

## INFORMATION FOR PARENTS/CARERS

### LOOKING FOR WORK



The aim of this leaflet is to give you a guide to some of the organisations in Hertfordshire that help young people with disabilities find employment.

Your son/daughter's Connexions Personal Adviser can give you more information.

### Entry to Employment (E2E)

E2E is a programme of training which is individually tailored to the young person's needs. The young person can:-

- Learn about the world of work
- Have the opportunity to take part in different work tasters/placements
- Develop skills such as numeracy and literacy and learn the skills they need to find and keep a job
- Work towards a qualification (wherever possible)

It is intended that the young person would be able to move into employment with training or on to further education at the end of E2E.

A preparation course called Pre E2E is available for young people not able to access E2E. This course is designed to give young people an opportunity to develop the skills, attitudes and abilities to enter E2E.

- ① For more details contact your son/daughter's Connexions Personal Adviser or the Connexions Access Ability Team on **01462 704901**.

## Apprenticeships

Apprenticeships enable young people to work and learn at the same time.

- Young people work towards National Vocational Qualifications (NVQs) related to their chosen area of work
  - Extra help is available for young people with disabilities up to the age of 25
- ① To find out more, please talk to your son/daughter's Connexions Personal Adviser or contact the Connexions Access Ability Team on **01462 704901**.

Information is available on the internet at  
**[www.apprenticeships.org.uk](http://www.apprenticeships.org.uk)**

## Work Solutions

Work Solutions is part of Herts County Council and helps people with disabilities and other difficulties, enter employment. The staff who work for Work Solutions are called Employment Consultants.

- Introduction to Work Solutions would be through the young person's Social Worker, Connexions Personal Adviser or other appropriate agencies
- Employment Consultants meet with young people to identify their strengths and weaknesses
- The Employment Consultant can identify a suitable employer and brief them on a young person's abilities, support required and training needs
- The Employment Consultant can accompany a young person to work for a period of time, introducing them to the workplace and tasks to be done
- The Employment Consultant can help a young person and their family to consider the impact that work would have on benefits. The Employment Consultant would seek to ensure that the young person is not worse off financially

**i** To contact Work Solutions call:

Hitchin:	<b>01462</b>	<b>431343</b>
Apsley Hemel Hempstead:	<b>01442</b>	<b>454464</b>
Hertford:	<b>01992</b>	<b>556393</b>

## Workstep

Workstep is a government sponsored scheme for people with disabilities who are motivated and ready to work.

- Workstep may be entered following training, placement by Work Solutions or by any other route. Referrals are usually made through the Disability Employment Adviser at Jobcentre Plus
  - A young person can be employed by a sponsor (usually a charity) and placed to work with an employer
  - A young person can be paid the standard wage for the job by the sponsor
  - A young person's ability to do the job can be evaluated and the employer would pay the appropriate percentage of the full wage; the balance of the wage would be paid by the Government
  - A young person can be helped to improve their skills and efficiency and move towards open employment wherever possible
- i** For more information call your local Jobcentre (look in your local telephone book under "Jobcentre Plus")

## Access to Work

Access to Work is a Government run scheme offering ongoing support to enable a worker with disabilities to keep an existing job or start a new one.

Access to Work may include:

- Support from a support worker
- Help with travel to and from work
- Adaptations or equipment to assist in carrying out a job

① For more information contact The Access to Work Business Centre.

Tel: **01206 288788**

**[www.jobcentreplus.gov.uk](http://www.jobcentreplus.gov.uk)**

## **New Deal for Disabled People (NDDP)**

New Deal for Disabled People is designed to help people on Incapacity Benefits like Disability Living Allowance move into work.

- The young person's adviser can provide them with individual support, advice, training and help to find a job, such as help to produce a C.V., interview skills, training and information on the Disability Discrimination Act
- The adviser can work with young people to help them identify their strengths and weaknesses and identify suitable work
- The adviser can also work closely with the employer to ensure that they understand the skills and potential of people with disabilities
- The adviser can provide continued support for up to six months once the person is in work
- The adviser can help young people find out how starting work will affect benefits

① For more information call **0800 137 177**  
**[www.jobcentreplus.gov.uk](http://www.jobcentreplus.gov.uk)**

## Jobcentre Plus

- Jobcentre Plus can help young people aged 18 and over look for work. It is not necessary to go into a Jobcentre to access vacancy information. All Jobcentre Plus vacancies are available on their website [www.jobcentreplus.gov.uk](http://www.jobcentreplus.gov.uk) and Jobseeker Direct can offer support if you are looking for a job. The telephone number is **0845 6060234**. Jobcentre Plus also has a telephone number for Deaf or hard of hearing customers **0845 6055 255**. Lines are open 9am to 6pm Monday to Friday and 9am to 1pm on Saturdays. All calls are charged at local rates
  - Young people who need support due to a disability, can ask to see a Disability Employment Adviser (DEA). They help people look for work, and offer a range of other support into employment
- i** To find out more please contact the Disability Employment Adviser at your local Jobcentre – look in your local telephone book under “Jobcentre Plus”.

## Connexions Hertfordshire Vacancy Services

- Connexions Personal Advisers can support young people with disabilities by talking through their ideas and helping them find the right support
- Connexions Hertfordshire offers a job vacancy service to young people looking for full time jobs. Current vacancies can be found on the internet [www.connexions-hertfordshire.co.uk](http://www.connexions-hertfordshire.co.uk) (click on Jobs, then recruitment services for 16 – 19 years old)

To find out more Contact your son/daughter’s **Connexions Personal Adviser** or the **Access Ability Team:-**

**Tel:** 01462 704901  
**Fax:** 01462 705001  
**Minicom:** 01462 704901  
**Email:** [accessability@connexions-hertfordshire.co.uk](mailto:accessability@connexions-hertfordshire.co.uk)

## Other Things to think about:

### Working and Benefits?

If your son/daughter is in receipt of benefits, going to work may affect them.

- ① You can get general advice about benefits and information about organisations that may be able to help, from the Benefits Enquiry Line. The telephone number is **0800 882200**, Textphone **0800 243355**.

### Work experience

If your son or daughter is at school or college, they may take part in work experience.

- Some students may do a day or half day a week with an employer over a period of time
- Some students may visit an employer every day for one or two weeks
- Some schools and colleges run businesses (mini enterprises) that young people can be involved with, such as a garden maintenance, or tuck shop for students and staff
- The aim of all work experience is to help young people develop skills they may need for work. Unfortunately, it is not always possible for students on work experience to get direct experience of particular jobs they may be interested in. Young people do not get paid for work experience.

### Voluntary Work

Voluntary work is a good way to experience a work environment.

- The advantage over paid work is that it is less pressurised, is more flexible and may not affect their benefit
- Young people must realise that they will not get paid; they may receive expenses

- ① For more information, please speak to your son/daughter's Connexions Personal Adviser or the Connexions Access Ability team on **01462 704901**.

## Millennium Volunteers

- There is a volunteering agency in Hertfordshire called Millennium Volunteers
  - Millennium Volunteers help young people aged between 16 and 24 to find volunteering opportunities and placements
- ① To find out more about Millennium Volunteers contact your nearest office:

Watford: **01923 353631**  
Cheshunt: **01992 623990**



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