



JobPath

Fáilte
Welcome



**An Roinn Gnóthaí Fostaíochta
agus Coimirce Sóisialaí**
Department of Employment Affairs
and Social Protection

Seetec - Delivering JobPath under contract to the
Department of Employment Affairs and Social Protection.



Welcome to JobPath

All of our lives have been changed by the Covid-19 virus and our service has responded. In line with Government and HSE guidelines we are currently delivering this service to you by telephone and online.

Our service is tailored to your needs and will support you on your chosen journey to full time employment.

About Seetec

Seetec is an employee owned company. Along with our partners we have been been delivering employability and training services in Ireland since 2015. We are passionate about working in our communities and helping to improve our clients lives through sustainable employment.

JobPath Personal Employment Advisory Service



Welcome

- Welcome to the JobPath Service.
- JobPath is a service provided under contract to the Department of Employment Affairs and Social Protection
- As a jobseeker, receiving a Jobseekers payment from Intreo, you have been referred to this service.
- The JobPath service will support you as you seek employment or re employment.

During the Public Health Crisis all appointments and training will be conducted in line with HSE recommendations and may be conducted online or by phone.

What Does Intreo Do for You?

1. Provides you with an income support while you are job seeking.
2. Helps you to achieve financial independence by helping you to get a job, or start a business.
3. Provides you with any relevant income supports when you gain employment or self employment.

Conditions of your Jobseekers Payment

- You must be available for and genuinely seeking full-time work
- You must also avail of services and supports that the DEASP provide for you in your search for full time work
- One of these supports is JobPath and participation in it is mandatory

What will the JobPath Service do for you?

Help you find a suitable, sustainable full time job on behalf of the Intreo Service.

Some of how it will do this is by:

- Working with you on an individual basis over a period of 12 months.
- Agreeing a personal progression plan (PPP) with you—a set of agreed tasks and actions to help you get full time employment.
- Identifying training and upskilling opportunities that will enhance your chances of finding employment.
- Putting you in touch with employers who have jobs.

JobPath Service

Intreo
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Jobseekers who have already engaged with the JobPath Service will:

- Review progress since last engagement
- Build on the competencies and skills developed during the previous period of engagement
- Examine and seek to overcome identified barriers to employment
- Pursue further training opportunities

Part Time Work and Part Time Students

- If you are a part time worker you should advise your personal employment adviser of your work pattern in order to schedule your appointments to take account of work commitments.
- If you are currently participating with one of the Part Time Education Schemes e.g. Part Time Springboard, you should advise your personal advisor of any course commitments when arranging activities and meetings. You must continue to engage with the service.

Part Time Commitments

Intreo
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Self-Employed workers

- If you are currently self-employed but working on a part-time basis, you should advise your personal adviser of your work pattern in order to schedule your appointments to take account of work commitments.
- If you are currently self-employed and working on a full time basis and therefore, unable to engage, you should inform your local DEASP office and schedule a review of your Jobseeker's payment.

Part Time Commitments

Intreo

JobPath and Community Employment Schemes

- Persons availing of the JobPath service may also participate on Community Employment (CE) or Tús work schemes which are available to the long-term unemployed.
- You must continue to work with the JobPath service for the purposes of finding full time sustainable employment and it will be a condition of taking up the work placement that you commit to continue to engage with JobPath.
- *If you have already received an offer of a placement on a scheme please contact your local Intreo service for advice.*

