



Employment- What I need to know: Isle of Anglesey

A young person's guide

Resource 5 of 12



You may also like to read these resources:

- Getting around- Anglesey
- Benefits and entitlements
- Benefits and entitlements- education
- Budgeting

Getting Ready Project

BASIC ENTITLEMENTS

Minimum Wage etc (from April 2021)

The minimum wage per hour organisations have to pay is:

- Under 18 £4.62
- 18-20 £6.56
- 21-22 £8.36
- 23 and over £8.91
- Apprentice (under 19) £4.30
- Apprentice (over 19) £4.30 in first year, then minimum wage for their age

<https://www.gov.uk/national-minimum-wage-rates>

Tax, National Insurance etc

Income Tax:

- If you are paid less than £12,500 per year you do not pay income tax (Personal Tax Allowance)
- For every £1 you earn over £12,500 you get charged tax of 20%

If you earn over £182.69 per week you pay some national insurance

If you earn over £118 per week you can sign up to your organisation's pension scheme



Contract

Whatever job you do, you should be given a contract. At a minimum this will state:

- Number of hours you work each week
- The rate you will be paid (don't forget it MUST be at least the minimum wage)
- Your paid holiday entitlement
- Type of contract for example Christmas temporary, zero-hours, permanent

- If you work over 6 hours in a day, you have to be given a break of at least 20 minutes.
- Although this doesn't have to be a paid break.
- You can only work a maximum of 48 hours per week.
- You should have a gap of 11 hours between shifts

Work experience

- The Council may be able to offer work experience placements
- These will be short term placements
- The placements will be unpaid

Getting a new job is very exciting. However do you know your rights when in work? This guide will explain what you need to know- starting with some legal stuff.

Transition Support

For the first four weeks of your apprenticeship/employment, if needed, you will be able to receive the following from Isle of Anglesey Council:

- A living allowance equivalent to the state benefit allowance
- A grant to purchase interview/work clothes
- A travel card for your commute to/from work
- A one off payment to purchase equipment necessary for your job

Whatever type of contract you have. You MUST be given some paid holiday entitlement.

Work and Universal Credit

- Even if you work, you may be able to claim some Universal Credit payments.
- Whether it affects your benefits depends on the amount you earn.
- If it does affect your benefits they will reduce by 63p for every £1 you earn
- Speak to your Job Centre Work Coach or Ynys Môn Citizens Advice for help

You need to know your National Insurance Number when you start work and prove your identity with a driving licence or similar document

HEALTH AND SAFETY

Where to go for help

There are a few places you can go if you think the organisation is not doing what they should:

- If you are a member of a union, speak to your union rep
- Speak to Citizens Advice Bureau
- Speak to ACAS [acas.org.uk](https://www.acas.org.uk)
- Speak to H&S Executive

<https://www.hse.gov.uk/contact/concerns.htm>



The organisation that gives you a job also has some health and safety responsibilities.....

Personal Protective Equipment (PPE)

- If where you work carries some risk that can't be avoided, such as a building site, the organisation **MUST** provide appropriate safety equipment to you **FREE**.
- This might include steel toe capped boots, a hard hat, work gloves, protective goggles/glasses etc
- The organisation might ask you to buy them and then pay you back.
- <https://www.hse.gov.uk/toolbox/ppe.htm>

Uniforms

If you have to wear a uniform with the organisation logo on:

- The organisation is likely to give this to you for free
- You will need to give it back when you leave



Dirty Washing

If you have to wear a uniform to go to work and you are earning enough to pay income tax, you can claim some money back for the cost of washing it.

<https://www.gov.uk/guidance/job-expenses-for-uniforms-work-clothing-and-tools>



CSCS Card

- If you want to work on a construction site for example as a bricklayer, you are likely to need a CSCS Card to prove you have suitable qualifications to be on site.
- For more information go to <https://www.cscs.uk.com/>

Eye Test

If you work and have to use a computer a lot of the time while in work, you are entitled to a free eye test from whoever employs you.

They also have to pay for glasses you need to use when working on the computer

Starting a business

If you are a budding entrepreneur and have a great business idea, you can ask for support from the following:

- <https://www.businessinfocus.co.uk/>
- <https://www.princes-trust.org.uk/>
- <https://businesswales.gov.wales/>
- <https://businesswales.gov.wales/bigideas>

HELP
TO FIND
WORK



Going back a couple of steps. How do you find work in the first place? There is plenty of help on hand.....

Communities for Work

This is a Welsh Government scheme helping people living in Holyhead or Llangefni get into work. The project is run by Môn CF- 01407 762004.



They can offer:

- One to one support with things like CV writing, searching for jobs etc
- Training opportunities
- Direct you to volunteering or other initiatives that will boost your skills
- Work Clubs

Môn CF

Môn CF run a number of projects to support individuals in Anglesey looking for work. They can provide support with:

- Creating a CV
- Assist with job applications
- Interview preparation
- Access to training courses

The Civil Service have an internship scheme for care experienced young people:
<https://www.careleaverinternship.co.uk/>

Careers Wales

Careers Wales have an office in:

- Holyhead

They can provide support with CVs, interview tips and more.

You can also search apprenticeship vacancies:

- <https://ams.careerswales.com/Public/Default.aspx?mode=logou>

For more information go to <https://www.moncf.co.uk/>

The Princes Trust offer grants to help young people get to work.

