



Winchester  
City Council

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# Homes for Ukraine Employment Support Guide

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WINCHESTER.GOV.UK



# Finding Work in the UK

The following guide provides links and tips on how to find work in the Winchester district.

Finding work can help you move on from a sponsor and secure private rented accommodation. It can help you live a financially independent life here in the UK.

If you need more support understanding what affordability checks are required to rent privately, please talk to the Winchester City Council Housing Team: Housing Enquiry



# Help with finding work

There are organisations that can help and support you to find work.

Some organisations run programmes to help you write your CV, practice for interviews, get work placements and training opportunities which can lead to guaranteed interviews with employers.

You don't have to be an English speaker for them to help you. Below, we list some organisations that can help.

*If you are unemployed and on Universal Credit, always check with your Work Coach that they are happy for you to attend any courses or programmes that help you find work, before you sign up.*

## Employment support from local organisations

Start by looking at the Winchester City Council website where you will find links and tips to help support your employment needs.

If you look under the section labelled 'Employment' you will find details of support programmes running. You can see the type of organisations we work with, to help support residents find work or develop skills.

Sometimes, these organisations can be referred to as 'employability organisations'.

Many of these organisations enable you to refer yourself for help, or you can get someone to refer you.

These organisations will talk to you to find out things like:

- What your skills and prior experience are
- What work you would like to be doing
- What your level of English is
- What your constraints you may have in terms of working hours
- If there are any other aspects that make it more challenging to find a job, such as a disability

Once they have this information, they can begin to advise you on suitable options .











## Preparing for work

Do you need help to manage care responsibilities so you can work?

Find out how to access [childcare](#) if you are a parent.

For more information on local childcare options look at the [Hampshire County Council Family Information and Services Hub](#)

If you care for a child with disabilities, you can find out more about support available here: [Hampshire County Council Disabled Children's Team](#)

If you have disabilities and need support to finding appropriate work, then see what help is [available here](#).

If you are a carer for dependent adults then [Connect to Support Hampshire](#) details what support is available.

## Careers, training and Skills

There is help and advice available to help you find your next career see: <https://www.skillsforcareers.education.gov.uk/pages/common/help-and-advice>

For information on re-training or refreshing your skills see the following Skills for Careers training page: <https://www.skillsforcareers.education.gov.uk/your-training-options>

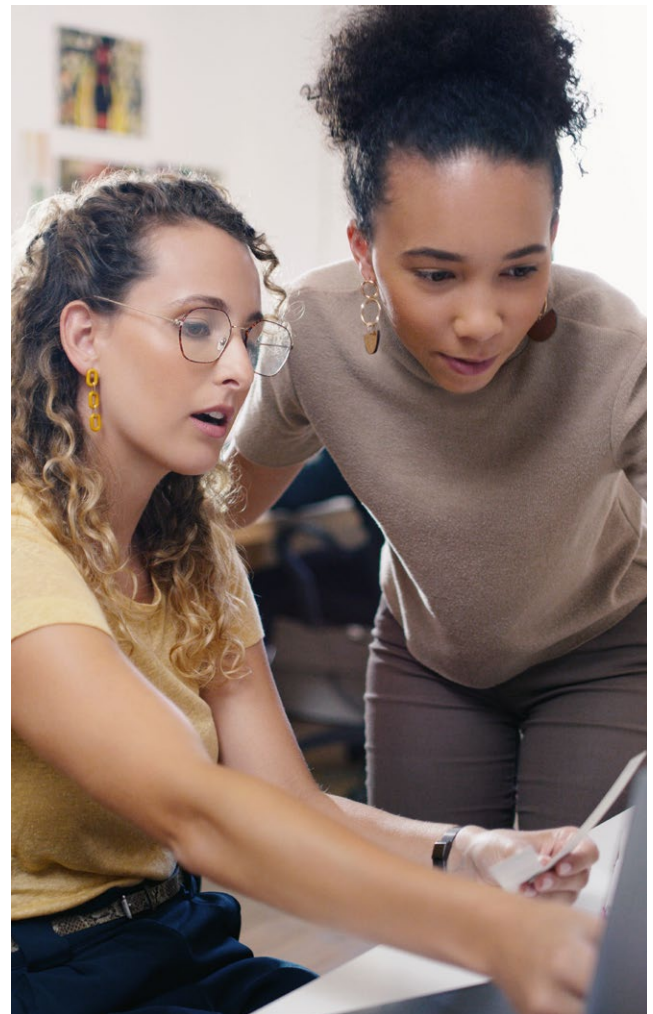
For an overview on careers and finding a career you may be interested in see: <https://www.skillsforcareers.education.gov.uk/pages/common/career-ideas>

Find Work & Training: [www.skillsforcareers.education.gov.uk/pages/common/find-work-and-training](https://www.skillsforcareers.education.gov.uk/pages/common/find-work-and-training)

## Starting work in the UK

The following links can help you understand your rights and responsibilities when working in the UK.

