

shaw trust



**Easy
Read**

Support in West London to help you:

- ✓ Find and keep a job
- ✓ Improve your wellbeing



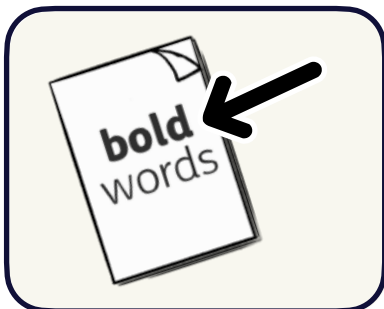
Easy Read



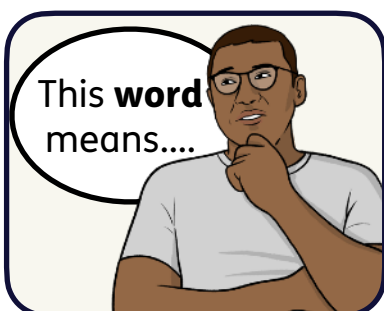
This is an Easy Read version of some information. It may not include all of the information but it will tell you about the important parts.



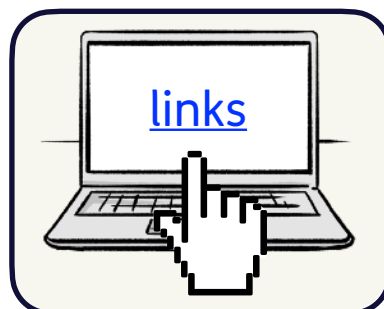
This Easy Read booklet uses easier words and pictures. Some people may still want help to read it.



Some words are in **bold** - this means the writing is thicker and darker. These are important words in the booklet.



Sometimes if a bold word is hard to understand, we will explain what it means.



[Blue and underlined](#) words show links to websites and email addresses. You can click on these links on a computer.

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About this booklet

shaw trust

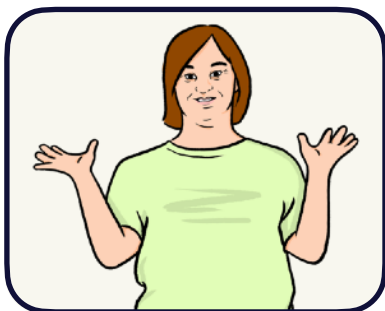
This information is from Shaw Trust.

We offer free health and job support to people in West London.



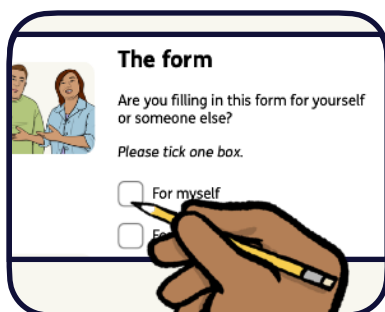
This booklet will tell you about how we can help you to:

- Find and keep a job.



- Get support with your **wellbeing**.

Wellbeing means feeling happy and healthy in your body and mind.



At the end of this booklet, there is a form you can use to tell us if you would like our support.

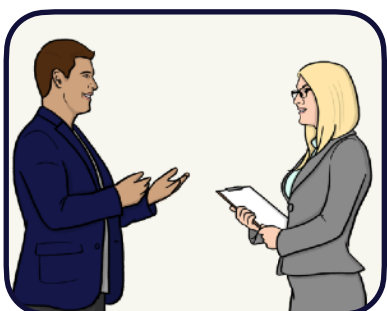
About our services



We've already helped over **19,000** people across the UK to find or stay in work and improve their wellbeing.

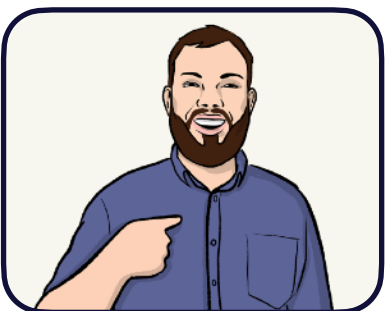


Next, we will tell you about some of the services we provide to give people support.



Connect to Work

Connect to Work is a service that helps people find and keep a job.



This service gives support that is right for each person, based on what they need.

Workwell



WorkWell is a service that supports people who have health problems that make it difficult to get a job.



This service helps to find out what support someone needs and how they can get it.

