



**Brighton & Hove
City Council**

All about finding work and finding childcare for training and work

This factsheet has been produced by advisers from the Department of Work and Pensions (DWP) who are working in partnership with the Family Hubs.

For more information about support for families

You can search our online directory for local services for families and Ofsted registered childcare. You can also view our other factsheets that contain a wide range of local and national information about the things that matter to families. Visit: www.familyinfobrighton.org.uk

Do you need some extra help?

You can call us to speak to a Family Hub Navigator on 01273 293545. Our helpline is open Monday to Friday 9.00am-4.30pm. You can also email us with your enquiry familyhubs@brighton-hove.gov.uk

Contact Family Hubs:

Telephone: 01273 293545

Email: familyhubs@brighton-hove.gov.uk

Website: www.brighton-hove.gov.uk/family-hubs

[Front Door for families referral form](#)

If you need help filling in this form, you can:

- phone 01273 290400
- send an email to FrontDoorforFamilies@brighton-hove.gov.uk

For information about how we will use and store your personal details:

[Family Hubs privacy notice \(brighton-hove.gov.uk\)](#)

The information included in this factsheet was correct to the best of our knowledge at March 2023. For the most up to date information, please contact the services listed directly.

Local employment support services

MESH – [Trust for developing communities](#)

A service supporting people from an ethnically diverse background. Ask your Work Coach at the Jobcentre for a referral

Tel: 01273 234769

Email: info@trustdevcom.org.uk

Making a difference – [Education Development Trust](#)

A programme of tailored employment support for anyone claiming a DWP out of work benefit

Tel: 01329 559177

Supported Employment Team – [Brighton & Hove City Council](#)

Help for people with disabilities to find and stay in work. This includes people with learning difficulties and Autism

To get help [complete the referral form](#)

Email: SET@brighton-hove.gov.uk

Youth Employability Service (YES) – [Brighton & Hove City Council](#)

For young people aged 16-19 and not in employment, education, or training. If you have a disability, learning disability or are a care leaver we work with those up to 25 years old.

Tel: 01273 294 247

Email: youthemployabilityservice@brighton-hove.gov.uk

Training

- **Adult Education Hub** (Brighton and Hove City Council) - [Adult Education training and courses - Brighton and Hove Adult Education \(brighton-hove.gov.uk\)](#). A variety of free, short courses, including ESOL, English and Maths, work skills, IT and a number of on-line courses
- **Greater Brighton Metropolitan College** (The MET) offer short, job-related courses either on site or on-line [Opening Doors \(gbmc.ac.uk\)](#)
- **Workers Educational Association** (WEA) run a wide range of courses, mostly on-line, including IT skills, counselling and working in a school [Find a course near you | WEA](#)
- **Varndean College** [Autumn 2022-2023 Brochure.pdf \(varndean.ac.uk\)](#) have several courses in childcare or working in schools
- **Swim UK** run a number of on-line courses, in areas like customer service, retail, safeguarding, business & admin and pool lifeguard [Autumn 2022-2023 Brochure.pdf \(varndean.ac.uk\)](#)
- **Alison.com** A huge range of free, on-line courses [Alison | Free Online Learning with Certificate & Diploma Courses](#)
- **National Careers Service**, selection of courses, mostly on-line and particularly in early years [Results | Find a course | National Careers Service](#). They also offer careers advice and information on how to get into a specific career

