

# Pathway to Work



Work is not only a means of gaining an income, but also provides social contact, interest and self-esteem.

The loss of a job can have a devastating effect on people's lives. The longer the absence, the more difficult it becomes to effect a return.

## THE PATHWAY TO WORK PROGRAMME

Our Programme encourages and assists a return to training and work at an early stage.

It evaluates the individual's skills and experience, and formulates an action plan to achieve a positive outcome.

The objective is cost-effective vocational guidance to help injured claimants either:

- maintain their existing employment, or
- seek and obtain suitable alternative employment.



To find out more  
contact Jan Walters  
HJS PERSONNEL LIMITED  
1 Sylvan Court, Farnborough  
Banbury, Oxon OX17 1EA  
Tel: 01295 690990  
Fax: 01295 690991  
E-mail: [admin@hjspersonnel.com](mailto:admin@hjspersonnel.com)  
Website: [www.hjspersonnel.co.uk](http://www.hjspersonnel.co.uk)

# THE PATHWAY TO WORK PROGRAMME

The Pathway to Work Programme consists of three steps tailored to the needs of the individual.

The following measures might be included:

## STEP 1

### EMPLOYMENT ASSESSMENT

A detailed interview with the claimant to:

- Identify existing qualifications, experience and skills
- Review abilities and aptitudes
- Explore the claimant's thoughts regarding the future
- Assess the effect on employment of any residual disability, including continuing treatment
- Explore the return to an existing employer, including the possibility of an alternative role within the organisation
- Identify and recommend alternative areas of employment that match the local employment market
- Identify specific training needs and provide information on appropriate local or residential providers, including duration and cost
- Identify assistance available via the Employment Service/other local providers
- Prepare a detailed action plan and report, providing an opinion on the probable outcome of vocational rehabilitation and a basis for discussion on further support required and costs involved

## STEP 2

### ACTION

Practical steps to help the claimant retain or gain employment:

- Meet the existing employer to explore alternative roles, possible adaptations to the workplace, and training needs, and to assess the likelihood of re-employment
- Accompany the claimant to a meeting with the Disability Employment Adviser
- Help find voluntary work/work experience
- Identify local services and schemes for assistance and funding
- Help with CV preparation and job applications
- Provide practical help with a job search, including reviewing a range of local sources of employment
- Prepare the claimant for interviews including coaching in interview skills
- Provide follow-up support

## STEP 3

### SUPPORT

Initial support for the employer and employee in the workplace:

- Provide assistance to the employer for induction and work skills training
- Provide information on available funding for any adaptations/equipment required
- Provide ongoing support during the early stages of employment and identify problems and possible solutions



HJS Personnel Limited was established in 1989. We provide information, advice and support leading to rehabilitation and retraining of individuals whose employment prospects are affected by disability.

Our team of experienced consultants has a broad range of skills, knowledge and experience, including training, recruitment and personnel management in a range of industries. We are therefore strongly positioned to assess and support injured individuals wanting to return to an established occupation or to alternative work.