MSK Trailblazers



MSK Trailblazers gives support for 6 months to people with joint, bone or muscle problems.

People get help from a Health and Employment Coach who supports them to:

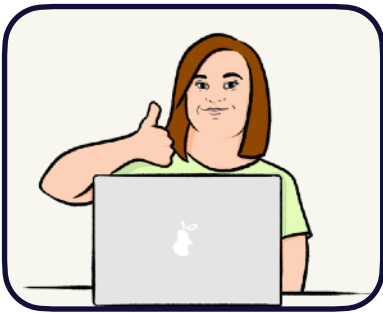
- Find a job that suits their needs.





The Health and Employment Coach also supports people to:

- Manage their health.



- Learn new skills.



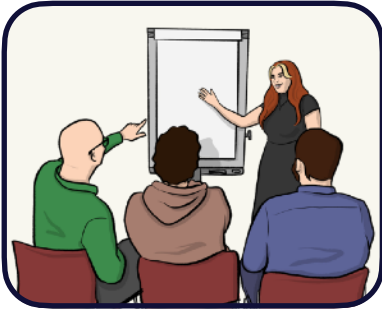
- Build their confidence.

IPS Into Work



IPS into Work is a service that helps people who have problems with drugs or alcohol get back into work.

The IPS Into Work service is for people aged 18 and over who feel ready to find a job. It helps people to:



- Build their skills.



- Look for paid work.

How we can support you



We can support you in 6 steps:

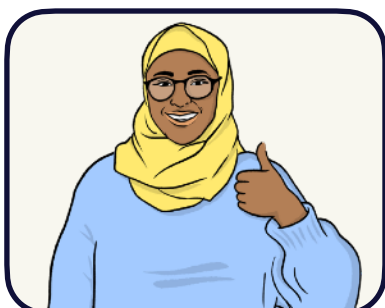
1. We will help you find the right service for you.



2. We will find out what support you need and how to get it.



3. We will talk to employers to help you find new job opportunities.



4. We will help you get a new job or improve the support you get in your job now.



5. We will help you to keep learning and getting better at your job.

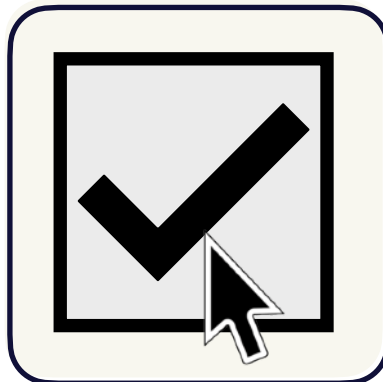


6. We will work with your employer to make sure they support you in the right way.

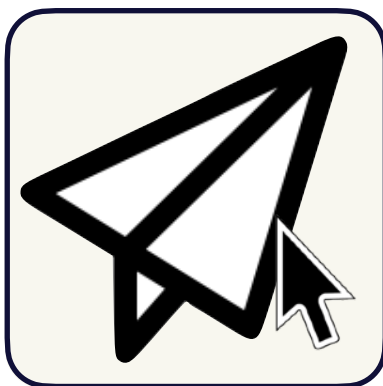
How to use this form on a computer



You can complete the form on your computer. First you will need to download it.



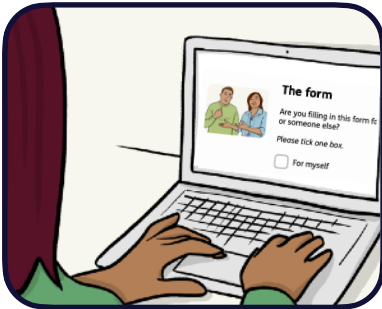
When you open the form on your computer, you will be able to click on the tick boxes and write in the text boxes.



When you have finished the form, save it to your computer and email a copy to:

worksupportwestlondon@shaw-trust.org.uk

Get in touch



If you would like our support please fill in this form to tell us about you.



The form

Are you filling in this form for yourself or someone else?

Please tick one box.

☐

For myself

☐

For someone else



If you ticked **someone else**, please tell us how you know the person.

For example, I am a family member or friend, or I work for an organisation that supports them.



If you are filling in this form for someone else and you work for an **organisation** that supports them, what is the **organisation** called?



Which of the **support services** are you or the other person interested in?

