WORK SUPPORT ROUTE GUIDE

Helping professionals talk to people about work and cancer



Work support route guide Work support route guide

Talking about work and cancer

This booklet is for health and social care professionals. It aims to help you support people living with cancer with work-related concerns and give them useful guidance. The booklet suggests relevant questions you could ask them, recommends responses and lists further sources of support.

It is estimated that 890,000 people of working age were living with cancer in the UK in 2015. This number is set to increase to 1,150,000 by 2030. These people may need to make many difficult decisions about work. Having discussions about work as soon as possible after a cancer diagnosis can help prevent problems. There is strong evidence that work is good for well-being and helps recovery and rehabilitation.

You do not need to be an employment expert to talk about work, and the conversation does not have to take up a lot of your time. The important thing is that you include work in your conversations with people living with cancer, and encourage them to consider their options.

If you are using a holistic needs assessment (HNA) to find out more about someone's concerns, work may be one of the issues they raise. This booklet will help you direct people to the right information for them

Starting a work conversation

To get started, ask the person living with cancer which of these options best describes their employment status:



In employment or on long-term sick leave Go to page 5



Out of work
Go to page 11



Self-employed Go to page 15

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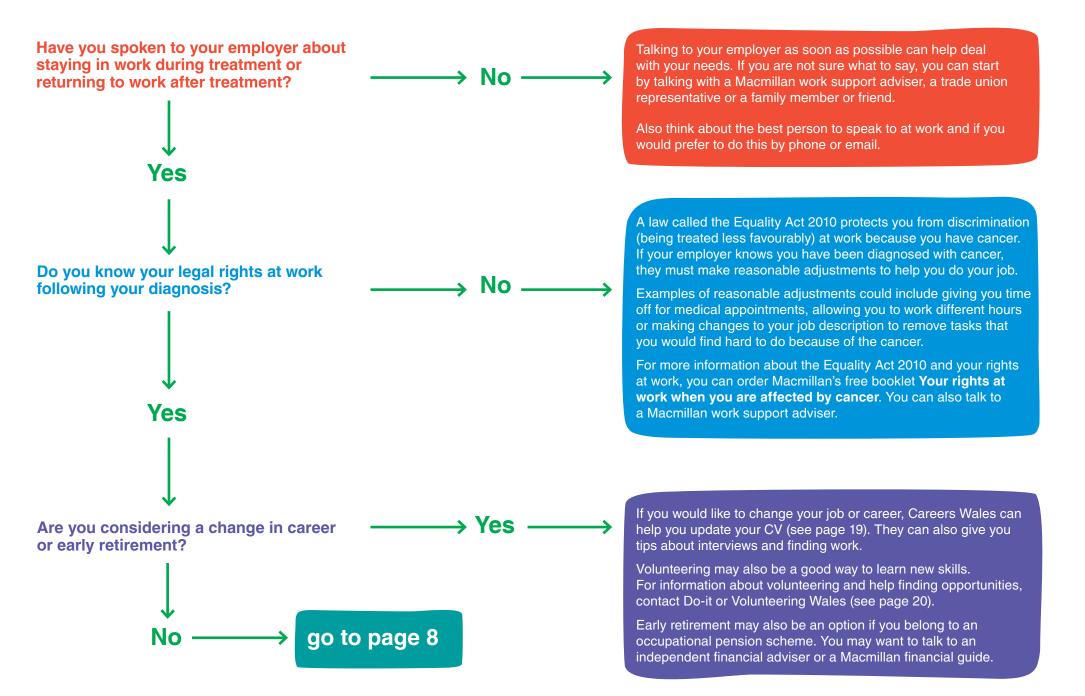


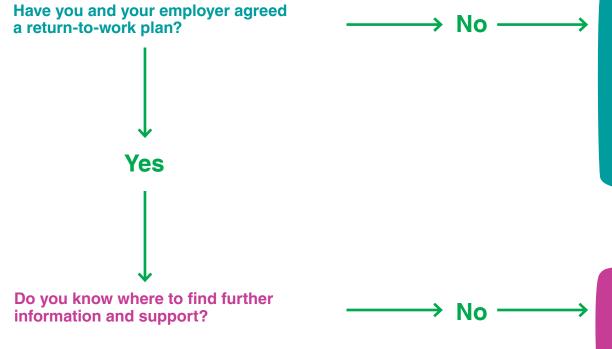


In employment or on long-term sick leave

This section will help you support someone with cancer who wants to keep working during or after treatment.

