



# EURES CROSS BORDER PARTNERSHIP

## What is the EURES Cross Border Partnership?

The EURES (European Employment Services) Cross Border Partnership was established to facilitate the free movement of those who wish to commute daily or weekly across the Ireland/Northern Ireland border in order to work by attempting to overcome some of the obstacles people face. It provides information to workers and jobseekers on employment related issues e.g. employment opportunities, taxation and social security on both sides of the border. The Partnership also aims to assist employers by providing them with access to a larger pool of labour. Advice is also provided to employers on a range of cross-border recruitment issues. The Partnership is funded through a grant from the European Commission and a contribution from the Public Employment Services (PES) on both sides of the Border.

## Who are the Partners?

There are seven organisations, from both sides of the border, represented on the Partnership. These are (in alphabetical order):-

- Confederation of British Industry (CBI)
- Department for Communities (DFC)
- Department of Employment Affairs and Social Protection (DEASP)
- Dundalk Chamber of Commerce
- Irish Business and Employers' Confederation (IBEC)
- Irish Congress of Trade Unions (ICTU)
- Londonderry Chamber of Commerce

The partnership provides a forum for co-operation on cross-border labour market issues through the links it creates between the partner organisations.

## What region is covered by the Partnership?

The Partnership covers all of Northern Ireland and the counties of Cavan, Donegal, Leitrim, Louth, Monaghan and Sligo in Ireland.

## What type of activity is the partnership involved in?

The Partnership is engaged in a number of activities aimed at making life easier for those seeking to travel across the border to work, seek work or training and employers wishing to recruit workers living across the border, for example the Partnership provides:-

A network of specialist advisers on labour mobility issues within the Partners Organisations on both sides of the border. They provide information, advice and placement services for jobseekers and employers interested in cross-border working or recruitment.

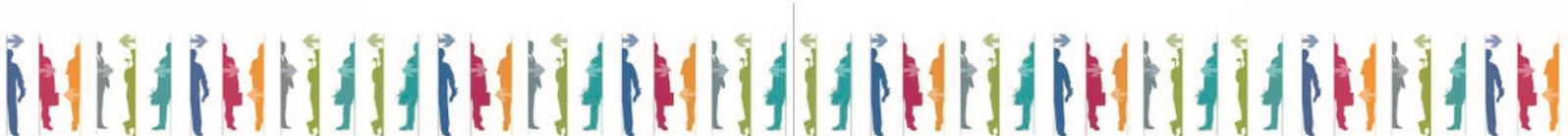
Cross-border exchange of job vacancies between the Department for Communities and the Department of Employment Affairs and Social Protection.

A website which, among other things, gives advice and information about practical issues of interest to cross border workers and employers e.g. taxation, social security entitlement and educational qualifications.

Organise and attend various recruitment fairs, conferences and events in the region to provide advice on cross border working, training, redundancy and labour mobility.



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### **What is the structure of the Partnership?**

The partnership has a Steering Committee of members nominated by the Partner Organisations. The work of the Partnership is led by a Co-ordinator assisted by a network of 7 specialist EURES advisers on cross-border issues. EURES advisers are existing employees of the partner organisations who are trained to advise jobseekers and employers on cross-border labour issues.

### **What is the role of the EURES advisers?**

EURES advisers have varying roles depending on the organisation they work in. They represent PES, Employer and Trade Unions organisations

#### **Public Employment Services EURES Advisers (DfC and DEASP)**

Provide information, advice and recruitment services for jobseekers and employers interested in cross-border working or recruitment.

Identify obstacles to cross-border labour mobility.

Act as a resource for staff within their own organisations on cross-border labour mobility issues. Market the EURES Cross-Border Partnership within their own organisations.

#### **Employer Organisations EURES advisers**

Provide information and advice to employers and employer organisations on cross-border labour market issues. Represent employer groups on cross-border labour market issues.

Identify obstacles to North/South business co-operation in order to facilitate cross-border trade. Market the EURES Cross-Border Partnership among employer Organisations.

#### **Trade Union EURES Advisers**

Provide an information and advice Service on cross-border employment issues, social security entitlements and contracts of employment.

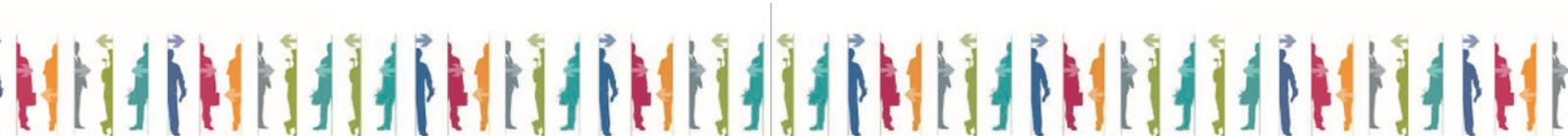
Identify obstacles to the free movement of workers across the border especially social security and fiscal matter and propose solutions.

Represent the partnership within the Trade Union constituency and Social Partners. Market the EURES Cross-Border Partnership among Trade Unions and Social Partners.

### **Do similar Partnerships exist elsewhere?**

The European Employment Services (EURES) operates on a transnational and cross-border basis. There are almost 1000 EURES advisers operating throughout Europe, representing Public Employment Services, Trade Union and Employer Organisation. There are currently 9 EURES Cross Border Partnerships, involving 15 countries spread throughout Europe.





## Working in Ireland

If you are seeking work in Ireland, the Department of Employment Affairs and Social Protection provides a network of Intreo offices in all main towns and cities which advertise job vacancies. Intreo is a one-stop-shop for all employment and income supports. You can get job-seeking advice, information on EURES services, vacancies and income support all in one place. A list of the offices can be found on [www.welfare.ie](http://www.welfare.ie). Each office operates a “self-service facility” where you can access details of job vacancies registered with the Department of Employment Affairs and Social Protection. You can also visit the Public Employment Website [www.jobsireland.ie](http://www.jobsireland.ie) for details of employment opportunities in Ireland. It also links to job vacancies in Europe through the EURES Jobs portal [www.eures.europa.eu](http://www.eures.europa.eu).

### What is a Personal Public Service Number (PPS No.) and do I need it?

Your Personal Public Service Number (PPSN) is a unique reference number that helps you access public services, information and financial supports. Only the Department of Employment Affairs & Social Protection can provide you with a PPS number. You will need a PPS number to register with Intreo/Employment services and for the Revenue Commissioners when you start work. For more information visit: [www.welfare.ie](http://www.welfare.ie)

### Starting a Business

If you are starting a business, City and County Enterprise Boards provide supports for the development of local businesses. You can find more information about their seminars and start your own business course on [www.localenterprise.ie](http://www.localenterprise.ie)

### Your rights as a worker

If you work in Ireland you will normally have the following basic rights:

- To be paid the national minimum wage – for more information visit [www.jobsguide.ireland.com](http://www.jobsguide.ireland.com)
- Not to have unlawful deductions from your wage
- To working hours and holidays in line with legislation
- To join a Trade Union
- To Health and Safety Protection
- Rights relating to Pregnancy
- Further information is available from the Department of Business, Enterprise & Innovation [www.dbei.gov.ie](http://www.dbei.gov.ie)

### Discrimination

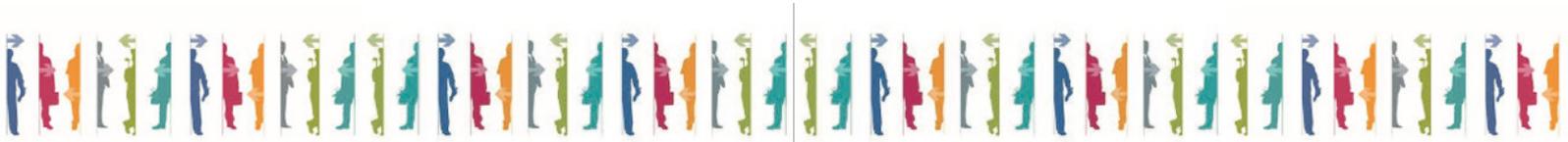
You may not be discriminated against on grounds of gender, marital status, family status, age, race, religion or political beliefs, disability, sexual orientation or membership of the Traveller Community. The Non-discrimination legislation applies to all aspects of employment including the recruitment process and access to training. For more information, visit [www.equality.ie](http://www.equality.ie).

### Intreo

Intreo is a service from the Department of Employment Affairs & Social Protection which is a single point of contact for all employment and income supports. Designed to provide a more streamlined approach, Intreo offers practical, tailored employment services and supports for jobseekers and employers alike.



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### **Jobseekers Services and Supports provided by Intreo**

Employment services and income supports available in one place. Expert assistance and advice on employment, training and personal development opportunities. A focus on your individual needs to assist you enter the workforce. Self-service facilities to provide you with information and guidance on employment and training opportunities. Access to information on job vacancies through [www.jobsireland.ie](http://www.jobsireland.ie)

Information on the full range of income supports provided by the Department of Employment Affairs and Social Protection, for example, jobseeker's payments, back to work and back to education payments, one-parent family payments, pensions and others.





## Working in Northern Ireland

If you are looking for work in Northern Ireland, you can find out more, including the opportunities available through the Jobs & Benefits offices/JobCentres across Northern Ireland. Each office operates a “self-service” facility where you can obtain details of all jobs on offer or you can access them online at [www.jobcentreonline.com](http://www.jobcentreonline.com), listing all current vacancies throughout Jobs and Benefits offices and JobCentres in Northern Ireland. It also links to job vacancies in Europe through the EURES Jobs portal [www.eures.europa.eu](http://www.eures.europa.eu).