<https://www.princes-trust.org.uk/help-for-young-people/get-funding-train-learn>

CSCS Card

- If you are looking to get a CSCS card so you can work in construction, Môn CF can support you with the process.
- You can complete the IOSH Working Safely Course
- They will help with preparation for any tests
- Help you apply for a CSCS card
- Contact 01407 762004 or training@moncf.co.uk

Whoever you get support from, take your National Insurance number with you to meetings/training

APPLYING FOR JOBS

Searching for a job....

There are many places you can look for work:

- Job Centre
- Indeed website
- Careers Wales
- Communities for Work
- Facebook
- Total Jobs



Here we will talk about searching for jobs, applying and the interview process.

The Application

- Take time on each application- this will show you care about the role
- Make sure what you say is relevant to the post- talk about what skills you have that are useful in the role
- Sell yourself- speak confidently about what you can do
- Check your application before you send it
- Use a CV builder such as that on www.careerswales.com



Get someone to read your application before you send it.

Did you know?

- You may be able to claim the money back for travel to an interview. Ask your job centre advisor or personal advisor



Wellbeing

- Looking and applying for work can be stressful
- Especially so if you have had some rejections
- Make sure you look after your mental health and wellbeing to ensure you keep a positive state of mind
- For wellbeing tips and support go to: <https://platform.org/project/young-people/>

Things to take to an interview

To help you feel prepared make sure you take:

- ID- driving licence/passport
- National Insurance Number
- Proof of address- for example bank statement
- Pen and paper
- Some questions to ask at the interview

The interview

Well Done! Getting an interview is an amazing achievement. Here are some hints.....

- Leave plenty of time to arrive for the interview
- Dress appropriately, if in doubt dress smart
- Be enthusiastic
- Answer all questions clearly
- Make sure to ask some questions at the end

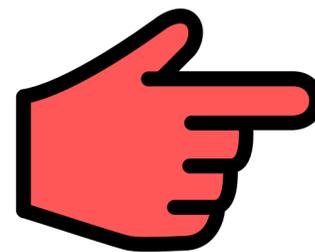


Timpson will dry clean your interview clothes for free before your interview. Go to Timpson in Bangor Deniol Centre or Tesco, Holyhead.



You may be able to apply for money from social services for interview clothes.

VOLUNTEERING



If you are not quite ready for work or think you need to gain some experience, think about volunteering.

Benefits of volunteering

- Increase your experience
- Allow you to learn new skills
- Give you a chance to meet new people
- Make you feel good
- Get you into a routine



- Volunteering should cost nothing as you get paid your travel expenses
- Keep your tickets/receipts

How to start

If you prefer meeting someone face to face, look to arrange an appointment with Medrwn Môn- 01248 750149

If you prefer searching online go to:
www.volunteering-wales.net



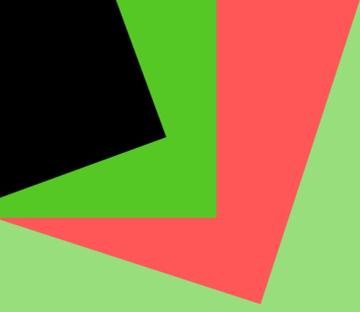
Types of volunteering

There are volunteering opportunities available in lots of areas to meet your interests:

- Sport
- Retail
- Health and Social Care
- Environment
- Children and families
- Arts and culture
- Youth work
- And much more.....



Volunteering should not affect your benefits. However make sure you tell your work coach that you want to volunteer.



If you are not quite ready for work you may also try going to some sessions run by local projects to build confidence

Need to give yourself a confidence boost?

- You can access projects that develop your confidence and self esteem
- These projects use a variety of tools to help build your confidence

CONFIDENCE BUILDING



- A project for 16-24 year olds not in education, employment or training
- Providing mentoring to develop your confidence and skills
- Work with you to overcome any barriers that are stopping you getting into work
- Provide welfare and wellbeing support
- Access to qualifications and training which will enable you to reach your goals
- Help to get you a job and support to stay in a job including: work experience, work tasters and volunteering

You can't be living in a Communities First area. Contact ADTRAC to check if you are or not



To get involved:

- call 01248 752921
- email ADTRAC@ynysmon.gov.uk

Engage to Change

A project run by Agoriad Cyf in North Wales to support young people aged 16-25 who have a learning disability and/or autism into paid employment

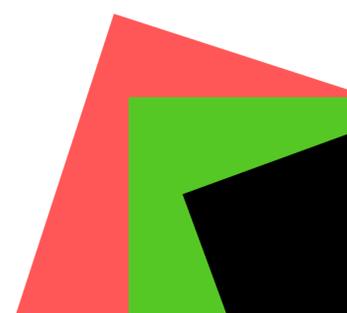
The project can:

- Provide supported employment visits
- Provide supported work placements or volunteering
- Provide supported interviews/work trials
- support you to access training



To find out more:

- call 01248 361392
- email e2c@agoriad.org.uk
- go to <http://www.engagetochange.org.uk/>



CONFIDENCE BUILDING



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Princes Trust

Princes Trust offer a number of schemes to:

- help build your confidence
- give you vital work experience
- gain skills
- gain qualifications

Schemes include:

- 'Team'
- 'Get Into'



For more information speak to your personal advisor or go to:

https://www.princes-trust.org.uk/help-for-young-people/programmes#getting_a_job