JobPath and CE/Tús

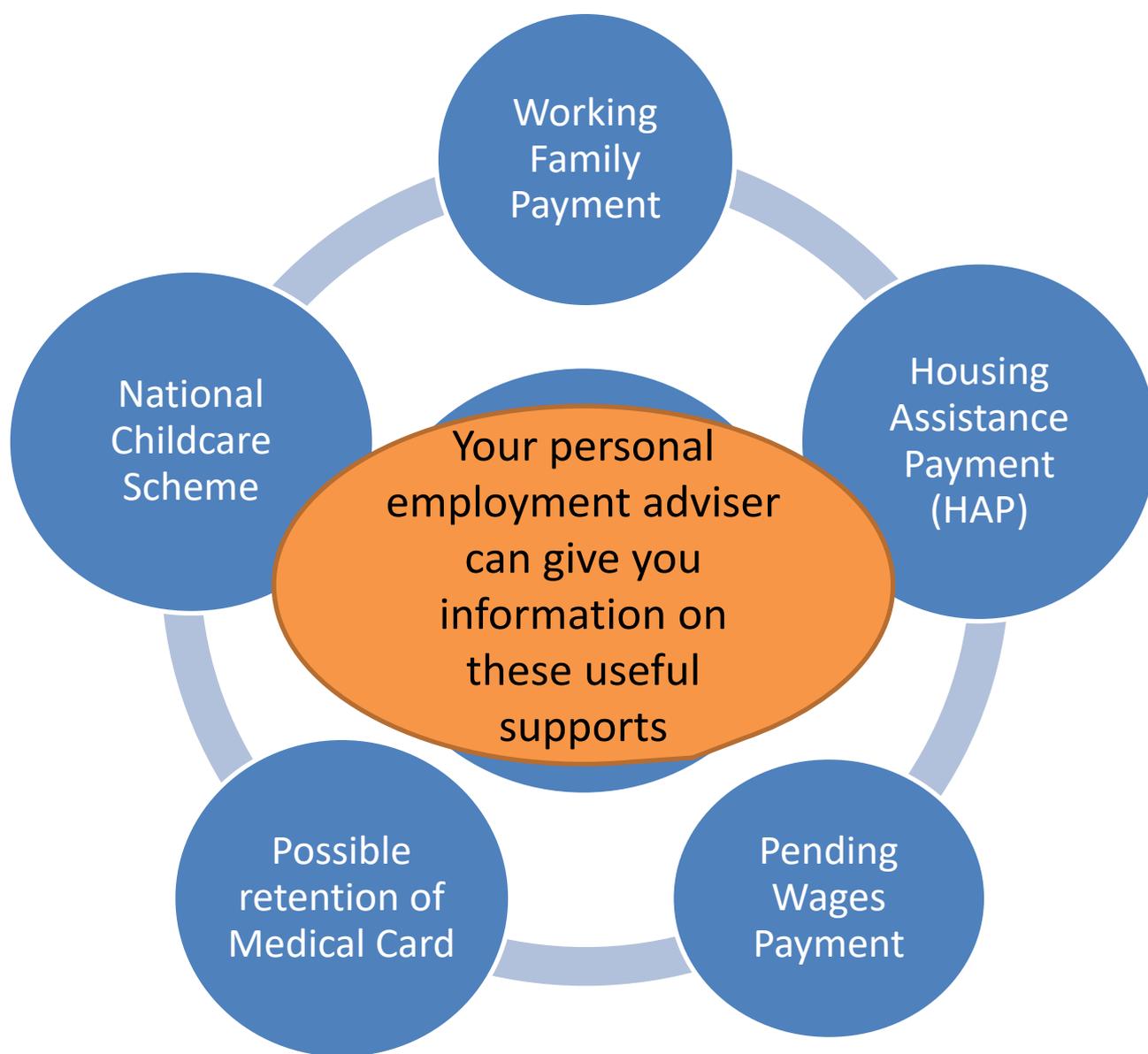
Intreo
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Your Data

- Our JobPath providers operate under contract to the DEASP
- They must deliver the service in compliance with the Data Protection Acts 1988 and 2003
- They are also subject to the EU General Data Protection Regulations (GDPR)
- The department is acting in line with Data Protection principles in sharing your data with them for the purpose of delivering an employment service to you

Your Obligations

- You must engage with the JobPath service
 - Failure to do so could result in a loss of your entitlement to a Job seekers payment
- You must inform your local Intreo of any change of circumstances in your household composition, your income, your employment status, your availability for work or your fitness to work. These could result in an increase or decrease in your jobseekers support