Services are also available to employers including advertising, recruitment events, sifting applications and interview facilities. Employers can submit and manage vacancies online and receive applications from potential employees which can be managed in one place through a user-friendly interface at [www.employersonlineni.com](http://www.employersonlineni.com)

What is a National insurance number?

Your National Insurance number is unique to you and you keep the same one all your life. It makes sure that the National Insurance contributions and tax you pay are properly recorded against your name. It also acts as a reference number when communicating with the Northern Ireland Department for Communities and HM Revenue & Customs (HMRC). If you don't already have a National Insurance number you must apply for one when starting work or setting up as self-employed.

To apply you will need to telephone your nearest National Insurance Number Processing Centre to make an appointment. There are three Processing Centres in Northern Ireland.

Belfast – 028 9013 8286 (replace 028 with 048 if calling from Ireland)

Portadown – 028 3877 3046 (replace 028 with 048 if calling from Ireland)

Lisnagelvin – 028 7185 5407 and 028 7185 5406 (replace 028 with 048 if calling from Ireland)

Alternatively, you can telephone the National Insurance Registrations Helpline on 0300 200 3500

### Becoming self employed

If you are thinking of setting up your own business you can get assistance from INVESTNI. They offer business start-up guidance, one to one advice, training and information on financial support. For advice about setting up a business in Northern Ireland please log on to [www.nibusinessinfo.co.uk/content/starting](http://www.nibusinessinfo.co.uk/content/starting)

### Your rights as a worker

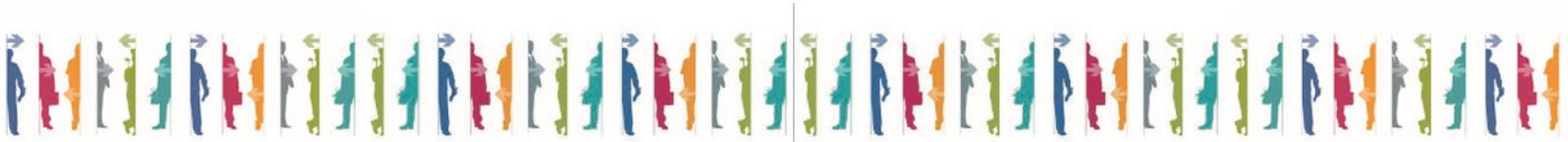
If you work in Northern Ireland you will normally have the following basic rights:

- To be paid the National Minimum wage
- Not to have unlawful deductions from your pay
- To working hours and holidays in line with legislation
- To join a Trade Union
- To Health and Safety protection
- Rights relating to pregnancy

Further information is available from [www.adviceguide.org.uk](http://www.adviceguide.org.uk) and [www.lra.org.uk](http://www.lra.org.uk)



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## **PAY**

The minimum amount per hour that most workers in Northern Ireland should get depends on their age and if they're an apprentice. Find out what the current rates are for National minimum and National Living wage and where to get help if you think you are being paid below the minimum wage rate [www.nidirect.gov.uk](http://www.nidirect.gov.uk)

## **DISCRIMINATION**

There are laws against discrimination on the basis of: gender; marriage or civil partnership; gender assignment; pregnancy and maternity leave; sexual orientation; disability; race; colour; ethnic background; nationality; religion or belief; age. For more information or assistance, visit: [www.equalityni.org](http://www.equalityni.org); [www.lra.org.uk](http://www.lra.org.uk)

## **TAXATION and NATIONAL INSURANCE CONTRIBUTIONS**

How much Income Tax and National Insurance you pay each year depends on how much your income is above the band for that Tax year. Some income is below the Band for contributions. For further up to date information, please visit: [www.hmrc.gov.uk](http://www.hmrc.gov.uk)

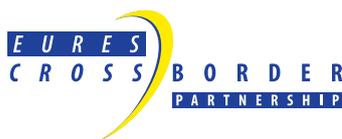
Tax credit payments are based on your current personal circumstances, such as whether you work, how many children you have and your annual income. The lower your income, the more tax credits you can get.

For further information please visit HM Customs and Revenue : [www.hmrc.gov.uk](http://www.hmrc.gov.uk) which includes information on how to get started, who qualifies, allowances and entitlements.

A new benefit called Universal Credit has been introduced in Northern Ireland from September 2017 which will replace Working Tax Credits and Child Tax Credits for people aged 18 and over but under State pension age. You can find out more about Universal Credit at [www.nidirect.gov.uk/articles/universal-credit](http://www.nidirect.gov.uk/articles/universal-credit)

## **CROSS BORDER WORKING**

You are a frontier worker (sometimes called a cross-border worker) if you work on one side of a border but live on the other, and return home daily or at least once a week. As a frontier worker you must pay income tax in the country where you earn your income, but your ultimate tax responsibility is with the country where you live so, you must submit an annual self-assessment each year.





## Social Security in Ireland

This note provides a general overview of social security benefits for workers in Ireland. Detailed information on benefits is available at [www.welfare.ie](http://www.welfare.ie) and at [www.citizensinformation.ie](http://www.citizensinformation.ie).

### Department of Employment Affairs and Social Protection - [www.welfare.ie](http://www.welfare.ie)

The Department of Employment Affairs and Social Protection is responsible for policy on and the administration of social security and welfare benefits. Front line services are provided in local INTREO offices. A list of these offices and most application forms for benefits are available on-line at [www.welfare.ie](http://www.welfare.ie).

### Access to the Labour Market

The Department of Employment Affairs and Social Protection provides a network of Intreo offices in all main towns and cities which advertise job vacancies. Intreo is a one-stop shop for all employment and income supports. They provide job-seeking advice, information on EURES services, vacancies and income support all in one place. A list of the offices can be found on [www.welfare.ie](http://www.welfare.ie). Each office operates a “self-service facility” where you can access details of job vacancies registered with the Department of Employment Affairs & Social Protection. You can also visit the Public Employment Website [www.jobsireland.ie](http://www.jobsireland.ie) for details of employment opportunities in Ireland. It also links to job vacancies in Europe through the EURES Jobs portal [www.ec.europa.eu/eures](http://www.ec.europa.eu/eures)

### PPS number and Public Service Card

A Personal Public Service (PPS) Number is a unique reference number that helps access public services, information and financial supports. A PPSN number is required to register with Intreo/Employment services, the Revenue Commissioners and various other public services. A Public Services Card is usually issued when a PPS number is being allocated. The Public Services Card (PSC) helps access a range of public services easily. Identity is fully authenticated when it is issued so the same information does not have to be supplied to multiple organisations.

### Social Security System

With all social welfare payments in Ireland, applicants must satisfy the rules for each scheme to qualify. They must also be “habitually resident” to qualify for social assistance payments. The term “habitually resident” means a proven close link to Ireland. A number of criteria are examined to establish habitual residence in Ireland including length and continuity of residence in Ireland, length and purpose of any absence from Ireland, nature and pattern of employment, main centre of interest and future intentions to live in Ireland.

EU Regulation 883/2004 on the coordination of Social Security systems ensures that EU citizens and their dependents receive the same treatment in social security as Irish nationals. Periods of insurance in other EU countries can also be used to help qualify for social security benefits in Ireland. AN EU citizen and their family can receive the benefits to which they are entitled in whichever EEA country they may be.

### A General Overview of Primary Benefits

#### Jobseekers Benefit

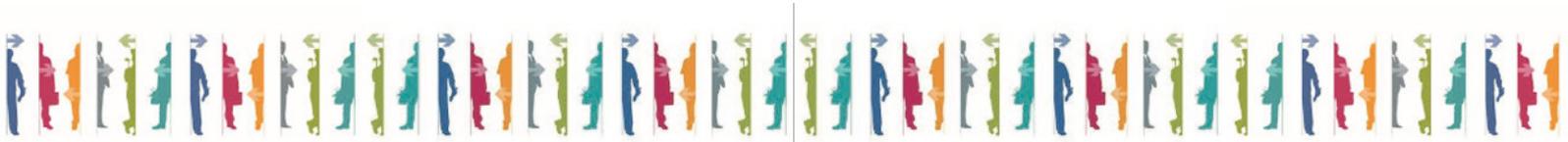
An applicant may qualify for Jobseeker’s Benefit if they are under 66 years of age, unemployed (fully unemployed or unemployed for at least 4 days out of 7), capable of work, available and genuinely seeking work and have enough social insurance (PRSI) contributions.

#### Jobseekers allowance

If an applicant is not entitled to Jobseekers Benefit or has exhausted that entitlement, they may qualify for Jobseeker Allowance if habitually resident in Ireland and unemployed, capable of work, available for work and genuinely seeking work, aged between 18 and 66 and satisfy a means test.



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### **Illness Benefit**

Illness Benefit is a weekly allowance for insured people who cannot work because they are sick or ill. You must be aged under 66, covered by the appropriate class of social insurance (PRSI) and satisfy the PRSI conditions.

### **Disability Allowance**

Disability Allowance is a weekly allowance if people have a disability that is expected to last at least one year and are aged between 16 and 66. They must satisfy a means test and a habitual residency test. Their doctor must complete a medical report, which is part of the application form, on the medical condition. This report is reviewed by one of the Department's Medical Assessors.

### **Carer's Allowance**

Carer's Allowance is a weekly allowance for Carers who look after certain people who need full time care and attention. A person may qualify for Carers Benefit instead of Carers Allowance if they leave the workforce to care for a person in need of full time care and attention.

### **Maternity Benefit/Adoptive Benefit**

Maternity Benefit or Adoptive Benefit is a payment made to women who are on maternity leave from work and covered by social insurance (PRSI). Maternity Benefit is paid for 26 weeks (156 days). At least 2 weeks and not more than 16 weeks leave must be taken before the end of the week in which your baby is due. A further 16 weeks unpaid maternity leave may be taken immediately after the end of 26 weeks paid Maternity Benefit.