☐

Connect to Work

☐

WorkWell

☐

MSK Trailblazers

☐

IPS Into Work

☐

Individual placement and support services - severe mental illness

☐

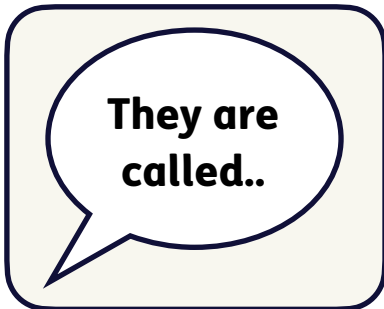
I do not know



How did you hear about the **support services** that are being offered?

- ☐ Advice services
- ☐ Charity
- ☐ Community care
- ☐ Employer
- ☐ Job Centre Plus
- ☐ Primary care, like a GP
- ☐ Social prescribers, like a nurse
- ☐ Myself
- ☐ Other, please say what:

If you said you heard about the support services through a **charity**, **community care** or **Job Centre Plus**, please tell us:



The name of the **charity** or **community care provider**:



Which **Job Centre Plus**:

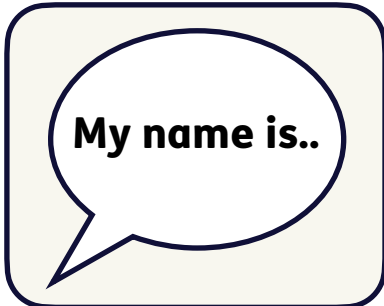
- ☐ Acton Job Centre
- ☐ Barnet Job Centre
- ☐ Bransbury Job Centre
- ☐ Brent Job Centre
- ☐ Ealing Job Centre

There are more options on the next page.

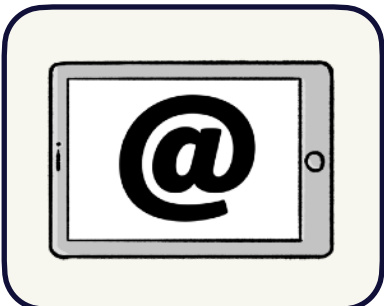
- ☐ Finsbury Park Job Centre
- ☐ Fulham Job Centre
- ☐ Harlesden Job Centre
- ☐ Harrow Job Centre
- ☐ Hayes Job Centre
- ☐ Hounslow Job Centre
- ☐ Kentish Town Job Centre Plus
- ☐ North Kensington Job Centre
- ☐ Shepherd Bush Job Centre
- ☐ Uxbridge Job Centre
- ☐ Westminster Job Centre
- ☐ Wood Green Job Centre

Contact details

If you are filling in this form for yourself, please tell us:



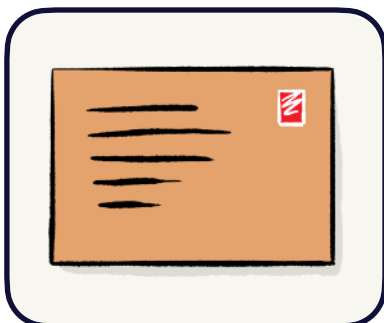
Your first and last name



Your email address

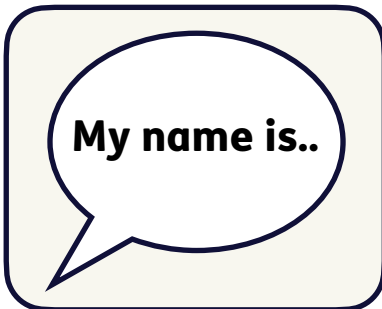


Your phone number

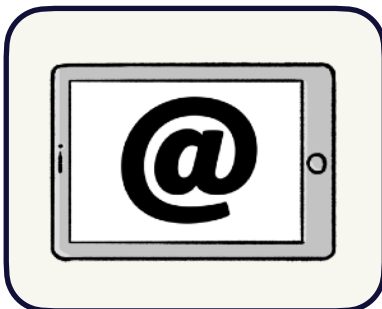


Your address

If you are filling in this form for someone else, please tell us:



