

Act Now!

Redundancy Plan

Prepare now for the possibility of redundancy and you can save time and pressure later on.

We've put this checklist together under 4 main headings:

- Work and Income
- Job and Career Development
- Employment Support Options Towards Work / Training
- Finances

Work and Income

Contact Work and Income **NOW** – phone 0800 559 009 and check the following:

- How to sign up for a benefit – the steps you must take for a benefit to be granted to you.
- Any “stand down” period you may have before receiving a benefit payment (once you have signed up for a benefit).
- Any requirements you must do to **continue to receive a benefit** e.g. Job Seeker Agreement.
- Support available and how to obtain it.

Jobs and Career Development

- Hold on to your job for as long as you can and consider joining a union if you're not in one.
- Seek Advice! Kingdom Resources, Community Law Canterbury and Citizens Advice Bureau.
- Identify your skills and experience clearly – highlight these in your CV.
- Get your CV updated – not just “typed up” but “reflecting and selling you well”.
- Develop a draft “Cover Letter” you can use for potential applications.
- Research companies advertising vacancies before you apply for jobs.
- Review common interview questions asked and practice a job interview with someone.
- Update “references” and “referees” from your boss, supervisor, work colleagues.
- Investigate training options if re-skilling is appropriate.



Taking them by the hand, they helped them up ... they became strong ... and began to walk. Acts 3:7,8 (para)

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Redundancy Plan continued

Employment Support Options towards Work / Training

- Support staff from Work and Income includes case managers / work brokers.
- Service Providers contracted to Work and Income (to assist Job seekers).
- Local Businesses or Community Employment Services (some may charge fees).
- Payments from Work and Income that MAY be available to assist you into work.
 - "Transition to Work" - funding for job interviews / starting job costs.
 - Training Incentive Allowances (for **some** Training situations).

Finances

- Allow for holiday payments / redundancy payments you may receive – these can increase your "stand down" before you are able to receive a benefit or other financial supports.
- Be careful about using redundancy money to clear/reduce debts. You may be short of cash later.
- Check out what insurance cover provisions you have on mortgage/HP's etc due to redundancy.
- Set target dates to clear off loans, credit cards.
- Stop using credit cards and store cards – learn to live within your means.
- Cut spending and avoid getting into further debt – unless for essential living items (such as a washing machine or refrigerator).
- Clarify benefit amounts you may be due – The Work and Income Call Centre can give you estimates, however it is the branch staff that complete the paperwork and final calculations. Payments are primarily benefit and accommodation supplements but may also include:
 - Restart payments from Work and Income (available in some situations).
 - Family assistance (this may go up due to reduced income being received).
 - Food grants (some are repayable).
 - Additional support for some specific household items being paid off (e.g. Television).
 - Additional support for some specific items being paid off (e.g. car payments).
 - Additional support for "high" living costs (e.g. rent / mortgage, insurance, rates).
- Complete a "cashflow" (not just a budget) to predict your future financial situation.
- Contact companies or people (creditors) who you owe money to where appropriate and discuss options.
- Contact IRD regarding changes to Family Assistance.



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