



Find your way...

to help for your business with training,
recruitment and redundancies

www.jobcentreplus.gov.uk/employers

jobcentreplus

Part of the Department
for Work and Pensions

Jobcentre Plus can help your business in the current economic climate, so you can be ready to take advantage of tomorrow's opportunities.

Whether you need to develop the skills of your current workforce or recruit new talent, we have the right services and partners to provide straightforward solutions, leaving you with more time to devote to your business.

If the worst happens and you need to consider redundancies, we may be able to help by providing support and advice for you and your employees. Either way, Jobcentre Plus has a great deal to offer.

Retaining and recruiting the right people



Employers who retain their staff and develop their workforce are best placed to respond to economic recovery because they have the talent to innovate and the expertise to maintain successful customer relationships. In fact, employers that don't invest in training are 2½ times more likely to fail.*

You can invest in training and development for your employees now and draw on the wide range of services available, often at no direct cost.

Jobcentre Plus can help you access the right help and support through our partners across Great Britain.



In England: The **Train to Gain** service, delivered by the Learning and Skills Council, offers employers of all sizes and in all sectors the chance to improve the skills of their employees. The service will help you access high-quality vocational skills training and you can get up to 100% funding for training in the workplace.

➤ **For more information visit:**
www.traintogain.gov.uk

In Scotland: Skills Development Scotland provides a range of services to employers, including information and advice on training, the national training programmes and retraining options. learndirect for Business training partners work with small and medium sized enterprises to assess training needs, develop a training plan and identify suitable courses.

➤ **For more information visit:**
www.skillsdevelopmentscotland.co.uk

In Wales: The Welsh Assembly Government's **Workforce Development Programme** encourages employers to participate in training and development of their workforce through the provision of advice, guidance and access to support which is tailored to meet the needs of differing organisations across Wales, particularly SMEs.

➤ **For more information visit:**
www.wales.gov.uk and search for **DELLS Workforce Development Programme.**

Jobcentre Plus offers a comprehensive range of support to help you recruit the right people. With nothing to pay and no red tape, these services help make the difference to thousands of employers dealing with changes in the economic climate.

They include:



Professional, modern and free **Vacancy Advertising Services** to get jobs noticed by the right people.

Recruitment Advisory Services that offer wider support for filling vacancies and longer term partnership working opportunities.

Local Employment Partnerships with employers and Jobcentre Plus working together to unlock the talent available in the local community.

➤ **Find out more at:**
www.jobcentreplus.gov.uk/employers

Dealing with redundancies

Redundancies are challenging for everyone involved. With our range of partners across Great Britain, we can provide tailored solutions to suit your business' circumstances, to minimise the impact and provide help and advice when redundancies are taking place. We can help people make the journey back to work, or develop training and redeployment plans for groups of employers from specific industries.

If you need to make people redundant then Jobcentre Plus and our partners can support your employees through our online and telephone-based services by:

- providing information about alternative jobs within the labour market
- matching them to known vacancies
- helping them draw up CVs
- helping them enhance their jobsearch skills, and
- providing general information about benefits and taking claims.

We can also provide a Rapid Response Service when you need to make 20 people or more redundant. This includes:

- a skills analysis to help identify transferable skills and training needs relevant to the local labour market
- job-focused training to help individuals develop vocational skills needed within the local labour market, and
- an action fund to overcome individual, more short-term barriers to taking up a specific job offer, e.g. travel to work expenses.

To find out more about the support available for your business and your employees, go to **www.jobcentreplus.gov.uk/employers** and select 'Help with redundancies' to find your local Jobcentre Plus contact.

If you are planning to make people redundant and need to understand more about your responsibilities as an employer, you can also get help from the Department for Business, Enterprise and Regulatory Reform's Redundancy Helpline on **0845 145 0004** or go online to **www.businesslink.gov.uk/redundancy**

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