

Intreo



Your Guide to our Schemes and Services Employer Services and Supports

This booklet is produced by
the Communications and Customer Service Unit
Department of Social Protection.

Explanations and terms used in this guide are for information
purposes only and are not legal interpretations.

About this guide

Intreo is Ireland's public employment service of the Department of Social Protection. This booklet gives a brief overview of the wide range of supports and schemes which Intreo provides to you as an employer.

There are six parts to this guide:

1. Intreo service and how it can help you
2. Recruitment supports
3. Financial supports
4. Accessibility supports
5. Useful contacts and links
6. How to contact us

For more information

Direct links are provided in each part of this guide for the schemes and services mentioned. For information on all our schemes and services visit **www.gov.ie/dsp**

You can also contact your local Intreo Centre or Social Welfare Office. You can find the name and address of your local Intreo Centre or Social Welfare Office by visiting **www.gov.ie/intreo**

You can also email an Employer Relations Officer at **employer@welfare.ie**

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1. Intreo service and how it can help

Introduction

Intreo is a single point of contact for all employment and income supports and is part of the Department of Social Protection. It offers employment services and supports to employers and to jobseekers.

We can help you through all stages of the recruitment process including:

- advertising your vacancies for free;
- matching you with the best candidates;
- scheduling and providing facilities for interviews where necessary; **and**
- organising Job Fairs.

We also have other services to help you including:

- our free JobsIreland.ie recruitment website;
- employment schemes and financial supports;
- a range of financial support to help you employ people with disabilities; **and**
- the European Employment Service Ireland (EURES).
Learn more about EURES on page 9.



2. Recruitment supports

Introduction

This section tells you about our recruitment supports and how Intreo staff can offer tailored supports for your business.

JobsIreland.ie

JobsIreland.ie is Intreo's free online, job advertising and recruitment service for both employers and jobseekers.

On JobsIreland.ie you can:

- advertise your vacancies for free to a large number of candidates;
- get expert advice on recruitment;
- get help to register on JobsIreland.ie; **and**
- access information and contacts for other employment services that we provide.


For more information

Visit: www.jobsireland.ie


Email: jobsireland@welfare.ie

Phone: (01) 248 1389 or 0818 111 112

You can also follow us on

 @jobsireland

 JobsIreland2

 jobs-ireland

 jobsireland.ie



Intreo Employer Engagement Teams

Our Employer Engagement Teams work in Intreo Centres nationwide to support you at all stages of the recruitment process. These supports include:

- giving you advice on supports and services;
- helping to advertise your vacancies;
- helping to match you with the best candidates; **and**
- scheduling interviews and providing interview facilities where necessary.

A dedicated key account manager can work with you to help you meet your current and future staffing needs.

For more information

Email: employer@welfare.ie

Contact: Your local Intreo Centre or Social Welfare Office

You can find the name and address of your local Intreo Centre or Social Welfare Office by visiting www.gov.ie/intreo

EmployAbility Service

The nationwide EmployAbility service is an employment support service for people with a health condition, injury, illness or disability. As an employer, you can receive employment advice and recruit employees. It also provides supports to you and your employees.

For more information

Visit: www.gov.ie/employability

European Employment Services (EURES)

EURES is a network of employment services covering all EU countries as well as Iceland, Liechtenstein, Norway and Switzerland. If you are having difficulty recruiting staff in Ireland or want to broaden your skill base, EURES may be able to help.

EURES advisors:

- provide free expert advice on recruiting in Europe;
- advertise and promote vacancies in Europe;
- provide access to jobseekers in other EU and EEA countries;
- offer financial supports for interview and relocation costs;
and
- provide language training allowances.

For more information

Visit: www.gov.ie/EuresIreland
www.euresireland.ie

Twitter: @EURESireland





3. Financial grants and supports

Introduction

This section tells you about the two main financial incentives and grants you can get:

- JobsPlus - a scheme that provides financial incentives to you to offer employment opportunities to the long-term unemployed; **and**
- Work Placement Experience Programme - a six month work experience programme for jobseekers between 18 and 65 years of age fully funded by the State.

We also tell you how we might be able to help if you need to make employees redundant.

JobsPlus

JobsPlus is an employer incentive which encourages and rewards you if you employ a jobseeker on the Live Register. You are paid a financial incentive of either €7,500 **or** €10,000 which is paid monthly in arrears over a two-year period.

