



PLANT YNG NGHYMURU  
CHILDREN IN WALES

# Employment - What I need to know: Caerphilly

A young person's guide

Resource 5 of 12



You may also be interested in these resources:

- Getting around- Caerphilly
- 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 2023)

The minimum wage per hour organisations have to pay is:

- 16 and 17 £5.28
- 18-20 £7.49
- 21-22 £10.18
- 23 and over £10.42
- Apprentice £5.28

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

### Tax, National Insurance etc

Income Tax:

- If you are paid less than £12,570 per year you do not pay income tax (Personal Tax Allowance)
- For every £ you earn over £12,570 you get charged tax of 20%

If you earn over £184 per week you pay some national insurance

**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

- 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

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

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

## 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

LEGAL  
STUFF  
CONT...  
...



## 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 Citizens Advice CBG for help

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

## 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>



## Joining a Union

You might want to join a Trade Union. Its your legal right to join a Union. Union's are ways of working people working together as one voice to protect/enhance their rights with employers. For example in relation to pay, working hours or health and safety. The right trade union for you will depend on a number of issues like what trade you work in. Use the link below to see which is best for you.

<https://www.tuc.org.uk/joinunion>

## 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
- Speak to ACAS [acas.org.uk](https://www.acas.org.uk)
- Speak to H&S Executive  
<https://www.hse.gov.uk/contact/concerns.htm>

**HEALTH  
AND  
SAFETY**



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

## 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.com/>

## 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>



## 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. The law says 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.caerphilly.gov.uk/Business/Support,-promotion-and-advice/Starting-a-business>



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



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>

## Local support

There are a few projects in Caerphilly CBC to help you into work if you are over 25

- Bridges into Work
- Inspire 2 Work
- Community Regeneration Employment Support

For more information go to:

[www.caerphilly.gov.uk/Services/Jobs-and-training/Help-to-get-back-to-work](http://www.caerphilly.gov.uk/Services/Jobs-and-training/Help-to-get-back-to-work)

## Careers Wales

Careers Wales have offices in:

- Caerphilly
- Blackwood

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>



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

HELP  
TO FIND  
WORK  
CONT....



## Youth Engagement and Progression

This is a Welsh Government initiative and in Caerphilly if you are under 24 and need support with next steps you may be referred to one of the team of youth worker. Their work involves.

- Spotting early young people who may need extra help
- Providing workers to young people who may find it difficult to move into further training or employment.
- Work with other organisations to track the achievements of young people.
- Putting together information on opportunities available for young people and to work with organisations and employers who may provide traineeships and to implement the Welsh Government's Youth Guarantee which will help ensure that every young person has access to a suitable destination.
- To work with various Council departments and Businesses to enhance young people's employment prospects.

For further advice or support on opportunities for young people, please contact John Poyner on 01443 864970 or email [poynej@caerphilly.gov.uk](mailto:poynej@caerphilly.gov.uk).

# Llamau

Imagine a World Without Homelessness

## Llamau Progression Worker

If you are being supported by the 16+ team and want to explore employment or education opportunities ask your social worker or PA about chatting to the Llamau progression worker. They look alongside the team and can explore lots of options with you and assist you get into work or education.

For further details chat to your PA or Social Worker or call the duty team

# 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](http://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
  - 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, Caerphilly.



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 GAVO. [www.gavo.org.uk/volunteering](http://www.gavo.org.uk/volunteering)

If you prefer searching online go to: [www.volunteering-wales.net](http://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.



# CONFIDENCE BUILDING



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

## Not currently in work or education?

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

### Learning 4 Life



- Supports young people aged 16-24 to gain the skills and confidence they need to build an independent future for themselves.
- Gain qualifications and accreditations, offer work placement and volunteering opportunities
- Providing support towards employment and further learning.

What makes Learning 4 Life different?

- Maximum ratio of 1 tutor to 5 young people
- Staff available for additional one-to-one support
- Travel costs reimbursed
- Lunch, hot drinks and snacks provided
- Opportunity to attend taster sessions and to visit centres to meet staff before signing up
- Safe and relaxed learning environment

Enquiries about Learning 4 Life can be made to [L4Ladmin@llamau.org.uk](mailto:L4Ladmin@llamau.org.uk) or call 02920 239 585



### 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](mailto:iain@vfcc.org.uk) or whats app 07958 669 521  
<https://www.wmc.org.uk/en/get-involved/sing-proud-cymru/>

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

### 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](mailto:tmoore@elitesea.co.uk)  
• go to  
<http://www.engagetochange.org.uk/>

- Looking to get skilled up to work?
- 
- If you are looking to build skills for work via apprenticeship's, college or other opportunities check our Education resources or talk to your personal advisor or progress worker.