### **Paternity Benefit**

Paternity Benefit is a payment for employed and self-employed people who are on paternity leave from work and covered by social insurance (PRSI). It is paid for 2 weeks and is available for any child born or adopted on or after 1 September 2016. Paternity leave can start at any time within the first 6 months following the birth or adoption placement.

### **Health and Safety Benefit**

Health and Safety benefit is a weekly payment for employed women who are pregnant or breastfeeding and who are granted health and safety leave by their employer.

### **Child Benefit**

Child Benefit is payable to the parents or guardians of children under 16 years of age, or under 18 years of age if the child is in full-time education, Youth Reach training or has a disability. Child Benefit ceases when the child reaches 18 years of age. For a frontier worker, the country of employment is responsible for family benefits even though the worker may reside in another EU member State. If one parent works in Ireland and the other parent works in another Member State, the Member State of residence of the children pay the family benefits and the other State will examine if a supplementary payment is due.

### **One Parent Family Payment**

One-Parent Family Payment (OPFP) is a payment for men and women under 66 who are bringing children up without the support of a partner. This payment is subject to certain conditions and a means test.

### **Supplementary Welfare Allowance**

Supplementary Welfare Allowance (SWA) scheme is designed for people who are habitually resident in Ireland and who do not have enough income to meet their needs.

Detailed information on benefits is available at: [www.welfare.ie](http://www.welfare.ie) or [www.citizensinformation.ie](http://www.citizensinformation.ie).



## The Welfare System in Northern Ireland

This information sheet is intended to provide a general overview of benefits which are available in Northern Ireland. More details on the welfare system can be found by visiting [www.nidirect.gov.uk](http://www.nidirect.gov.uk)

### Department for Communities

The Department for Communities assesses and pays social security benefits in Northern Ireland. There are Social Security Offices/Jobs and Benefits offices in main towns throughout Northern Ireland.

Further information can be obtained by visiting [www.nidirect.gov.uk](http://www.nidirect.gov.uk)

### Universal Credit

Universal Credit is for people aged over 18 and under State Pension age. It includes support for the cost of housing, children and childcare, as well as support for disabled people, carers and people who are too ill to work.

Universal Credit is a new payment that will support you if you are on a low income or not in work. It will give you the help you need to prepare for work, start work, or earn more money. It has been designed to help make sure you are better off in work than on benefits and gives you the support to prepare for work, start work or earn more money. There's no limit to the number of hours you can work in a week if you get Universal Credit.

Your benefit will not suddenly be removed if you start work. Your payment will reduce gradually as you earn more. This allows you to take temporary or seasonal jobs without making a new claim or having gaps between paydays as you move in and out of work.

It has replaced six existing benefits:

- Income-based Jobseeker's Allowance
- Income-related Employment and Support Allowance
- Income Support
- Working Tax Credit
- Child Tax Credit
- Housing Benefit (rental)

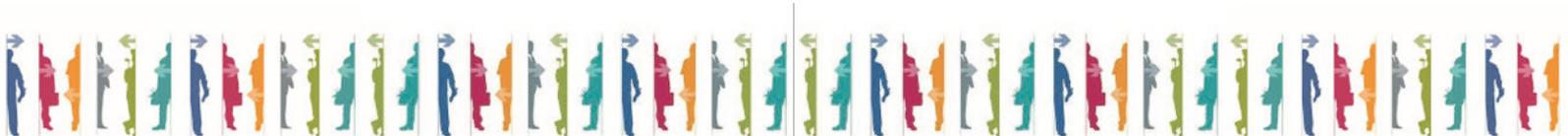
Universal Credit has been introduced across Northern Ireland from September 2017. More information on Universal Credit is available by visiting: [www.nidirect.gov.uk/articles/universal-credit](http://www.nidirect.gov.uk/articles/universal-credit)

### Statutory Sick Pay (SSP)

You may get SSP from your employer for up to 28 weeks if you become ill while you are employed. To get statutory Sick Pay (SSP), you must be unable to work because you are sick or disabled. Minimum earning levels apply. There is no qualifying period of employment but employment must have commenced. It is paid to you and subject to tax in the same way as your normal pay. If you are sick after 28 weeks of occupational sick pay, or if this ends earlier and you are not entitled to SSP, your employer must give you form SSP1 for you to claim Employment and Support Allowance. They should do this as soon as possible.



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### **Personal Independence Payment**

Personal Independence Payment (PIP) is a new benefit replacing Disability Living Allowance (DLA) for people aged between 16 to 66 years.

PIP has been designed to help towards some of the extra costs arising from having a long-term health condition or disability that is expected to last for 12 months or longer. Entitlement to PIP is based on the effect a long-term health condition has on your daily life, not the condition itself.

DLA will remain for children up to the age of 16 years, both for existing or new claimants. More information on PIP and how to claim is available at: [www.nidirect.gov.uk/pip](http://www.nidirect.gov.uk/pip).

### **Statutory Maternity Pay**

You may get Statutory Maternity Pay (SMP) when you stop work to have your baby. It is paid by your employer. SMP is payable if you have been employed by the same employer for at least 26 weeks ending with the qualifying week, which is 15 weeks before the baby is due. You must also still be in the job in the qualifying week and have average weekly earnings of at least the national insurance lower earnings limit. SMP can be paid for up to 39 weeks, this is called the Maternity Pay Period (MPP). For more information visit [www.nidirect.gov.uk](http://www.nidirect.gov.uk)

### **Statutory Paternity Pay**

Statutory Paternity Pay is subject to PAYE and National Insurance Contributions and can be paid to an employee whose partner is expecting child/children. It is paid for a maximum of two weeks. You can choose when to start getting your Ordinary Statutory Paternity Pay. Leave can start on any day of the week on or following the child's birth, but must be completed within eight weeks of the actual date of birth (or eight weeks after the expected date of birth if the baby is born early) For more information visit: [www.nidirect.gov.uk](http://www.nidirect.gov.uk)

### **Child Benefit**

You may get Child Benefit if you are caring for a child under 16 or between 16 and 19 and in full time education. This is not a means tested benefit. However, you may be affected by the additional income tax charge if your individual income is over £50,000. This will also entail completing an annual Tax Return to HMRC to adjust your income tax.

Further information can be found by visiting [www.nidirect.gov.uk](http://www.nidirect.gov.uk) or contact the Child Benefit helpline: 0300 200 3100 or for enquiries from outside the United Kingdom call 01612103086. This number will not accept calls from within the United Kingdom.



## The Education System in Ireland

The Department of Education and Skills is responsible for education policy in Ireland. For more detailed information please see [www.education.ie](http://www.education.ie).

Education is compulsory for children in Ireland from the ages of 6 to 16 or until students have completed three years of second-level education.

The Irish education system is made up of primary, second, third-level and further education. State-funded education is available at all levels, unless you choose to send your child to a private institution.

### Early Childhood/Preschool

Pre-school education is usually provided by privately funded childcare facilities or providers. Early Childhood Care and Education (ECCE) Scheme provides a free year of early childhood care and education for children of pre-school age. Some pre-school initiatives focused on children at risk are funded by the Department of Education and Skills.

### Primary (first-level) education

Children do not have to attend school until the age of 6 but it is usual for children to begin school the September following their 4th birthday. 4-year-olds and 5-year-olds are enrolled in the junior or senior infant classes. The curriculum for primary education covers the following key areas: Language, mathematics, social, environment and scientific education, arts education including visual arts, music and drama, physical integration, social personal and health education.

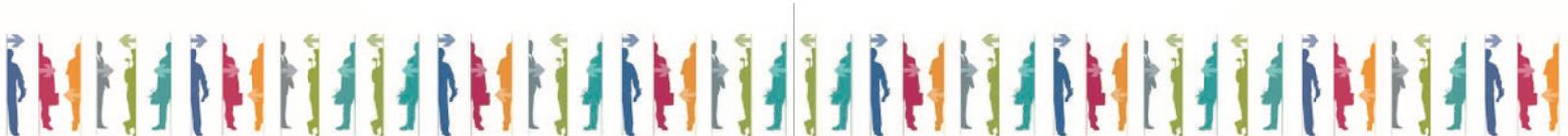
### Second-level education

Second-level education is provided by four different types of post-primary schools i.e., secondary, vocational, community and comprehensive schools. Secondary schools are privately owned and managed. In most cases the trustees are religious communities or boards of governors. Vocational schools are established by the State and administered Education and Training Boards. Community and comprehensive schools are managed by boards of management of differing compositions. Second-level education consists of a three-year junior cycle followed by a two-year or three-year senior cycle depending on whether an optional Transition Year is taken following the Junior Certificate examination.

Students generally commence the junior cycle at the age of 12. The Junior Certificate is taken after three years. Transition Year follows the Junior Certificate examination. This year is free from formal examinations and allows students to experience a wide range of educational inputs, including work experience. During their final two years in the senior cycle, students take one of three programmes, each leading to a State examination - the established Leaving Certificate, the Leaving Certificate Vocational Programme or the Leaving Certificate Applied.

The established Leaving Certificate is the main basis upon which places in universities, institutes of technology and colleges of education are allocated. The Leaving Certificate Vocational Programme differs from the established Leaving Certificate in placing a concentration on technical subjects and including additional modules which have a vocational focus.

The Leaving Certificate Applied Programme has as its primary objective the preparation of participants for adult and working life through relevant learning experiences. These aim to develop the following areas of human endeavour: spiritual, intellectual, social, emotional, aesthetic and physical. The Leaving Certificate Applied is not recognised for direct entry to third-level courses but it can enable students to take Post-Leaving Certificate courses.



