



# I can get a job

A step-by-step guide to getting a job. This guide is for you and the people who support you.

With a foreword by Anne McGuire, Minister for Disabled People, Department for Work and Pensions



## Foreword

I am very pleased to welcome this guide. It will tell you what the steps are to getting a job. It will help you decide what sort of work is right for you and who can help you to find it.

You might also want to read 'I want to work'. This is a guide for people with a learning disability about how your benefits are affected when you start working.

The Government knows that not enough people with a learning disability have a job at the moment. I am committed to making sure that people with a learning disability have a better chance to get a job while I am in government.

If you decide that you want to get a job, I wish you the very best of luck. You deserve the chance to earn a good wage and achieve your ambitions.



Anne McGuire  
Minister for Disabled People  
Department of Work and Pensions

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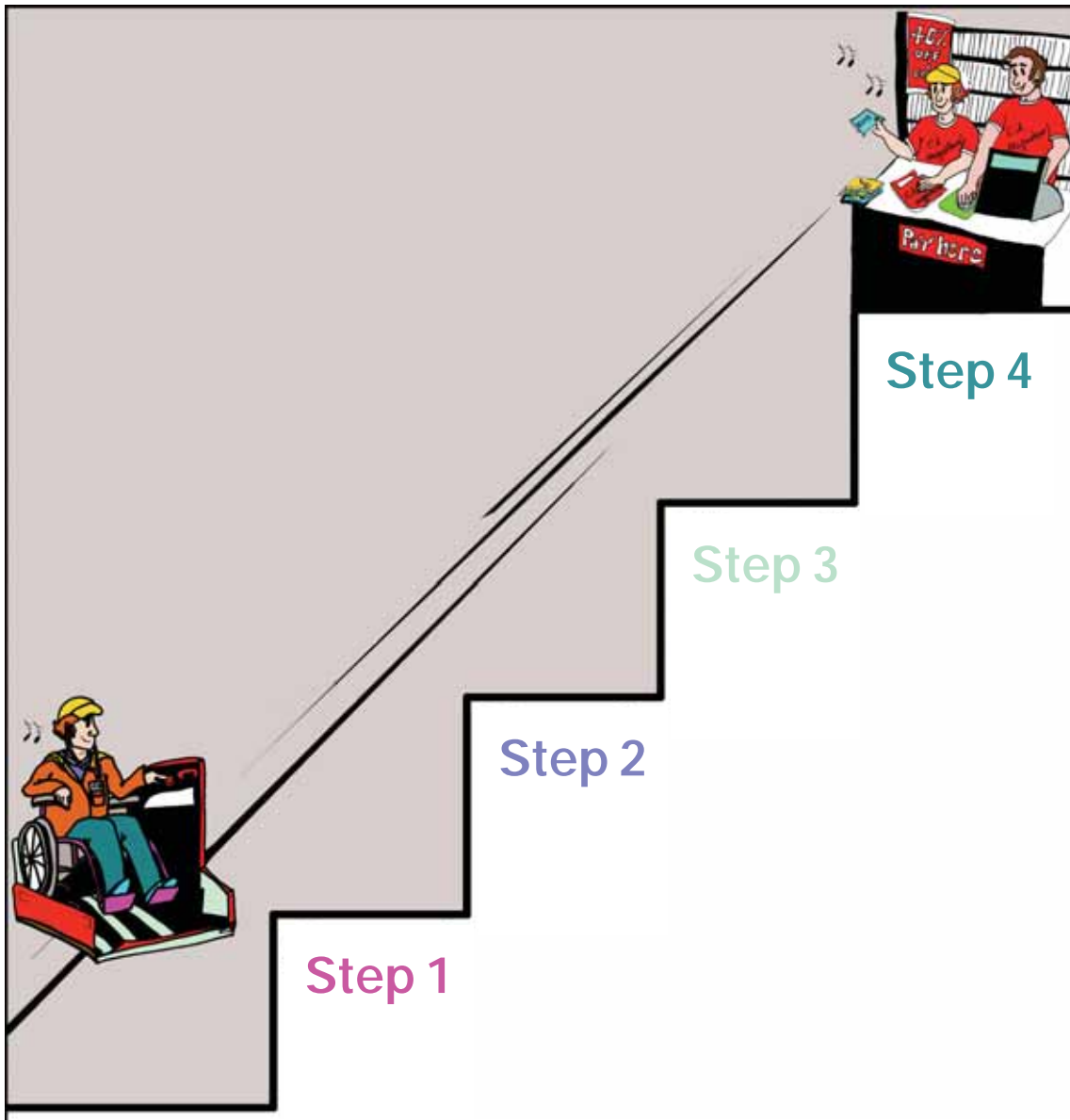
## I can get a job

- If you want to work, there are a lot of things you can do to make it happen.
- This guide tells you about the steps you can take to get a job.
- This guide is also for the people around you who you may want to ask for support.

There is another guide that goes together with this one called 'I want to work'. This is all about benefits and how working affects them.

