



Vocational Services

Workstep - Helping people with disabilities into work

If you have a disability that makes it difficult for you to find or keep a job, then Workstep may be able to help you.

The Aim

Workstep aims to provide support in paid jobs for people with disabilities that are able to work 16+ hours per week and face barriers to finding and keeping work who, with the right support, are able to succeed in employment.

What is Workstep?

Workstep has been designed to:

- enable you to work effectively in a job focusing on your needs as well as your employer's needs
- provide the support you and your employer need to fit your requirements - when you need it
- help you develop and improve your skills - and your job prospects
- provide a stepping-stone into unsupported employment - if that is right for you.

What sort of job can Workstep help me with?

Workstep can provide support to you in a variety of different jobs, taking into account your ability, location and local labour market.

What will I be paid?

You'll get the same wage, terms and conditions as your colleagues who do the same or similar work.

What about training?

You'll be given the same training to do the job as your colleagues.

Who is it for?

Workstep is for you if:

- you are disabled as defined by the Disability Discrimination Act 1995.

You also need to be either:

- receiving Incapacity Benefit and/or National Insurance credits only (including Severe Disablement Allowance and Income Support)
- receiving Jobseekers Allowance (JSA) and/or National Insurance credits only for 6 months or more
- receiving JSA and/or National Insurance credits for less than six months but on Incapacity Benefit immediately before claiming JSA
- a former supported employee who has progressed but needs to return to the programme within two years or has left for other reasons and returns within one year, requiring further support to take up a job
- currently in work but at serious risk of losing your job as a result of disability, even after your employer has made all reasonable adjustments and considered other available support options
- a recent/prospective education leaver who has demonstrated a need for support in work.

How does it work?

Talk to your Workstep Placement Officer who will assess your eligibility.

The Placement Officer will then:

- work with you to design an individual development plan, including arrangements for you to learn your job and develop as an employee
- build up a vocational profile - a picture of your aspirations, abilities and needs - which will help to find you a suitable job
- arrange an individually tailored support package to help you make the most of your potential, such as;
 - offer support through a job coach
 - arrange mentoring through your colleagues
 - give disability awareness and guidance help to those you work with

- arrange with other agencies any other support you may need, for example 'Access to Work'
- propose steps for you to progress into unsupported employment, if appropriate
- review your progress regularly and update your development plan accordingly.

For further information please contact:
Vocational Services, Grove House, Millers Close,
Dorchester, Dorset DT1 1SS
Tel: 01305 228401
Fax: 01305 228411
Minicom: 01305 228413
Email: ces@dorsetcc.gov.uk

Compliments and complaints

Adult and Community Services staff in Dorset are committed to providing quality services to our service users, their carers and families. We welcome comments from our service users as this helps us to understand what aspects of our service people like.

If you are unhappy about the service you have received and want to make a complaint, our factsheet 'How to complain' describes the procedure. Our Complaints Officer can give you advice on the process and can be contacted on 01305 224322.

Diversity statement

Diversity is not about treating everyone in the same way, but about recognising and valuing difference, as well as recognising and addressing inequalities and disadvantage.

As an employer and service provider, Dorset County Council seeks to promote an environment that accepts and actively supports diversity in age, gender, ethnic origin, sexual orientation, religious belief, disability, culture, work style and the many other ways in which people differ from each other.

All our factsheets are available in large print and on audio cassette/CD, Braille or alternative languages. Please contact the Information Office on 01305 224320.

Further information on services provided by Dorset County Council
Adult and Community Services can be accessed at
www.dorsetforyou.com

Improving the quality of life for people in Dorset,
now and for the future

