

Employment



- 1 Who can help?
- 2 Work experience
- 3 Supported employment
- 4 Voluntary work
- 5 Permitted work and supported permitted work
- 6 Government schemes
- 7 Other options
- 8 Equality Act 2010
- 9 Minimum wage
- 10 Avoiding the “Benefits Trap”

1 Who can help?



Many young people would like to be able to work. There are a number of different organisations and people who may be able to help them gain access to employment.

These include:

- supported employment services (such as EmployAbility in Surrey - see below)
- the Disability Employment Adviser at the local Jobcentre Plus office
- a voluntary organisation such as Scope or Mencap may run their own employment schemes or have information about employment opportunities
- care managers/ social workers may have information about local employment opportunities

50

2 Work experience



Many young people will have the opportunity to do work experience while at school. Colleges should help them prepare for employment in an area they are interested in.

As part of their Annual Reviews young people should have been asked about their hopes for the future - this may have included getting a job. The Connexions Personal Adviser should be able to make suggestions about this.

There may be particular courses at college or work experience available so that the young person gets a better idea about the kind of work they would like to do.

3 Supported employment



Supported employment provides the support that is needed for a person with a disability to find a job and keep it. It is flexible and designed to meet their individual needs so they can be successfully employed in a part time or full time paid job.

EmployAbility is a Surrey County Council service aimed at supporting people with a learning disability, a physical disability and/or who are on the Autistic Spectrum into employment. This, for many, includes doing work placements or voluntary work as an incremental step to part time or full time paid employment.

Employability offers a range of services that include:

- meeting with the jobseeker and key people. This builds up a picture of the person, including their skills, abilities, aspirations and potential. This is called vocational profiling.
- work tasters or work experience if needed
- information and signposting to vocational and / or work skills training if needed

- work with the person to find jobs to match preference and abilities.
- support with the application and recruitment process, including interview
- provides on the job training in the work place. This is called job coaching
- support to the employer as well as the jobseeker, for as long as is needed
- provide information about employment-related benefits and Employment Programmes.



4 Voluntary work

Voluntary work can be a useful stepping-stone into open employment - or a valuable and enjoyable end in itself. It does not affect your benefits - however, whatever benefits are being claimed the Department for Work and Pensions should be informed about any planned voluntary work.

If the work is for a charity or voluntary organisation it will not usually be questioned. However if the work is for a profit-making company or business, or in a job with a Health Authority or local authority that would normally be paid, the Department for Work and Pensions may ask why the work is not being paid.

You are allowed to do voluntary work for anyone other than a close relative and you must not be paid for your work other than expenses reasonably incurred by yourself in connection with that work. Reasonable expenses include things such as meals, travel, childminding, equipment needed for work and use of a telephone. There is no limit on the number of hours you can volunteer.



5 Permitted work and supported permitted work

These programmes allow a person claiming certain benefits because of incapacity to try some paid work without losing these benefits. There are two main types of permitted work:

‘Ordinary’ permitted work: you can earn up to £20 per week doing any kind of work without losing any means-tested benefits you get, such as Income Support, Housing or Council Tax Benefit. You do not need to tell the Department for Work and Pensions about it.

‘Supported’ permitted work: this is work supervised by a person employed by a public or local authority or voluntary organisation which provides or arranges work opportunities for people with disabilities. You can earn up to £95 per week without losing your Incapacity Benefit or Employment and Support Allowance. However it will affect the amount of any Income Support, Housing or Council Tax Benefit that you receive. You need to tell the Department for Work and Pensions if you are doing this type of work.

There is no limit to the number of hours you can work, although the national minimum wage rules mean that you won’t be able to work more than 16 hours a week.

See Section 7 - Benefits for more information.

For the current rules on permitted work go to www.direct.gov.uk

6 Government schemes



Disability Employment Advisers (DEA) are based at local Jobcentre Plus offices.

They can give advice and information about employment to anyone with a disability. To find your nearest Jobcentre Plus, go to www.direct.gov.uk.

A DEA will be able to advise your son or daughter of any job vacancies that may be suitable for them.

They will also have details about any Government schemes to support disabled people to secure employment. Some of these schemes are listed below:

New Deal

This is a programme of advice and practical support, which helps people move from disability and health-related benefits into paid employment. It aims to give the person new skills and improved confidence - plus the financial benefits of being in work.

Your son or daughter will have a Job Broker who will talk to them about the sort of work they want. The Job Broker will help them decide on their best route into employment and work with them to achieve their goals.

For more information call Jobcentre Plus (see Useful Contacts). If you want to contact a Surrey Job Broker call 0845 650 2638.

Work Programme

The Work Programme will provide more flexible support for Jobcentre plus customers from the summer of 2011. Providers paid by the Department of Work and Pensions will work with customers to train and look for employment, as well as supporting them for as long as necessary in work, to help them to keep and progress in employment. Providers will work with each individual to decide what support they need, tailoring it to their needs.

Work Choice

Work Choice helps people with disabilities who are ready for employment but whose needs cannot be met through other work programmes, Access to Work or workplace adjustments. This might be because they need more specialized support to fund employment or to keep a job.

If Work Choice is appropriate it will be tailored to meet individual needs. It focuses on helping people achieve their full potential and moving towards being more independent. It can only be accessed through referral from a local Disability Employment Adviser at a Jobcentre Plus office.

Access to Work

This scheme helps with some of the practical obstacles faced by disabled people at work, for example special equipment or help towards the cost of transport.

It can also pay for a support worker if your son or daughter has a learning disability or sensory impairment.

Modern Apprenticeships

An apprenticeship gives a young person the chance to earn money while they gain a qualification. Apprenticeships are open to people over 16 years of age who are not in full-time education.