*You can find out how to get a copy in the Appendix at the back of this guide.*

## What are the steps to employment?



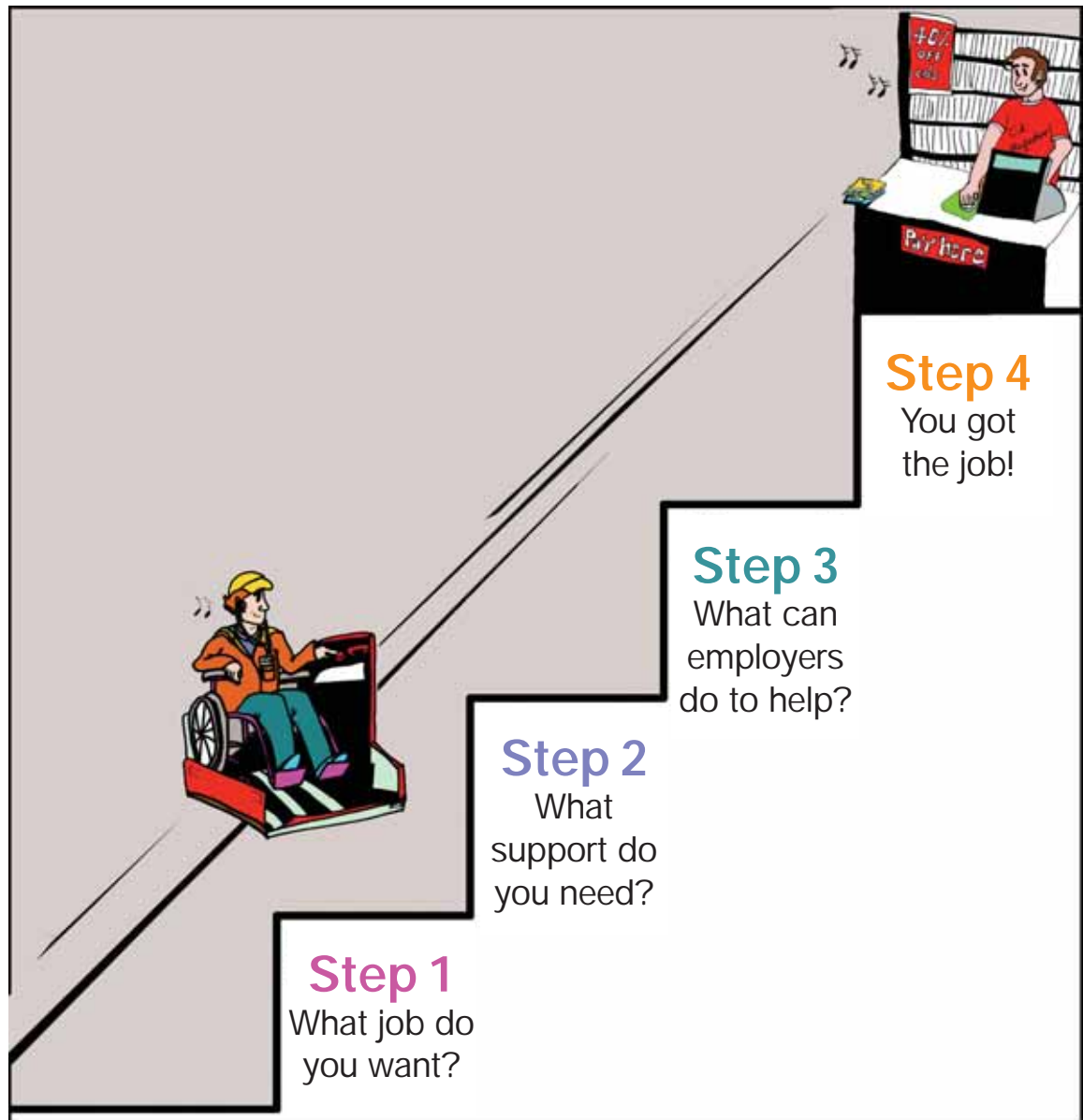
**Step 1:** What job do you want?

**Step 2:** What support do you need?

**Step 3:** What can employers do to help?

**Step 4:** You got the job!

## Step 1: What job do you want?



### Things to think about:

- what you like to do
- what training or experience you have
- how many hours a week you want to work
- do you want a paid job to start with?

## What do you like doing?

People want different things from work. You may already have some ideas about what work you would like to do.

Use the **pink box** on this page to start thinking about what things would be important to you in a job. You may want to talk these ideas through with someone who knows you well.

### About me (☑ tick box)

- I like to be mostly on my own
- I like to be with other people
- I want a job that supports and helps other people
- I want a job in an office
- I want a job where I work outside a lot
- I am good at getting up early
- I am not good at getting up early
- I like being physical and energetic
- I like to be quiet and not rush around too much
- I would like to work with a big group of people
- I would like to work with a small group of people

Things I enjoy are

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## What training and experience do you have?

You may have some experience that will help you get a job.  
You may have qualifications from school or college.  
You may want to ask people who know you well what they think your skills and experience are.

Use this **pink box** to help you think about your experience and skills.

### My skills and experience ( tick box)

I have been on work experience

I have been to college

I have done a job in the past

More about my skills and experience:

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Do not worry if you have not had much training or experience – you can get it.

The Learning and Skills Council provides a range of training and can tell you what is on offer from other training providers.

*Their contact details are in the Appendix at the back of this guide.*

Information about training in your area is available from your local Jobcentre Plus office. You can ask an adviser or a Disability Employment Adviser for more details. There is more about this on page 21.

Otherwise, you can get experience from doing a job. Not all jobs need you to have training or qualifications.



## How many hours a week do you want to work?

If you are on benefits, working may affect them.

This does not mean that you cannot work. It may mean that you want to think about how many hours you work each week.

You might find that you could earn more money than you get in benefits. Some people are better off if they come off benefits.

You can also get advice and information from:

- your Disability Employment Adviser
- Citizens Advice Bureau
- 'I want to work' – a guide for people with a learning disability on how benefits affect work.

*These details are in the Appendix at the back of this guide.*

### **Part-time work**

This is when you work less than 16 hours a week.

You could work for only 1 or 2 days a week. You could work for a few hours each day.

Part-time work can be a good way to start working.

### **Full-time work**

This is when you work for 16 hours a week or more. When you work full time, you earn more money and can be better off than you were on benefits. You could also get Tax Credits. This is extra money to make sure you are better off. You can find out more about Tax Credits in the guide 'I want to work'.

## Case Study

### Tom Jeanes gets a full-time job

I was unemployed for 18 months before I got a job as a mailroom operator at Pitney Bowes. I had worked unpaid for several different organisations but I really wanted a paid job.



I started off working 16 hours a week. I wanted to save up enough money to move out of my family home and to go on holiday with my friends.

My job coach helped me to focus on my goals so I could keep motivated, even when I felt tired from working more hours.

I love my job at Pitney Bowes. It felt good to finally come off benefits and get a proper job. I'm still saving for my own place and I love having extra money to spend on computer games and going out.

## Different ways to start work

You may want to start working by getting some work experience or voluntary work.

**Work experience** is where you work for a short amount of time to get experience of a job. It can help you decide if you want to do that sort of work.

You should not do unpaid work experience for more than about 8 weeks. This is because if you work for a longer time an employer should be paying you.

You may be able to get some work experience with the help of a **supported employment** organisation. Supported employment means that somebody will help you to learn the skills you need for a job. They will also help you to find a job that is right for you. Once you have got a job, they can help you in the workplace until you are ready to do the job on your own.

**Voluntary work** is where you do unpaid work for a non-profit organisation like a charity. Voluntary work can be a useful way of getting skills and experience that will help you get a paid job.

If you are doing voluntary work, you should get a small amount of money, called 'expenses'. Expenses cover the cost of your travel and lunch. You will not get any other money.

You can volunteer for a non-profit organisation for as long as you like. You should not do voluntary work for an organisation that is run for profit. Organisations like this should be paying you to work for them.

*See the Appendix at the back of this guide for more information about voluntary work.*

## Be your own boss

You do not have to work for someone else. You could be your own boss.

One way you could do this would be to set up a micro-enterprise.

## What is a micro-enterprise?

A micro-enterprise is a small business.

This is a way of creating a job that makes good use of your skills and abilities.

A micro-enterprise is about making money. The aim is to think of something that people want to buy or pay money to do.