- [Right to work as a Ukrainian in the UK](#)
- [Wage information](#)
- [Taxes](#)
- [Understanding your rights and responsibilities at work](#)
- [Zero hours contracts](#)
- [Background checks for work \(DBS\)](#)



# Where to look for work

There are many online job sites which can be useful to help you find your next job. Here is a list of the most common online job search sites:

## National Online Job Boards:

- The [Find A Job](#) web site which is managed by the Department of Work and Pensions
- The [Reed recruitment](#) site has a good selection of jobs in different industries
- [Indeed](#) has a good selection of jobs in different industries, and support for Ukrainians.
- A general job site to try is [Total Jobs](#).
- The [Monster](#) job site also has support for Ukrainian guests, and you can register on their talent pool pages.
- The [Jooble job](#) website brings together jobs from multiple other websites and is Ukrainian based

## Industry specific online job boards:

- [The Caterer](#) for jobs in restaurants, hotels and general hospitality.
- [Retail Week](#) Job Site for retail job opportunities
- [Health Careers](#) available within the NHS

You can also visit large local employers web sites direct such as: [Hampshire County Council Jobs](#)

## Earn whilst you Learn – Apprenticeship roles

To find out more about apprenticeships and see what job and training opportunities are available see the [Find an Apprenticeship](#) pages on the GOV. UK website.

## Using LinkedIn

Developing a profile on LinkedIn can be an excellent way to create your own network of like-minded professionals. You can also find out about the latest industry developments, find out about training opportunities and benefit from jobs being posted on LinkedIn members sites.

There are a host of great free resources and courses on the LinkedIn Site. [See free LinkedIn Training Resources for more details.](#)

For an example of how you can develop your LinkedIn profile see: [CV and LinkedIn job search tips](#)

## Help with starting your own business

For general advice and support on how to start your business see: [Setting up a business](#)

The Gov.uk site also has information on how to register your business, and what is expected in terms of company reporting and adhering to HMRC tax requirements.

Visit the Hampshire County Council Growth Hub pages for support available locally for running your business in [Hampshire](#)

For business start-up advice see the [Additional Support and Resources](#) pages on the Hampshire County Council Business Growth Hub site.

# Employability support organisations

**The following organisations can help you with preparing, searching and securing employment opportunities.**

[Winchester Jobcentre Plus](#)

[National Careers Service](#) – help with preparing your CV and producing cover letters. You can also find careers information and undertake a free online skills assessment.

[Volunteer learning schemes](#) – get opportunities to gain valuable work experience and practice English skills.

**Catch 22 - [Inspiring Connections Employability Support](#)**

Catch22 provides employability support and other charity services. Their programme called 'Inspiring Connections', is a development programme enabling individuals to take the next steps towards their career goals. You need good enough level of English take part in the Zoom sessions, but no qualifications are required.

Links to free Prospects Careers tools to provide information on careers pathways and job roles.

**Get your qualifications recognised – UK National Information Centre (UK ENIC)**

Winchester City Council offer free UK [ENIC](#) checks for those on the Homes for Ukraine scheme.

For more information and if you would like to apply for a free ENIC qualification comparability check then please email our Ukraine team.

**Employment law, advice and benefits support**

For support on employment law, advice and what benefits you may be eligible for, you can contact [Citizens Advice Winchester](#)

**Training and Adult Education Organisations**

Hampshire County Council – [Adult Tailored Learning](#)

Take a look at the free [skills bootcamp](#) courses for adults aged 19+ living in Hampshire. These courses can help you to develop skills and confidence to find work.

Local Adult Education Training Providers offering great support too are:

[Itchen college](#), [Peter Symonds](#), [Sparsholt College](#) and the [Southern College Group](#) members. Many of these providers also offer Help with English Language or English as Second Language ESOL courses. For more help with English Language support see the section on Help to develop English Language skills

**Help to develop your English Language skills**

There are many different courses and tools to help you learn English and improve your skills. With in-person and online courses available and many free translation tools, you can find the best way to learn for you. You can add any English qualifications to your CV.