Things to think about before you start looking for work

<p>What type of jobs could I apply for?</p>	<ul style="list-style-type: none"> • If you are not sure about what type of work to apply for, take a look at https://nationalcareersservice.direct.gov.uk and try their Skills Health Check, to work out your strengths and what types of work you're likely to be good at • Also look at their "Job Profiles" to see what you need to get into a particular type of work and what it's like to do the job.
<p>What if I haven't worked for a long time?</p>	<ul style="list-style-type: none"> • If you haven't worked for a while, or want to change direction, volunteering is a great thing to do. It's a good way to get a reference for other jobs, try out a different type of work, get job training, meet new people and get used to a routine. You will build your confidence as you gain experience. If you are receiving benefits, you should advise your work coach that you want to volunteer. • Take a look at https://do-it.org/ and www.communitybase.org
<p>What do I need to get ready to look for work?</p>	<ul style="list-style-type: none"> • Make sure that you have a good CV. It should be no longer than two sides of A4 paper and focus on the type of work you are looking for. It should be positive and explain what you are good at for that type of job. Start with your contact details, so that employers can get hold of you. • You can create a CV on the National Careers Service web site. If you open a free account, you can save your CV and access it from any computer. Go to: https://nationalcareersservice.direct.gov.uk/tools/cv/Pages/default.aspx • Make sure you have an e-mail account for job hunting. Library volunteers Whitehawk Inn and National Careers Service can all help if you don't know how to create one. It needs to sound professional and include your actual name. • If you don't have internet access at home, libraries in the city have computers that you can use for free. If you are on benefits, you can use a computer for two hours at a time, rather than the usual one hour. Most also have volunteers to help you, but you need to book a time. Talk to library staff or go to www.brighton-hove.gov.uk and search for "Council Connect" • If you are claiming benefits, you can use one of the 10 free access computers at the job centre in Queens Square.
<p>Where do I look for jobs?</p>	<ul style="list-style-type: none"> • Look in lots of different places for job adverts • There are many web sites that advertise all sorts of jobs see the list below but remember to also look at the web sites of companies that you'd like to work for • Look in shop windows and don't forget to ask friends if they know about any jobs where they work • Consider going to an agency. Some just offer temporary work, some handle permanent vacancies, but most offer both. To find an agency in this area, go to https://www.rec.uk.com/membership/member-directory and you can search for agencies that offer the type of work you want • www.brightonandhovejobs.com • www.brighton.co.uk/jobs • www.theargus.co.uk/jobs/ • www.indeed.com • www.monster.co.uk/jobs/ • www.totaljobs.com

	<ul style="list-style-type: none"> • www.cv-library.co.uk • www.gov.uk/jobs • www.jobsgopublic.com • www.reed.co.uk • www.fish4.co.uk • www.jobsite.co.uk
How do I apply?	<ul style="list-style-type: none"> • Before you apply for a job, check how they want you to apply. There is no point in sending a CV if the employer only wants an application form. • Take a good look at the company web site to find out more about what they do, what sort of people they like to employ and what training they offer. For example, if they say that excellent customer service is really important to them, let them know that it's something that you are keen on. They also like to know that you understand a bit about their business • Read the job advert very carefully to discover what skills and experience they want you to have and make sure that you demonstrate that you meet their requirements when you apply. • Experience doesn't always have to be from a paid work, it may come from volunteering – and remember that parents have lots of skills, such as time management and dealing with difficult situations!
How do I Prepare for an interview?	<ul style="list-style-type: none"> • Read the company web site. Think about particular skills that you want to mention. Consider what sort of questions they might ask you and how you will answer. Don't be afraid to write some very short notes to take with you as a reminder, but only quick comments that you can glance at. • Write down a few questions to ask them, such as what training they can offer, or what opportunities there might be to progress within the company, at a later stage. Try not to ask about how soon you can take days off! • Make sure that you know exactly where to go for the interview and how long it will take to get there. Ideally, try the journey beforehand and allow lots of extra travelling time in case there's a problem on the day. If you arrive early, you will be much calmer and it is very stressful to be rushing to find the building, when you're already a bit late • Dress smartly for your interview. If you make a good first impression it will help the rest of the interview to go well
At the interview	<ul style="list-style-type: none"> • Say "good morning" or "good afternoon" to the interviewers and wait for them to ask you to sit down • If you can't quickly think of a good answer to a question, or don't quite understand what they want, ask them to repeat or explain the question. If nothing else, it gives your brain a few extra moments to think of an answer • If you tend to fiddle with things when you are nervous, try to sit with your hands on your lap so that the interviewer can't see them. Maybe try holding onto your knees or sit on your hands
Afterwards	<ul style="list-style-type: none"> • If the employer does not contact you after the interview, it's fine to ring them and ask if they've made a decision. Also ask for feedback on your interview. Not all employers will tell you, but it can help you to do better next time • To find out what benefits you can get once you start work, use a benefit calculator. For more information, go to https://www.gov.uk/benefits-calculators

Childcare support for training and work

The most important thing to remember is that Family Hub Navigators can support you to find childcare. If you have any questions you can contact:

Who to contact	What they offer	Contact details
The Family Hubs	<p>Run a helpline for parents and keep a database with details of childcare providers and services for families in the city.</p> <p>The team are always happy to help you themselves or find the right person for you to speak to.</p> <p>Family Hubs may be able to offer you extra support if you're struggling to find childcare</p>	<p>Family Hubs Tel: 01273 293545 (9.00am – 4.30pm)</p> <p>familyhubs@brighton-hove.gov.uk You can search online for childcare at: www.familyinfobrighton.org.uk</p>

The Family Hubs can also offer some parents support to find work, training or volunteering. If you would like support, please contact us to find out more.