Anyone can have a micro-enterprise, including people with profound and multiple learning disabilities. Micro-enterprises can be anything from running your own gardening business to owning a vending machine.

## What are the good things about setting up a micro-enterprise?

- It can be interesting.
- You can learn new skills.
- You can make money.
- It can be as big or small as you like.

*See the Appendix for more information about micro-enterprises.*

## Case study

### Tom Cowen – Fair Trader

My friend Kirsty inspired me to start fair trading after she visited schools in South Africa. I applied for direct payments to employ a personal assistant (PA) 2 days a week.

I now have several fair trade customers in the centre of York – mostly offices buying catering size packs of Traidcraft coffee, tea and biscuits.

Recently I have been given the free use of a city centre office in York by a local voluntary organisation. This will mean I can expand the business further. I have also accepted several invitations to talk about my experience of setting up a micro-enterprise.

Having a PA 2 days a week through direct payments is a great help. But I also have support from my circle of friends.

I have already raised several hundred pounds to put towards musical instruments and sports equipment for Tsolo Special School in the Eastern Cape of South Africa. I visited the school and met all the students.

I enjoy my week – 2 days fair trading, 2 days gardening and 1 day doing work experience in a music shop.

## How can you get your ideal job?

Remember that it isn't always possible to get your ideal job straight away.

You could start by doing another job. This could give you some good experience.

You don't have to stay if you don't like it. Most people try a few different jobs before they find a job they really like.

## Case study

### Michelle Kenton finds her ideal job

Catering is something I've always been interested in – I'd worked on the retail side and wanted to do something different. I applied for a job with the catering department of the Police.

Before this I worked in a bakery, which I didn't enjoy. They were too strict and expected me to know and remember everything straight away.



When I was offered this job I was happy and surprised. It's been good – I've been here a year and I've been enjoying it. I think I fitted in straightaway. They've been more helpful than in my other jobs and don't mind me taking time to learn the job.

Janice Swallow, one of Michelle's supervisors said: "I started a few months after Michelle and she seems to be doing really well. She's started doing a few more things for me, including working on the till."

## Summary of Step 1

- Think about what you like to do.
- Think about your skills and experience.

You may want to ask people who know you well to help with this.

- Decide if doing some training will help you to get a job.

Think about whether you would like to do a full-time job or a part-time job. You might like to do work experience before you start a paid job. And when you start a paid job, you might like to get some support at first. This is called supported employment.

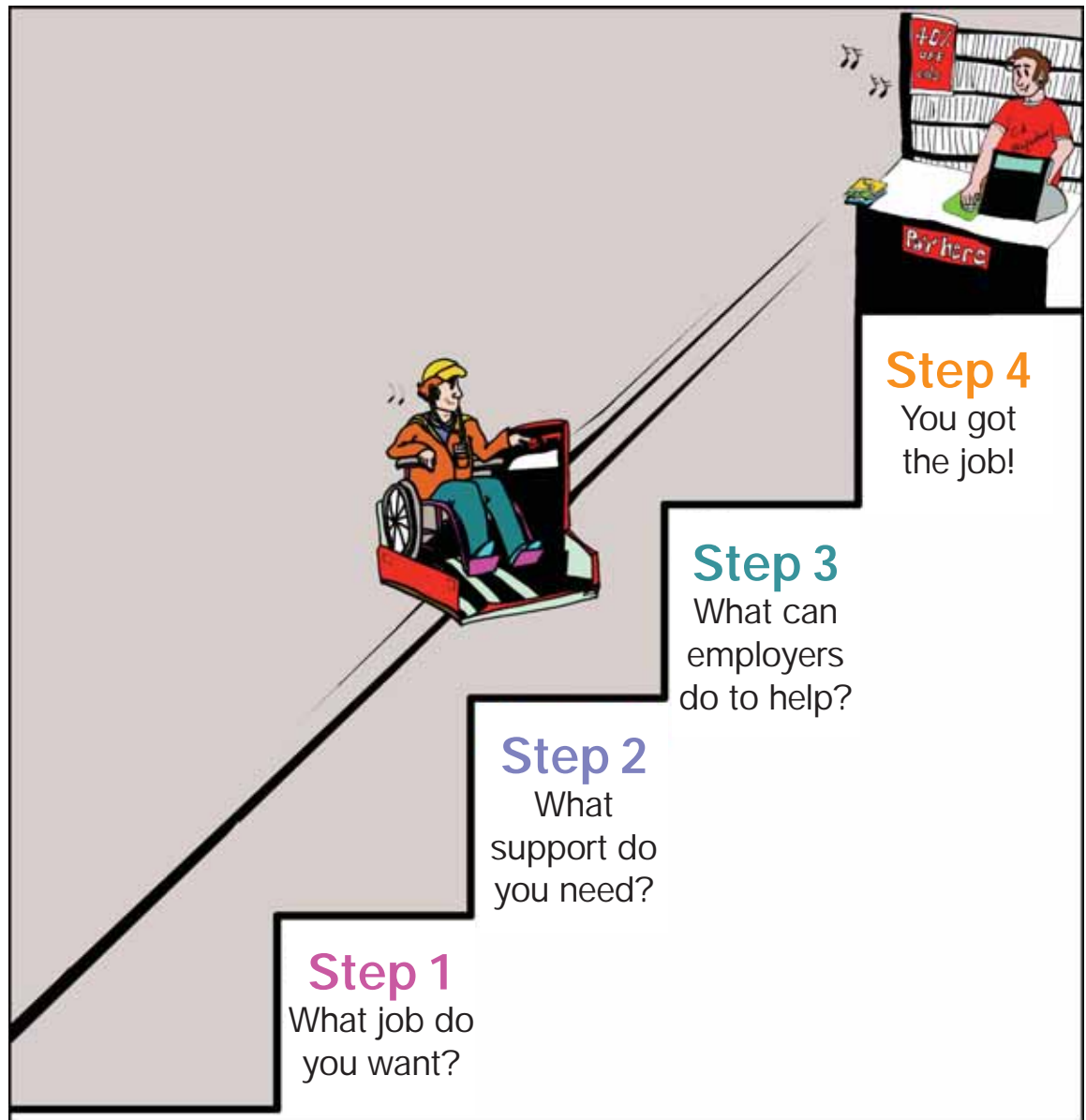
- Voluntary work can be a good way of getting experience of work.

Is this something you would be interested in?

What charities are there in your area that you might be interested in volunteering with?

- You may want to learn more about how you can be your own boss by setting up a micro-enterprise.
- If you don't think you can get your ideal job straight away, what steps could you take to get there?

## Step 2: What support do you need?



### Things to think about

Do you need support to:

- decide what kind of job you want
- find a job
- learn how to do your new job?