# English levels explained

The **Common European Framework of Reference for Languages (CEFR)** defines proficiency levels in terms of A1, A2, B1, B2, C1 and C2, each level getting progressively more proficient. Typically, in formal English classes offered to adult guests here, you'll be studying **English as a Second Language (ESOL)**, which is referenced in terms of Pre-Entry, Entry level 1, Entry level 2, Entry level 3, Level 1 and Level 2. These are mapped to each other as follows:

- Pre A1 = Pre-Entry
- A1 (Basic user) = Entry level 1
- A2 (Basic user) = Entry level 2
- B1 (Independent user) = Entry level 3
- B2 (Independent user) = Level 1
- C1 (Proficient user) = Level 2

See also the [ODILS Learning Foundation](#) for a useful overview of the different frameworks, including the International English Language Testing System or IELTS.

The British Council also provide a mapping guide between frameworks [here](#).

At the British Council, you will be initially assessed on your current level of English and then placed in the appropriate class for your ability.



## Free online English classes for Ukrainian refugees

Some people may find it difficult to get to daytime English classes, especially if they are working.

- There are some introductory online courses being offered by the [Open University for Ukrainians](#)
- There are also some free and cheap courses being offered by the [British Council: Learn English Online | British Council](#). They also have an app called IELTS Prep which you can use to prepare for IELTS tests.
- There are free English for Speakers of Other Languages - [ESOL](#) classes, offered online
- Hampshire County Council offers funded ESOL courses [here](#) [English for Speakers of other Languages](#)

## English Language for Careers

If you need to develop the specific language skills required by various industries, then there are specific courses available. Some options are very costly, and it is worth contacting local **employability organisations** to see if they can assist or signpost you to support with course costs.

[Occupational English Test](#) – specifically for healthcare industry careers

There is also a great resource to help with the test see [Occupational English Test](#) FAQ's

[CELTA](#) Certificate in Teaching English to Speakers of Other Languages

You can find out more about [Vocational English](#) opportunities [here](#).

## Useful language translation tools

For online translation, translation tools such as Google Translate can be useful. DeepL translate has received good feedback as being close to native translations. [Duolingo](#) also may be useful for help with learning English.

# Frequently Asked Questions...

## Q. Are online job vacancy boards useful?

If you are using online job sites such as Indeed you can create a personal profile for specific job roles you are interested in and by location. You can also set up job alerts to let you know when new vacancies are posted that meet your requirements.

By creating an account and adding your CV, you can be ready to use the 'quick apply' application process as soon as you see a vacancy you are interested in.

## Q. Can I send my CV direct to an employer?

If you have done some research and identified a local employer, that is not part of large national business, then finding a local contact and sending them your CV directly can be a great way to get noticed.

If they are a large national employer with a head office based elsewhere in UK, then recruitment is usually managed via their own central career websites. Their vacancies aren't always posted on other online job vacancy sites, such as Indeed, so it is worth going to company web sites direct and look for job opportunities there.

## Q. How can I use LinkedIn to help me find work?

LinkedIn can help you build up a local community of like-minded professionals who work in your specific industry.

It can be helpful to find local employment opportunities which are posted on LinkedIn as well as enable you to network with other professionals who may have job vacancies in their organisation.

Many self-employed groups operate via LinkedIn and use the site to create a network of suppliers and partners who champion their business and work together to increase revenue. View this free guide on how to use [LinkedIn](#).

## Q. How can I improve my English whilst learning skills to return to work?

Creating opportunities to practice your English in a workplace setting will help to improve your English skills. There are many organisations who can support with English Language skills.

Volunteering is also a great way to build up your English proficiency whilst learning new skills for the workplace.

You can find out more by visiting the following sites.

[Volunteering | Jobs and volunteering | Hampshire County Council](#)

[Volunteer First - Volunteering opportunities throughout Hampshire](#)

## Q. Where can I go for any other support?

For any additional support needs look at the Hampshire County Council [Welcome Guide](#) or search for the [Ukrainian Welcome Guide](#) produced by your local council.

You can view the Welcome to [Winchester – Ukrainian Guests](#) information [here](#).







We've produced this guide for general information purposes, and have made every effort to ensure the information is accurate at the time of publication. However, guidance, policies, and legislation do often change over time so we can't guarantee that the information will remain up to date. Please make sure you check any information yourself before acting on anything within this guide.