

Glossary of Employment Terms

Access to Work - provides free advice and can contribute towards the cost of reasonable adjustments in the workplace for people in paid employment and those who are self employed.

Co-operatives - business organisations owned and operated by a group of individuals for their mutual benefit.

Employment - work for which the person undertaking the work is paid.

Employment and Support Allowance (ESA) - a State Benefit which has replaced new claims for Incapacity Benefit (IB) and Income Support (IS) on the basis of incapacity for work for most claimants. Originally, claimants already receiving Incapacity Benefit or Income Support paid because of an illness or disability (or Severe Disablement Allowance (SDA) continued to receive those benefits as long as they remain eligible)

Job carving - creating a real job from unmet employer need, or from tasks in others' jobs that someone with a learning difficulty could do just as well, or better.

Jobcentre Plus – can provide a range of information and help. Disability Employment Advisors can provide assessment, identify employers (some who subscribe to the 'double tick' scheme and are disability friendly), and route people into post-16 vocational training programmes and to the Work Programme. They can also provide assistance through the Access to Work programme.

Job coaching - supporting people with learning difficulties to get jobs and negotiate with employers. They support people once they are in work, including with systematic instruction and assistive devices where necessary with the aim of reducing their support over time.

Job shadowing – spending a short amount of time next to a working person seeing what their job entails as an aid to deciding on future work experiences or jobs.

Job Seekers Allowance - Jobseekers Allowance, known as JSA, is a benefit for people who are of working age but are out of work, or work less than 16 hours a week on average. To get Job Seekers Allowance a person must:

- be available for and actively looking for work
- be 18, but under State Pension age
- currently work less than 16 hours per week (on average)

Limited companies - companies where the business owners have limited personal liability for the businesses' liabilities.

Please note that the benefit rates are correct as of November 2013 but you are advised to check current rates for accuracy.

New Enterprise Allowance - supports unemployed people who wish to start their own business.

Partnerships - businesses owned by two or more individuals, often where the business owners – unlike in a limited company – retain personal liability for the business' liabilities

Permitted Work - allows you to:

- work for less than 16 hours a week on average, with earnings up to £99.50 a week for 52 weeks and continue to claim ESA
- work for less than 16 hours a week, on average, with earnings up to £99.50 a week if you are in the Support Group of the main phase of Employment and Support Allowance
- work and earn up to £20 a week, at any time, for as long as you are receiving Employment and Support Allowance
- do Supported Permitted Work and earn up to £99.50 a week for as long as you are receiving Employment and Support Allowance, provided you continue to satisfy the Supported Permitted Work criteria

Personal budgets - these are an allocation of funding given to users of social care services after an assessment at a level that should be enough to meet their assessed needs.

Project Search - an internships programme developed in the USA, whereby people with learning difficulties rotate through a series of unpaid placements, with the opportunity to get jobs with the host employer. The interns are supported by job coaches.

Reasonable adjustments - Changes employers must make to give a person who is disabled the same chance as anyone else to get and to do a job.

Sector based academies – offer accredited, sector based pre-employment training, with work experience and/or a guaranteed interview as an integral part of the academy.

Supported businesses - services where more than 50 per cent of the workers are disabled people who, because of the nature or severity of their impairment, are unable to take up work in the open labour market.

Social enterprises - socially-driven organisations which apply market-based strategies to achieve a social purpose.

Supported Employment - a personalised approach to supporting people who are disadvantaged in the employment market through their disability or long-term health conditions in securing and retaining real paid employment.

Please note that the benefit rates are correct as of November 2013 but you are advised to check current rates for accuracy.

Supported employment provides help such as job coaches, job development, job retention, transportation, assistive technology, specialised job training, and individually tailored supervision.

Supported Employment Providers – all those who provide support. Providers tend to have a variety of job titles such as job coaches, employment advisers, employment consultants and employment support officers.

Systematic instruction - a well-evidenced technique to break down complex tasks involves planning a sequence of instructions before tasks related to their jobs are carried out by disabled people.

Work Choice - an employment programme that supports people with disabilities and long term health issues who face real barriers when it comes to finding and keeping work. Work Choice is a flexible programme that is tailored to individuals. It helps people to reach their full potential so they can move into independent, unsupported employment. Work Choice helps people who wish to work at least 16 hours a week.

Work Clubs – these are organised by voluntary organisations, partner agencies and employers to encourage people looking for work to share experiences and job search skills to identify opportunities and make contacts.

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