Young people can apply for a vacancy as an apprentice with an employer who takes on apprentices and see if they will give them a job. Most apprenticeships take about 12-24 months to complete.

They lead to:

- a National Vocational Qualification (NVQ) at Level 2 or Level 3
- a Key Skills qualification, like problem solving and using technology
- (in most cases) a technical certificate, such as a BTEC or City & Guilds Progression Award
- other qualifications needed for particular occupations

You can find out more about apprenticeships at www.apprenticeships.org.uk or by telephoning 08000 150 600

7 Other options



There are other employment opportunities that may be more suitable for some people. These include working in a Social Firm, Cooperatives and Sheltered Employment. Employability can provide information on these and other options.

8 Equality Act 2010



The Equality Act gives people rights in several areas, including employment.

Under the Act it is unlawful for employers to treat a disabled person less favourably because of their disability, unless they can justify this.

It covers things like application forms and interviews, just as much as terms of employment, work related benefits (including access to recreation and refreshment facilities) and dismissal or redundancy.

Employers are expected to make “reasonable adjustments” when employing a person with a disability.

Contact the Equality & Human Rights Commission (formerly known as the Disability Rights Commission) to find out more.

Telephone: 0845 604 6610

Website: www.equalityhumanrights.com

9 Minimum wage



Employers have to pay a minimum wage to employees, by law. This is to protect vulnerable people from being exploited. To find out more call the Minimum Wage Helpline on 08456 000 678 from 8:00am - 6:00pm Monday - Friday.

10 Avoiding the “Benefits Trap”

DWP Department for Work and Pensions

Taking on work can sometimes put your benefits at risk, and you should seek advice before your son or daughter starts a job. However, the Government has many strategies to help people claiming Employment and Support Allowance who would like to enter, re-enter or remain in employment.

These include:

Voluntary work:

- Claimants are allowed to undertake unpaid work without any impact upon benefits. (See section 4 for more information)

Incapacity earnings disregard:

- Claimants are allowed to work for small amounts of money without any impact upon benefits. (You should always inform your Jobcentre Plus adviser before undertaking any work whilst receiving benefits)

Work Trial:

- Claimants are allowed to try employment by filling a job vacancy for up to 30 working days.
- The claimant remains on benefit without wages though daily expenses are payable.

Job Grant:

- A one-off payment designed to offset some of the costs of moving from benefit into employment and to encourage claimants to consider a wider range of jobs.

Linking Rules

There are various linking rules available to people who leave Employment and Support Allowance to start full time employment or training, which may protect the rate of benefit. These include a 12 week and a 104 week rule. You should speak to your Jobcentre Plus adviser or benefit advisor regarding this before you start work if you need to know more.

Useful Contacts



National

Skill: National Bureau for Students with Disabilities

Address: Unit 3
Radisson Court
219 Long Lane
London SE1 4PR

Telephone: 0800 3285050 or 020 7657 2337

SMS text service (for young people aged 16-21): 07786 208020

Email: info@skill.org.uk

Website: www.skill.org.uk

Information and advice about vocational, further and higher education, student allowances, training and employment opportunities for young people and adults over 16 years with any kind of impairment.

Volunteering England

Telephone: 0207 520 8900

Website: www.volunteering.org.uk

For more information about volunteering in your area and details of your local Volunteer Bureau / Volunteer Development Agency.

Benefit Enquiry Line:

Telephone: 0800 88 22 00

Remploy Ltd

One of the U.K's leading providers of employment services and employment to people experiencing complex barriers to work. Provides a range of employment services to support disabled people into work.

Telephone: 0845 155 2700

Email: info@remploy.co.uk

Website: www.remploy.co.uk

Jobcentre Plus

Telephone (Jobseeker Direct): 0845 6060 234

Website: www.direct.gov.uk

Directgov

Information about looking for work, help and advice when applying for a job, Jobcentre Plus, benefits etc.

Website: www.direct.gov.uk



Local

Employability

Address: Quadrant Court, 35 Guildford Road
Woking, Surrey GU22 7QQ

Telephone: 01483 519690

Website: www.surreycc.gov.uk

Employability helps people with learning disabilities, a physical disability and/or who are on the Autistic Spectrum in Surrey enter into meaningful, paid employment.

North West, North East and South West Surrey Employability Team Office

Address: Quadrant Court
35 Guildford Road
Woking
Surrey
GU22 7QQ

Telephone: 01483 519690

South East Surrey Employability Team Office

Address: Wingfield
St Annes Drive
Redhill
RH1 4AA

Telephone: 01737 277789

Employability can also be contacted via the Surrey County Council Contact Centre on 03456 009 009

Jobcentre Plus

Local Jobcentre Plus offices have a Disability Employment Adviser who will be able to give information and help about government initiatives and local employment.

Telephone: 0845 604 3719

Website: www.jobcentreplus.gov.uk

See page 34 for full details.

Surrey Supported Employment

Supports people with a health condition or disability to access work, and supports employers to recruit disabled people.

Address: White Lodge Centre,
Holloway Hill
Chertsey
Surrey KT16 0AE

Telephone: 0845 650 2638

Email: info@surreyemploy.org.uk

Website: www.surreyemploy.org.uk

Connexions

Connexions now has 2 administrative offices, covering the east and the west of the county.

Website: www.connexionssurrey.co.uk

West Surrey Connexions Team

Address: Sutton House
Weyside Park
Cotteshall Lane
Godalming
Surrey GU7 1XP

Telephone: 01483 413207

East Surrey Connexions Team

Address: 83 East Street
Epsom
Surrey
KT17 1DN

Telephone: 01372 722291