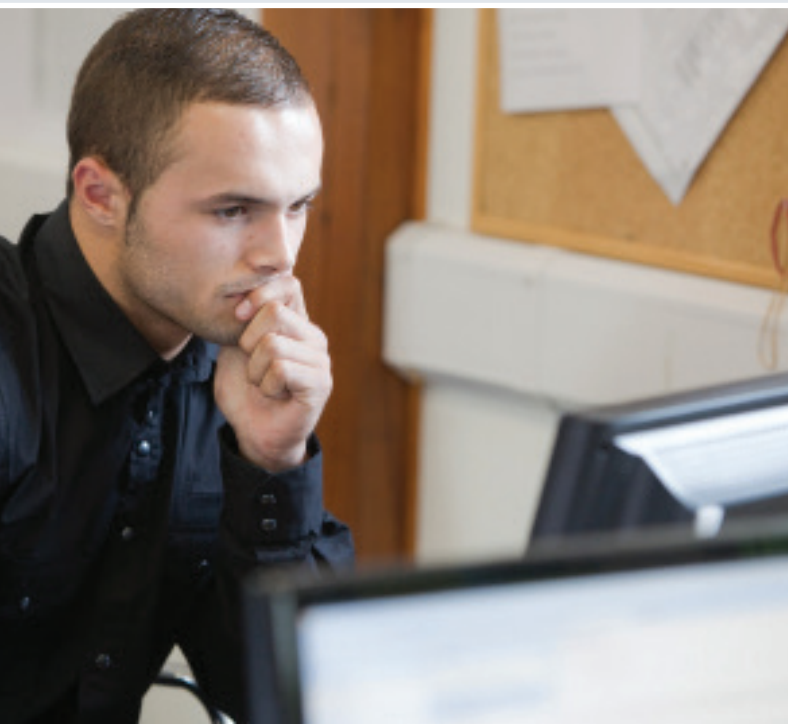


SUPPORT FOR WORKERS AFFECTED BY CARILLION CLOSURE

Redundancy and Claiming Benefits Factsheet

Being made redundant is challenging. But there's support and information available to help you find a new job, understand what benefits you can claim and provide you with useful sources of information.

Lots of the information in this factsheet needs to be accessed online. If you don't have access to a computer or the Internet you can use these at a Jobcentre or library.



Where can I find help to get another job?

Your local Jobcentre. Find details of yours at www.gov.uk/contact-jobcentre-plus

They can help you:

- get the best job matches
- find out what training options are available and refer you to these
- organise work trials (if you're eligible)
- join a work club
- if you're disabled by telling you about any extra help available e.g. Access to Work which helps people with disabilities at work.

Visit www.gov.uk/access-to-work to find out more

- claim money if you're eligible to help meet costs for travel, childcare, tools or equipment

Use the free Universal Jobmatch service (available 24 hours a day, 7 days a week). Go to www.gov.uk/jobsearch to:

- search 1000's of job vacancies
- create up to date CV's to give you the best chance of making a good first impression on an employer
- match your CV to the jobs you want and send it direct to the employer

Remember, your CV is important as it is often your first opportunity to make a good impression on an employer.



Ask at your local Jobcentre for details of their own Twitter feed. You'll get to see lots of local vacancies and find out about local events to help you back to work.

Follow our Twitter feed **@khubdwp** to learn more about national employment opportunities and career information.