In employment or on long-term sick leave





Making a return-to-work plan with your employer can help you agree the best way to support your return to work. The plan may include a phased return, different working hours or adjustments to your workplace or role.

For advice and support, talk to your human resources (HR) or occupational health team, if you have one.

You can talk to a Macmillan work support adviser for guidance on agreeing adjustments with your employer. Macmillan also has online and paper resources that provide further information (see page 19).

If cancer affects your ability to do your job, the government Access to Work scheme can offer guidance and funding for practical support in the workplace (see page 19). This could help pay for special equipment, adaptations and transport to and from work.

You can also talk to a work coach at your local Jobcentre Plus (see page 20), a trade union representative or a Macmillan work support adviser.

For a list of all the services mentioned in this section, see pages 18 to 20. Please print or photocopy this list and give it to the person you are helping. There is a Welsh language version on pages 21 to 23.



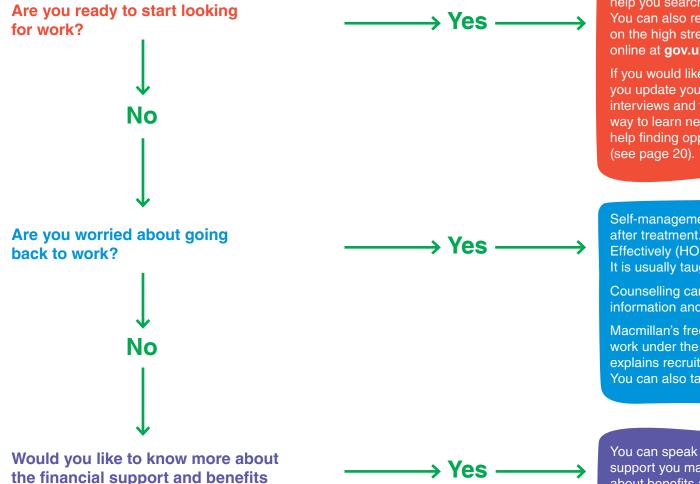
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Out of work

This section will help you support someone with cancer who is planning to get back into work.

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Out of work



For help returning to work, contact your local Jobcentre Plus (see page 20). You will be introduced to a work coach. They can help you search and apply for jobs and prepare for interviews. You can also register with recruitment agencies. You can find them on the high street or online. You can claim Jobseeker's Allowance online at **gov.uk** or by phoning Jobcentre Plus.

If you would like to change job or career, Careers Wales can help you update your CV (see page 19). They can give you tips about interviews and finding work. Volunteering may also be a good way to learn new skills. For information about volunteering and help finding opportunities, contact Do-it or Volunteering Wales (see page 20).

Self-management courses can help you regain your confidence after treatment. Macmillan's How to Overcome Problems Effectively (HOPE) programme is a free, interactive course. It is usually taught face to face as part of a group, over 6 weeks.

Counselling can also help. To find out more, visit a Macmillan information and support centre or speak to your GP.

Macmillan's free **Work and cancer** booklet explains your rights at work under the Equality Act 2010 if you have cancer. This booklet explains recruitment, fair treatment and going back to work. You can also talk to a Macmillan work support adviser.

You can speak to a Macmillan welfare rights adviser about the support you may be able to get. You can also find information about benefits at **gov.uk/browse/benefits**

Your local Jobcentre Plus can put together a plan to help you slowly come off benefits and get back to work (see page 20).

For guidance about mortgages, insurance and pensions, talk to a Macmillan financial guide. If you have a personal insurance policy, contact your insurers to find out if you could make a claim to support yourself until you get back into work.

