



PLANT YNG NGHYMRU
CHILDREN IN WALES

Employment- What I need to know: Carmarthenshire

A young person's guide

Resource 5 of 12



You may also like to read these resources:

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

Getting Ready Project



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.

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

LEGAL STUFF

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



Training

You may be able to ask for time off work for training if:

- Your employer has over 250 employees
- you have worked there for more than 26 weeks

However this may be unpaid time off and you may have to pay for the course



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

- 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 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 Carmarthenshire Citizens Advice for help

Childcare

- If you have a little one and want to work, you may be able to get some childcare support.
- See our Benefits and Entitlements- Parents resource for more information or
- <https://www.gov.uk/childcare-calculator>



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

HELP
TO FIND
WORK

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>

Alternatively speak to the local authority who support new businesses too

- <https://www.carmarthenshire.gov.wales/home/business/funding/>



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 get into work.

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



Local employment support

Pop into one of the local authority's 'Hwb' centres to get help from Communities for Work, Workways etc.

Locations are:

- Ammanford- 41 Quay Street
- Carmarthen- 3 Spilman Street
- Llanelli- 36 Stepney Street

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

Careers Wales

Careers Wales have offices in:

- Carmarthen
- Llanelli
- Ammanford (in the Job Centre)

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

You can also search apprenticeship vacancies:

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

The Princes Trust offer grants and other support to help young people get to work.
<https://www.princes-trust.org.uk/help-for-young-people/get-funding-train-learn>

Workways

The scheme is for long term unemployed people and offers:

- one to one mentoring
- support with looking for jobs and interview skills
- chance to gain new qualifications

Carmarthenshire Council

- As a care experienced young person you can ask for a work experience or traineeship opportunity with the council or one of their partners
- Speak to your personal advisor for more information

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



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.

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 Morrisons or Tesco in Carmarthen or Llanelli.



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

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

Some large organisations have signed up to the Care Leavers Covenant which means they are committed to supporting care leavers in work. They have a job search page on their website:

- <https://www.mycovenant.org.uk/for-care-leavers/care-leaver-opportunities/>

APPLYING FOR JOBS

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 CAVS. 01267 245555

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.



Speak to your Personal Advisor about completing an accredited learning module in a topic such as:

- Improving Confidence
- Leisure Activities for a Healthy Lifestyle

CONFIDENCE BUILDING

Financial help from Next Step Team

As a Carmarthenshire 'care leaver' you may be able to get some help around employment. Speak to your personal advisor

What you get will be based on need and your financial situation but may include:

- Paid work placements to help you prepare for future jobs
- Paid traineeships to help you prepare for future jobs
- help towards the cost of work based learning or training that promotes employability
- DBS check if you need one for work
- help towards the cost of a passport/driving licence (which you will need to prove your right to work in the UK)



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

TUNE INTO YOUR POTENTIAL 2

- A project for 16-24 year olds
- Run over 5 days
- Using music and songwriting as a tool to develop other skills
- But no music experience is necessary
- Reasonable travel costs paid
- Chance to gain qualifications
- Get one-to-one support from progression workers
- They will point you in the direction of other services that can help
- Can offer support after the 5 days are complete

Rewise
Learning. Made Easy



To get involved:

- call 05603 684297
- go to <https://www.tuneintoyourpotential.co.uk/>
- email info@learnthroughmusic.co.uk



A youth project in Carmarthen offering a variety of activities:

- healthy cooking
- drop in
- cafe training project
- gardening project
- volunteering



To get involved:

- call 01267 222786
- email office@drmz.co.uk
- go to <https://www.drmz.co.uk/>



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CAM NESA

A European funded project working with:

- young people aged 16-24 years old
- not in education, employment or training

The team will work on a one to one basis to:

- work to improve confidence
- offer emotional support
- look to offer appropriate work experience with local employers



To get involved:

- call 01267 246699
- email:
camnesa@carmarthenshire.gov.uk

Engage to Change

A project run by Elite SEA in South 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 01443 226664
- email tmoore@elitesea.co.uk
- go to
<http://www.engagetochange.org.uk/>

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BUILDING



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Sing Proud Cymru

- An opportunity to express yourself
- Join with other care experienced children/young people and care leavers
- If you wish, there is the chance to perform
- The group meets every other Sunday



To join or for more information contact
 iain@vfcc.org.uk or whats app 07958 669 521
<https://www.wmc.org.uk/en/get-involved/sing-proud-cymru/>



Echo Forum

- Do you want to meet other care experienced young people?
- The chance to do fun activities?
- The chance to have your voice heard?
- The chance to gain confidence and skills?

If so, then get involved with Voices from Care Cymru's Echo Forum



For more information speak to your personal advisor



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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

CYCA

Deliver training to young people and families to help them:

- improve their wellbeing,
- gain skills
- gain qualifications

A wide range of course subjects covered



For more information:
• support@cycaonline.org
• 01554 776178
<http://cycaonline.org/>

**CONFIDENCE
BUILDING**