### Third-level education

Third-level education is made up of a number of sectors including the university sector, the technological sector and the colleges of education. In addition, there are a number of independent private colleges. There are seven universities, which are autonomous and self-governing. They offer degree programmes at bachelor, masters and doctorate level. The technological sector includes institutes of technology which provide programmes of education and training in areas such as business, science, engineering, linguistics and music to certificate, diploma and degree levels. The colleges of education specialise in training for first-level teachers. They offer a three-year bachelor of education degree and a postgraduate diploma. The training of second-level teachers usually involves completing a primary degree in university or other third-level institution followed by a one-year higher diploma in education. In addition, there are colleges of education that specialise in the training of second-level home economics teachers, teachers of religion and physical education.

### Further and adult education

Further education comprises education and training which takes place after second-level schooling but which is not part of the third-level system. It includes programmes such as Post-Leaving Certificate courses; the Vocational Training Opportunities Scheme (second-chance education for the unemployed); programmes in Youth Reach for early school-leavers; other literacy and basic education; and self-funded evening adult programmes in second-level schools.

### Special needs education for students with disabilities

Educational provision for students with special educational needs ranges from additional support in mainstream schools to specialist support in special schools. A student with a disability may be enrolled in a Mainstream class with additional support, a Special class in a mainstream school or a Special school which caters for the students with his or her category of disability.

### Fees

Most undergraduate students attending publicly funded third-level courses do not have to pay tuition fees. Under the terms of the Free Fees Initiative, the Department of Education and Skills pays the fees to the colleges instead. A separate annual charge is payable to colleges for the costs of student services and examinations. Charges for Post-Leaving Certificate courses (PLCs) operate under different rules. For further information please refer to [www.education.ie](http://www.education.ie), [www.susi.ie](http://www.susi.ie), [www.citizensinformation.ie](http://www.citizensinformation.ie)

### How do I apply for full-time undergraduate courses at universities/ higher education institutions in Ireland?

Students should apply for full-time undergraduate courses at Irish universities /Higher Education Institutions through the Central Applications Office (CAO). For further information please visit [www.cao.ie](http://www.cao.ie)

### Back to Education Allowance

If you are unemployed, parenting alone or have a disability and are getting certain payments from the Department of Employment Affairs and Social Protection, you may attend a second-or third-level education course and get the Back to Education Allowance (BTEA). For further information visit [www.welfare.ie](http://www.welfare.ie). The Department of Employment Affairs and Social Protection has published Frequently Asked Questions about the scheme. If you want to do other types of courses not covered under the BTEA, for example, personal development courses or general training courses you can return to education under the Education, Training and Development option, Part-time Education option or the Vocational Opportunities Schemes.

### Useful links

[www.education.ie](http://www.education.ie)  
[www.europa.eu/youreurope/citizens/education](http://www.europa.eu/youreurope/citizens/education)  
[www.welfare.ie](http://www.welfare.ie)  
[www.citizensinformation.ie](http://www.citizensinformation.ie)  
[www.susi.ie](http://www.susi.ie)



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## The Education System in Northern Ireland

The Department of Education provides the central governance and management of education in Northern Ireland. Its main statutory areas of responsibility are 0-4 provision; primary, post-primary and special education; youth services. Further education or training programmes for those above the age of 16, or higher education fall within the remit of the Department for the Economy.

The Education Authority, an Executive Non-Departmental Public Body (NDPB) sponsored by the Department of Education, is responsible for securing adequate provision for primary and post-primary education; and for recreational, social, physical, cultural and youth service activities for grant-aided schools and other grant-aided educational establishments. In Northern Ireland it is compulsory for children to attend school between the ages of 4 and 16.

### The Statutory Curriculum

All grant-aided schools are required to follow the Northern Ireland Curriculum. The 12 years of compulsory education are divided into five Key Stages including a Foundation Stage which covers P1 and P2. Key Stage 1 covers P3 and P4 and Key Stage 2 covers P5, P6 and P7. At post-primary level, Key Stage 3 covers Years 8, 9 and 10 and Key Stage 4 covers Years 11 and 12. There is, for all Key Stages from Foundation to Key Stage 4, statutory minimum content which must be covered in school. Beyond that, schools have much greater freedom in what they cover and when it is covered.

### Primary

In primary schools, the curriculum includes Religious Education (RE) and the following six Areas of Learning:

- Language and literacy
- Mathematics and Numeracy
- The Arts
- The World Around Us
- Personal Development and Mutual Understanding
- Physical Education

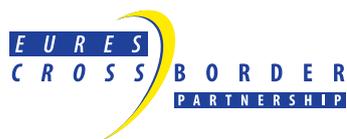
The curriculum also has a particular focus on the core cross-curricular skills (CCS) of Communication (literacy); Using Mathematics (numeracy); and Using ICT and whole curriculum skills focusing on “Thinking Skills and Personal Capabilities” and referred to as the other skills.

### Post-primary

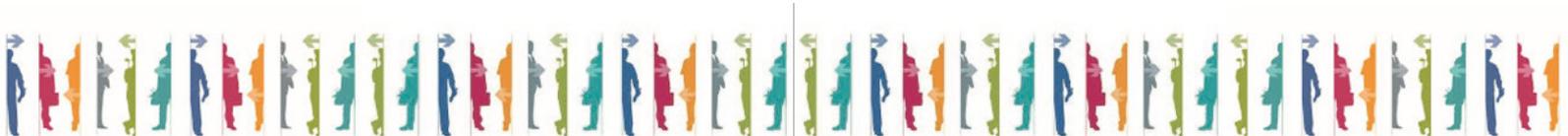
At Key Stage 3 (Years 8-10), the statutory curriculum is the same across all post-primary schools and includes Religious Education and the CCS and other skills referred to above. It also includes the following Areas of Learning:

- Language and Literacy
- Mathematics and Numeracy
- Modern Languages
- The Arts
- Environment and Society
- Science and Technology
- Learning for Life and Work
- Physical Education

At Key Stage 4 (Years 11-12), the curriculum must include Religious Education (RE), Physical Education and the statutory content of the Learning for Life and Work Area of Learning. It must also include the CCS and other skills. Pupils must have access to, but do not necessarily have to take, a qualification in each of the eight Areas of Learning.



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### **Pre-school**

This is a programme funded by the Department of Education to provide one year of non-compulsory pre-school education for children in their immediate pre-school year, which builds upon the learning that children experience at home. It provides a rich variety of challenging play activities and other experiences in a stimulating environment and will help prepare children for primary school.

### **Primary Schools**

Children attend primary school between the ages of 4 and 11. At age 11 pupils transfer to post-primary education.

### **Post-primary schools**

Publicly funded post-primary education is provided in non-selective secondary schools and grammar schools. Entry to grammar schools is through academic selection with most of the grammar schools using one of the two providers of selection tests (some selective grammar schools use both providers). More information can be obtained at: <https://www.thetransfertest.com/>

Pupils enter post-primary education at age 11 or 12 and follow the Statutory Curriculum. At age 16 students sit their GCSE examination which also marks the end of compulsory education. Most students either transfer to sixth form at post-primary school, or a Further Education College to study A-levels or vocational qualifications and training. The results of these examinations help determine entry into higher education.

Education Maintenance Allowance. An allowance is available to UK Nationals ages 16-19 that stay on at school after completing their GCSE's. The grant is intended to help students cover their day-to-day costs. Further information is available at [www.nidirect.gov.uk](http://www.nidirect.gov.uk)

### **Further Education**

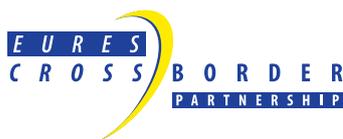
The six Further Education (FE) colleges deliver a range of academic, professional and technical education and training across Northern Ireland. They are the primary providers of mainstream further education provision up to level 3 (for example qualifications equivalent to A levels), Apprenticeships NI, Training for Success and as well as delivering elements of higher education provision (for example at foundation degree level). FE colleges also have a significant role to play in the delivery of the new system of Youth Training (at Level 2), Apprenticeships and Higher Level Apprenticeships (at qualification levels from 3 through to 8). Further information is available at <https://www.economy-ni.gov.uk/topics/further-education>

### **Student Loans for Tuition Fees**

Northern Ireland universities and colleges can charge UK and EU students annual fees for undergraduate's courses. You can apply for a student loan for tuition fees which you have to repay only after you have graduated.

Details of Student loan repayment threshold can be found on [www.studentloanrepayment.co.uk](http://www.studentloanrepayment.co.uk)

The fees will be paid directly to the university or college on behalf of a student. Further information is available at [www.studentfinancenir.co.uk](http://www.studentfinancenir.co.uk).





## HEALTH SERVICES IN IRELAND

This information sheet aims to provide a general overview of the health services in Ireland. The Department of Health is responsible for health policy. Under the Health Act 2004, health and social services are delivered by the Health Service Executive (HSE) through a network of local health offices, health centres and clinics.

### Entitlement to Health Services

Entitlement to health services is primarily based on residency and means, rather than on your payment of tax or pay-related social insurance (PRSI). Any person, regardless of nationality, who is accepted by the Health Service Executive (HSE) as being ordinarily resident in Ireland has eligibility to health services. You are ordinarily resident if you are living in Ireland and have lived here, or intend to live here, for at least one year.

Depending on their circumstances, short-term visitors to Ireland may be entitled to health services that are free or subsidised.

There are two types of eligibility for people who are ordinarily resident in Ireland:

1. Full eligibility for medical card holders
2. Limited eligibility for people who don't have a medical card

### Medical Card Holders

Under the Health Act 1970 (as amended), eligibility for a Medical Card is determined by the HSE. If you have a medical card, you are entitled to health services free of charge.

