

Quick Guide for tenants not currently in work



Jobcentre Plus aim to help more people into paid work, help employers fill their vacancies and give people of working age the help they are entitled to and support those who cannot work.

Jobcentre Plus currently provides the following benefits and support

- **Jobseeker's Allowance:** As well as providing this benefit support is provided with job search, basic skills, and adviser interviews. Increasing levels of support provided after 3, 6 and 12 months.
- **Income support for lone parents:** Specialist advisor to help find work and explain financial help available, help with childcare costs, benefit claims and training. Support parents in the transition to Jobseeker's Allowance.
- **Employment Support Allowance:** Customers in the Work Related Activity Group have will have an initial Work Focused Interview with Jobcentre Plus before being referred to Shaw Trust (see below for further details).
- **Disability Employment Adviser (DEA):** Specialist advisor for customers with a disability who need support maintaining or accessing employment.

Better off calculations are available for all customers in receipt of benefits, they show the financial benefit of accepting an offer of employment.

Jobcentre Plus also offers a wide variety of training and skills provision. Contact your local Jobcentre to find out what support is available.

Contacting Jobcentre Plus

Looking for work – 0845 606 0234

Making a new benefit claim – 0800 055 6688

Query regarding existing Jobseekers Allowance, Income Support, Employment Support Allowance or Incapacity Benefit claim – 0845 608 8523 (Oldham and Rochdale residents only)

Applying for a national insurance number – 0845 600 0643

All of the above information is available online at www.direct.gov.uk

Your local Jobcentre contact details:

Tweeddale House

Union Street

Oldham

0845 604 3719

Please note, Jobcentre Plus services are subject to change at short notice, the most up to date information is available at www.direct.gov.uk or by speaking to an advisor.



Next Step is available **free** for every adult in England. It provides information, careers and skills advice tailored to you. Qualified careers advisors are able to help you make the right choices about learning and work. Next Step can help you:

- Find learning and training that is right for you
- Improve your reading, writing and maths
- Understand the local job market

- Find out about funding to support your learning
- Develop your CV
- Improve your interview and presentation skills
- Progress in your current job
- If you want to know about the types of disability and childcare support available.

Help is available online at www.direct.gov.uk/nextstep, call 0800 100 900 between 8am and 10pm 7 days a week or you can visit them at:

Highway to Opportunities
 First Floor Media Place
 80 Union Street
 Oldham
 OL1 1DJ
 0161 621 9200

You can register online, creating a personal space which provides online access to information and tools that can help you. What's more it allows you to track your progress and get personalised help about learning and work at every stage.

There may be financial support available to you, such as:

- Adult Learning Grants
- Help with childcare costs
- Professional and Career Development Loans
- Other grants and bursaries
- Some colleges offer additional funding

Contact Next Step to find out more.



Extra support and opportunities for people claiming a sickness related benefit (Employment Support Allowance, Income Support with a sickness element or Incapacity Benefit).

Shaw Trust provides:

- Support to overcome barriers to employment
- Support from specialist partners e.g. RNIB (poor sight), Derring Associates (poor hearing)
- Job briefings from sympathetic employers
- Support for career progression and planning
- Support to get into work e.g. travel expenses, better off in work calculations, assistance with benefits and tax credits
- 6 months in work support
- Benefit protection for claimants of incapacity benefit (if returning to benefits within 2 years).

Contacting Shaw Trust

0161 925 3890 or contact your local Jobcentre

First Floor
 Aksa House
 2 Media Square
 Phoenix Street
 Oldham, OL1 1AN

Further information can also be found at www.shaw-trust.org.uk