## Support to find a job

You do not have to have support. You could look for a job in the paper or on the internet. You could join a recruitment agency. You could look on the websites of employers you would like to work for. You could go to your local Jobcentre Plus to get work.

### You can get support from

- supported employment agencies
- Jobcentre Plus.

There is more about this later in this chapter on pages 19-21.

## Case study

### James Richardson finds jobs that fit in with his life

I work at McDonalds for 20 hours a week. I also work as a casual member of the care staff at a local nursing home to make some extra money.

I found my job at McDonalds by going to my local Jobcentre. I got both jobs without having any extra support. I have worked at McDonalds now for 9 years and kept my job when the manager changed.



I enjoy my work. Wednesday is my day off. I like to go for a wet shave and get a discounted meal at McDonalds. At the weekends I like to go into London.

I chose to do 2 part-time jobs as if I did 1 full-time job I would get very tired. I also do some voluntary work. If I did a full-time job it would be difficult to do this work as well.

*If you do not need support, go straight to Step 3 on page 26.*

## Help in working out what you want to do

Using person-centred planning can be helpful.

### **What is person-centred planning?**

Person-centred planning is a way of planning for changes in your life that puts you at the centre. It helps you to think about who you are and what your goals might be.

Person centred planning should look at every part of your life. If it is done well, it should help you think about the following things:

- who you are and what you want
- how you want your life to be
- what is important to you
- which people you can involve in your life to help you make the changes you want
- the steps you need to take to reach your goal.

### **How will it help me get a job?**

Good person centred planning will help you and those around you understand more about:

- your goals
- your skills and abilities
- what is important to you and for you
- to think about how you can be part of your community.

All these things will be useful in helping you choose a job that is right for you.

**If you want to find out more about person-centred planning talk to:**

- your local Learning Disability Partnership Board. They should know about the people that can help you to make your plan
- your local self-advocacy group.

*There are contact details for Learning Disability Partnership Boards and self-advocacy groups in the Appendix at the back of this guide.*

## Organisations and agencies that can help you find a job

You can get help to find employment or to stay in work from a lot of different organisations and agencies.

These include:

- Jobcentres
- careers services
- supported employment agencies.

*There is a list of them in the Appendix at the back of this guide.*

You can make an appointment through a Disability Employment Adviser (see page 21).

## Supported employment agencies

Supported employment is when you get support to find and keep a job. There are supported employment agencies that do this.

*There are details of supported employment agencies in the Appendix at the back of this guide.*

### **Job coaching**

A job coach can help you to learn the job in the workplace. They may also work with your employer to see how they can continue to support you. They can help you to do the job by yourself so that you can work independently.

### **Work preparation**

Some supported employment organisations may run 'work preparation' courses. These can help you to learn the skills you need for a job. For example, how to manage money and good time-keeping.

### **Job brokering**

A job broker helps you to find a job. They can help you:

- write your CV (a CV is a document that tells an employer about you, your skills, training and experience)
- work out what you want to do
- find the right training
- work out how your benefits may be affected
- give you information on help from the Government
- find a job.

## Case study

### **Steven Rabone finds a new job**

I worked for a garden centre for 18 years. It was a sheltered employment scheme and they did not pay me very much for this work. I went to a supported employment agency to find another job.

I was offered a job at Homebase. It was brilliant to get some new work. I am doing a work-based learning trial at the moment for 39 hours a week.

Bill is my job coach. He used to come in twice a week to support me. Now I've been there for a while he only comes in once. I like talking to him – it's like speaking to a friend. He checks to see if I'm okay and the job is going okay.

## More about who can help

### Jobcentre Plus

Jobcentre Plus has Disability Employment Advisers (DEAs) who can help you get a job. Their job is to help disabled people to find work.

#### They can:

- help you think about what you want to do
- tell you about the support you can get to find and keep a job
- talk to employers for you
- set up an interview for you with an employer.

You will need to make an appointment to see a Disability Employment Adviser. You can ring up or walk into your local Jobcentre Plus office to set this up. You can take a supporter with you to make the appointment. Your supporter can also go with you when you go to see the Disability Employment Adviser.

### Work Assessments

The Disability Employment Adviser can help you think about what job you want to do. This is called a Work Assessment.

For a Work Assessment you may be asked to do different things. This can be using a computer, pen and paper or something practical. It is about finding out what your skills are as well as what you might need extra support or training with. It may take a day or more to complete your Work Assessment.

You can find out more in a guide called 'Getting and keeping a job: How Jobcentre Plus or the Jobcentre can help you if you have a learning disability'.

*To find out how to get a copy of this, see the Appendix at the back of this guide.*

### **New Deal for Disabled People**

The New Deal for Disabled People provides a job broker to help you find a job. The New Deal job broker can talk to employers for you to see if they can employ you and what support they can give you.

Your Disability Employment Adviser can tell you more about the New Deal for Disabled People.

### **Special Incapacity Benefit Advisers**

These are people who are experts in helping disabled people to think about work. They can help you if you want to come off your benefits. Not all Jobcentre Plus offices have Special Incapacity Benefits Advisers yet. Ask your Disability Employment Adviser if you have one in your local Jobcentre Plus office.

*For details about your nearest Jobcentre Plus office, Appendix at the back of this guide.*

## **Other things that can help**

### **Direct Payments**

You may be able to get Direct Payments to pay for your job coach support. You will need to talk to your social worker about this.

### **Access to Work**

This is money you can apply to use for the things you need at work. You can use it to pay for transport costs, like a taxi if public transport is bad in your area. You can also use it to pay for support for you at work from a job coach.

### **You can find out more from**

- your local Disability Employment Adviser
- your local supported employment agency
- a Connexions adviser if you are aged between 13 and 25.



## Summary of Step 2

### Support

You may not need support to find and get a job. If you do not need support you can look for jobs:

- in the job pages of a newspaper
- on the internet
- through joining a recruitment agency
- through websites of employers you would like to work for
- through your local Jobcentre.

### Help in working out what you want to do

A person-centred plan may be a good way for you to think about what kind of job you want.

### Supported employment agencies

They can help you to:

- get support to learn how to do your new job
- get training to prepare to work
- find a job.

### Jobcentre Plus

Jobcentre Plus has advisers like Disability Employment Advisers and Special Incapacity Benefits Advisers who can help you.

### A Disability Employment Adviser can:

- help you think about what you want to do
- tell you about the support you can get to find and keep a job
- talk to employers for you
- set up an interview for you with an employer.

