

## **What is the Work2Benefit Scheme?**

Work2Benefit is a Mandatory work and training placement providing a variety of different tasks. You will carry out work on projects which are of benefit to the community or the environment.

Placements are unpaid but your benefit will remain in payment, in the normal way, providing you remain in regular attendance and you comply with the requirements of the placement. While you are undertaking Work2Benefit activities, you will continue to be subject to the conditions of receiving your benefit. Your placement should always be given up in favour of paid employment.

Referrals to Work2Benefit placements are made with a view to achieving suitable employment; the placement in itself will not count as suitable employment. You will be expected to keep up your job seeking efforts while on a placement.

## **What will I have to do?**

In cases where an individual is assessed and a need for training has been identified, an individual action plan will be developed, with approved training in place, in order to achieve the required objectives. In some cases it may be suitable for training to take place in conjunction with a work placement. Your placement will be reviewed regularly.

The nature of activities to be undertaken will accommodate any recognised restrictions, such as a disability or a restriction on the hours you can participate.

## **What if I don't go?**

If you are unemployed and turn down a placement your claim will be placed on hold until the Administrator has the opportunity to consider why. You will be given the chance to say why you didn't go before we decide if your benefit payments restart or if your claim can no longer be accepted.

If you don't have a good reason for not going your claim may be disqualified for up to 10 weeks.

If you have been offered a place to help you back to work after a long illness and you are still submitting medical certificates, your claim may not be disqualified but we will still want to find out why you did not attend.

## **Where do I have to go?**

You will be given details of when and where to go. If you anticipate any problems in getting there on time you must speak to the Job Centre in advance.

## **What hours do I have to work?**

You will be expected to work a maximum of 8 hours in any day and a maximum of 36 hours in any week.

## **The Work2Benefit Scheme**

- Helps re-introduce a work routine in cases where there has been a gap since last employed.
- Reinforces appropriate workplace behaviour through suitable role models.
- Provides the opportunity to be considered for suitable training.
- Allows for the provision of longer term placements.
- Introduces individuals to the concept of working in a team with shared objectives.
- Provides guidance and focus on an individual's ability to contribute to society.
- Offers the opportunity to develop skills.
- Establishes confidence in individual abilities.
- Benefits the community or environmentally led initiatives.
- Will offer a degree of placement choice wherever possible.
- Those on placements will continue to receive their benefit as long as they are complying with the necessary requirements

## **What if I won't have enough money to live on?**

If you need extra help because you have a family or rent to pay you should call the Employment Benefit Section on 732511 or if you are still submitting medical certificates Supplementary Benefit on 732508.

## **How will I get to work?**

It is your responsibility to arrange transport to your placement. If you are going to catch a bus you can get a bus timetable from the Bus Terminus or on-line.

## **What will I wear?**

Each placement will vary greatly, please speak to the Job Centre who will be able to advise you.

## **What if I get a job interview?**

If you need to go to a job interview you will be given up to 2 hours off (longer absence by prior agreement). You must show your interview letter to the person supervising you.

## **What if I need to go to the Doctor or Dentist?**

Where possible you should try to arrange these appointments out of working hours. If this is not possible you will need to show the person supervising you your appointment card.

## **What is mandatory training?**

It is recognised that mandatory training may be more suitable for some people depending on their skill levels, experience and the likelihood of them securing work in the open job market.

In cases where a person is assessed and accepted as having a need for training, an individual action plan will be developed with approved training in place in order to achieve the required objectives. In some cases it may be suitable for training to take place along side a mandatory work placement.

### What if I get offered a job?

If you get the chance of a job you should take it straight away. You will be expected to keep up your job seeking efforts while on a placement.

### Will I get a contract?

You will be given a scheme contract which will set out your hours and cover things like time off and the disciplinary procedure.

If you don't understand something in the contract you should ask about it on your first day.

### What about health & safety?

At the commencement of your placement you will be given information about health & safety. If you have any concerns please speak to the person supervising you or call the Job Centre.

### What is expected of me?

You will be given an induction that will guide you through the rules and procedures of your placement.

Your place on the scheme will be at risk if you don't show up on any day without saying why or if you don't do what you are told by the person supervising you.

If you are under the influence of alcohol or drugs while at work, violent or abusive you will be subject to disciplinary action and you may lose your place on the scheme.

### What if I lose my place on the scheme?

If you lose your place on the scheme your benefit may be affected. You will be given the chance to say what happened before this decision is taken.



#### Useful numbers

Job Centre:	732516
Income Support:	732511
Supplementary Benefits:	732508
Sickness Benefit	732507



### Mandatory Work & Training Scheme