The jobseeker must meet the JobsPlus requirements such as working at least 30 hours a week.

For more information

Visit: www.gov.ie/jobsplus

Email: employer@welfare.ie

Work Placement Experience Programme (WPEP)

The Work Placement Experience Programme (WPEP) is a work placement experience programme for jobseekers aged between 18 and 65 years of age on certain social protection payments and out of work for at least six months. It aims to provide jobseekers with work experience and the opportunity to develop new skills, through training and learning in a supportive environment. The duration of a placement is 30 hours per week for six months. The costs will be fully funded by the State and participants will receive an additional payment on top of their weekly social protection payment.

To qualify, an employer must:

- be operating in the private, public, civil service or in the community and voluntary sectors;
- be registered with the Office of the Revenue Commissioners and operating in Ireland;
- be registered with and advertise vacancies on JobsIreland.ie;
- be willing to support the participant to engage in relevant training and learning of 60 hours of which 20 will be accredited or sector recognised; **and**
- ensure that the work experience placement does not displace any other employee or former employee.

For further information

Visit: www.gov.ie/wpep

Register: www.jobsireland.ie

Redundancy

If your business is facing redundancies, Intreo can assist your workers to plan ahead by providing:

- support to access new job opportunities; **and**
- advice on education and training opportunities.

If you can't pay statutory redundancy, we can directly pay employees a once off payment under the Redundancy Payments Scheme. We will seek to recover the debt from you as the employer through an agreed schedule of repayments.

For more information

Visit: www.gov.ie/redundancy

Email: redundancypayments@welfare.ie

Phone: (01) 673 4500

Write: Redundancy and Insolvency Payments Section, Gandon House, Amiens Street, Dublin 1, D01 A361



4. Accessibility supports

Introduction

This section tells you about the accessibility supports available. The supports include schemes, services and grants.

Wage Subsidy Scheme

The Wage Subsidy Scheme provides financial support to private sector employers to employ people with a disability. An employee should work a minimum of 21 hours each week up to a maximum of 39 hours a week.

For more information

Visit: www.gov.ie/wss

Disability Awareness Support Scheme

The Disability Awareness Support Scheme (DASS) aims to create awareness about disabilities. The scheme helps you to provide disability awareness training for your employees. It covers relevant legislation and information on mental health issues. Grant aid of up to €20,000 a year is available for employers.

For more information

Visit: www.gov.ie/dass

Employee Retention Grant Scheme

The Employee Retention Grant is available to you when one of your employees gets an illness, condition, or impairment, which affects their ability to do their job.

You can use this funding to do many things such as:

- find or change accommodation for the employee, such as making your office more accessible; **and**
- provide training to enable your employee to continue working with your organisation in the same or in a new position.

For more information

Visit: www.gov.ie/retentiongrant

Work Equipment Adaptation Grant

The Work Equipment Adaptation Grant provides funding towards the cost of workplace equipment if you have an employee with a disability or who develops a disability.

For more information

Visit: www.gov.ie/weag

Personal Reader Grant

The Personal Reader Grant provides funding for a personal reader to help blind or visually impaired employees with their work. It is only available to employees in the private sector and is available for a maximum of 640 hours a year. This is about 18 weeks full-time work.

For more information

Visit: www.gov.ie/persreader

Job Interview Interpreter Grant

The Job Interview Interpreter Grant provides funding to hard of hearing candidates to allow them to hire a sign language interpreter for a job interview.

The jobseeker will ask you to sign and stamp their Job Interview Interpreter application form at the time of the interview.

Funding can also be provided to cover the costs of employing an interpreter to help you during the employee's induction period.

For more information

Visit: www.gov.ie/interpretergrant

Email: employer@welfare.ie

5. Useful contacts and links

Department Supports	Web links and other contact details
Department of Social Protection	Visit: www.gov.ie/dsp Phone: (01) 704 3000
Intreo Centres and Social Welfare Offices	Visit: www.gov.ie/intreo Phone: (01) 704 3000
Intreo Employer Engagement Teams	Visit: www.gov.ie/EmployerRelationsContactList Contact: Your local Intreo Centre or Social Welfare Office
Financial and Accessibility Grants and Supports	Visit: www.gov.ie/dsp Contact: Your local Intreo Centre or Social Welfare Office
EURES Ireland and Advisors	Visit: www.gov.ie/EuresAdvisers www.ec.europa.eu/eures/public/homepage Email: euresireland@welfare.ie
JobsIreland.ie	Visit: www.jobsireland.ie Email: jobsireland@welfare.ie Phone: (01) 248 1389
JobsPlus	Visit: www.jobsplus.ie Phone: (071) 967 2616
Work Placement Experience Programme (WPEP)	Visit: www.gov.ie/wpep Contact: Your local Intreo employer engagement team.