## A guide to getting a job for you and the people who support you

### Other forms of help

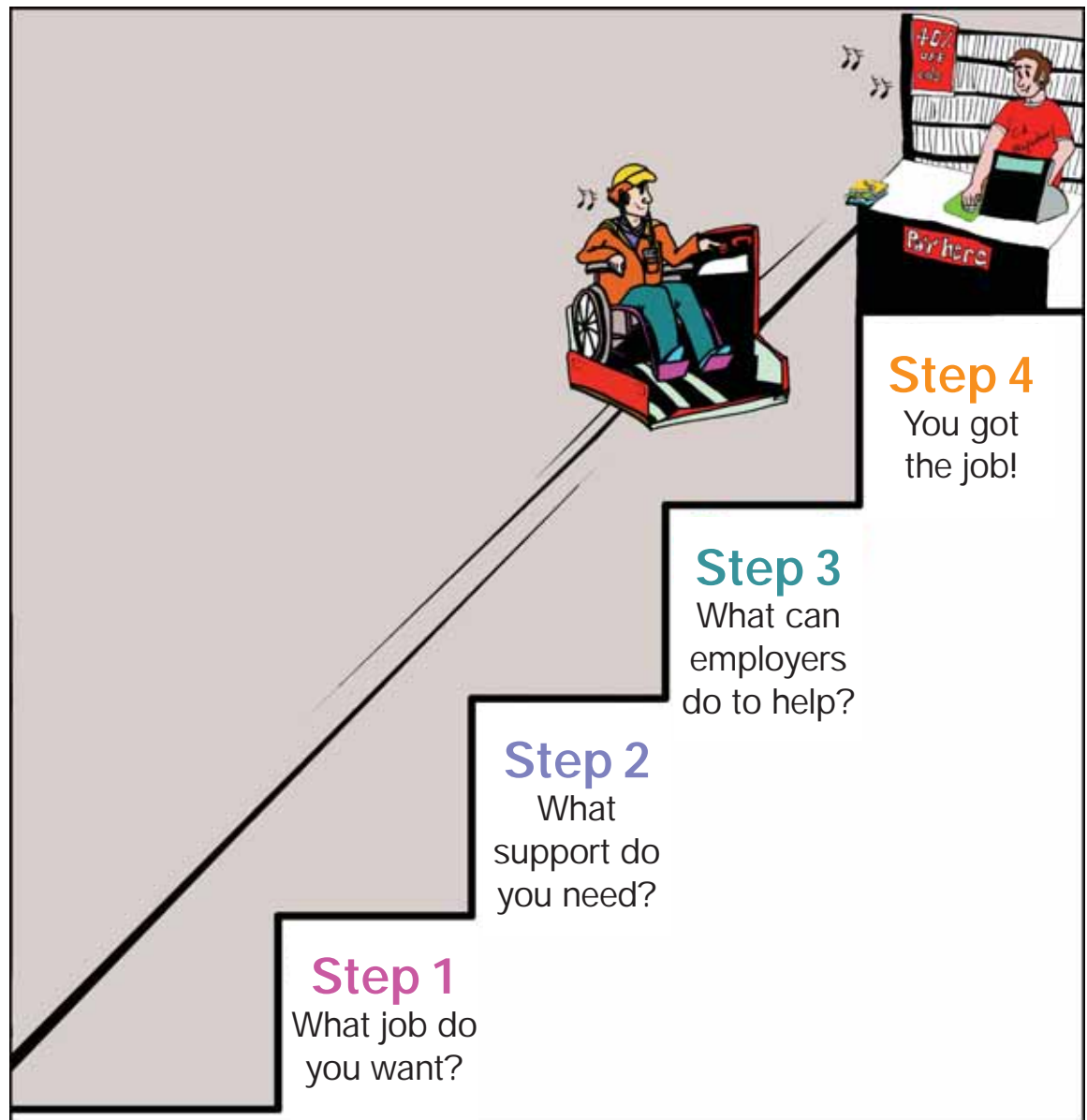
- Direct Payments
- Access to Work.

### People who can help

- job brokers
- your local Disability Employment Adviser
- your local supported employment agency
- Connexions adviser if you are aged between 13 and 25.

## A guide to getting a job for you and the people who support you

## Step 3: What can employers do to help?



### Things to think about:

- Do you want to tell your employer about your disability?
- What kind of changes could your employer make?

## Telling your employer about your disability

You do not have to tell an employer that you have a disability. It is up to you.

There are some reasons why you might want to.

The main reason for telling an employer that you have a disability is that there is a law called the Disability Discrimination Act. This law stops employers from treating you unfairly because of your disability.

The Disability Discrimination Act says that changes can be made to make sure you have the same opportunities as someone without a disability.

It is easier for an employer to make these changes if you tell them that you have a disability.

If you do not tell your employer you have a disability they might not realise that you need some changes to be made to help you in your interview or at work.

If your employer does not make the changes that you need to help you do the job properly, you could take them to an employment tribunal (court) for disability discrimination.

If you are asked about your disability in an interview or job application, you may want to answer in an honest way. You can still show that you can do the job as well as anyone else.

You can find out more about the Disability Discrimination Act from the Disability Rights Commission.

*Their contact details are in the Appendix at the back of this guide*



Look out for the **Jobcentre Plus disability symbol** on job adverts. This means the employer has said they will interview disabled people if they have the skills needed for the job. In fact, all employers should make sure that they interview disabled people if they think they have the skills for the job, even if the job advert doesn't show this symbol.

## Types of changes an employer can make

There are many different types of changes that an employer can make. You can talk to your Disability Employment Adviser or supported employment agency about these. They can help you tell your employer what kind of changes you want.

Here are some of the things that an employer could do.

### When you apply for a job

Instead of applying for a job by filling out a form you could apply by:

- telephone
- tape
- email
- letter
- in person.

## A guide to getting a job for you and the people who support you

### **In your interview**

To make the interview easier, you could ask for:

- extra time to answer questions
- a supporter to help you
- a more practical interview. This may mean you have a go at doing part of the job. This may be easier than talking about doing it.
- a chance to try out the job for short time, to see how you get on.

### **In the job**

To make it easier for you to do the job, you can ask to:

- work for fewer or different hours
- get a job made to fit your skills. This is where someone takes parts from a few different jobs and makes a new one.
- have more time in meetings
- have things written down or recorded onto a tape
- use special computer equipment or furniture
- have the harder parts of the job done by someone else.

It might be best to ask for these things before you start the job.

## Case study

### Nicky Rutherford has a fair interview

I wanted to get a job as a postman. I wanted to be a postman because I thought it would give me the chance to get into a career, and the money was good.



I applied for a job with Royal Mail, with the help of my supporter. I was offered an interview for a job as a postman.

Before my interview, I told Royal Mail about my learning disability. Royal Mail decided they would make some changes to the way they normally interview people so that I would have a fair chance to show them what I could do.