Useful hashtags

#BuildYourFuture for jobs in the construction sector

#JobsThatMove for jobs in logistics

#SiteServicesJobs for jobs in facilities management

CITB Support

The CITB website offers information on live vacancies with other employers including support for Carillion apprentices

www.citb.co.uk/support-carillion-workers/

Other places to look for jobs

- **company websites or visit them in person** – many employers don't advertise their vacancies but have a vacancies section on their website where you may be able to apply online
- **newspapers and trade journals** – find out what day your local newspaper advertises jobs
- **word of mouth** – speak to your family and friends to ask if they know of any vacancies
- **social media** – look on social media sites such as Facebook, Twitter or LinkedIn and like or follow employers you may like to work for
- **jobsfairs** – check with your local Jobcentre or in newspapers for local jobsfairs

Apprenticeships

Find out what's on offer

www.gov.uk/apply-apprenticeship

Self employment

Search online for **www.gov.uk/browse/business** or find out what's on offer:

- England - **www.nationalenterprisenetwork.org**
- Scotland - **www.bgateway.com**
- Wales - **www.business.wales.gov.uk**

Overseas vacancies

Find out more: **www.eures.europa.eu** or check for overseas vacancies on the Universal Jobmatch service

Helpful websites

There are many websites that advertise jobs, here are some of them:

- **www.totaljobs.com**
- **www.monster.co.uk**
- **www.indeed.co.uk**
- **www.jobsite.co.uk**
- **www.jobs.co.uk**
- **www.redgoldfish.co.uk**
- **www.fish4.co.uk**
- **www.graduate-jobs.com**
- **www.prospects.ac.uk**
- **www.gowales.co.uk**
- **www.education.gov.uk/get-into-teaching**

If you have manufacturing, engineering or scientific skills, you could register with the 'Talent Retention Solution' at **www.talentretention.biz**

You can also register with recruitment agencies specialising in your field of work. Search online for your local ones on The Recruitment Employment Confederation website

www.rec.uk.com/about-us/for-jobseekers/choosing-a-recruitment-agency

How can I improve my skills?

Your local jobcentre can help you identify your skills, experience, career aspirations and potential training needs. They could also help arrange vocational training.

For information to help you plan your career, build a CV and find a job go to www.gov.uk/career-skills-and-training

You may consider voluntary work to help you get new skills. Find out what's on offer at www.gov.uk/government/get-involved/takepart/volunteer

Where can I get advice on redundancy-related issues?

To find out more about your rights go to:

- www.gov.uk/redundant-your-rights
- www.gov.uk/your-rights-if-youremployer-is-insolvent
- www.acas.org.uk
- www.tuc.org.uk/carillion

If you live in Scotland or Wales

Scotland – Partnership Action for Continuing Employment is the Scottish Government's partnership framework, helping people dealing with redundancy. Phone the Scottish redundancy helpline on **0800 917 8000** or visit www.redundancyscotland.co.uk

Wales – the Welsh Government's redundancy action scheme is aimed to help people dealing with redundancy. There are various sources of help available. Visit www.careerswales.com/en/jobs-and-training/unemployment-and-redundancy/coping-with-redundancy/

For budgeting and money advice visit:

- www.moneyadvice.service.org.uk
- www.thedebtadvicenetwork.org
- www.nationaldebtline.co.uk
- www.citizensadvice.org.uk
- www.hmrc.gov.uk

If you need to talk to someone about coping with redundancy visit:

- www.samaritans.org
- www.relate.org.uk
- www.stepsforstress.org (Scotland only)

Can I find out about pensions?

If you've reached or are approaching pension age you may need advice about pensions or retirement.

- To find out what happens about your workplace pension please ask your previous employer or pension provider
- To find out more about your State Pension, including how much you could get and when you can claim it, visit www.gov.uk/check-state-pension
- If you're aged 50 or over and have a defined contribution pension you can have a free, impartial guidance appointment with Pension Wise. Call **0800 138 3944** to book an appointment or go to www.pensionwise.gov.uk
- For independent advice on pensions visit www.pensionadvisoryservice.org.uk
- If you need to know how pensions may be affected by insolvency visit www.pensionprotectionfund.org.uk



Claiming Benefits FAQ

I'm at risk of losing my job – can I claim benefits?

There is lots of information available online to help you understand what benefits you can claim and provide you with further useful sources of help and support.

Most of the information in this factsheet needs to be accessed online. If you do not have access to a computer or the Internet, you can use these at a jobcentre or library.

What can I claim?

