**Steps to Success**

1. The pyramid on the next page is based on Mazlo’s Hierarchy of Needs. It shows a range of activities/, achievements and conditions that any individual may need to have in place in order to secure work. Many individuals will be content that they can already tick off many elements – and this will help them focus on what they need to do next. It is not necessary to pursue activities in a sequential process – many can be done at the same time. But a gap in a critical position may limit progress elsewhere if not tackled.

2. This pyramid was also used within the Help to Work partnership of many different support organisations and agencies. It helped map what each partner could offer in supporting individuals get employment – and where there were gap. Partners then knew which fellow members could provide the additional support for an individual.

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| **Employment**   * Access to Work support * Tax credits * In-work training * In-work advocacy | **Self-employment**   * Access To Work support * Tax credits |

Ongoing Success

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| **Employment.**   * Gaining a job * Doing “permitted” work * Doing voluntary work | **Training.**   * Completing a course * Gaining a qualification * Becoming job ready | **Self-employment.**   * Starting trading |

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| **Employment.**   * Finding vacancies * Understanding job specifications * Researching employers * Applying for jobs * Job grants | **Training.**   * Applying for courses * Training grants | **Building aspirations**   * Life disadvantages of not working * Increased self esteem * Increased aspirations and confidence | **Self-employment.**   * Business plans * Cash-flow forecasts * Legal requirements * Marketing * Business grants/loans |

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| **Employment**   * CV writing * Speculative letter writing * Work experience | **Training**   * Finding courses * Finding providers | **Building aspirations**   * Life disadvantages of not working * Increased self esteem * Increased aspirations and confidence | **Self-employment.**   * Business ideas * Market research |

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| **Finances**   * Debt advice * Benefits advice * Managing money | **Accommodation**   * Housing advice * Housing adaptations * Homelessness support | **Transport**   * Travel planning * Independent travel * Travel grants | **Health**   * Health needs assessment * Access to treatment | **Relationships**   * Family responsibilities * Caring responsibilities |

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| **Flexible support**   * Accessible information * Accessible venues | **Managing money**   * Better-Off Calculation * Access To Work support * Benefits and tax credits | **Needs assessment**   * Skills matching * Career guidance * Self-employment prospects * Training needs * Vocational rehabilitation | **Building aspirations**   * Life disadvantages of not working * Increased self esteem * Increased aspirations and confidence | **Method of support**   * Mentoring and coaching * One-to-one help * Group activities | **Seeing opportunities**   * Range of support * Goal development * Action planning |

First Success

On Target

First Steps

Preparation

Foundation

This pyramid tries to represent the different steps someone may need to take in order to achieve their work goal – whether a job or self-employment. You may already be able to tick off some steps. As you progress, you may be taking several steps together.

Throughout the directory, most organisations have their own pyramid showing which steps they can support. Each organisation’s pyramid therefore supplements the information in their directory entries.

The pyramid is made up of six rows, from bottom to top:

**Foundation.**

**First Steps.**

**Preparation.**

**On Target.**

**First Success.**

**Ongoing Success.**

These are explained below.

**Foundation.**

This row includes different aspects of your personal circumstances. Any of these could be a barrier to reaching your job goal and we have identified various organisations that will provide support. The pyramid shows what sorts of help might be needed on your journey. For example:

* If you have caring responsibilities for a child or someone else, you will want to arrange alternative support when you are working.
* If you have problems with finances or debt, you will want to plan how work can change your situation.
* If your health has made finding work difficult, you may need help to manage your condition and find out what you will be able to do.

**First Steps**

This row covers the types of support you might need when starting your journey to work, and the help that might best suit you. It includes working out your financial position once you are working and extra payments that may be possible. Many people who have been unemployed for a while may not be confident about trying to get back to work – lots of the organisations can help. For example:

* If you have mobility problems or need information in different formats, flexible support could be important - and you may also want to choose which support method will suit you
* If you have a disability, you may be eligible for Access To Work support for extra costs of travel, equipment and more.
* If you are not sure what you want to do, getting an assessment of your potential can focus your options and show you what opportunities exist.

**Preparation**

This row describes steps you might take to prepare and explore different work options while continuing to build your self-esteem. For example:

* Work experience and/or a training course can help you decide if a certain type of work will suit you.
* Speculative letters can be your first step towards job applications.
* Developing a hobby or interest into a business idea can open up the possibility of self-employment.

**On Target**

This row covers the steps and support you might need once you have decided the sort of work you want to do.  For example:

* You might need help to complete application forms for specific jobs, courses or grants.
* You might have a clear goal for self-employment but need professional support with the planning and development.

**First Success**

This row of the pyramid covers different initial goals of your journey and each one is a huge achievement. You can be really proud of getting back to work (whether working for yourself or others; part time or full time; paid or voluntary) or getting a qualification. Having gotten so far, you may be inspired to keep going and achieve more long-term goals – and there is lots of help available. For example:

* If you are doing voluntary or permitted work, this can give you the CV to apply for other jobs in the future.
* If you need to put your recent training into practice, work experience can help you become more job-ready.
* If you have just launched your new business, more help with marketing and finances may be just what you need.

**Ongoing Success**

The row at the top of the pyramid sets out some of the support you may need to make sure that your success lasts and that you can continue your journey by developing your career or growing your business. Many organisations will continue to help you even once you are in work. For example:

* If you are an eligible disabled person in a job or self-employment, Access to Work support can cover extra costs of travel, equipment and more.
* If you are an in a job or self-employment, you may be able to get tax credits – and some people get higher rates.
* If you need someone to sort out some training or a problem at work, there are organisations that can help.

