



BODMIN CHAMBER OF COMMERCE & INDUSTRY

— Building a better Bodmin in Business for the Community

What is the Kickstart Scheme?

The Kickstart Scheme provides funding to employers to create new 6-month job placements for young people, aged 16 -24, who are currently on Universal Credit and at risk of long-term unemployment. The objective is to make these young people more employable by giving them experience and some basic skills that will help them find work and be of value in the workplace.

This is part of the government's Plan for Jobs and aims to create hundreds and thousands of new, fully funded jobs across England, Scotland and Wales. The first placements will be available from November 2020 and current plans indicate that the latest placements would start in December 2021.

Why young people?

Young people are always hit hard in any financial crisis with long term implications for their careers later in life. Forecasts from experts have predicted that more than a million young people will be out of work this year. Think-tank, the Institute for Public Policy Research said 410,000 18 to 24-year-olds were already jobless and it forecast 620,000 more would be out of work in the next six months.

What will the funding cover?

Funding will cover for each job placement:

- 100% of the relevant National Minimum Wage for 25 hours a week
- the associated employer National Insurance contributions
- employer minimum automatic enrolment contributions

Employers can choose to pay more than the minimum wage, or for more hours, but they will be responsible for making up the difference and will not receive additional funding.

Employers will also receive a one-off payment of £1,500 for each job placement to set up support and training, as well as helping pay for uniforms and other setup costs.

There will also be extra funding to support young people to build their experience and help them move into sustained employment after they have completed their Kickstart Scheme funded job although details of this has not yet been communicated.

Nature of applications and limits on Scheme placements

There is currently no limit set on the number of placements to be offered by the Scheme. Bids for funding are open, not competitive bids.

There are no limits on the number of placements per employer, but they must be appropriate for the existing workforce and information will be required to justify all placements.

You can also apply for placements to start at a future date. For example, you can apply for a placement to start immediately and another in three months, another in six etc. Once a job placement is created, it can be taken up by a second person once the first successful applicant has completed their 6-month term. However, you cannot have the same applicant repeat a placement.

Who can apply for funding?

Any organisation, regardless of size, can apply for funding.

How do you apply?

Initially the scheme had a minimum number of 30 placements per application but this restriction has now been removed and employers can apply directly online even if you have only one placement.

[Home - Apply for a Kickstart Scheme Grant for Employers – GOV.UK \(apply-kickstart-grant-employer.service.gov.uk\)](https://apply-kickstart-grant-employer.service.gov.uk)

You can, if you prefer, still apply through a Kickstart Gateway employer and can search for one here

[Welcome - Find a Kickstart gateway - GOV.UK \(dwp.gov.uk\)](https://dwp.gov.uk)

What are the responsibilities of a Kickstart gateway or employer representative?

They will:

- gather information from the employers about the job placements they would like to offer
- use this information to submit an online application on behalf of a group of employers
- pass on the relevant payments made by DWP to the employer (for example the young person's salary)

They may also:

- share their expertise with employers to help them onboard and train young people employed through the scheme, for example supporting those with particular disadvantages or working in certain sectors
- provide employability support directly to young people employed through the scheme

The representative must have:

- experience of managing partnership agreements with third parties
- robust financial and governance processes to manage the application

This is a pivotal role. The representative will act on the employers' behalf and provide support. Representatives will receive a one-off payment of £300 per successful placement to defray costs.

What are the rules governing the placements?

The job placements created with Kickstart funding must be new jobs. They must not:

- replace existing or planned vacancies
- cause existing employees or contractors to lose or reduce their employment

The roles you are applying for must be:

- a minimum of 25 hours per week, for 6 months
- paid at least the National Minimum Wage for their age group
- should not require people to undertake extensive training before they begin the job placement

In addition to the work experience, the employer must provide training and mentoring that will help the participants to develop their skills and experience, including:

- support to look for long-term work, including career advice and setting goals
- support with CV and interview preparations
- supporting the participant with basic skills, such as attendance, timekeeping and teamwork

Training can be delivered online but must satisfy the requirements.