1. Funded childcare sessions for 2, 3 and 4 year olds

Free childcare for 2 year olds

Some two year olds can get 570 hours (15 hours per week term time only/ 10.5 hours year round) of free early learning and childcare at a range of nurseries, pre-schools, and childminders.

Children can start in their place from the term after their second birthday and you can apply from the beginning of the term before they turn two

How can I find out more and apply?

Visit www.brighton-hove.gov.uk/twos,

Free early learning for all three and four year olds

All three and four year olds can get up to 570 hours (15 hours per week term time only/ 10.5 hours year round) of free early learning spread across the year at nurseries, pre-schools, and childminders.

How can my child get a place?

All children are eligible from the term after they turn three. There's no need to apply, just find somewhere that you would like your child to attend and check if they have vacancies. You can speak to a Family Hub Navigator who can arrange to support you with finding a place.

Top tips for finding a childcare if you are returning to work or training

Think about how your childcare needs might change over time. For example, does your childcare provider:

- Offer extra or occasional sessions?
- Open during the school holidays?
- Open early enough for you to travel to work?
- Offer later pick up times?
- Offer to cover shift patterns or flexible working hours?

2. Occasional and flexible childcare while you are training, attending appointments or going for interviews

Occasional childcare options

1. Speak to your current childcare provider

Ask if you can swap a session or pay for an additional session. Most childcare providers are willing to be flexible and support parents if they have alternative sessions available.

2. Book a “pay as you go” session with a childcare provider

Some childcare providers advertise that they offer “one off” or occasional / flexible sessions. To find out more about providers who offer this contact the Family Hubs

3. Childcare for work

If you find work, a Family Hub Navigator can help you.

Finding a childcare place

Top tips for finding a childcare place when you are starting work

- Make sure you have plenty of **time** to search, choose and access funding. Particularly if you need childcare at weekends, evenings or to cover shifts.
- If you can access funding to support you to pay for childcare, the childcare will have to be **registered with Ofsted**
- Don't assume your current childcare provider can offer extra hours, it is best to check this before starting to apply for jobs so you can think about all your options.

Types of childcare provider to choose from:

Ofsted registered childcare			
Type of childcare	Ages covered	Free early learning for two, three and four year olds?	Opening hours
Day nurseries	Birth to five	Yes	Usually 8am to 6pm, although some open earlier and close later. The earliest opening in Brighton & Hove is 7am and the latest closing is 7pm. Some day nurseries also offer occasional and flexible sessions.
Childminders	Birth to 16	Yes, if they have registered with the local authority	Usually 8am to 6pm, although they are often flexible and some offer hours to suit parents who work irregular hours such as shifts. They may also offer early starts and late pick-ups.
Pre-schools and playgroups	Two to five	Yes	Many offer morning or afternoon sessions between 9am-3pm, usually term time only, although some offer longer days.
Out of school care	Four to 11, though some holiday playschemes take older children	No	Breakfast clubs are usually open from 8am, after-school clubs from 3.30pm to 6pm and holiday play schemes from 8am to 6pm.
Home Childcarers (registered on the Ofsted voluntary childcare register)	Birth to 16	No	They can offer very flexible hours covering early mornings, evenings and overnight.

Funding towards childcare costs

You can only get help with the costs of childcare if the provider is registered with Ofsted.

1. Flexible Support Fund (Jobcentre)

To support payment of deposits and upfront costs for childcare when you start work

If you are moving from benefits into work, you may be able to claim the **Flexible Support Fund (FSF)**. The FSF is available from the Jobcentre and can help with the upfront costs of childcare, such as the first month's fees and the deposit. The fund can also be used to help with the costs of work clothing and travel.

To be eligible, you must have been claiming Universal Credit, Income Support, Jobseekers Allowance or Employment Support Allowance for at least 26 weeks. You must have an offer of employment or have been working for less than a month.