Instead of the usual maths test and formal interview, Royal Mail gave me a practical test in the mail room. Then they gave me an informal interview and soon afterwards I was offered the job.



This was great news. I felt good – I'd been unemployed for 2 years and had made a number of applications to other jobs, but none of them were going my way. I do see a long-term future for me here, maybe 15 years or more. I like getting out and about in the sunshine, and getting exercise.

Martin Blake, Head of Social Responsibility at Royal Mail, said: "At Royal Mail we want to employ more people with a learning disability. We are happy to give people with a learning disability a chance to prove themselves by changing the way we interview. Otherwise, we will risk missing out on good employees like Nicky."

### Summary of Step 3

#### **Declaring your disability**

Think about what would be the advantages for you if you do tell an employer about your disability.

You might want to find out more about the Disability Discrimination Act.

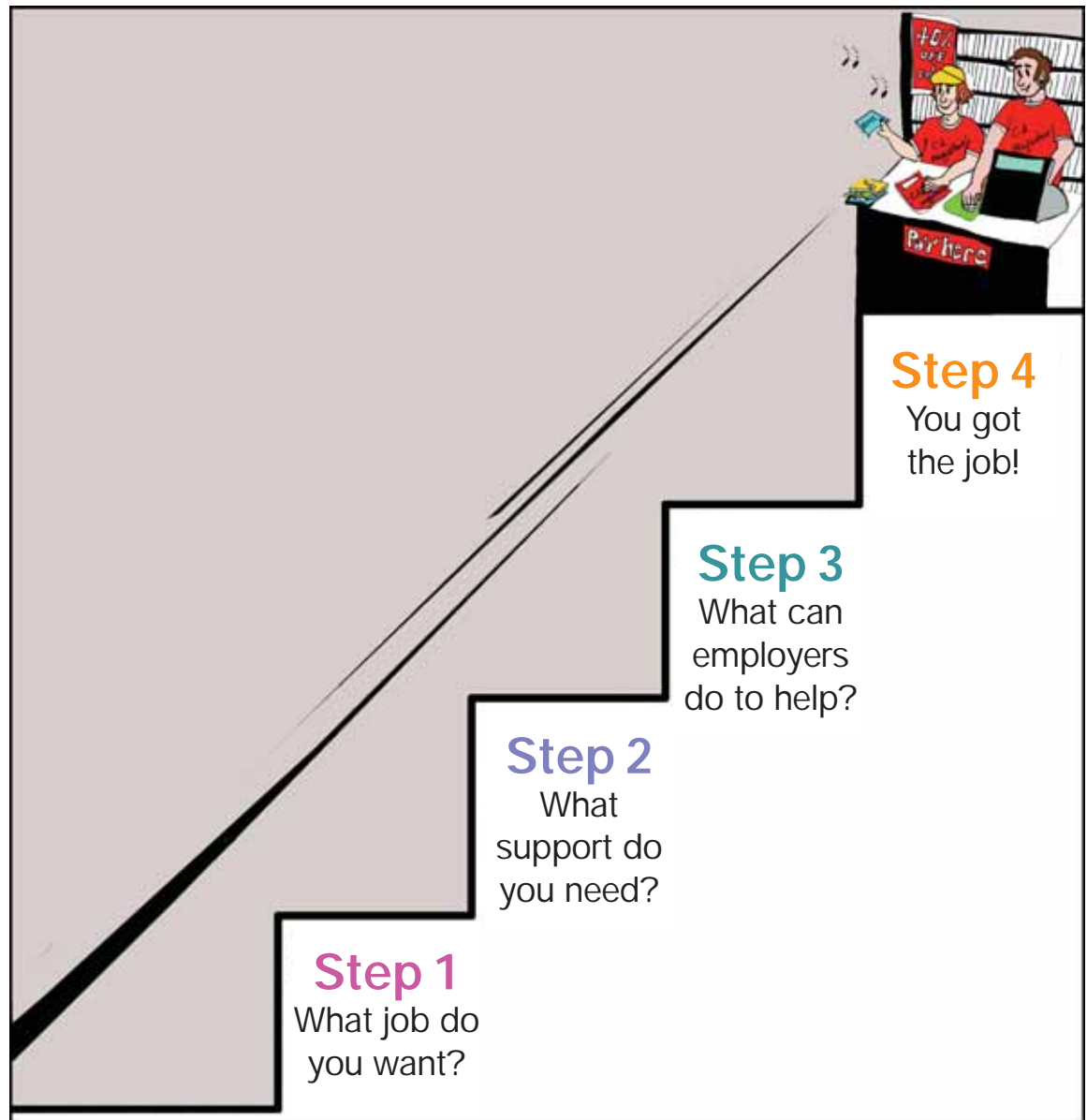
#### **Changes an employer could make to help you**

Think about what changes could help you:

- when you apply for a job
- in your interview
- in your job.

A Disability Employment Adviser or a supported employment agency may be able to help with this.

## Step 4: You got the job!



### Things to think about

- how much you should be getting paid
- your terms of employment
- what you might want to do next
- what to do if you think you are being treated unfairly.

### **How much should you be getting paid?**

You should always be paid the same wage as everyone else for the same job. You should not be paid less because you have a disability.

You should be on at least the minimum wage. This is £5.05 in October 2005, if you are 22 years-old or over. If you are 18-21 years-old, the minimum wage is £4.25 in October 2005.

### **Terms of employment**

Terms of employment is information from your employer about:

- wages
- number of hours you will work
- how many days holiday you can have a year.

You should have a contract where this is written down.

### **What you might want to do next**

You don't have to do the same job forever. You can expect to take on new challenges. You can move up within a company. You may want to change jobs as you develop more skills and gain experience.

## Case study

### Rod Gray gets a promotion

I got a job at Tesco with the help of my Connexions careers officer. This was my first job after finishing at an agricultural college.

I started off doing 2 evenings a week collecting the trolleys from the car park. I did not get any support but felt I did not need it. I slowly started to work more hours.

After 2 years I wanted to do something else at Tesco. I asked if I could be trained to work on the checkouts. I tend to be a bit slow sometimes, and I didn't know if my brain would cope. At first it was hard, but after a while I got used to it.

I now work on the checkouts for 31 hours a week. I was given a Silver Attendance Award for never missing a day of work. I have also been put forward for a Customer Services Award.

I am keen to keep moving on to bigger and better things at Tesco, and would like to become a team leader. My colleagues are very supportive of me and they think I would be a very good team leader.

### **What to do if you think you are being treated unfairly**

You should be treated with respect at work. You have the same rights as everyone else. You are allowed to get extra support that you might need.

