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**STEPS** **TO** **WORK**

“Taking  
steps to  
your future”

STWL4

**JOBS  
TRAINING  
QUALIFICATIONS  
SKILLS**

For further information visit  
[www.delni.gov.uk/stepstowork](http://www.delni.gov.uk/stepstowork)  
or contact your local Jobs & Benefits office  
or JobCentre or call:

**FREEPHONE  
0800 353530**

The information in this leaflet can be made available  
in other formats on request.

**STEPS** **TO** **WORK**

**STARTING  
YOUR OWN  
BUSINESS**



**JOBS  
TRAINING  
QUALIFICATIONS  
SKILLS**

# STEPS TO WORK

## STARTING YOUR OWN BUSINESS

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### WOULD YOU LIKE TO START YOUR OWN BUSINESS?

Most people think about starting their own business. Starting your own business may initially be difficult. At first, you will have to do everything yourself, from buying the stamps to sweeping the floor and there are absolutely no guarantees of success. However, many people do make a success of it.

### WHAT KIND OF PERSON CAN MAKE A SUCCESS OF STARTING A BUSINESS?

You will need to be able to offer a product or service that people will pay for and you will need determination to keep on going through any difficult times.

To run a successful business, you will have to make plans about time and money and stick to those plans. At times, you may have to take financial risks and also be prepared to work longer hours than people in ordinary jobs.

To run your own business, you will need to gain the respect and trust of other people - and if you want your customers to do business with you again, they will have to be convinced that you are dependable and efficient.

One attraction of self-employment is that it suits all sorts of people. Women and men from a wide range of backgrounds can and do build their own successful businesses in all sorts of occupational areas.

### HOW CAN STEPS TO WORK HELP?

If you are interested in setting up your own business, and are eligible for Steps to Work, why not discuss your business idea with your Adviser? Your Jobs & Benefits office or JobCentre will be able to put you in touch with an organisation that specialises in helping people set up and run businesses and arrange for them to discuss your business idea with you.

If you are not able to move immediately into self-employment, you may be eligible for the Steps to Work Self-Employment route.

### YOUR ROUTE TO SELF-EMPLOYMENT THROUGH STEPS TO WORK WILL TAKE YOU THROUGH THREE PHASES:

#### Phase 1

A basic awareness session usually lasting one half day. This is to ensure that participants do not have unrealistic expectations about their ability to succeed in self-employment.

#### Phase 2

Attendance at the Northern Ireland Start a Business programme (SABp), usually involving five days attendance over a three week period, where you will receive support, mentoring and help to develop a Business Plan.

#### Phase 3

A period of test trading for up to 26 weeks, with the support and guidance of an organisation experienced in self-employment matters. While test trading, those on JSA will receive a Benefit Based Training Allowance (equal to their rate of JSA) plus a weekly top-up. Other benefit claimants will retain entitlement to any benefit in payment plus receive a weekly Training Premium. You may, of course, leave test trading at any time during this process to set up your own business or to take up a job.

### USEFUL WEBSITES

[www.investni.com](http://www.investni.com)  
[www.intertradeireland.com](http://www.intertradeireland.com)  
[www.princes-trust.org.uk](http://www.princes-trust.org.uk)  
[www.advantage-ni.com](http://www.advantage-ni.com)  
[www.hmrc.gov.uk/selfemployed](http://www.hmrc.gov.uk/selfemployed)