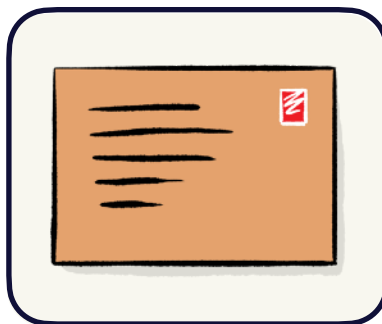
Your first and last name



Your email address

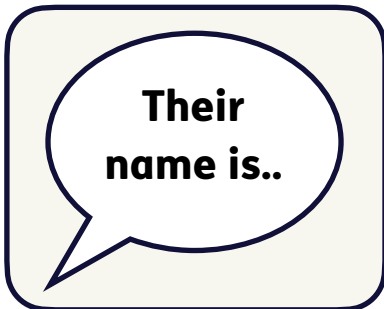


Your phone number

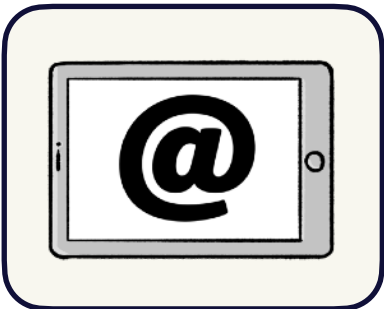


Your address

If you want us to contact the other person directly, please tell us:



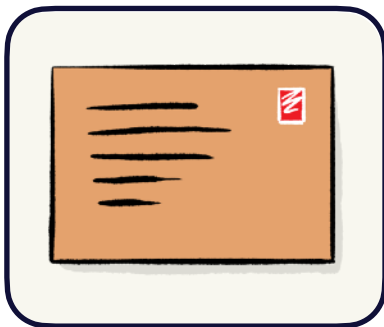
Their first and last name



Their email address



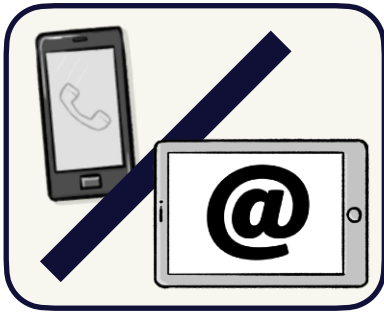
Their phone number



Their address

☐

Please tick this box to say that the person has agreed for you to give us their contact details.



Contact

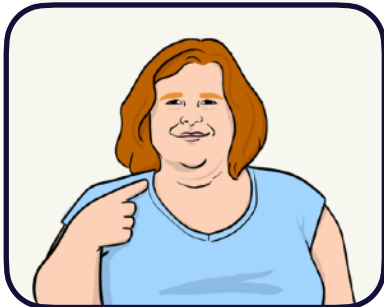
What is the best way for us to get in touch with you or the other person?

☐

Phone

☐

Email



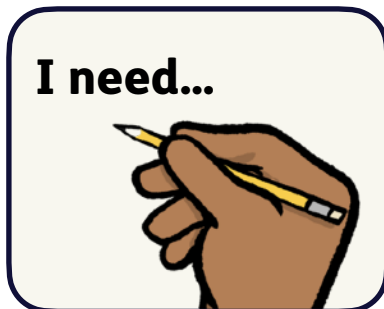
Do you or the other person have any **communication or support needs** when we get in touch?

☐

Yes

☐

No



I need...

If you said **yes**, please tell us about the communication or support needs:

Privacy



We follow the law about keeping information safe and private.



You can read about this in our privacy notice:

shawtrust.org.uk/work-support-west-london-triage-privacy-notice

The privacy notice is not in Easy Read.

☐

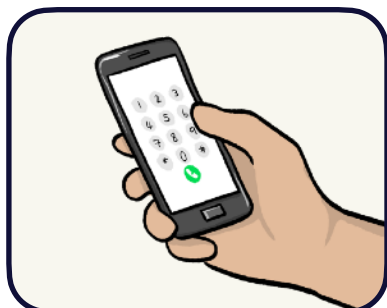
Please tick the box to say that you **agree** with how we keep your information safe.

Find out more



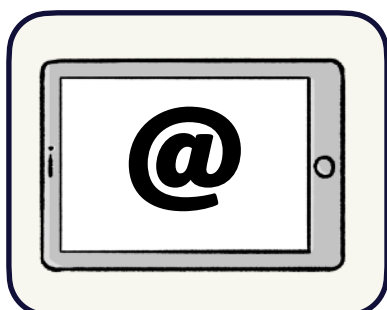
You can look at our website here:

www.shawtrust.org.uk/work-support-west-london



You can contact us by:

- Phone: 0808 196 2386



- Email:
worksupportwestlondon@shaw-trust.org.uk

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