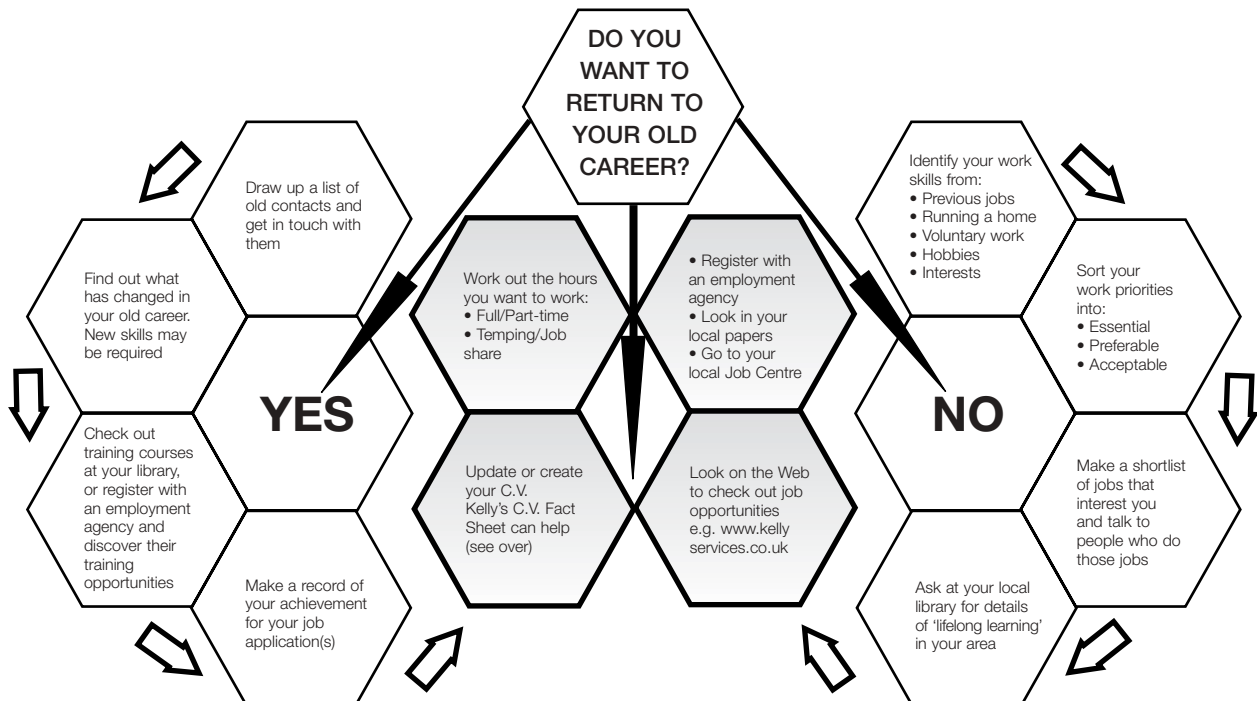


# fact sheet fact sheet

## A RETURNERS GUIDE TO THE WORKPLACE

### Essential know-how from Kelly Services

Returning to work after a 'lengthy break' is a major decision. Working out how to balance the different demands of work and home, choosing the right child care and knowing where and how to start on a second career are just some of the challenges which face back-to-work parents and others. Many benefit enormously from returning to work and enjoy having the opportunity to meet different people again, take up new challenges and use skills that may have been rusting away for a while! New skills mean new challenges, more responsibility and probably higher pay, so it's worth getting to grips with today's hi-tech office. Although the workplace may have changed quite a lot, the good news is that there is plenty of flexibility at work nowadays, so you can look for exactly what will suit you. Whilst this Fact Sheet can't come up with all the answers it should be a good starting point. Addresses of organisations that can offer further help and advice are given at the end.



### When is the right time?

The average break for women is around five years but there is no such thing as the 'right time' to go back to work. The right time is when you feel it would benefit you and the other members of your family. If you are thinking of taking the plunge go out and talk to others in a similar position. Find out how they feel, how they make it work on a practical basis and discuss your own concerns with them.

### What are my options?

If you know that you want a full time job then obviously that is what you can concentrate your efforts on. If however, you feel that you need to be home in the school holidays or want to work just in school hours then there are a number of different options for you to consider. Flexible working is becoming more and more common and it may be that working part-time, temping or job sharing will help you juggle the demands of home and work.