The HSE review eligibility for a medical card by means assessment. To qualify for a medical card, your weekly income must be below the income threshold. Any income, savings, investments and property (except for your own home) are taken into account in the means test. Outgoings such as rent, mortgage, childcare costs, and travel to work costs are also considered in assessment. It is important that you give as much information as possible with your application; including independents, mortgage payments, medical expenses etc.

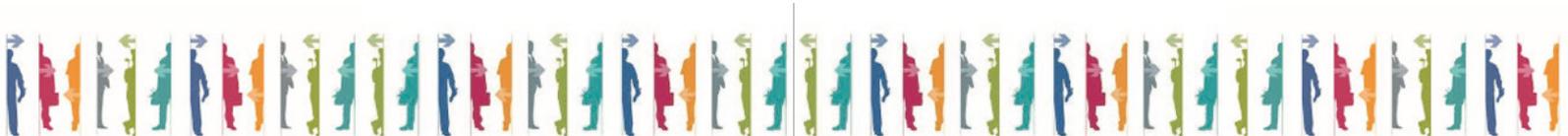
There are different means test rules for a person who is applying and is aged 70 or over as the income guidelines are greatly increased.

Other exceptional circumstances are always considered where a person or family has personal or social issues causing undue financial hardship. The card may be granted for the whole family, or for individual members of a family on the grounds of undue financial hardship.

The same application form is used for both the Medical Card and the GP Visit Card (Form MC1).

If you have a medical card you are entitled to: -

- Doctor Visits - a range of family doctor or GP services free of charge from a chosen doctor contracted to the HSE in your local area;
- Prescription Medicines: The supply of prescribed approved medicines, aids and appliances like wheelchairs, crutches etc. In some circumstances a deposit may be required for aids and appliances which will be refunded on return of the aid or appliance. For persons over 70 years, a €1.50 prescription charge applies for each item prescribed and this charge is capped at €15.00 per month. For persons under 70 years, a €2.00 prescription charge applies for each item prescribed and this charge is capped at €20.00 per month



- Certain Dental, Ophthalmic (Eye), and Aural (Ear) health services;
- Hospital Care - all in-patient services in public wards in public hospitals, including public consultant services;
- Hospital Visits [Outpatient Services] - These include accident and emergency services as well as planned services provided on an outpatient basis. For example, person may be referred by GP for specialist assessment by a consultant. All out-patient services in public hospitals, including public consultant services;
- Medical & Midwifery Care for Mothers, including health care related to pregnancy and the care of the child for six weeks after birth;
- Some personal and social care services, for example, public health nursing, social work services and other community care services based on client need.

You may also be entitled to the following additional benefits if you have a Medical Card:

- No need to pay the health portion of your social insurance (PRSI);
- Free transport to school for children who live 3.2 kilometres or more from the nearest school;
- Exemption from state examination fees in public second-level schools;
- Financial help with buying school books. The benefits above are available from the relevant Government Department.

### Applying for a Medical Card

The quickest way to obtain a medical card is to use the HSE website [www.mymedicalcard.ie](http://www.mymedicalcard.ie). You will have to set up an online account and upload documentary evidence to support your application.

If you are not eligible for a medical card, you may be eligible for a GP Visit Card or the Long-Term Illness Scheme.

### GP visit Card

A GP Visit Card allows individuals and families in Ireland to visit their family doctor for free. Only the cost of visits to your family doctor is free; you must pay for prescribed drugs, medicines and other health services similar to others who don't have a Medical Card. If you have a GP Visit Card you should also apply for a Drugs Payment Scheme Card if you don't already have one. The income guidelines for GP Visit Cards are higher than the Medical Card and the allowances for rent, mortgage and childcare bring many people's income within the guidelines.

You will get a GP Visit Card if the combined means of you and your spouse/partner is below HSE income guidelines. If your assessed means are still more than the GP Visit Card guidelines you may still qualify for a GP Visit Card on the grounds that your medical costs causes you undue financial hardship. Such an example would be if you had an ongoing medical condition that required exceptional and regular medical treatment, or visits to the doctor or hospital.

### The Long-Term Illness Scheme

The Long-Term Illness Scheme (LTI) was established under Section 59(3) of the Health Act 1970 (as amended). The conditions covered by the LTI are: acute leukaemia; mental handicap; cerebral palsy; mental illness (in a person under 16); cystic fibrosis; multiple sclerosis; diabetes insipidus; muscular dystrophies; diabetes mellitus; parkinsonism; epilepsy; phenylketonuria; haemophilia; spina bifida; hydrocephalus; and conditions arising from the use of Thalidomide. Under the LTI Scheme, patients receive drugs, medicines, and medical and surgical appliances directly related to the treatment of their illness, free of charge. Further details on the LTI can be found at: <http://www.hse.ie/eng/services/list/1/schemes/lti/>



### **Non-Medical Card Holders**

If you do not have a medical card, you are eligible for free public hospital services but you may have to pay in-patient and out-patient hospital charges. These charges are limited to €80.00 per day and subject to a maximum of €800.00 per year. You are also entitled to subsidised prescribed drugs and medicines and maternity and infant care services.

If you use accident and emergency services without being referred there by a GP, there is a charge of €100. There is no charge if you are referred by a GP (bring your referral letter with you) or for certain groups listed below.

The charge applies to the following public facilities: Emergency departments, Accident and emergency departments, Casualty departments, Minor injury units Urgent care centres, Local injury units and any other facility providing similar services

### **Healthcare for Frontier Workers**

Frontier workers must apply for a medical card or GP Visit Card in the usual way, to the HSE, and they will be advised of their entitlement. They will have to submit evidence (Eform or S1 if EU based), or if from the UK, evidence of entitlement under EU regulations with proof of being insured in that State.

Northern Ireland Residents working in Ireland are entitled to NHS care as they are legally resident in Northern Ireland.

Residents living in the South and working in Northern Ireland are:

- Entitled to an NHS medical card, however their spouse and dependents are not. Spouses and dependents are however, entitled to necessary care while on temporary stay
- Eligible for free GP services in Northern Ireland
- Eligible to register with an NHS Dentist
- Eligible for maternity services from a GP, a midwife and an obstetrician in a hospital in Northern Ireland
- Eligible for an Irish Medical card under EU entitlement without a means test for themselves and family member resident with them. This is provided the family members are not also insured in Ireland

### **Pensioners**

For those living in Northern Ireland, who wish to move permanently to Ireland they will automatically qualify for a medical card if they are transferring a contribution based social security payment from Northern Ireland. (It is immaterial whether under or over 70 but they have to carry healthcare entitlement under EU regulations.)

For more information visit [www.hse.ie](http://www.hse.ie) or Locall 1890 252 919







## HEALTH SERVICES IN NORTHERN IRELAND

This information sheet aims to provide a general overview of the health services which are available in Northern Ireland. In the UK healthcare is provided through the National Health Service (NHS) and most NHS care is free. In Northern Ireland (NI) healthcare is provided by the Department of Health (DOH) which is the equivalent of the NHS. While a private health care sector exists, the public health service is used by the vast majority of people.

### How do I register for health services?

When you arrive in NI you must register with a General Practitioner (GP) at your local health centre to use the health service (except emergency services).

### Medical card

When you register with a GP practice you will have to fill in a form – HS22X. You will receive a medical card and you can use this card to register with a dentist or with a different GP if you move to another area. Frontier workers resident in Ireland (ROI) and employed in the North are entitled to a medical card and to avail of the National Health Service (NHS).

### What types of treatment am I entitled to?

#### GP Services

You are entitled to free GP services;

If you are living in Northern Ireland

If you are living in Ireland and working in Northern Ireland

If you are living in Ireland and become ill on a temporary visit to Northern Ireland

Under EEA arrangements persons visiting one country and requiring immediately, necessary treatment under the terms of the EHIC are able to obtain this for free. EU/EEA citizens who are visiting Northern Ireland should have their European Health Insurance card (EHIC).

Irish citizens do not have to show an EHIC card but can instead show proof of their residency in Ireland e.g. Driving licence /proof of address etc. This same policy applies to any Northern resident requiring immediate treatment in the South when on a visit.

#### Emergency and immediately necessary treatment

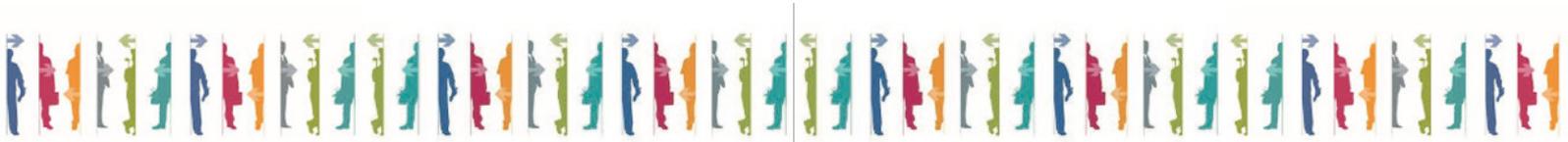
Emergency and immediately necessary treatment is provided free of cost to those who are eligible under EU regulations.

#### Routine treatments (non-emergency services)

Routine treatments are provided free of cost to persons who live in NI. The technical term for living in NI is being 'ordinarily resident' and includes migrant workers and refugees.

#### Maternity services

You may get free maternity services from your GP, a midwife in a hospital or local health clinic and an obstetrician in a hospital if necessary. Maternity services are available to frontier workers resident in the South and employed in the North.



### **Hospital services**

Hospital in-patient and out-patient services are free of charge. Generally, you must be referred by a GP. In emergencies you may go to the Accident and Emergency Department. Some hospitals have minor injury units which you may attend without a GP referral.

