

A young person's guide to **EMPLOYMENT...**



www.newport.gov.uk

This guide will give you **advice** and **information** about what employment options are available to you



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A YOUNG PERSON'S GUIDE TO EMPLOYMENT...

Getting a new job is very exciting but do you know your rights when you are looking for work or have a job? This guide will explain what you need to know.



THE LEGAL STUFF...

Your employment contract

Whatever job you do, you should be given a contract. 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 and you should have a gap of 11 hours between shifts. You are also entitled to some paid holiday.

The contract you receive will give you the information on the following:

- **The number of hours you work each week.**
- **The rate you will be paid (don't forget it **MUST** be at least the minimum wage).**
- **How much paid holiday you are entitled to.**
- **The type of contract it is - for example Christmas temporary, zero-hours, permanent, full time or part time.**

Identification

You will need to know your National Insurance number and bank account details when you start work. You will also need to prove your identity – this could be a driving licence or similar document that shows your address.

Tax and National Insurance

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% Income.

If you earn over £182.69 per week you will pay some national insurance. This tax will go towards extra sick and health benefits.

Work and universal credit

Even if you work you may be able to claim some universal credit payments.



The amount you earn at work may affect the amount of universal credit payment you receive. If it does affect your benefits, the amount will reduce by 63p for every £1 you earn.

Speak to your job centre work coach or citizens advice office for help.

Training

If your employer has over 250 employees and you have worked there for more than 26 weeks you may be able to ask for time off work for training. However this may be unpaid time off and you may have to pay for the course.

Extra support

As a 'care leaver' you will be able to get some help with employment. Your personal advisor will be able to advise you on the type of support available.

What you get will be based on need and your personal 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 helps you progress in your career.**
- **A DBS check (if you need one for work). This is a record of a person's criminal convictions and cautions and is carried out by the Disclosure and Barring Service.**
- **Help towards the cost of a passport/driving licence (which you will need to prove your right to work in the UK).**

Working Wales – Communities for work

Provide one to one support with tasks like CV writing, searching for jobs etc. Also provide details of training opportunities and can direct you to volunteering or other initiatives that will boost your skills.

For further support or careers advice call **0800 028 4844** or email [**workingwales@careerswales.gov.wales**](mailto:workingwales@careerswales.gov.wales)

Newport Hubs

The Newport Hubs teams work with partners to provide support to individuals and families across Newport from four community hubs.

They can provide advice and support on any of the following:

- **looking for employment**
- **access to training**
- **family or housing support**
- **learning English**
- **access to IT**
- **volunteering opportunities**



They can also provide free training and one-to-one mentoring support to help you into work or to improve your job prospects.

They also have programmes to help you progress. If you are aged **16-18** and not in education, employment or training they can help.

You can contact them on **08081 963482** or email one of the centres below.

- **Central Hub - Pill Millennium Centre**
(email CentralHub@newport.gov.uk)
- **East Hub - Hope Centre, Somerton,**
(email EastHub@newport.gov.uk)
- **West Hub - Maesglas Community Centre**
(email WestHub@newport.gov.uk)
- **North Hub - Civil Service Club, Bettws,**
(email NorthHub@newport.gov.uk)

Work clubs

This is a Welsh Government scheme helping people get into work. Pop into one of the local authority's 'Hub' centres for more information.

Careers Wales

Careers Wales have offices in Newport and can provide support on writing CVs and interview tips.

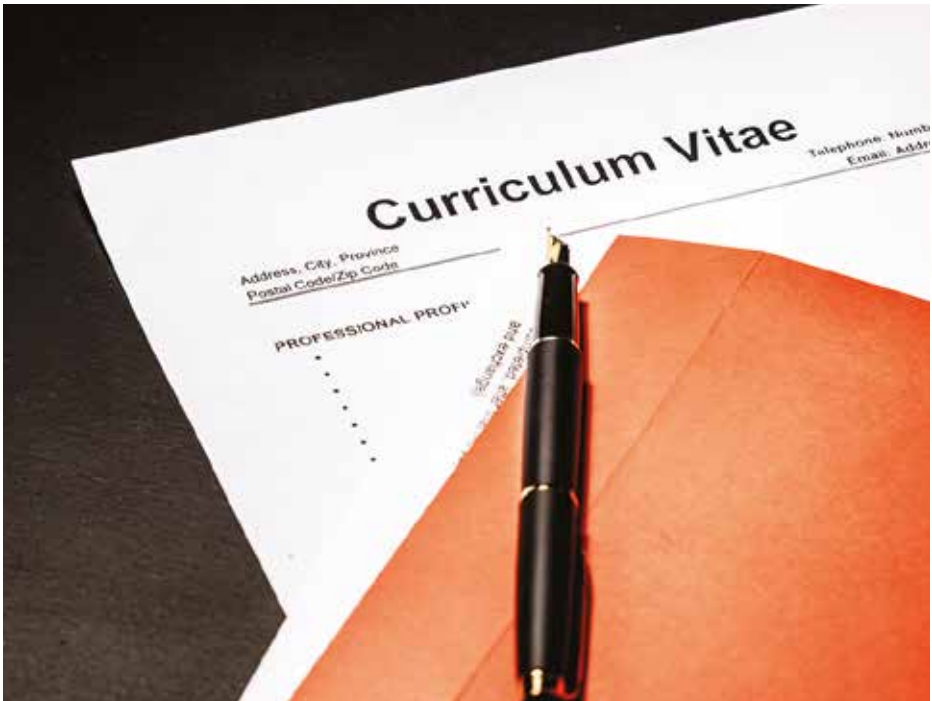
You can also search apprenticeship vacancies at <https://ams.careerswales.com> or www.tuneintoyourpotential.co.uk

YOUTH INFORMATION SERVICE...

Newport's youth information service offers qualified youth workers to provide information, support and guidance to young people aged 11 – 25 in a friendly and informal setting.

You can get help with application forms, looking for work, CVs and school or college work.

The Infoshop is open 11am - 4pm on Tuesday, Wednesday and Friday.
For more information phone **01633 851616** or email **Info.shop@newport.gov.uk**



ENGAGE TO CHANGE...

The Engage to Change project is currently running across the whole of Wales to support young people aged 16-25 with a learning disability and/or autism into paid work placements lasting 6-12 months.

For more information visit www.engagetochange.org.uk call **01443 226664**, or email tmoore@elitesea.co.uk

THE PRINCES TRUST...

Helps build your confidence and can provide you with vital work experience gain skills and qualifications. The 'Get Into' scheme from the Princes Trust offers a number of schemes and grants to help young people get into work.

For more information visit:

www.princes-trust.org.uk/help-for-youngpeople/get-funding-train-learn

www.princes-trust.org.uk/help-for-young-people/programmes#getting_a_job

