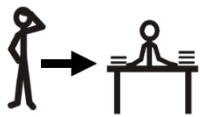


Moving into employment



This easy read information is from Ask Us Nottinghamshire - Young People's Zone.



This document tells you about different ways you can get into paid work or volunteering, and support that can help you.



Getting into work might seem scary at first but there are lots of options to find work that will suit you and make you happy, confident and excited about working.



You can choose paid work, or you can volunteer for a good cause.



Work is great for:



- Your mental health.



- Your physical health.



- Becoming more independent.



- Making friends.



- Discovering new talents and skills.

Careers Advice



If you are aged 13-19, your education provider must offer face-to-face careers guidance.

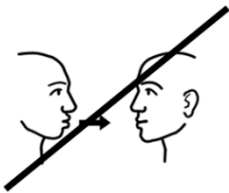


If you haven't had any careers advice, you or your guardian can contact your education provider and ask to speak to a Careers Adviser.

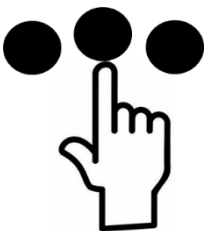
The National Careers Service



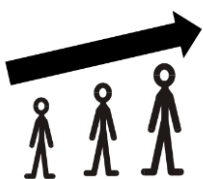
The National Careers Service gives advice to help people make decisions about their future.



The support is **confidential**, which means they won't talk to other people about you.



The support is also **impartial**, which means they won't try to make you do one thing or another.



The support they can offer depends on how old you are and if you have a job or not.



[The National Careers Service website](#) can be used by anyone to research careers and courses and help you to think about the skills you need for work.



They also have [information especially for people with disabilities](#).



There is a video about the National Careers Service [on our webpage](#).

Futures



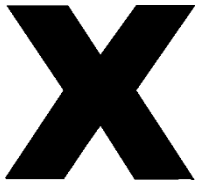
You can ask Futures for support if:



- You live in Nottinghamshire or Nottingham City.



- Are between 16 and 18 years old.



- And do not have an educational placement or job.



You can [visit their website](#) to see more information.

Job Centre Plus



If you would like support finding work, you can contact your local Job Centre Plus and ask to speak to a Disability Employment Adviser.



They can help you to find a job, a training course, and helpful government schemes.

Other local information



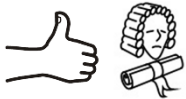
If you live in Nottinghamshire or Nottingham you can visit [Your Notts Directory](#).



These websites:



- Give you information and advice about different routes into work.

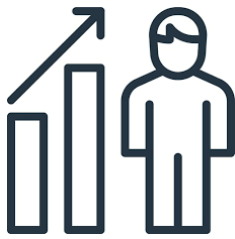


- Your rights.



- Signposting to organisations and services who can help you find suitable work.

Supported Internships



Supported Internships are a type of study programme that help people aged between 16 and 24 to get into work.



- You do most of your learning at work. This is called 'on the job' learning.



- You could have a Job Coach to help you feel confident to do the work.



- Supported Internships last at least 6 months.



- You don't get paid.



- At the end of the internship, you should be ready to get a paid job because of the skills and experience you have gained.



- A Supported Internship should be flexible to meet your needs and your employer's needs.



You can find out more about Supported Internships by contacting [Futures](#) if you live in Nottingham City.



If you live in Nottinghamshire County, contact the ICDS on 0115 804 1275 or email: icdsehcp16@nottsc.gov.uk

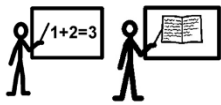


You can also look at the Nottinghamshire SEND Local Offer [Routes to Work section](#).

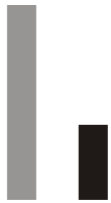
Traineeships



Traineeships offer training and work experience to give you the skills and confidence to get a job or apprenticeship.



At the same time, you improve your maths and English skills.



Traineeships can last between 6 weeks and 6 months.

3

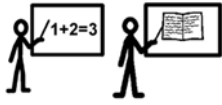
There are 3 main parts of a traineeship:



- Getting you ready for work and feeling confident.



- A work placement.

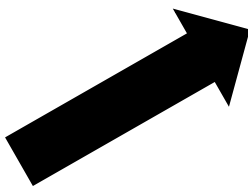


- English and maths support if you haven't yet got your GCSEs at grade C or 4, or a Functional Skills equivalent.



You can [look on the Government's website](#) to look for a traineeship or find out more.

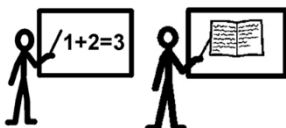
Apprenticeships



Apprenticeships are available at different levels, from Level 2 (GCSE Level) to Level 7 (University level).



Apprenticeships are jobs you get paid for, so the employers decide who they are going to take on, and what the entry requirements should be.



For example, some employers may want you have GCSEs including English and maths at certain grades.



You need to be at least 16 years old to start an apprenticeship, but you can apply before your birthday.



You can ask for extra support to meet your needs, which are known as 'reasonable adjustments'.



You should speak to your tutors or careers advisers if you think you should need reasonable adjustments.



Where an employer is Disability Confident, the Disability Confident logo will be on display.



You can find out more about apprenticeships by following these weblinks:



- [Disability Rights UK](#)



- [Government Apprenticeships Guide](#)



- [Amazing Apprenticeships](#)

Writing a Curriculum Vitae (CV)



When you apply for jobs, some employers ask you to send them your CV.



Your CV is a document that tells an employer why they should give you the job.