2. Universal Credit

If you are working, or moving into work and claiming Universal Credit, you can get up to **85%** of your childcare costs paid.

You can get the Childcare Element of Universal Credit if:

- You are a lone parent, and you are in work
- You are part of a couple and you both work
- One of you works and one of you is unable to work because of illness, disability or caring responsibilities.

You can also combine free childcare for two, three and four year olds with Universal Credit.

3. Tax Credits (now closed to most new applicants)

Working Tax Credit is gradually being phased out and replaced by Universal Credit. If you are currently receiving Child Tax Credit, you can get up to **70%** of your childcare costs paid through the Childcare Element of Working Tax Credit.

You can get the Childcare Element if:

- You are a lone parent, and you work at least 16 hours per week
- You are part of a couple and you both work for at least 16 hours per week.

4. 30 hours free childcare for three and four year olds

Children whose parents are working can have up to 30 hours free childcare from the term after their child's third birthday.

This is for working parents of three and four year olds and doubles the existing universal entitlement of 570 hours per year to 1140 hours (30 hours per week term time only or can be stretched across the year).

You can get 30 hours free childcare if:

- You are a lone parent who is working and earning at least the equivalent of 16 hours per week at the national minimum wage
- You have a partner, and you are both working and earning at least the equivalent of 16 hours per week at national minimum wage
- You are part of a couple and one of you is earning and the other is unable to work due to illness, disability, or caring responsibilities

You should apply for 30 hours free childcare in the term before your child turns three, or before the term in which you want your child to start in their place. If you do not receive your code for 30 hours before the start of the term, you will have to wait until the beginning of the next term before you can start claiming the free 30 hours.

How do I find out more about 30 hours free childcare?

Visit www.gov.uk/30-hours-free-childcare or call the Childcare Service helpline on 0300 123 4097

4. Childcare for studying

If you would like to continue to study, there is the following funding available to help you pay for childcare:

1. Care to Learn

This is for parents under 20 at the start of their course in school, 6th form, 6th form college and some community training. The funding can pay for up to £160 per week per child.

Care to Learn can help with the cost of your childcare, including deposit and registration fees. It will also pay for: a childcare taster session for up to 5 days, keeping your childcare place over the summer holidays, taking your child to their childcare provider.

Childcare payments go directly to your childcare provider. Before they can be paid, your childcare provider needs to confirm your child's attendance and your school or college needs to confirm that you're attending your course

You must choose your learning provider and childcare provider before you apply.

To find out more and apply:

Visit: www.gov.uk/care-to-learn

You can also e-mail: caretolearn@studentbursary.education.gov.uk

Or telephone: 08001218989

2. The Childcare Grant

This is for full time students in higher education who are eligible for Student Finance and have a child under 15 or under 17 if they have special educational needs. The grant does not need to be paid back it is paid on top of your other student finance.

For the 2023 – 2024 academic year, the grant would cover up to 85% of your childcare costs up to a maximum of £188.90 for one child or £323.85 for two or more children.

To find out more and apply:

Visit: www.gov.uk/childcare-grant

Apply online as part of your main student finance application

3. College Funding

If you are eligible for 2,3 or 4 year old funded childcare this must be used first and students can only use the Childcare Bursary or Childcare Support Fund to pay for any additional hours of childcare that they need.

Greater Brighton Metropolitan College (The MET) - Childcare Bursary

If you are 20 or older you may be eligible to apply for childcare support. The maximum the bursary can fund is up to £5000 per year per student (not per child). The bursary can only be used to pay for Ofsted registered childcare, term time only.

Payments are made directly to students providing they have satisfactory attendance.

To find out more and apply:

Visit: www.gbmc.ac.uk

Telephone: 01273667788

Email: enquiries-brighton@gbmc.ac.uk

Varndean College - Childcare Support Funds (CSF)

CSF is intended to assist students who may have difficulties in completing their course due to the cost of childcare. Any funding awarded for childcare is paid directly to childcare provider who must be registered with Ofsted. Students must also have good attendance or funding could be withdrawn.

Varndean has limited funding therefore applications may not be successful if all the funding has been allocated.

To find out more and apply:

Visit: www.varndean.ac.uk

Telephone the adult education team: 01273 508011