



Gloucestershire  
**Learning Disability  
Partnership Board**



# Work and work support



**INCLUSION**  
**GLOUCESTERSHIRE**  
BIGGER DREAMS ► BETTER LIVES ► BRIGHTER FUTURES

**GLOUCESTERSHIRE  
EMPLOYMENT  
AND SKILLS HUB**

**gfirst LEP**  
gloucestershire learning and employment partnership  
 **Gloucestershire**  
GLoucestershire County Council

# About Work



This booklet tells you about some of the different types of work you can do and if they might affect your benefits.



It may help you decide what type of work is right for you.



It is important to know what different types of work are so that you can stand up for your rights in work.



You should always check with whoever supports you with work before you start a job. They can help to make sure you keep the benefits you need.

# Contents

Getting help with work	1
------------------------	---

Paid Work	2
-----------	---

Voluntary Work	4
----------------	---

Work Experience	6
-----------------	---

Self Employed	8
---------------	---

Access to Work	11
----------------	----

Useful links	13
--------------	----

# Getting help with work



This booklet might not answer all the questions you have about work and benefits.

This is because it can be different for each person.

**GLOUCESTERSHIRE  
EMPLOYMENT  
AND SKILLS HUB**

To get help with work and benefits speak to the Gloucestershire Employment and Skills Hub on the number below.



01452 425776



Or go to their website:

<https://www.gloucestershire.gov.uk/council-and-democracy/grow-gloucestershire/employment-and-skills-hub>

# Paid Work



Paid work is a job you get paid money to do. This might be called your salary, wages or pay.



You will have a contract. This is an agreement about what you will do in the job and what you will be paid.



A paid job can be permanent. This means you keep the job until you decide you do not want to do it any more.



It can be temporary. This means you keep the job for an agreed time for example six months.

# Paid Work



Or it might be zero hours. This means you only work when your employer asks you to.



A paid job might affect your benefits. It can depend on how many hours you work or how much you earn.



Always ask whoever supports you with work to check if a paid job will affect your benefits before you start doing it.

# Voluntary Work



This is a job you do not get paid a salary to do.



You might get paid money back for your lunch, travel or other things.



Voluntary work should be for a charity or charitable organisation who help people or animals.



It can be a way to help other people or animals and support a charity important to you.

# Voluntary Work



It can also be a way to get work skills that might help you move into a paid job.



You should have an agreement or contract about the work you will do and the support your employer will give you.



It is not voluntary work if you choose to not get paid for a job that other people get paid for.



If you do this and it stops you from getting a paid job it might affect your benefits. Always check with the person who supports you with work if you are thinking of doing this.

# Work Experience



You do not get paid to do work experience.



It is to help you learn about a job and see if you like it.



There should be a plan agreed about how long you will do the work experience and what you will be doing.



After 8 weeks there should be a review to see what you have learnt and to decide if the work experience should carry on.

# Work Experience



It should only carry on if everyone agrees you have more to learn.



Work experience should be part of a plan to get a paid job.



You can do work experience with any employer.

# Self Employed



This means working for yourself.



You have to let the **tax people** and the job centre know you are self employed.

**What it means:** The tax people are Her Majesty's Revenue and Customs or HMRC.



You have to pay your own tax and national insurance.

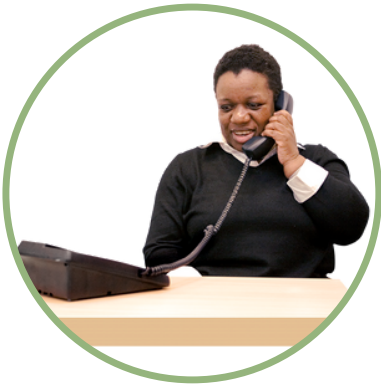


You have to do a tax return every year.  
This means filling out forms to let the tax people know how much money you have earned.

# Self Employed



After you have filled out your tax return you will have to pay all the tax you owe for the last year.



If you are on Universal Credit the people who deal with this will work out if you are likely to earn good money.



If they do not think you will earn good money you will still have to look for a paid job with an employer.



If they think you will earn good money and you do, it will reduce the Universal Credit that you get.

# Self Employed



If they think you will earn good money but you do not, after three months you will still have to look for a paid job with an employer.



It is important to get advice and support from whoever helps you with work if you want to be self employed.

# Access to Work



Access to Work is money that will pay for different sorts of support in work if you are disabled.



You can only get Access to Work for paid work and work experience, not voluntary work.



It might pay for a job coach or support worker to help you in work.



It might pay for special equipment to do your job.

# Access to Work



It might pay for taxi fares if you cannot use buses or trains.



You have to apply for Access to Work online or by phone. You can do this with support if you need it.



It can take a number of weeks to get Access to Work money.



Your employer will have to pay some of the Access to Work costs.

# Useful links

## **Being self employed and on universal credit**

<https://www.gov.uk/self-employment-and-universal-credit>



## **Access to Work**

[www.gov.uk/access-to-work](http://www.gov.uk/access-to-work)

## **An Easy Read guide to Access to Work**

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/1082550/easy-read-access-to-work.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1082550/easy-read-access-to-work.pdf)



## **A benefits calculator to find out if you will have more money in work**

<https://www.entitledto.co.uk/benefits-calculator/Intro/Home?cid=ee213a9d-4c2c-4996-9b8f-721d9920b47a>