In-Work Supports

Wishing you every success on your
JobPath journey



Your JobPath journey



Your Employment Advisor

supporting you in achieving your goals



Your Personal Progression Plan

updated throughout your time on the service



Help with your CV

we will work with you to improve your CV and your job search skills



Secure and confidential

all personal information treated confidentially

Your JobPath journey



Online Resources

your Employment Advisor will help you gain access



Your Employer Services team

will advise you of roles that may be of interest to you



Your Back to Work plan

we can support you with some back to work costs such as workwear, uniforms or initial travel costs



Continued support

we will keep in touch with you while you are in work



Your personal information

We take the security of your personal information very seriously and in accordance with the Data Protection Acts 1988 – 2018, and the General Data Protection Regulation (GDPR).

We have implemented technical and organisational measures to protect this information at all times.

We may pass your employment related information on to legitimate companies in connection with our commitment to help you secure full-time employment.



We listen

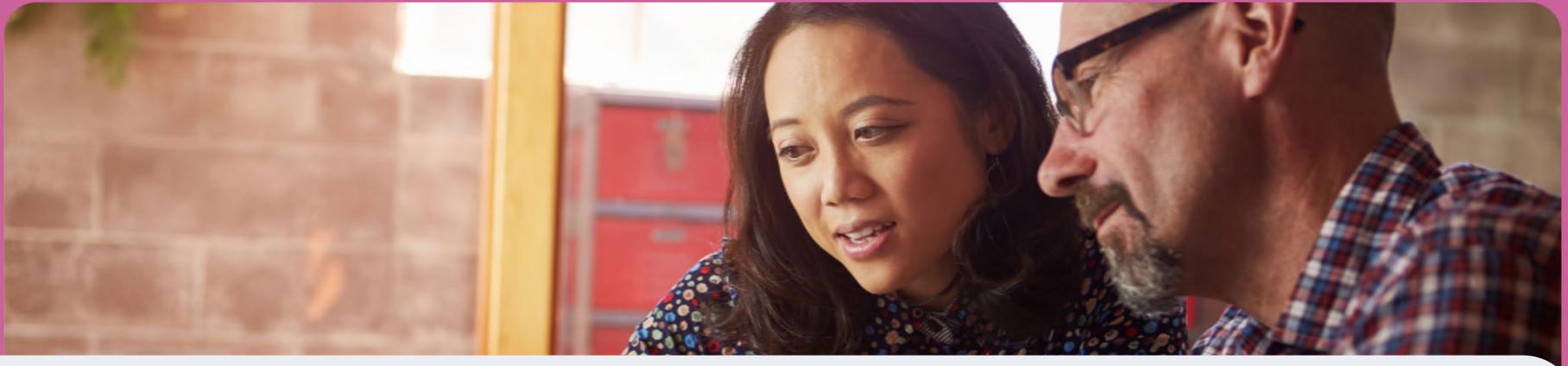
Seetec treats each client fairly and as an individual. If you ever feel this is not the case please let us know.

If you have any concerns or questions we want to hear them so please raise them with your Employment Advisor or the Manager.

If any issue is not resolved to your satisfaction then please put your concerns in writing to:

Customer Service Centre, Seetec Employment and Skills Ireland, 2nd Floor
Riverside Development, Mulhuddart Village, Dublin 15

or email to complaints@seetec.ie



Equality and diversity

Seetec values the differences and strengths of every individual – treating all fairly to maximise the potential that diversity brings.

We are committed to creating an environment where all can work and learn without discrimination. If you, or those around you, are being harassed or discriminated against – **REPORT IT.**



Additional Information and Our Policies

On our website you can find more information on the following:

- Client Information Pack:

https://www.seetec.ie/files/6b03b-JOBPATH_CUSTOMER_INDUCTION_BOOKLET.pdf

- Safeguarding: <https://www.seetec.ie/safeguarding-policy>

- Privacy Policy: <https://www.seetec.ie/privacy-policy>

- Customer service and complaints: <https://www.seetec.ie/contact#customer-service>

Questions

Please raise any questions with
your Employment Advisor

Go raibh maith agat
Thank you