



# Time2Work

## Module 1:

Support materials for young people entering the workplace for the first time

### Introduction

The transition from study at school, college or university to the world of work is challenging for everyone but may have additional challenges for young people with rheumatic and musculoskeletal diseases (RMDs).

Some of you may have had part-time or voluntary jobs in your holidays or had work experience when you were at school or in further education which will have given you some familiarity with the work environment. For others this will be completely new. This tool kit contains materials to help you enter the workplace, be it in a full-time, part-time, freelance, or voluntary capacity.

At first glance, it may seem that the information in the fact sheets is biased towards office type work. However, many of the tips and considerations are just as relevant if you are applying for a manual job; for example, the fact sheets on 'What employers want' and 'Talking to managers and co-workers'. Many people with RMDs find it easier to work as a freelancer, as this gives them more flexibility. If you are going to work as a freelancer, you can adapt the information in the fact sheets by thinking of your clients as your employers and other people you have to work with as your co-workers.

The fact sheets in this tool kit aim to give you some useful information and tips which will help you to prepare for applying for work. It will also provide you with things to consider when you have found your first job, such as how to respond if people ask you about your condition.

Select from the fact sheets provided and personalise your tool kit with the information you need:

- What employers want
- Preparing for an interview with a prospective employer
- Approaching a potential employer
- Talking to employers, managers and co-workers
- How your doctor and healthcare team can help

**You may find other useful information from sources such as:**

- Youth / careers advisory services
- Any organisations specifically helping people with RMDs / disabilities to enter the workforce
- Occupational health services
- Social services
- Citizen's Advice Bureau
- Where to find out about state benefits / insurance
- Where to find out about training courses