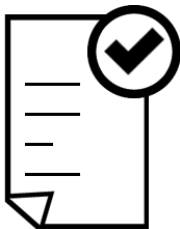
You can use it to show off all the best things about you!



If you want to read lots of information about writing a CV, [please visit our website](#).



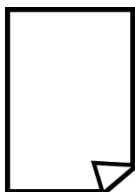
When writing a CV you should make sure that you:



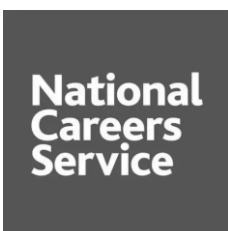
- Double check all spelling, punctuation, capital letters and grammar. Use spell check or get someone else to read over it.



- Make sure it's easy to read.



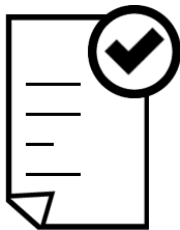
- Your CV should be 1 to 2 pages long.



You can find information about [how to write a CV](#) on The National Careers Service website.

You can download a free CV template and see some examples of what a good CV looks like on [Reed.co.uk](https://www.reed.co.uk).

Sections that should be included in a CV



There are 6 sections that should be included in a CV. They are:



1. Your details.



2. Your personal profile.



3. Your skills.



4. Your education history.



5. Your work history.



6. Your hobbies and interests.



For more information about what to put in each section, guidance, and examples of what to put in your CV, please see our Moving Into Employment webpage and read 'Sections that should be included on a CV'.

Preparing for an interview



Learn as much as you can about the job that you are applying for.



Make sure you understand what the company does and what the job will need you to do.



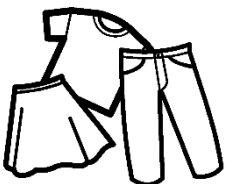
Be ready to talk about your skills and strengths and why you want the job.



Practice answering these questions with someone you know.



Bring a copy of your CV – it can help you to remember important things like your skills and strengths.

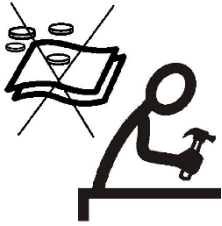


Dress smartly - wear work appropriate clothes like a shirt.



You can [watch this video](#) that tells you what you should wear for an interview.

Volunteering



Volunteering is a great way to get some work experience which can help you get into a paid job.



It can be good if you're not sure what you want to do and want to try a few different jobs for a short time.



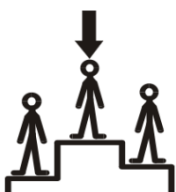
Volunteering can also:



- Give you the chance to learn new skills and practice existing skills.



- Make you more confident.



- Make your CV stand out.



- Give you references for your CV.



- Lead to new interests and routines you may not have thought about before.

Access to Work



Department
for Work &
Pensions

Access to Work is a fund provided by the Department for Work and Pensions.



It provides extra help so your employer can provide reasonable adjustments.



The support you can get is based on your individual needs.



You can ask for an Access to Work Assessment once you have started working.



The money doesn't have to be paid back and won't affect other benefits.



You can get things like:



- Special equipment, adaptations or support worker services to help do things like answer the phone or go to meetings.



- Help getting to and from work.



[The Government website](#) has more information about Access to Work.

More information

UCAS

[UCAS](#) have useful information on finding a job, including exploring different jobs and pathways to your career.

Where can I get help?



You can [contact Ask Us Nottinghamshire](#) for information, advice or support.



The Ask Us Nottinghamshire service is here to help with a range of issues.



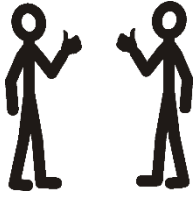
We can:



- Give you advice.



- Talk to your parents.



- Help you identify someone at your school who can support you.



If you would like to talk to us about the information you have read on this page, please contact us.



- [Visit our website.](#)



- Email: enquiries@askusnotts.org.uk



- Phone: 0800 121 7772

Links in this document

The National Careers Service website

nationalcareers.service.gov.uk/

National Careers Service support for people with a disability

nationalcareers.service.gov.uk/careers-advice/career-and-job-support-for-people-with-a-disability/

Young People's Zone- Moving into employment- including the video about the National Careers Service

askusnotts.org.uk/young-people/moving-into-employment

Futures Advice website

futuresadvice.org/

Your Notts Directory- SEND Local Offer- routes into work

yournottsdirectory.org.uk/send-local-offer/nottinghamshire/preparing-for-adulthood/routes-into-work

Government website- Traineeships and training

gov.uk/browse/education/find-course

Disability Rights UK

disabilityrightsuk.org/

Government Apprenticeship Guides

gov.uk/become-apprentice

Amazing Apprenticeships

amazingapprenticeships.com/resources/

Ask Us Notts- Young People's Zone- Moving into employment, including information about CVs.

askusnotts.org.uk/young-people/moving-into-employment

National Careers Service- how to write a CV

nationalcareers.service.gov.uk/careers-advice/cv-sections

Reed.co.uk- CV template

reed.co.uk/career-advice/free-cv-template/

YouTube video- what to wear for an interview

youtube.com/watch?v=muwkauOZjEI&t=2s

Government website- Access to Work

gov.uk/access-to-work

UCAS careers advice

ucas.com/careers-advice

Contact Ask Us Nottinghamshire

askusnotts.org.uk/contact

For the plain English web page version of this information, go to:

[Moving Into Employment - Ask Us Nottinghamshire](#)

<https://askusnotts.org.uk/young-people/moving-into-employment>

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