### **Community care services**

Community care services for people who need them are provided by the various trusts. There is a range of services available including health visitors, district nursing, occupational therapy, physiotherapy, domiciliary care and domiciliary meals.

### **What services do I pay for?**

Although health care is provided free of charge, there are some services that usually need to be paid for. These include Dental Services and Ophthalmic Services.

If you are unsure about your entitlement to help with Health costs, seek advice from your local Social Security or Jobs & Benefits office or [www.nidirect.gov.uk/articles/help-with-health-costs](http://www.nidirect.gov.uk/articles/help-with-health-costs)

### **HEALTHCARE FOR FRONTIER WORKERS**

Northern residents working in the South :

Are entitled to NHS health care, as they are legally resident in NI

Southern residents working in the North:

Are entitled to a NHS medical card, however, their spouse and children are not eligible

Are eligible for free GP services

Are eligible to register with a NHS dentist

Are eligible for maternity services from a GP, a midwife and an obstetrician in a hospital if necessary

Are also eligible for an Irish Medical Card under EU Entitlement





## REDUNDANCY RIGHTS IRELAND

### What is redundancy?

Redundancy occurs where you lose your job due to circumstances such as the closure of the business or a reduction in the number of staff. The Redundancy Payments Acts 1967–2014 provide a minimum entitlement to a redundancy payment for employees who have a set period of service with the employer.

### RIGHTS

In order to be eligible for a statutory redundancy payment, an employee must:

- Be aged between 16 and 66 years of age
- Be in employment and paying PRSI contributions, which are insurable for all social welfare benefits. Currently this is only a PRSI Class A contribution.
- Have worked continuously for the employer for at least 2 years (104 weeks)
- Have been working continuously for the employer for more than 2 years if working part-time
- You are entitled to a minimum of 2 weeks' written notice of redundancy. This notice period goes up depending on the period of service.

### Other redundancy rights

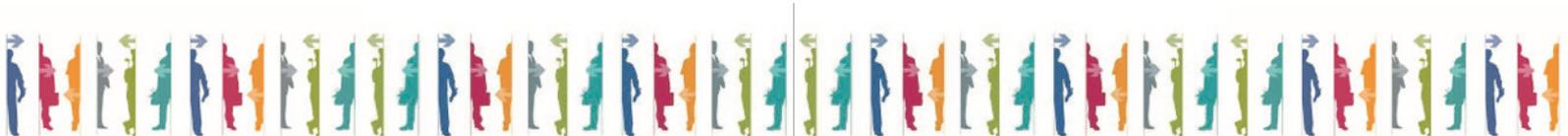
Prior consultation is required with you before any decision is made. Your employer should consider all options including possible alternatives. Any offer of alternative work should be given to you in writing and you are entitled to full information concerning the details of the offer. If you are being made redundant, you are entitled to reasonable paid time off in order to look for a new job. This right is set down in law in Section 7 of the Redundancy Payments Act 1979. The employer is obliged to provide the employee representatives with all information in writing in relation to the proposed redundancies including

The reasons for the proposed redundancies;

- the number and descriptions or categories of employees whom it is proposed to make redundant;
- the number of employees, and description of categories, normally employed;
- the period in which it is proposed to affect the redundancies.
- the criteria proposed for the selection of the workers to be made redundant, and
- the method of calculating any redundancy payments other than those methods set out in the Redundancy Acts or any other relevant enactment for the time being in force or, objects thereto, in practice.

When you get your final pay, you should check you got:

- any redundancy pay you're entitled to (or you've been told when you'll get it)
- your last wages/salary
- any 'pay in lieu' if you're not working your full notice any holiday pay you're entitled to any outstanding bonus, commission or expenses you're entitled to.



### **If you feel you have been made redundant unfairly**

Under the unfair dismissals legislation, selection for redundancy based on certain specific grounds is considered unfair. These include redundancy as the result of an employee's trade union activity, pregnancy or religious or political opinions. The employment equality legislation also prohibits selection for redundancy that is based on any of the following 9 grounds: gender, civil status, family status, age, disability, religious belief, race, sexual orientation or membership of the Traveller community. If you did not receive a redundancy package or did not receive the right amount, you can bring your claim to the Workplace Relations Commission.

### **TAX**

A statutory redundancy lump sum, which under the law must be paid, is entirely tax-free. If you receive a payment above and beyond the statutory payment (an ex-gratia payment), that is taxable, but only when it goes over a certain limit. For further information, contact the Central Telephone Information Office of the Revenue Commissioners at 01 702 3049.

### **Social welfare**

If a person loses their job they should immediately contact their local Intreo office where they can apply for the two main unemployment payments - Jobseeker's Benefit (JB) or Jobseeker's Allowance (JA). This is very important as any delay in making their claim could result in a loss of payment. If you have enough social insurance contributions you may be entitled to Jobseeker's Benefit. If you do not have enough PRSI contributions you may qualify for Jobseeker's Allowance which is a means-tested benefit.

On the date of the termination of employment your employer should pay the redundancy lump sum due to you.

If your employer is paying you the redundancy lump sum, they are not required to submit an RP50 form. However, your employer should get proof of payment of your lump sum to you and give you a copy of the proof of payment.

If your employer has not paid your redundancy lump sum, you should apply to your employer for it using form RP77 (pdf). If your employer still does not pay it, you can apply to the Department of Employment Affairs and Social Protection for direct payment from the Social Insurance Fund as follows:

If your employer is unable to pay your redundancy lump sum, they should complete and sign form RP50. They should also submit a letter from an accountant or solicitor stating they are unable to pay and accepting liability for 100% of the lump sum owing to the Social Insurance Fund. Documentary evidence such as audited accounts should also be included.

For both JB and JA payments an unemployed person must be:

- Resident in Ireland
- Under 66 and 16 or over for entitlement to Jobseeker's Benefit and 18 or over for entitlement to Jobseeker's Allowance
- Unemployed for at least 3 days out of any consecutive 6 days
- Available for, capable of and Genuinely Seeking Full-time work

### **Making a Career change.**

Back to education programme. Under the programme income support is provided to allow participants to undertake a second or third level course.

#### **Adult education Guidance initiative.**

Provides guidance regarding adult educational opportunities.

#### **Vocational Training opportunities scheme (VTOS).**

Second chance education initiative for the unemployed



## Help getting a new job

Intreo / Department of Employment Affairs and Social Protection

This is a single point of contact for all employment services and provides individualised supports to job seekers.

## Employment Support Services

Facilitate access to the labour market for job seekers at local, regional and national level.

## Local Employment Service

Employment activation services

### Job Club

Provides jobseekers with job seeking skills.

Financial support available to assist you during your job search includes; Jobseeker's Allowance; Jobseeker's Transitional Payment; Jobseeker's Benefit; Farm Assist; Fish Assist; Pre Retirement Allowance (PRETA).

The Citizens Information website is an initiative of the Irish Government. The website provides comprehensive information entitlements to state benefits when you need information about your rights and how to apply for State services in Ireland.

## Further information.

Redundancy Payments Section

Department of Employment Affairs & Social Protection

Tel:(01) 673 4500 Local:1890 800 699

<http://www.welfare.ie/en/Pages/Guide-to-the-Redundancy-Payments-Scheme.aspx>

<https://www.djei.ie/en/>

[www.jobsireland.ie](http://www.jobsireland.ie)

National centre for guidance in education (01) 869 0715

Education section at the Department of Education and Skills.[info@education.gov.ie](mailto:info@education.gov.ie)

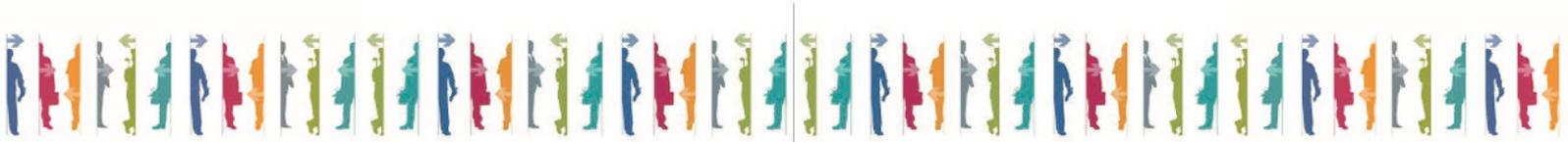
Citizens Information Board

Sources:

Citizens information.

Employment Law and Benefits Unit.

INOUE - Irish National Organisation of the Unemployed . ICTU - Irish Congress of Trade Unions.



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# REDUNDANCY RIGHTS NORTHERN IRELAND

## What is redundancy?

Redundancy is when an employee is dismissed because they are no longer required to:

- carry out the business for which they are employed
- carry out the business in the place where they are employed
- to carry out work of a particular kind.

## RIGHTS

How much redundancy pay you get depends on your wage, how long you have worked at the company and your age. When your employer gives you your redundancy payment they must also give you a statement showing how it was calculated.

Redundant employees have a number of rights and may be entitled to receive a statutory redundancy payment (SRP).

To receive an SRP, an individual must:

- be an employee working under a contract of employment
- have at least two years' continuous service
- have been dismissed, laid off or put on short-term working (and have a qualifying period of lay off).

## Other redundancy rights

Employees under notice of redundancy also have the right to:

- Be offered suitable alternative employment.
- Have a trial period in the alternative employment without losing their right to an SRP.
- A reasonable amount of time off to look for another job or to arrange training. This applies where the employee has been employed for at least two years. The employer does not have to pay more than two-fifths of a week's pay, no matter how much time off they give the employee
- Not be unfairly selected for redundancy.

