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# Redundancy Service

When an employer proposes making redundancies, the Employment Service will offer them a package of support tailored to meet their needs and designed to equip their employees with the tools and information they will require when they re-enter the labour market. The Employment Service will then plan, coordinate and deliver the package of support agreed with the employer.

## How it works

The **Employment Service** is a Division of the **Department for Employment and Learning** and provides a high quality employment service to meet the needs of both employers and jobseekers.

When the Department is made aware that an employer is proposing to make redundancies, one of the Employment Service's District Managers will make contact with the company.

The District Manager will establish the needs of the employer and the employees through discussions with the employer. They will outline the full range of options available within the redundancy service provided and seek the employer's feedback on the suitability of each option.

**The options are as follows:**

- Employment Service information packs.
- Open days/evenings in local Jobs & Benefits office/ JobCentre.
- Redundancy handbooks.
- Involvement of partner organisations, including the Social Security Agency, the Careers Service, the Educational Guidance Service for Adults, Further Education Colleges, Department of Agriculture and Rural Development, Money Advice Service, Child Maintenance Choices and HM Revenue & Customs.

**Redundancy clinics:**

- Presentations on the help and support available from staff in your local Jobs & Benefits office/JobCentre.
- Access to www.jobcentreonlineni.com
- Jobsearch advice.
- Internet access.
- Live vacancy lists.
- Partner organisation information leaflets.
- Floor walkers.
- Interpreters.
- Follow-up with employees.

The information gained from the employer will be considered by the District Manager, in consultation with the Office Manager of the local Jobs & Benefits office or JobCentre. They will also take into account the nature of the redundancy and the resources available to them. The District Manager will then create a customised package of support appropriate to that particular redundancy situation.

Once the employer receives confirmation of the proposed package of support, the District Manager will coordinate its delivery, involving staff from the local Jobs & Benefits office or JobCentre and partner organisations as appropriate.

After the package of support is delivered, the District Manager will review its level of success. This is so that we can share best practice and lessons learned with other Jobs & Benefits offices and JobCentres, and continuously improve our redundancy service.

## Who can apply?

Any employer proposing to make redundancies can avail of our help, although the package of support can only be delivered once redundancy notices are actually issued to employees.

## How do I apply?

The law currently requires that employers proposing to make 20 or more redundancies should notify the Department for Employment and Learning before redundancy notices are issued. Alternatively, if the employer proposing to make redundancies is an Invest NI client company, notification is sent to the Department via Invest NI.

Once the Department receives notification of proposed redundancies, our District Managers are proactive in making contact with employers to offer our redundancy service.

If an employer is proposing to make less than 20 redundancies and is not an Invest NI client company, they can seek assistance from their local Jobs & Benefits office or JobCentre, where they will be put in touch with the relevant District Manager.

## FAQ

**What happens next?**
If you are an employer who is proposing to make 20 or more redundancies, or are an Invest NI client company, the Department for Employment and Learning will be notified as a matter of course of the proposed redundancies and a District Manager will be in contact to offer our service.

Otherwise, see ‘How do I apply’ for information and make contact to avail of our redundancy service.

## Benefits

Where an employer avails of our redundancy service, benefits are experienced by both the employer and their employees.

From the employer’s point of view, we will plan, coordinate and deliver a package of support tailored to their needs, enabling them to focus their attention on other areas with the assurance that their employees are being provided with the best available support. The service is completely free of charge and there are no restrictive eligibility criteria.

In terms of employee benefits, individuals will be provided with information and advice about the options and support available to help them find another job, delivered in a professional and sensitive manner by trained staff.