If you think you have been treated unfairly because of your disability this is called discrimination. It is against the law.

**If you think you are being discriminated against, you can get help and advice from:**

- a Disability Employment Adviser
- a supported employment agency
- the Disability Rights Commission. They are in charge of making sure people with disabilities are not discriminated against.

*You can find the details of the Disability Rights Commission in the Appendix at the back of this guide.*

## Summary of Step 4

### **Wages**

You should be paid the same wage as people without a disability for doing the same job.

You might want to get someone to help you check what the wage for each hour is. If it is less than the minimum wage (£5.05) this is against the law.

### **Terms of employment**

This is about how many hours a week you work, the number of hours you work and how many days holiday you have.

### **What you might want to do next**

As you develop new skills and gain more experience you might want to think about changing jobs.

### **Discrimination**

If you think you are being treated unfairly – could this be discrimination?

Talk to people who know you well. They may be able to help you.

Other people who may be able to help are:

- a Disability Employment Adviser
- a supported employment agency
- the Disability Rights Commission.

## Appendix

### Useful contacts

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#### *1. Advice services and helplines*

##### **ACAS**

Provides information on your rights at work.

Brandon House

180 Borough High Street

London SE1 1LW

Helpline (England, Scotland and Wales): 08457 47 47 47

Textphone: 08456 06 16 00

Website: [www.acas.org.uk](http://www.acas.org.uk)

##### **Benefits Enquiry Line**

The Benefits Enquiry Line is a confidential telephone service for people with a disability as well as their carers. This line gives general information about benefits and can help you when you are filling out forms.

9th Floor, Victoria House

Ormskirk Road

Preston

Lancashire PR1 2QP

Helpline (England, Scotland and Wales): 0800 88 22 00

Textphone: 0800 24 33 55

Helpline (Northern Ireland):

0800 22 06 74

0800 24 37 87 : Textphone

##### **Connexions Direct**

The Connexions Direct website indicates that this service is for people aged between 13-19 years old. However, if you have a disability, it offers advice between the ages of 13 and 25.

There is a link to a section entitled "Disability Content" which gives advice on employment and education (as well as a range of other information)

England only: 080 800 13 219

Website: [www.connexions-direct.com](http://www.connexions-direct.com)

##### **DIAL UK**

(Disability Information Advice Line)

DIAL UK is a national organisation which has a network of approximately 130 local Disability Information and Advice Line services run by and for disabled people.

The website gives details of your nearest DIAL service. Or call the Head Office number and you will be given the details of your nearest centre.

St Catherine's

Tickhill Road

Doncaster

South Yorkshire

DN4 8QN

Head Office telephone number

## A guide to getting a job for you and the people who support you

(covers England, Wales and Scotland): 01302 310 123  
Textphone (Please use voice announcer): 01302 310 123  
Website: [www.dialuk.info](http://www.dialuk.info)

### **DirectGov**

This website has a section on disability and gives lots of useful information on finding employment.

Website: [www.direct.gov.uk](http://www.direct.gov.uk)

### **Job Centre Plus**

There is no national telephone number available for Job Centre Plus. The website has a postcode search facility to help you find your nearest local centre.

If you don't have access to the internet, the Benefits Enquiry Line can put you in touch with your local branch (see separate listing for this organisation)

Copies of the guide: 'Getting and Keeping a Job: How Job Centre Plus or the JobCentre can help you if you have a learning disability' can be obtained from any branch of JobCentre Plus.

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

### **Learning Disability Helpline**

(run by Mencap)

Helpline: 0808 808 1111

Textphone: 0808 808 8181

Website: [www.askmencap.info](http://www.askmencap.info)

### **NACAB (National Association of Citizens Advice Bureaux)**

You can find your local Citizens Advice Bureau in the phone book.

Alternatively call 020 7833 2181 for your nearest centre or log on to the above website.

Website:

[www.adviceguide.org.uk](http://www.adviceguide.org.uk)

### **National Minimum Wage Helpline**

Helpline: 0845 600 0678

### **New Deal for Disabled People**

Helpline: 0845 606 2626

Textphone: 0845 606 0680

Website: [www.newdeal.gov.uk](http://www.newdeal.gov.uk)

### **Skill (National Bureau for Students with Disabilities)**

Skill promotes opportunities for young people and adults with a disability in post-16 education, training and employment across the UK. This organisation provides free information and advice via its helpline and has



an on-line discussion site.  
Helpline: 0800 328 5050  
Textphone: 0800 068 2422

The helpline is open at the following times:  
Tuesday: 11.30 - 13.30  
Thursday: 13.30 - 15.30  
Website: [www.skill.org.uk](http://www.skill.org.uk)

20 centres throughout England, Scotland and Wales.  
53 New Broad Street  
London EC2M 1SL  
Telephone: 020 7448 5420  
Minicom: 020 7374 6684  
Email address: [info@eopps.org](mailto:info@eopps.org)  
Website:  
[www.opportunities.org.uk](http://www.opportunities.org.uk)

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## 2. *Supported Employment Agencies*

This is not a comprehensive guide to all the agencies which offer a supported employment service. The British Association for Supported Employment (BASE) has a network of supported employment agencies and they will be able to provide details of the one nearest to you.

**British Association for Supported Employment (BASE)**  
24 Ribchester Drive  
Bury BL9 9JT  
Telephone: 07946 537286  
Email address:  
[admin@base-uk.org](mailto:admin@base-uk.org)  
Website: [www.base-uk.org](http://www.base-uk.org)

**Employment Opportunities for People with Disabilities**  
Employment Opportunities has

### **Home Farm Trust**

Home Farm Trust runs a supported employment scheme operating in approx 18 counties across England.

HFT Ltd  
Merchants House  
Wapping Road  
Bristol BS1 4RW

Telephone : 0117 9302600  
Email address: [info@hft.org.uk](mailto:info@hft.org.uk)  
Website: [www.hft.org.uk](http://www.hft.org.uk)

### **Mencap Pathway**

6 Nightingale Court  
Nightingale Close  
Rotherham  
South Yorkshire S60 2AB  
Telephone : 01709 830 956  
Website: [www.mencap.org.uk](http://www.mencap.org.uk)

### **Papworth Trust**

Papworth Everard  
Cambridge CB3 8RG  
Telephone: 01480 83034

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Email: [info@papworth.org.uk](mailto:info@papworth.org.uk)  
Website: [www.papworth.org.uk](http://www.papworth.org.uk)

01225 716 300  
Website: [www.shaw-trust.org.uk](http://www.shaw-trust.org.uk)