Once a job placement is created, it can be taken up by a second person once the first successful applicant has completed their 6-month term.

What information must you provide to support an application for funding?

The following information must be provided for all placement applications

- the Companies House reference number or Charity Commission number (Public sector organisations and exempt charities should enter '0' when asked for a Companies House or Charity Commission number)
- the organisation address and contact details
- details of the job placements and their location

You will need to provide detailed job descriptions for each of the job placements you apply for. This should include any information required for any normal recruitment job description. It must also include details of what candidates need to do to apply for the job placement.

Information is also required to prove that the job placements are new jobs and do not:

- replace existing or planned vacancies
- cause existing employees, apprentices or contractors to lose or reduce their employment

This information must include details of the current workforce and:

- any changes to your workforce in the last 6 months and why (for example redundancies and changes to hours worked by existing staff)
- the number of people affected by changes to your workforce in the last 6 months as well as the size of your overall workforce
- about the kinds of roles, functions and average salary of those who were made redundant or who had their hours reduced in the last 6 months
- if you would be able to create these job placements without Kickstart Scheme funding and what funding source you would use
- what recruitment you have completed, started or paused in the last 6 months, including how similar these vacancies are, or were, to the roles you are creating for the Kickstart Scheme
- if the job placements are similar to existing or planned roles or the roles previously done by those made redundant or with fewer working hours, why you are using Kickstart Scheme funding to create similar roles

- if you have engaged with any relevant trade unions and any advice that they have given

You also need to provide details about how you will help develop the employability skills of the young people. This must include:

- what support will be offered (for example helping them with writing their CV and preparing for an interview)
- when you will provide this support (for example half-way through their placement or towards the end)
- how many hours it will take
- who will provide the support (for example you may already have a pre-existing relationship with training providers)
- how you will monitor the support given to the participant to ensure they will be more employable at the end of their job placement
- how the participant can provide feedback during their placement and afterwards, and how this will be acted on if needed

What happens once you have applied?

Your application will be reviewed to check it meets the requirements of the Kickstart Scheme. It will then go to a panel for consideration. This is not a competitive process, but Kickstart will only provide funding when the job placements meet the criteria.

The DWP may contact you for further information as part of your application. They aim to respond to applications within 1 month.

What happens if your application is successful?

If your application meets the requirements of the scheme, you will receive a letter with a grant agreement. This agreement will include what your company has agreed to provide, and how much funding you will receive from the Kickstart Scheme.

You must sign and return your grant agreement, using the details in the letter, before any job placements can begin.

The details of your placement will be forwarded to your local Job Centre and young people will be contacted and asked if they would like to apply for any of the roles. They will not be placed under any pressure to apply.

You will then be contacted by the young people who have been matched to your job placement, in the manner requested in your application. You can then choose who to employ. You will only obtain funding if you appoint a young person who has been introduced through the Job Centre.

What happens if your application is unsuccessful?

If your application does not meet the requirements of the scheme, you will receive feedback that will explain why you were not successful. You can submit a new application with further information. There is no limit to the number of times you can apply for funding, however there is no legal right of appeal.

How to add more job placements after it has been approved

You can add more job placements to your grant agreement after it has been approved, You do not need to apply again. The additional job placements will be assessed to make sure they meet the Kickstart Scheme criteria.

If you applied directly you need to get in touch with your local Kickstart Scheme contact – southwest.kickstart@dwp.gov.uk

If you applied through a Kickstart Gateway, tell them you would like to add more job placements to your grant agreement and they will contact DWP to arrange this.

How is the funding paid?

If you apply online, DWP will send the funding directly to you. The £1500 per placement funding for setup costs will be paid when you tell the DWP that the young person has started the job placement.

If you apply through a Gateway, DWP will send the funding to them and they will be responsible for sending the funding to you. To get your £1500 set up fund you need to tell the Gateway that the young person has started and they will send it to you once they have received it from the DWP.

What if it does not work out and you want to end a placement?

Employers can end a placement at any time, but it is asked that the reasons are discussed with the Job Centre Work Coach. This might be for business reasons or if there is a problem with the young person.