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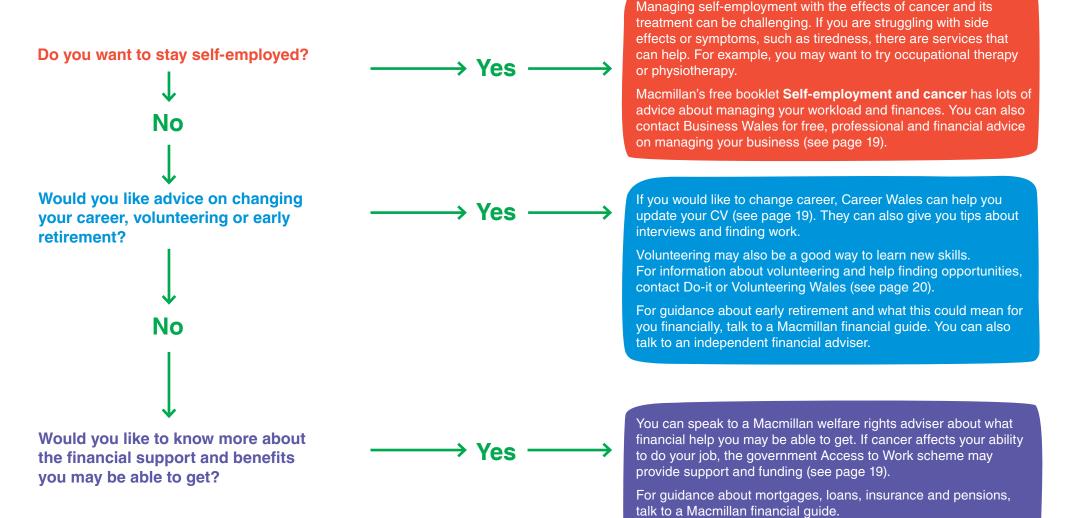
you may be able to get?



Self-employed

This section will help you support someone with cancer who is self-employed. They may worry about closing their business or having to start their career all over again. This section explains some of the options and support available.

Work support route guide Self-employed



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If you have a personal insurance policy, contact your insurers to find out if you could make a claim to support yourself while

you get back into work.

Please photocopy and hand out this list.

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Useful services

Support from Macmillan

Macmillan Support Line

0808 808 00 00 (7 days a week, 8am to 8pm)

The Macmillan Support Line has trained experts who can give people with cancer and their loved ones emotional, practical, clinical, financial and work support.

Financial guidance 0808 808 00 00

(Mon to Fri, 8am to 6pm) www.macmillan.org.uk/information-and-support/organising/your-finances
You can talk to a Macmillan financial guide for help with managing your finances.
They can give you information about mortgages, insurance, pensions, planning ahead and more.

Welfare rights 0808 808 00 00

(Mon to Fri, 8am to 8pm) www.macmillan.org.uk/ information-and-support/ organising/benefits-andfinancial-support

You can talk to a Macmillan welfare rights adviser about the benefits and grants that you may be able to claim.

Work support 0808 808 00 00

(Mon to Fri, 8am to 6pm) www.macmillan.org.uk/workandcancer

Macmillan has a range of information about work and cancer. You can also talk to a Macmillan work support adviser, who can help you understand your rights at work. They can give you information and guidance on talking to your employer and agreeing adjustments at work. They can also answer questions about sick pay or taking time off. If you have more complex needs, they can refer you to one-off legal advice.

Free booklets and leaflets 0808 808 00 00

(7 days a week, 8am to 8pm) be.macmillan.org.uk/work Macmillan has free booklets about work and cancer, including Work and cancer, Questions to ask about work and cancer. Working while caring for someone with cancer, Your rights at work when you are affected by cancer and Self-employment and cancer. You can order these online or by calling us. We can also provide information in audio, eBook, easy read, Braille, large print and translations at www.macmillan.org. uk/otherformats or by phone.

Information and support centres www.macmillan.org.uk/informationcentres

You can visit your local information and support centre with questions about cancer, or just for a chat. The trained experts and volunteers at the centre can also tell you about other local support services, such as counselling.