What benefits you can claim depends on where you live and circumstances. You may be able to claim either:

- Universal Credit by visiting www.gov.uk/universal-credit
- Jobseekers Allowance by visiting www.gov.uk/jobseekers-allowance or
- other benefits

If you are unsure what you can claim, you can use a benefit calculator by visiting www.gov.uk/benefits-calculators.

What happens if I make a claim to benefit and when will I be paid?

Depending on what benefit you claim, you will usually need to attend an interview at your local jobcentre within a few days of the claim being made. They will be able to tell you when you can expect to receive your first payment.

If you make a claim to Universal Credit, it usually takes 5 to 6 weeks for a new claim to be assessed and your first payment to arrive. If you need help with your living costs while you wait for your first payment, you can apply for an advance. You will need to pay back your advance a bit at a time from your future Universal Credit payments.



If you are claiming benefit, but need funds straight away, you can apply for an advance

You can ask for a Universal Credit advance when:

- you make your claim for Universal Credit
- while you are waiting for your first payment
- if you have just reported a change in your circumstances to us

You can **apply for an advance** by visiting www.gov.uk/guidance/universal-credit-advances.

If you make a claim to Jobseekers Allowance and need help with your living costs while you wait for your first payment, you can apply for a short-term benefit advance. How much money you get will depend on your circumstances. To apply, you will need to phone 0800 169 0310. A short-term benefit advance will need to be paid back, and this will be discussed during the call. Usually a little is re-paid from a person's benefit until it's been paid back.

More information about short-term benefit advances can be found by visiting <https://www.gov.uk/short-term-benefit-advance>.

Can I make a claim before I am made redundant?

If you know that your employment is going to end on a specific date, you may be able to claim benefit in advance of this date.

For more information about what you can claim, and how to make a claim, visit www.gov.uk/benefits-calculators

Find details for your local Jobcentre at www.gov.uk/contact-jobcentre-plus

I still have a contract but have not been paid anything can I claim benefits?

Yes. If you are under a contract of service with your employer and there is no work, or less work, available, you can make a claim based on your circumstances at the time of making that claim.

For more information visit

www.gov.uk/benefits-calculators

I am on a zero hours contract can I claim anything?

You may be able to make a claim for benefit depending on the amount of work you get to do and the earnings you receive.

For more information, visit

www.gov.uk/benefits-calculators

I have been put on short time/my hours, and wages have been reduced, can I claim benefits?

If you are put on short time working by your employer, working less days than usual, you can make a claim to benefits. What you can get will depend on either the number of hours you work and/or the earnings you get along with your other personal circumstances.

If you can claim Universal Credit, it will be worked out using the earnings you receive. If you need to claim Jobseeker's Allowance, you must not be working 16 hours or more per week on average or have earnings that exceed a set amount.

To find out more about the benefits you could claim visit www.gov.uk/benefits-calculators

I am self-employed can I claim benefits?

You can make a claim but to work out if you can be paid anything you will be asked to provide details of your self-employment and the income you are receiving from it.

To find out more about the benefits you could claim visit www.gov.uk/benefits-calculators

If you are able to claim Universal Credit, you can find out more about how your self-employment is taken into account by visiting www.gov.uk/self-employment-and-universal-credit

What if I am already claiming Universal Credit or Jobseeker's Allowance and my earnings go down or stop?

If you are claiming benefit and there is a change to your circumstances, you should report the change straight away.

If you are already claiming Universal Credit this would usually increase if your earnings are lower than they have been.

Is there any help and advice for people impacted by the Carillion liquidation?

Yes. There is help available online by visiting www.pwc.co.uk/services/business-recovery/administrations/carillion.html

You can call the helpline on 0800 0639 282 (open 24 hours a day 7 days a week).

I am an employer and may have to make people redundant, is there any advice available?

Yes. The Acas website has a useful information document at www.acas.org.uk/media/pdf/1/1/Redundancy-handling-accessible-version.pdf



In partnership with



Department for
Work and Pensions