Keep going



Do **muscle
strengthening**
activities twice a week

**Every activity
counts**, every minute
counts, more is better

**No evidence
of harm**

**Listen to your
body and adapt**



**Don't bump
the bump**

UK Chief Medical Officers' Physical Activity Guidelines, 2019



Physical activity for women after childbirth (birth to 12 months)



Time for yourself - reduces worries and depression



Helps to control weight and return to pre-pregnancy weight



Improves tummy muscle tone and strength



Improves fitness



Improves mood



Improves sleep

Not active?

Start gradually

Active before?

Restart gradually



Start **pelvic floor exercises** as soon as you can and continue daily

Build back up to **muscle strengthening** activities twice a week

It's safe to be active. No evidence of harm for post partum women

Depending on your delivery listen to your body and start gently



You can be active while breastfeeding

UK Chief Medical Officers' Physical Activity Guidelines, 2019



Information for teenage parents / pregnancies exploring education, employment or training

Care to learn - Do I qualify?

- You're a parent under 20 at the start of your course
- You're the main carer for your child
- You live in England you're either a British citizen or a national of an European Economic Area (EEA) country
- Your course qualifies
- Your childcare provider qualifies

Benefits of applying:

- your childcare, including deposit and registration fees
- a childcare taster session for up to 5 days
- keeping your childcare place over the summer holidays
- taking your child to their childcare provider
- You can get up to £160 per child per week if you live outside London

What else is available?

- Childcare element of tax credits (now part of universal credit—for over 20s)
- Free Nursery
- Entitlement for 2 and 3 year olds—subject to eligibility

How to apply?

- You must choose your learning provider and childcare provider before you apply.
- Your childcare provider is paid from the beginning of your course if you apply either:
Before your course starts within 28 days of starting your course. If you apply after that, your childcare provider will only be paid from the beginning of the week that your application was received.

What information do I need to provide?

- Details of childcare provider
- OFSTED registration number (provided by nursery or child minder)
- Details of college and course
- Proof of benefits

Call One Stop Shop for further support and guidance or call 01429 523926