Self-management courses www.learnzone.org.uk

Macmillan has free courses to help people affected by cancer manage everyday concerns. For example, our Help to Overcome Problems Effectively (HOPE) course focuses on rebuilding confidence after cancer treatment.

Other services

Access to Work

www.gov.uk/access-to-work

This government programme can help you if your health affects the way you do your job. You may be offered a grant to help pay for practical support at work

Benefits and financial support www.gov.uk/browse/benefits

This website can help you find out which benefits you may be able to get, and if you can claim tax credits.

Business Wales

www.business.wales.gov.uk

This service provides free professional and financial advice to people running a business in Wales.

Careers Wales 0800 028 4844

www.careerswales.com

This organisation has tools and advice to help you make decisions about work and plan your next career step.

Find a Job

www.gov.uk/jobsearch

This free online government service allows you to search and apply for full or part-time jobs in England, Scotland and Wales.

Tip: It may help to write down any local services that could help you.

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Jobcentre Plus 0800 055 6688

(Mon to Fri, 8am to 6pm) 0800 012 1888 (Welsh language) www.gov.uk/contact-jobcentreplus

This organisation gives information about finding and contacting your local Jobcentre Plus. You can also use their online 'Find a job' service.

Jobseeker's Allowance www.gov.uk/jobseekers-allowance

This website tells you about Jobseeker's Allowance and explains how you can apply for this benefit online or over the phone.

Volunteering
www.do-it.org.uk
www.volunteering-wales.net
These organisations can give you
information about volunteering.
You can also find opportunities
near you.

Further notes

or local services.

You might find it helpful to use this space to write down any further notes

Gwasanaethau defnyddiol

Cymorth oddi wrth Macmillan

Llinell Gymorth Macmillan

0808 808 00 00 (7 diwrnod yr wythnos, 8am tan 8pm) www.macmillan.org.uk/about-us/contact-us/ask-macmillan-form.html

Mae gan Linell Gymorth Macmillan arbenigwyr hyfforddedig a all roi cymorth ymarferol, clinigol, ariannol ac emosiynol i bobl gyda chanser a'u hanwyliaid.

Canllaw ariannol 0808 808 00 00

(Llun - Gwe, 8am tan 6pm)
www.macmillan.org.uk/
information-and-support/
organising/your-finances
Gall arbenigwyr ariannol Macmillan
eich helpu i reoli'ch arian. Gallant
ddarparu gwybodaeth am forgeisi,
yswiriant, pensiynau, cynllunio

Hawliau Iles 0808 808 00 00

gallech eu hawlio.

ar gyfer y dyfodol a mwy.

(Llun - Gwener, 8am tan 8pm)
www.macmillan.org.uk/
information-and-support/
organising/benefits-andfinancial-support
Gallwch siarad â thîm lles Macmillan
am y budd-daliadau a'r grantiau y

Cymorth gwaith 0808 808 00 00

(Llun - Gwener, 8am tan 6pm) www.macmillan.org.uk/workandcancer

Mae gan Macmillan ystod o wybodaeth ynghylch gwaith a chanser. Mae ganddynt hefyd dîm ymroddedig o gynghorwyr cymorth gwaith a all eich helpu i ddeall eich hawliau yn y gwaith. Gall y cynghorwyr ddarparu gwybodaeth a chanllaw ynghylch siarad â'ch cyflogwr a chytuno ar addasiadau yn y gwaith. Gallant hefyd ateb cwestiynau ynghylch tâl salwch neu gymryd amser i ffwrdd. Gall y tîm atgyfeirio pobl sydd ag anghenion mwy cymhleth i gael cyngor cyfreithiol untro.

Awgrym: Fe allai fod o gymorth i wneud nodyn o unrhyw wasanaethau lleol a allai fod o gymorth i chi.