### Temping

If you would prefer not to commit yourself long term, or want to be able to experience a mixture of different work situations before you do so, then temporary work could be the answer. The best way to find temporary work is through a reputable employment agency such as Kelly Services which has over 120 branches nation-wide. Kelly's Fact Sheet on Flexible Working will answer your questions about temporary work and provide you with the essential know-how.

## Part-time

Over five million women work part-time, which is anything up to 30 hours a week, although the average is 19 hours a week. Thanks to legislation, part-timers' rights on redundancy, maternity leave and sick pay have now been brought into line with full-timers and everybody is entitled to paid holidays.

## Job-sharing

This is when two people share the tasks of one job. When it works well it is a brilliant arrangement and often allows people to go into areas of work that aren't available to them on a part-time basis. However, before deciding, you need to think about whether you could manage on half a wage and whether your type of work is suitable for job-sharing.

## Where can I update my skills?

**Employment agencies:** Some, such as Kelly, offer free training in keyboard and computer skills as well as in customer care and telesales. Kelly's unique computer based training system *PinPoint™*, takes the pain out of new technology, makes learning new software easy and fast and can be tailored to meet individual requirements.

**Local Training & Enterprise Councils:** may offer short courses for returners wanting to move into business.

**Adult Education Colleges:** run day and evening classes in a variety of subjects. Some are specially aimed at those who have been out of work for a while.

**Universities:** organise courses for people who have worked professionally before a career break.

## Jobs on-line

If you are interested in using the Net for job hunting, click onto [www.kellyservices.co.uk](http://www.kellyservices.co.uk). Not only can you look at jobs local to you and right across the country but you can leave your details on Kelly's Career Network and ask to be contacted when appropriate jobs come up.

## Are my skills relevant?

Yes they are because, if you stop to think about it whilst you have been away you have probably been doing many of the tasks that are required in business today. Getting the children to school on time is **'time-management'**, managing household expenditure is **'budgeting'**, coping with the pressures and demands of young children is **'people management'**, and so it goes on. You are exactly what many employers are looking for - someone who is flexible, hard working, responsible and reliable!

## How do I prepare?

You will need to put together a CV, which highlights your achievements and strengths and you may also like to prepare a portfolio that summarises your past experience.

## What sort of child care should I choose?

Give yourself plenty of time to research the different options available and to select the right child care for your family. Most local authorities provide day nurseries for pre-school children which are either free or relatively low cost but there is terrific pressure on places. An alternative is a private nursery - check which local nursery is most likely to suit your child and how much they charge.

Details of registered childminders, who look after your child in their own homes for part or all of the working day, can be obtained from your local authority. Nannies should

have a recognised child care qualification and are expensive, which is why many parents get together and set up a share. If you can offer accommodation in your home and your children are older you could consider an au-pair.

## Where do I go from here?

The answer is simple - contact your local Kelly Services branch, pop in and have a chat. Our professionally qualified and friendly consultants will be able to help you assess your 'employability' and work out what you need to do to be able to compete in today's jobs market. Our aim is to make it as easy as we can for you to move back into the world of work.

## Fact file

### GINGERBREAD

Leading support organisation for lone parent families.  
Tel: 0800 018 4318  
[www.gingerbread.org.uk](http://www.gingerbread.org.uk)

### NATIONAL CHILDMINDING ASSOCIATION

8 Mason's Hill, Bromley,  
Kent BR2 9EX  
Tel: 020 8464 6164

### WORKING FAMILIES

An excellent source of information for working families offering advice and practical solutions on a better balance between home and work.  
Tel: 020 7253 7243  
[www.workingfamilies.org.uk](http://www.workingfamilies.org.uk)

### [www.support4learning.org.uk](http://www.support4learning.org.uk)

Information on further education colleges, organisations and resources.

### [www.la-hq.org.uk](http://www.la-hq.org.uk)

Information advice and guidance on lifelong learning opportunities.

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**Established in the UK in 1973, Kelly Services (UK) Ltd is one of the country's leading recruitment and human resources specialists with a national presence of over 120 branches. Responsible for placing over 10,000 people in permanent work every year and over 20,000 temporaries every week, Kelly has played a major role in reshaping the UK labour market. It is part of Kelly Services Inc. one of the world's leading employment businesses, which provides a wide range of staffing services and human resource solutions from 2,400 offices across 26 countries.**

## Essential know-how from Kelly Services

For details of other fact sheets in the series please contact your local branch or visit [www.kellyservices.co.uk](http://www.kellyservices.co.uk)

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