Other links

Other links where you can get support	Websites to learn more
<p>Government of Ireland This is your central portal for online government services.</p>	<p>www.gov.ie</p>
<p>Generation Apprenticeship Information to help you take on an apprentice.</p>	<p>www.apprenticeship.ie</p>
<p>Border People The North/South Ministerial Council is your central access point for information on living and working on the border of the island of Ireland. It provides information on topics like taxation and employment.</p>	<p>www.borderpeople.info</p>
<p>Chambers Ireland Ireland's largest business network. It can help you grow your business in your local community.</p>	<p>www.chambers.ie</p>
<p>Citizens Information Service Offers information about employment and social protection.</p>	<p>www.citizensinformation.ie</p>
<p>Companies Registration Office Gives registration information on Irish companies and businesses.</p>	<p>www.cro.ie</p>
<p>Department of Enterprise, Trade and Employment Supports for small and medium enterprises (SMEs).</p>	<p>www.enterprise.gov.ie</p>
<p>Enterprise Ireland Find information to help start and grow your business.</p>	<p>www.enterprise-ireland.com</p>

Other links continued

Other links where you can get support	Websites to learn more
<p>Education Training Boards Ireland ETBI is the national representative association for Ireland's 16 Education and Training Boards.</p>	<p>www.etbi.ie</p>
<p>Guaranteed Irish Represents businesses based in Ireland.</p>	<p>www.guaranteedirish.ie</p>
<p>IBEC Ireland's largest business membership organisation.</p>	<p>www.ibec.ie</p>
<p>JobsIreland A free recruitment website for employers and jobseekers.</p>	<p>www.jobsireland.ie</p>
<p>Local Enterprise Offices Information and support on starting or growing a business in Ireland.</p>	<p>www.localenterprise.ie</p>
<p>Low Pay Commission Examines and makes recommendations to the Minister for Enterprise, Trade and Employment on the appropriate level of the national minimum wage and related matters.</p>	<p>www.lowpaycommission.ie</p>
<p>National Disability Authority Provides information and advice on policy and practice relevant to the lives of people with disabilities.</p>	<p>www.nda.ie</p>
<p>Office of the Data Protection Commissioner Provides information about how to follow data protection regulation to keep data safe.</p>	<p>www.dataprotection.ie</p>

Other links continued

Other links where you can get support	Websites to learn more
<p>The Pensions Authority Provides access to a comprehensive range of information and guidance material to help you understand pensions. They also regulate occupational pension schemes, trusts, Retirement Annuity Contracts (RACs) and Personal Retirement Saving Accounts (PRSAs).</p>	<p>www.pensionsauthority.ie</p>
<p>Revenue Irish Tax and Customs.</p>	<p>www.revenue.ie</p>
<p>Small Firms Association Represents businesses with less than 50 employees. Provides information, events, networking and training opportunities.</p>	<p>www.sfa.ie</p>
<p>Workplace Relations Information on all aspects of workplace relations environment.</p>	<p>www.workplacerelations.ie</p>

6. Get in contact

Customer Care

We have dedicated Intreo staff, Employer Engagement teams, EURES advisors and the JobsIreland customer care team available to support you.

Call us

Call us on (01) 704 3000 to be put through to:

- your local Intreo Centre;
- Employer Engagement Team, **or**
- EURES Advisors.

You can contact JobsIreland.ie customer care team directly on (01) 248 1389 or 0818 111 112.

Online



www.gov.ie/dsp
www.jobsireland.ie



@welfare_ie
@jobsireland
@euresireland



jobsireland2



dsp
jobs-ireland



jobsireland.ie



An Roinn Coimirce Sóisialaí
Department of Social Protection



Seirbhísí Fostaíochta agus Tacaíochta
Employment and Support Services