### **Remploy Ltd**

Stonecourt  
Siskin Drive  
Coventry CV3 4FJ  
General enquiry helpline: 0800  
138 7656  
Minicom: 024 7651 5869  
Employment helpline:  
0845 845 2244  
Email address:  
[info@remploy.co.uk](mailto:info@remploy.co.uk)  
Website: [www.remploy.co.uk](http://www.remploy.co.uk)

### **Ulster Supported Employment Ltd**

(Northern Ireland only)  
182-188 Cambrai Street  
Belfast  
BT13 3JH  
Telephone (Belfast office):  
028 9035 6600  
Telephone (Portadown office):  
028 3835 0202  
Website: [www.usel.co.uk](http://www.usel.co.uk)

### **Sabre Employment Ltd**

1-3 Deptford Park Business  
Centre  
Grinstead Road  
Deptford  
London SE8 5AD  
Telephone: 020 8305 6060  
Textphone: 020 8305 6066/67  
Website: [www.sabre-employment.co.uk](http://www.sabre-employment.co.uk)

### **United Response Head Office**

113-123 Upper Richmond Road  
London SW15 2TL  
Telephone: 020 8246 5200  
Minicom 020 8785 1706  
Email:  
[info@unitedresponse.org.uk](mailto:info@unitedresponse.org.uk)  
Website:  
[www.unitedresponse.org.uk](http://www.unitedresponse.org.uk)

### **Shaw Trust**

Shaw Trust Head Office  
Fox Talbot House  
Greenways Business Park  
Malmesbury Road  
Chippenham  
Wiltshire SN15 1BN  
Helpline: 0800 085 1001  
Head Office telephone:

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### **3. *General recruitment agencies***

All these recruitment agencies are members of the Employers' Forum on Disability. They are not supported employment agencies.

### **Adecco UK**

To find your nearest local branch, log onto their website and type in your postcode.

Elstree Way  
Borehamwood  
Hertfordshire WD6 1HY  
Telephone: 020 8307 6000  
Website: [www.adecco.co.uk](http://www.adecco.co.uk)

### **Brook Street**

Head Office  
Brook Street Bureau PLC  
Clarence House  
134 Hatfield Road  
St Albans  
Hertfordshire AL1 4JB  
Telephone: 01727 848292  
Website: [www.brookstreet.co.uk](http://www.brookstreet.co.uk)  
To find your nearest local branch, log onto their website and type in your postcode.

### **Blue Arrow Ltd**

Head Office  
800 The Boulevard  
Capability Green  
Luton LU1 3BA  
Telephone: 0800 08 55 777  
Email: [enquiries@bluearrow.co.uk](mailto:enquiries@bluearrow.co.uk)  
Website: [www.bluearrow.co.uk](http://www.bluearrow.co.uk)  
Log onto the website to find nearest your branch.

### **Kelly Services**

Head Office  
Kelly Services (UK) Ltd  
Apple Market House  
17 Union Street  
Kingston-upon-Thames  
Surrey T1 1RR  
Telephone: 020 8481 1200  
Email: [kellyinfo@kellyservices.co.uk](mailto:kellyinfo@kellyservices.co.uk)  
Website: [www.kellyservices.co.uk](http://www.kellyservices.co.uk)  
Log onto the website to find your nearest branch.

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## **4. Further Information**

### **Further information on Micro Enterprises**

#### **Doreen Rosimos and Darcy Wilson**

Income Links, LLC  
45 Daley Road,  
Fitzwilliam, NH 03447  
USA  
Telephone: 001 603 585 3020  
Website: [www.incomelinks.biz](http://www.incomelinks.biz)

### **Further Information on Self-Advocacy**

#### **National Forum for People with Learning Disabilities**

The National Forum  
C/o P.O. Box 2100  
Shoreham-by-Sea  
West Sussex BN43 5UG

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Email: [info@nationalforum.org.uk](mailto:info@nationalforum.org.uk)  
Website:  
[www.nationalforum.org.uk](http://www.nationalforum.org.uk)

### **People First**

Central England People  
First Limited  
PO Box 5200  
Northampton NN1 1ZB  
Telephone: 01604 721 666  
Email:  
[northants@peoplefirst.org.uk](mailto:northants@peoplefirst.org.uk)  
Website: [www.peoplefirst.org.uk](http://www.peoplefirst.org.uk)

### **For further information on voluntary work**

#### **CSV**

Head Office  
237 Pentonville Road  
London N1 9NJ  
Telephone: 020 7278 6601  
Email: [information@csv.org.uk](mailto:information@csv.org.uk)  
Website: [www.csv.org.uk](http://www.csv.org.uk)

#### **Do-it.org.uk**

3rd Floor, 2-3 Upper Street  
Islington  
London N1 0PQ  
Telephone: 020 7226 8008  
Website: [www.do-it.org.uk](http://www.do-it.org.uk)  
To find a list of volunteering  
opportunities close to where

you live, log onto their website  
and type in your postcode.

#### **Volunteering England**

General enquiries  
Volunteering England (London)  
Regents Wharf  
8 All Saints Street  
London N1 9RL

#### **Volunteering England (Birmingham)**

New Oxford House  
16 Waterloo Street  
Birmingham B2 5UG  
Tel (London & Birmingham):  
0845 305 6979  
Email:  
[information@volunteeringengland.org](mailto:information@volunteeringengland.org)  
Website:  
[www.volunteering.org.uk](http://www.volunteering.org.uk)

### **Further information on other organisations/initiatives**

#### **Disability Rights Commission**

For further information on the  
Disability Discrimination Act.

#### **DRC Helpline**

Freepost MID 02164  
Stratford-upon-Avon CV37 9BR  
Helpline: 08457 622 633  
Textphone: 08457 622 644  
Website: [www.drc-gb.org](http://www.drc-gb.org)

### **Learning and Skills Council**

Cheylesmore House  
Quinton Road  
Coventry CV1 2WT  
Helpline: 0870 900 6800  
Email: [info@lsc.gov.uk](mailto:info@lsc.gov.uk)  
Website: [www.lsc.gov.uk](http://www.lsc.gov.uk)

### **Valuing People Support Team**

Valuing People is the Government's plan for making the lives of people with a learning disability, their families and carers better.

For information on local Learning Disability Partnership Boards, follow the 'resources' link from the home page and click on 'partnerships'.

Website:  
[www.valuingpeople.gov.uk](http://www.valuingpeople.gov.uk)

To find out how to get more copies of this guide and the 'I want to work guide':

Email:  
[valuing.people.info@dh.gsi.gov.uk](mailto:valuing.people.info@dh.gsi.gov.uk)

Or visit:  
[www.valuingpeople.gov.uk/  
employment.htm](http://www.valuingpeople.gov.uk/employment.htm)

## Notes

## Notes



Care Services Improvement Partnership **CSIP**

**Valuing People**  
Support Team