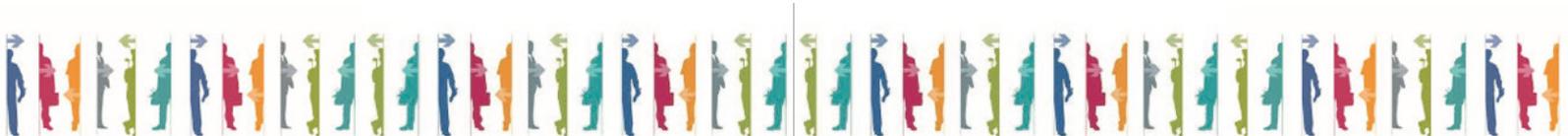
NOTE: You won't get this time off if you're in the police or armed forces, or you work on a fishing boat and get paid a share of its profits

By law, employers must give the appropriate representatives the following information about plans for redundancies so that they can get involved in the consultation process.

- The reasons for the plans.
- The number and descriptions of employees it plans to make redundant.
- The total number of employees employed at the organisation in question.
- How employees will be selected for redundancy.
- How and when redundancies will be made, taking account of any agreed procedure.
- How redundancy payments will be worked out.
- Agency workers: the number of agency workers, where they are working in the business and the type of work they are contracted to undertake (LRA)



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When you get your final pay, you should check you got:

- any redundancy pay you're entitled to (or you've been told when you'll get it) your last wages/salary
- any 'pay in lieu' if you're not working your full notice
- any holiday pay you're entitled to any outstanding bonus, commission or expenses you're entitled to
- If you feel you have been made redundant unfairly

A redundancy may also be found to be discriminatory under:

- Fair Employment and Treatment (Northern Ireland) Order 1998;
- Fair Employment Code of Practice;
- Sex Discrimination (Northern Ireland) Order 1976;
- Disability Discrimination Act 1995 and the associated Code of Practice;
- Race Relations (Northern Ireland) Order 1997; and
- Employment Equality (Age) Regulations (Northern Ireland) 2006;

## TAX

The first £30,000 of your redundancy pay is tax free.

For any redundancy pay over £30,000, your employer will take the tax from your redundancy pay at your normal tax rate. However, if your employer pays you your final pay after you leave your job, they'll take the tax from your redundancy pay at the basic rate of 20%. If you pay a higher tax rate, you need to call HMRC to arrange to pay the extra tax. (there are some exemptions) If your employer can't pay because they're insolvent, you might be able to get the money from the government

## Claiming benefits

A benefits advisor from Citizen's Advice can help you find out if you are entitled to any benefits. Or check their website [www.citizensadvice.org.uk/nireland](http://www.citizensadvice.org.uk/nireland). You might be able to claim some benefits while you're looking for a new job.

For example, you might be able to get Universal Credit

[www.gov.uk/benefits-calculators](http://www.gov.uk/benefits-calculators) is the Government website. It can be used to see what benefits you may be entitled to.

## Welfare changes

An independent Welfare Changes Helpline is available for anyone needing help or advice about any of the changes to the welfare system. The helpline is operated by the Welfare Reform Advice Services Consortium (Citizens Advice, Advice NI and the Law Centre NI).

Phone: 0808 802 0020 (9.00 am to 5.00 pm)

If you have a mortgage, check if you have an Accident, Sickness Unemployment protection policy to see what it says about redundancy. You might get some money towards your mortgage payments while you look for a new job.

If you've bought something on credit, check whether you've got a payment protection insurance policy that will pay off the credit because you've been made redundant.



### **Making a career change**

You can get advice from the Careers Service NI if you want to get a new qualification or make a career change, like starting your own business .

You might be able to get help paying for training and qualifications.

### **Help getting a new job**

Contact your local Jobs and Benefits office - they specialise in helping people who have been made redundant . They will help you find a new job and may even pay for training .

You can use the service during your notice period and for up to 13 weeks after you've been made redundant. You should also ask your employer for a written reference, as you can send this with your job applications.

NOTE: You won't get any redundancy pay you're entitled to if you accept a new job with your employer before the end of your notice period (citizens advice) Your local Jobs and Benefits Office can provide advice to any employees being made redundant who are under 18.

### **Further information.**

If you require further information or advice, you can call the Department for the Economy's Redundancy Payments Freephone Helpline on 0800 585 811.

You can also get help from the LRA Helpline on Tel 028 9032 1442.

[http://www.lra.org.uk/index/resolving-disputes/pre-claim\\_conciliation.htm](http://www.lra.org.uk/index/resolving-disputes/pre-claim_conciliation.htm)

<https://www.nidirect.gov.uk/contacts/contacts-az/citizens-advice-northern-ireland> Employers - nibusinessinfo - The redundancy consultation process

Employees - nidirect - Redundancy: your right to consultation HM Revenue and Customs Taxes Helpline

Telephone : 0300 200 3300

Textphone: 0300 200 3319 Citizens advice Bureau.

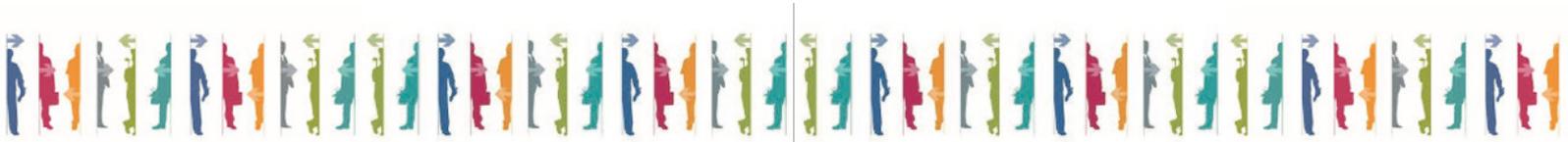
Trade Unions.

Sources : Labour relations Agency Citizens advice

Dept for the Economy

NI Business info





**Supporting the Cross Border  
Worker, Jobseeker and Employer**



## Discrimination in the workplace – Ireland

The Irish Human Rights and Equality Commission is Ireland's national human rights and Equality institution. They are an independent public body that accounts directly to the Oireachtas.

Their purpose is to promote and protect human rights and equality in Ireland and build a culture of respect for human rights, equality and intercultural understanding across Irish society.

### What is discrimination in the workplace?

You are entitled to be treated equally in relation to work and jobs:

- If you are a woman, a man, a transgender person or an intersex person (the gender ground)
- Whether or not you are single, married, separated, divorced, widowed or in a civil partnership (the civil status ground)
- If you are the parent or person responsible for a child under 18, or if you are the main carer or parent of a person with a disability who needs ongoing care (the family status ground). Whether or not you are gay, lesbian, bisexual or heterosexual (the sexual orientation ground)
- No matter what your religious beliefs are, or if you have no religious beliefs (the religion ground)
- Whatever your age, so long as you are over the legal school-leaving age (the age ground) No matter what race you belong to, or what colour your skin is, or your nationality or ethnic background (the race ground)
- If you are a member of the Traveller community (the Traveller community ground) If you have a disability (the disability ground).

Discrimination in the workplace can happen when your employer, workmate, or a company you are applying to, treat you less favourably than another person, because of who you are.

The law which deals with discrimination in the workplace is the Employment Equality Acts 1998-2015 (EEA). The EEA aim to ensure that people have equal opportunities in relation to skills, training, jobs and promotion.

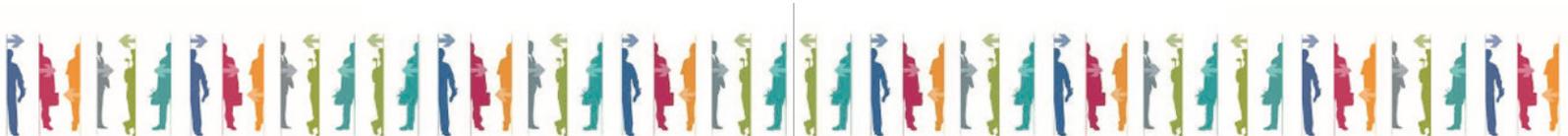
The EEA explain the different kinds of discrimination in relation to the workplace which are against the law. The EEA outlaw certain kinds of discrimination under nine specific grounds. This means that the EEA do not cover every form of discrimination.

The EEA apply to many kinds of people and organisations, including for example:

- full-time, part-time and temporary workers
- people working for the public sector or, private companies
- organisations which provide training for job skills (for example, vocational training) employment agencies trade unions
- professional and trade bodies
- self-employed contractors, partners in partnerships and office-holders in State organisations and local authorities.
- Volunteers are not covered by the EEA.



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The EEA cover many aspects of work and jobs, including, job advertisements, equal pay, recruitment, training, work experience, contracts, terms and conditions, promotion and re-grading, losing your job (dismissal), collective agreements (agreements between an employer and a trade union about pay or conditions of employment).

### **Different kinds of discrimination in the workplace**

The law which deals with discrimination in the workplace is the Employment Equality Acts 1998-2015 (EEA). The EEA aim to ensure people have equal opportunities in relation to skills, training, jobs and promotion.

The EEA explain the different kinds of discrimination in relation to the workplace which are against the law. Other forms of discrimination are not against the law.

**Direct discrimination** is when someone is treated less well than other people on purpose, because of who they are. It is also direct discrimination if a manager tells a worker to treat another worker less well than other people.

**Indirect discrimination** is when someone is treated less well than other people because there are requirements which they would find harder than others to fulfil.

**Example** A job ad says that people must be more than a certain height in order to apply. This may put women, and people from some ethnic backgrounds, at a disadvantage. The employer may not mean to discriminate, but the effect of the advertisement is to restrict who can apply. This is indirect discrimination, unless the employer can show that the requirement is essential, appropriate and necessary.

