

Skills, Development and Employment

Moving into work

If you're out of work, whether voluntarily or through redundancy, it can take time to find another job, regardless of your age. However, your years of experience in the workplace is highly valuable and you can use your knowledge and skills to find employment. Jobcentre Plus provides help and advice on jobs and training for people who can work. (1.)

Jobcentre Plus runs several schemes to help people claiming benefits return to work. If you are claiming Jobseeker's Allowance or Employment and Support Allowance, in the work-related activity group, you may be required to join some of the compulsory schemes; and your benefit will be stopped or reduced if you do not take part. This is called a sanction. (2.)

⇒ Work Programme. This provides support, work experience and training for up to 2 years to help people find and stay in work. You might have to join the Work Programme if:

- you've been getting Jobseeker's Allowance for more than 3 months
- you get Employment and Support Allowance and you're in the Work-Related Activity Group.

Jobcentre Plus will write and ask you to attend an interview. The interview will help you plan, prepare and find work. (3.)

⇒ A work trial gives you the chance to try out a job and keep getting benefits. It can last up to 30 working days, and you might be offered a job at the end. Work trials are voluntary, and your benefits won't be affected if you finish early or turn down a job you're offered. Your Jobcentre Plus can arrange a work trial for you, or you can ask them about how to do this yourself. (4.)

⇒ There are many stages to getting a job, from deciding which jobs to go for, choosing the right places to look, to working on your interview skills. The National Careers Service can help you every step of the way. Job hunting is about showing yourself in the best light. It's also about making the most of your strengths. This is the same whether it's on a CV or in an interview. Whether you're not currently in a job and want to get back to work, or you're looking for your next move, there's advice on their website to help.
www.nationalcareersservice.direct.gov.uk (5.)

Top Tips

- Find out what your total household income and extra expenses will be once you start work.
- Organise childcare if you need it. Find out what is available in your area by contacting your local Family Information Service.
www.familyandchildcaretrust.org
- If you are receiving benefits, contact Jobcentre Plus to tell them the date you are starting work. Make sure you receive any extra payments you are entitled to.
- If deductions were made from your benefits to pay your bills directly, you will need to make new arrangements. The amount of the repayments may go up.
- Find out if you can claim working tax credit, including help with childcare costs. Contact the HMRC Tax Credit Helpline. 0345 300 3900
- Check if you will be entitled to housing benefit and council tax benefit. If you were already receiving either of these benefits, tell your local authority that you are starting work within one month to prevent there being a break in your claim.

1. Looking for work. National Careers Service. 2012. <https://nationalcareersservice.direct.gov.uk/advice/planning/Pages/olderworkers.aspx> 2. Moving from benefits to work factsheet. Gingerbread. 2014. http://www.gingerbread.org.uk/Factsheets_Results.aspx?Keyword=&FactsheetCategoryID=-1 3. Work Programme. Gov.uk. 2013. <https://www.gov.uk/moving-from-benefits-to-work/job-search-programmes>. 4. Work trials. Gov.uk. 2013. <https://www.gov.uk/moving-from-benefits-to-work/work-experience-and-volunteering>. 5. Careers advice: Get a job. National Careers Service. 2012. <https://nationalcareersservice.direct.gov.uk/advice/getajob/Pages/default.aspx>

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Jobcentre Plus

With help on finding a job you can use the Universal Jobmatch service at www.gov.uk/jobsearch or you can call Jobcentre Plus 0345 606 0234.

National Careers Service

Information and advice to help you get on in work and life, from checking out over 700 job profiles to finding out what courses you could do – the national careers service has a lot of information that will help you to plan your career including information on CVs and covering letters. Visit the website www.nationalcareersservice.direct.gov.uk or call a careers advisor today on 0800 100 900 (if you're using a mobile they'll call you back for free).

Gingerbread

Gingerbread provides education and employment factsheets with key information about jobs, training and study options. Whether you need information on what benefits you can get when you work, advice on moving from benefits to work or information on how to get help when you're studying, the factsheets in their 'Your work' section lay it out in a clear and easy to understand format. Visit www.gingerbread.org.uk and click on their Advice & Information section.

Gov.uk

For a range of information on working, jobs and pensions including holidays and finding a job, visit www.gov.uk.

Working Families

Helpline for low income families - 0300 012 0312. Information about parents rights in the workplace on website www.workingfamilies.org.uk. Free newsletter for parents of disabled children who work or wish to work.

Springboard Life Coaching, Career Guidance and Counselling

Springboard helps people to make the best of their lives, with a particular focus on career. It provides professional careers guidance, counselling and life coaching in one-to-one sessions backed up by access to modern computers and software and a professional and supportive environment. Its aim is to provide access for everyone and to use feedback from its workers and service users to continually improve the service. Career guidance, coaching, counselling, sessions. Call 023 8027 1462 or visit www.springboard.hampshire.org.uk.