



Bridge to Employment

Bridge to Employment is a pre-employment training programme that helps you find a job if you are unemployed whatever your experience of work.

How it works

Bridge to Employment is a pre-employment training programme that helps companies recruit unemployed people whatever their experience of work.

The Bridge to Employment programme's main objective is to provide customised training to equip unemployed, and in particular, long term unemployed people with the skills necessary to compete for new employment opportunities on an equal basis with others.

Bridge to Employment programmes are run in response to employers with job vacancies. Training courses are tailored to meet the skill requirements of the job.

Who can apply?

Anyone who is unemployed, or working less than 16 hours per week.

How do I apply?

Bridge to Employment vacancies are advertised in a variety of places to include, newspapers, local Jobs & Benefits offices and JobCentres, online (nijobs.com, nijobfinder.com, recruitni.com) and in community organisations. You can find out about the latest Bridge to Employment vacancies on www.jobcentreonline.com or www.nidirect.gov.uk/btejobseekers

To participate in the Bridge to Employment programme you are required to complete an application form. Application forms for current vacancies are available from your local Jobs & Benefits office or local JobCentre. Alternatively, you can download an application form at www.jobcentreonline.com

Completed application forms must be returned to any Jobs & Benefits office or JobCentre no later than 4pm on the closing date for application.

You can pick up an information leaflet about the Bridge programme for which you are applying from your local Jobs & Benefits office or JobCentre.

FAQs

Will my benefit entitlement be affected whilst on the Bridge to Employment programme?

You will retain your benefits. Inform your local Social Security office that you are attending a Bridge to Employment training course to enhance your employment prospects.

Can I claim travel expenses?

You will be reimbursed weekly travel expenses, limited to the cheapest cost of using public transport. Where suitable public transport is not available, reimbursement is limited to private transport mileage rate of 25p per mile.

Can I claim for child care costs?

The **maximum daily amount** of childcare assistance payable is subject to a maximum limit of £240 per week (£48 x 5 = £240) **per family** where the childcare is provided by a registered childminder/ nursery/crèche or subject to a maximum limit of £100 per week (£20 x 5 = £100) **per family** where care is provided by a relative. The maximum amount of childcare assistance payable **per family** is subject to an overall limit up to £240 per week where care is provided by a mixture of registered and non-registered childcare.

What about lodging expenses?

In certain circumstances, lodging allowance may be payable depending on where you live. For further information, contact Skills Solutions Branch.

What happens next?



Once your application has been submitted and received:

1. We will write to you within seven working days of the closing date for application;
2. We will contact you within five working days of your aptitude test/interview. Successful applicants will be offered a training place.
3. If you successfully complete a Bridge to Employment training programme, you will be offered a job interview.

What funding is available?



The programme is fully funded by the Department – it doesn't cost anything to take part.

Programmes available



Call with your local Jobs & Benefits office or JobCentre where all current vacancies will be displayed. Bridge to Employment vacancies will be identified with a blue symbol.

Alternatively view the vacancies online at the Jobcentre online website at; www.jobcentreonline.com

Benefits



If you are unemployed and aged 18+ the Bridge to Employment programme has many benefits:

- It helps you find a job;
- You will retain your benefits;
- You will be reimbursed weekly travel expenses, limited to the cheapest cost of using public transport. Lone parents or guardians may be eligible for child care allowance;
- If you successfully complete the training programme you will be interviewed by the company with a view to offering employment.

Contact details

Email: skillssolutions@delni.gov.uk

Telephone NI Direct: 0300 200 7828