

Workskills Fact Sheet Number 10

REDUNDANCY. THE PRACTICAL NEXT STEPS

Facing the daunting prospect of unemployment can be a life changing time if you've been made redundant. It may have been a job you absolutely loved; maybe you'd worked there many, many years; perhaps you'd made life-long friends with your colleagues and workmates, even customers or suppliers.

All of a sudden there are changes that could initially seem devastating but after sorting through the issues can transform into a whole new exciting chapter in your life.

We've already talked about some ideas in Workskills Fact Sheet Number 7 on 'Moving On After Redundancy.' In this Fact Sheet we'll give you some practical actions, hints, tips and information to get you through these first steps and move smoothly to that new phase of your life.

DON'T BOTTLE IT UP

The first and probably most important thing to deal with will be your own emotions. Let's not kid ourselves. This can be a tough time. But like any time we have disruptions in life, whether they're highs or lows, joyful or sad, it's vitally important to be able to talk to someone about it and share your emotions with them.

It could be your spouse or partner, your children or your parents. It could be a best mate or even a professional advisor or counsellor. No matter who it is, just make sure it's someone who can listen to you and take on board your issues and be there as a back stop for you.

WHERE DO I GO NEXT?

Whether you're made redundant, retrenched, or have lost your job through operational downsizing, you can access our services.

Centrelink will check your eligibility for the level of employment services you'll receive, determined by your needs and personal circumstances. Centrelink and/or Workskills can also advise if you may be eligible for a Labour

Adjustment Package. (The Government has provided Labour Adjustment Packages to assist workers who have been made redundant in industries experiencing structural change such as the forestry, automotive and textile, clothing and footwear industries. This can change so check with us to see if you're able to register directly with Workskills regarding an Adjustment Package).

You'll need to register with Centrelink as soon as you receive your letter of redundancy (Separation Certificate) from your employer.

Take this (or some other evidence that you've lost your job) with you when you make your appointment. You'll also need to prepare for other questions that will be asked of you. Questions relating to your:

- ownership/ rental/ lease status of your home
- marital status/ family situation
- personal finances
- valuation of your assets (Centrelink need to know what assets you own including cars, boats, possessions etc. Your home itself and/or superannuation *won't* be included, but the contents (at 'fire sale/ garage sale' value) *will*. This assists in their evaluation of your eligibility for benefits.

There will be other questions so be prepared and be honest and open in your responses. They will look at all the entitlements you may be eligible for and will let you know if and when these might be available.

Centrelink will then give you the option of choosing from a number of different employment service providers.

Of course we'd hope you'd like to register with Workskills so we can assist you from the word go and get you back into employment as soon as possible. Centrelink will make this first appointment for you.

WHAT HAPPENS AT MY FIRST WORKSKILLS APPOINTMENT?

This is our chance to get to know you and understand what your strengths, skills and needs might be. By all means bring along any information or documents that might help us compile a great dossier for you.

Gather up any certificates, training accomplishments, trade information, professional qualifications etc., or

at least make a list of them. It's not the time to be shy or retiring! *(More info overleaf)*

If you have a resume, up-to-date or not, bring it along and we'll review and revise it for you.

If you don't have one, don't worry, we'll help to put one together for you.

We'll keep all your information on file so we can refer to it in between visits and you'll have a copy as well to use when you leave.

Depending on your circumstances we may then make another appointment for you, but in the meantime we'll be on the lookout for potential employers who may match your needs. And you'll be doing your bit as well of course!

We'll show you how to access and use the Job Services Australia website for a start so you can begin your search for employment straight away. We'll also show you how to monitor or contact other sites and organisations to help you as well.

We have a number of computer stations set up in each of our locations so you can come in at any time during normal business hours to search the internet.

We can help with covering letters and applications, photocopying, interview practice and techniques.

You may also find the other Fact Sheets in this series useful and we're happy for you to take them away.

AND FINALLY

So as part of interview process we'll have assessed your skills and capabilities and let you know how and where you fit into our system.

From there we can advise of the kind of ongoing assistance, development or training you can expect as a result.

And if you ever have any questions in between our meetings your Case Manager is only ever a phone call away.

To borrow and adapt a well-known phrase: *'Redundancy. It's a word, not a sentence!'*