In this case, the employer would have to show why it is essential for the prospective employee to be taller than the height mentioned in the advertisement.

**Discrimination by association** is when someone is treated less well than other people because of who they know or are connected to.

**Example** A person is harassed at work (for example, called names and made the butt of practical jokes) because a member of their family is gay.

**Discrimination by imputation** is when someone is treated less well than other people because they are labelled as being in one of the groups covered by the nine discriminatory grounds.

**Example** An employer will not let an employee handle money because their supervisor thinks that they are a member of the Traveller community.

The EEA also bans harassment (Unwanted, hostile behaviour because of who you are) and sexual harassment (unwanted behaviour of a sexual nature). Victimisation, which is when an employer dismisses someone or treats them badly because they have made a complaint related to equality law.

### **Have any of these kinds of discrimination happened to you?**

- Check if your situation is covered by the law.
- Find out what to do if you are being discriminated against now, or have been discriminated against in the past.
- Find out what we can do to help

Please see <https://www.ihrec.ie> for more information.



## Discrimination in the workplace – Northern Ireland

The Equality Commission for Northern Ireland has a remit to give advice and assistance to individuals who believe they have been discriminated against, including when at work or seeking work in Northern Ireland. The Equality Commission receives over 3000 calls each year and provides initial guidance and information free of charge and on a confidential basis.

Various protections exist in relation to age, disability, race, religious or similar philosophical belief, political opinion, sex including trans, married or civil partnership status, pregnancy & maternity and sexual orientation (the protected grounds).

They help individuals with issues such as:

- Recruitment and promotion
- Dismissal / redundancy
- Harassment
- Terms and conditions, such as salary, pension, holidays, work allocation and hours of work.

There are different types of discrimination, and it doesn't have to be intentional to be unlawful. The main forms are:

**Direct discrimination** is where you are treated worse than others on one of the protected grounds.

**For example:** A female candidate is not appointed to a post even though at interview she achieved a higher score than the successful candidate who is male. The employers based their decision on stereotypical assumptions about the woman's ability to carry out the job. This may amount to direct sex discrimination.

**Indirect discrimination** is where an organisation operates a practice or policy that looks the same for everyone but in effect disadvantages people on one of the protected grounds and which cannot be shown to be a proportionate means to achieving a legitimate aim.

**For example:** When recruiting an employer asks for a higher standard of English than is needed for the job to be carried out effectively. This may amount to indirect race discrimination.

**Harassment** is where you are the target of unwanted behaviour and/or you find that an intimidating, degrading, humiliating or offensive environment violates your dignity. Behaviours include unwelcome touching, threats, comments about how you look, indecent remarks, or receiving offensive pictures, emails or text messages.

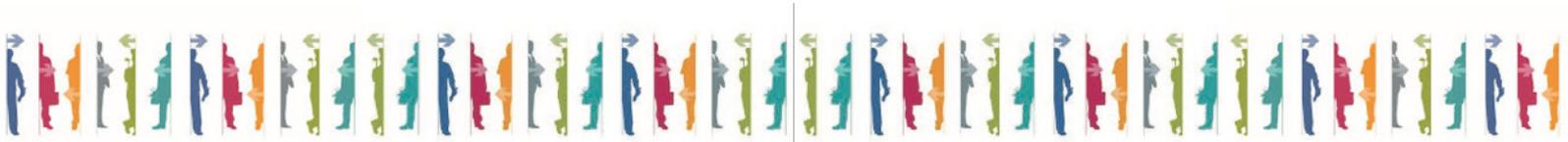
**For example:** Workers continually subject a gay colleague to offensive comments about his private life, and he is often ridiculed in front of management and criticised about his work. Despite complaints, management takes little action to prevent the harassment continuing. This may amount to harassment on the grounds of sexual orientation.

**Victimisation** is where you have made a complaint of discrimination or helped someone else with a complaint under the discrimination law and suffered as a result.

**For example:** An employer refuses to offer one of their employees overtime because he was a witness for a colleague who took a religious discrimination case against them to the tribunal. This may amount to victimisation on the grounds of religion.

**Reasonable adjustments** specific to disability discrimination law. An employer must ensure the workplace and all aspects of employment do not make it unreasonably difficult for you to apply for or carry out your job.

**For example:** An employee with dyslexia applies for a promotion and part of the selection process involves writing letters. The employee finds it difficult to write letters in stressful situations and within short dead lines. The employer allows the disabled employee more time to take the test.



### Contact us

If you believe you have been discriminated against at work and require assistance or would like to make a discrimination complaint, complete our online form or telephone 028 90 500 600 (10am-4pm, Mon-Fri). Remember there are strict time limits for taking a case of discrimination. Complaints on employment issues must normally be made to the tribunal within three months of the discriminatory act. Only a tribunal decides whether the treatment you have complained of is unlawful discrimination. It is separate to, and independent from, the Equality Commission.

**For further information read about the complaints process.**

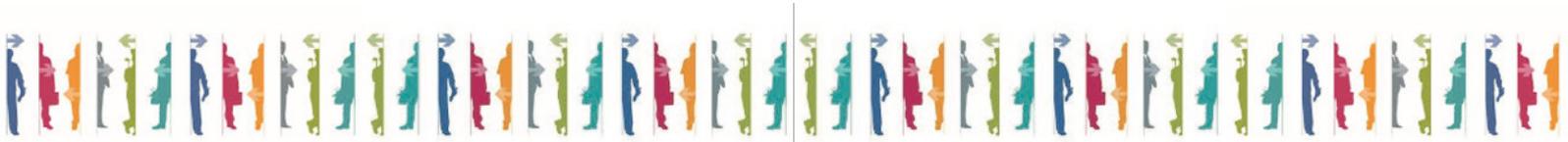




## Useful Web Addresses for the Cross Border Worker, Employer and Jobseeker



<a href="http://www.eurescrossborder.eu">www.eurescrossborder.eu</a>	EURES Cross Border Partnership Ireland/Northern Ireland website
<a href="http://www.ec.europa.eu/eures">www.ec.europa.eu/eures</a>	European Employment Service portal - vacancies in Europe
<a href="http://www.welfare.ie">www.welfare.ie</a>	Employment and Welfare Government Service Ireland
<a href="http://www.communities-ni.gov.uk">www.communities-ni.gov.uk</a>	Public Employment Service Northern Ireland
<a href="http://www.jobsireland.ie">www.jobsireland.ie</a>	Current vacancies in Ireland
<a href="http://www.jobcentreonline.com">www.jobcentreonline.com</a>	Current vacancies in Northern Ireland
<a href="http://www.citizensinformation.ie">www.citizensinformation.ie</a>	Public Service Information in Ireland
<a href="http://www.nidirect.gov.uk">www.nidirect.gov.uk</a>	Public Service Information in Northern Ireland
<a href="http://www.citizensadvice.org.uk">www.citizensadvice.org.uk</a>	Citizens Advice Bureau Northern Ireland
<a href="http://www.ibec.ie">www.ibec.ie</a>	Irish Business & Employer confederation, Business & Employer Organisation
<a href="http://www.cbi.org.uk">www.cbi.org.uk</a>	Confederation of British Industry, UK Business & Employer Organisation
<a href="http://www.qualificationsrecognition.ie">www.qualificationsrecognition.ie</a>	Recognition of qualifications Ireland
<a href="http://www.naric.org.uk">www.naric.org.uk</a>	Recognition of qualifications UK
<a href="http://www.nijobs.com">www.nijobs.com</a>	Jobs in Northern Ireland website
<a href="http://www.irishjobs.ie">www.irishjobs.ie</a>	Jobs in Ireland website
<a href="http://www.careersserviceni.com">www.careersserviceni.com</a>	Careers Service for Northern Ireland
<a href="http://www.borderpeople.info">www.borderpeople.info</a>	Access point for Cross Border information on the Island of Ireland
<a href="http://www.crossborder.ie">www.crossborder.ie</a>	Centre for Cross Border Studies website
<a href="http://www.icban.com">www.icban.com</a>	Irish Central Border Area Network
<a href="http://www.learndirect.com">www.learndirect.com</a>	College & Business Courses in Northern Ireland
<a href="http://www.qualifax.ie">www.qualifax.ie</a>	Courses & Careers Information Ireland
<a href="http://www.cavanitc.ie/hatch">www.cavanitc.ie/hatch</a>	Cross Border Hubs
<a href="http://www.equalityni.org">www.equalityni.org</a>	Information on Equality Northern Ireland
<a href="http://www.employersonlineni.com">www.employersonlineni.com</a>	Employers facility to advertise vacancies
<a href="http://www.adviceguide.org.uk">www.adviceguide.org.uk</a>	Citizens Advice
<a href="http://www.hmrc.gov.uk">www.hmrc.gov.uk</a>	Revenue & Customs Northern Ireland
<a href="http://www.jobsguideireland.com">www.jobsguideireland.com</a>	Rights as a worker-Ireland
<a href="http://www.equality.ie">www.equality.ie</a>	Information on Equality Ireland
<a href="http://www.susi.ie">www.susi.ie</a>	Information on student support - Ireland
<a href="http://www.hse.ie">www.hse.ie</a>	Information on health services - Northern Ireland
<a href="http://www.dbei.gov.ie">www.dbei.gov.ie</a>	Department of Business, Enterprise and Innovation
<a href="http://www.localenterprise.ie">www.localenterprise.ie</a>	City & County Enterprise Boards
<a href="http://www.equality.ie">www.equality.ie</a>	Irish Human Rights & Equality Commission
<a href="http://www.education.ie">www.education.ie</a>	The Department of Education & Skills



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