



# Local Supported Employment Support to find a job

A guide for people with a Learning  
Disability or Autism who want to find a job  
and keep it



## Easy Read Guide

## About this guide



This guide is from Norfolk County Council. It is about Local Supported Employment. Local Supported Employment is when someone has **support from the council to find and keep a job**



If you have a learning disability or autism and **you might have thought about finding a job.** This guide tells you **how the council can help you**



A worker from the council can read this guide with you. You can also talk to your friends, family and supporters



You can ask questions. **You decide if you want support to find a job.** This guide says what will happen if you decide to take part

## Having a job can mean different things



Having a job can be good for how you feel



Having a job can mean social inclusion.  
Social inclusion is when you are part of a team or a community at work

You can make new friends and learn new skills. Some people do not want to make friends and that is OK



Having a job can make you feel valued. You will get paid for working

## Support to find a job



If you want help, a worker from the council will support you to find a job. The worker from the council is called a **job coach**



You can ask the job coach questions about finding a job. You might want to talk to your family or another person



If you decide you want support to find a job, you will sign a form to say you understand what will happen. You can change your mind at any time

You will also give your **name** and **national insurance number** to the job coach

## What happens next



The job coach will arrange a day and time to meet you



You will talk about **what you want** and need in a job. **Think about things you are good at.** This will help you decide what sort of job you might like



The job coach will help you make a plan. Your plan will be **all about you** and what is important to you



Your job coach will ask questions about your benefits so they can help you

## The job coach will talk to other people



After you have made your job plan, the job coach will talk to employers. An employer is a person who decides to give someone a job



The job coach will talk with employers about your needs and any support you need at work

## Finding the right job for you



The job coach will talk to you about any jobs that they find. You can decide if the job sounds right for you



The job coach will arrange for you to have an interview.

An interview is when you visit the job and see what it is like

- You will see where the job is
- You will meet the employer
- You will find out what it is like

The job coach can go with you if you like



The employer might choose to offer you a job. You can talk about it with your job coach or family before deciding

## Starting in a new job



Your job coach may join you at work on your first day. You might feel nervous and that is alright



You will get support to start work and learn your new job. Your job coach and your employer will help you to settle into work. You will get the support that you need

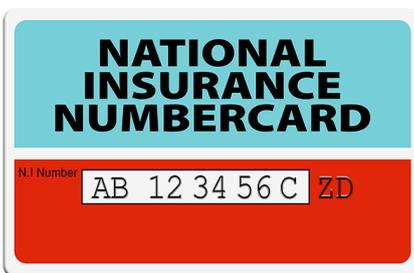


If you have questions, you will ask your job coach and your employer

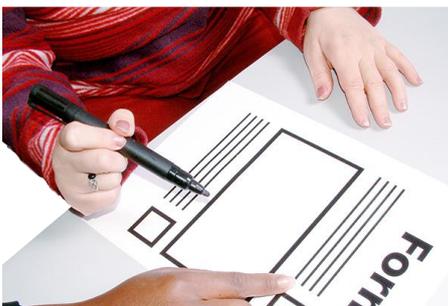
## Thank you for reading this guide

If you decide that you want support to find a job, you will need to share some information.

It is important you understand what information you agree to share



If you agree, the council will give **your name and national insurance number** to a worker at the local job centre. This is so the job centre can say it is OK for you to have support to work



The information you share with the job coach will be used by the council to provide support to you



Information about you will be shared with departments of government, including the Department of Work and Pensions and His Majesty's Revenue and Customs Agency

This is for **evaluation**. **Evaluation** is another word for checking something



The workers might want to check how the job coach has helped you. They might ask to talk with you as well

This is because they want to understand if you have found the support helpful



Once the checking is done, your information will be destroyed in a safe way.



A copy of your information will be kept, but this will be **anonymous**

Anonymous means that it will not contain your name or anything else that can identify you



# Department for Work & Pensions

The Data Controller for the evaluation is  
the Department of Work and Pensions



The Data Controllers will keep your  
personal information safe and properly  
looked after



They will follow rules to look after your  
information

The rules are from the Data Protection  
Act and the UK General Data protection  
Regulation

If you want to find out more about how  
the Controllers use and protect your  
information you can visit

[General privacy notice - Norfolk County Council](#)

<https://www.gov.uk/government/organisations/department-for-work-pensions/about/personal-information-charter>



If you decide to take part you will be asked to sign a form. The form is to say that you agree to take part and you understand how your information will be used

## Your rights



Getting support to find a job is up to you. You do not have to take part and that is alright

Finding out about and agreeing to support to find a job will not affect your right to claim benefits



If you agree to have support to find a job you can change your mind at any time  
You don't have to give a reason why



You can ask to see any of the information the council stores about you. The Job Coach can tell you how to do this

If any of your information is wrong or something is missing, you can ask for it to be changed



You have the right tell someone if you are worried about how your information is handled to the Programme Data Controllers by emailing:



- <[dpo@norfolk.gov.uk](mailto:dpo@norfolk.gov.uk)>
- The DWP Protection Officer, Dominic Hartley  
[data.protectionofficer@dwp.gov.uk](mailto:data.protectionofficer@dwp.gov.uk)
- You can also tell the Information Commissioner's Officer

Details can be found at [www.ico.org.uk](http://www.ico.org.uk), or you can ring 0303 123 1113