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Llyfrynnau a thafenni am ddim 0808 808 00 00 (7 diwrnod yr wythnos, 8am tan 8pm) www.be.macmillan.org.uk/work Mae gan Macmillan ystod o adnoddau am ddim ynghylch gwaith a chanser, gan gynnwys Work and cancer, Questions to ask about work and cancer, Working while caring for someone with cancer, Your rights at work when you are affected by cancer a Self-employment and cancer. Gallwch archebu'r rhain ar-lein neu trwy ein ffonio. Gallwn hefyd ddarparu gwybodaeth ar ffurf glywedol, eLyfr, hawdd ei ddarllen, Braille, print bras a chyfieithiadau yn www.macmillan.org.uk/ otherformats neu dros y ffôn...

Canolfannau gwybodaeth a chefnogaeth www.macmillan.org.uk/informationcentres

Gallwch ymweld â'ch canolfan wybodaeth a chymorth lleol gyda chwestiynau ynghylch canser, neu dim ond am sgwrs. Gallant hefyd eich cyfeirio at wasanaethau cefnogi lleol eraill, megis cwnsela

Cyrsiau hunan-reolaeth www.learnzone.org.uk

Mae Macmillan yn cynnig ystod o gyrsiau am ddim i helpu pobl sydd wedi eu heffeithio gan ganser i reoli pryderon beunyddiol. Er enghraifft, mae ein cwrs Help to Overcome Problems Effectively (HOPE) yn canolbwyntio ar ail-fagu hyder ar ôl triniaeth canser.

Gwasanaethau eraill

Mynediad i Waith www.gov.uk/access-to-work

Gall y rhaglen hon gan y llywodraeth eich helpu os yw eich iechyd yn effeithio ar sut y gwnewch eich gwaith. Efallai y cewch gynnig grant i helpu talu am gost cymorth ymarferol yn y gwaith.

Budd-daliadau a chymorth ariannol

www.gov.uk/browse/benefits

Gall y wefan hon eich helpu i ddarganfod am eich cymhwysedd i hawlio budd-daliadau a chredydau treth.

Busnes Cymru www.business.wales.gov.uk

Mae'r gwasanaeth hwn yn darparu cyngor proffesiynol ac ariannol i bobl sy'n rhedeg busnes yng Nghymru.

Gyrfa Cymru 0800 028 4844

www.careerswales.com

Mae gan y sefydliad hwn gyfarpar a chyngor i'ch helpu i wneud penderfyniadau am waith a chynllunio eich camau gyrfaol nesaf.

Dod o hyd i swydd www.gov.uk/jobsearch

Mae'r gwasanaeth llywodraeth arlein am ddim hwn yn caniatáu i chi chwilio a gwneud cais am swyddi llawn amser neu ran-amser yng Nghymru, Lloegr a'r Alban.

Canolfan Byd Gwaith 0800 055 6688 (Llun - Gwener, 8am tan 6pm) 0800 012 1888 (Cymraeg) www.gov.uk/contact-jobcentreplus

Mae'r sefydliad hwn yn darparu gwybodaeth ynghylch dod o hyd a chysylltu â'ch Canolfan Byd Gwaith lleol. Gallwch hefyd ddefnyddio eu gwasanaeth 'Dod o hyd i swydd' ar-lein.

Lwfans Ceisio Gwaith www.gov.uk/jobseekers-allowance

Mae'r wefan hon yn dweud popeth wrthych am y Lwfans Ceisio Gwaith ac yn egluro sut gallwch wneud cais am y budd-dal hwn ar-lein neu dros y ffôn.

Gwirfoddoli www.do-it.org.uk www.volunteering-wales.net Gall y sefydliadau hyn ddarparu gwybodaeth i chi am wirfoddoli a dangos y cyfleoedd sydd ar gael gerllaw.

This booklet is for health and social care professionals. It aims to help you support people living with cancer with concerns about work. It includes questions you can ask, recommended responses and further sources of support.

We're here to help people with cancer live life as fully as they can, providing physical, financial and emotional support. So whatever cancer throws their way, we're right there with them.

People living with cancer can get help through our support line, our information and support centres, our information booklets and our Online Community.

We also work together with healthcare professionals like you to offer opportunities to develop and learn, so you can keep providing the best treatment and support. For more information, visit **macmillan.org.uk/patientsupport**



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