YOUNG PEOPLE WORK

KICKSTART SCHEME

An employer's guide

OCT 2020

MOVEMENT TO WORK™

Welcome

Movement to Work (MtW) is committed to helping young people (those aged 16-30) who are not in education, employment or training, to move closer to the world of work, by creating vocational workplace opportunities and work experience placements.

In July 2020, the government committed up to £2.1bn for Great Britain, to fund the direct creation of 300,000 high quality jobs for 16-24 year olds.
Since then, Movement to Work (MTW) has been working closely with the Department for Work and Pensions (DWP) to support the design and implementation of the new scheme.

This employers' guide outlines the Kickstart Scheme and details how to successfully engage in the best way possible to deliver quality opportunities for young people.

Is this guide for you?

This guide is for employers of all sizes who want to use the Kickstart scheme to bring young people into their workforce.

How will this guide help?

This guide is designed to support you so that you can help young people to:

- Make the greatest possible contribution to your work on their Kickstart placement.
- Overcome barriers and challenges to succeeding at work.
- Move into permanent employment after their placement.

To deliver Kickstart successfully it's important that you make **careful, informed choices** about how to support young people into work and who you work with to support them.

MOVEMENT TO WORK™

What is Kickstart?

The Kickstart Scheme provides funding to employers to create new 6-month job placements for young people who are currently on Universal Credit and at risk of long-term unemployment.

Funding will cover, for each job placement:

- 100% of the relevant National Minimum Wage for 25 hours a week, paid monthly, in arrears.
- Associated employer National Insurance contributions
- Employer minimum automatic enrolment contributions
- One off £1,500 per job placement payment to be put towards setup costs, support and training. Payment will be made following confirmed start from the employer, and verification from HMRC that the Kickstarter has been entered onto the payroll

Broch
Civil Service, MtW Youth Ambassador

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.

Read more about the Kickstart scheme on the Government's web pages here.

Taking part and offering 30 or more Kickstart jobs

If your organisation is creating more than 30 job placements between now and December 2021 as part of the Kickstart Scheme, you can submit your application directly to Department for Work and Pensions (DWP) here.

If you are seeking to create 30+ placements, you can still speak to a member of the Movement to Work team about how to make a strong application. Please complete our contact form and a member of the team will be in touch with you as soon as we can. Click here to get started!

Taking part and offering fewer than 30 Kickstart jobs

If your organisation is creating **fewer than 30 job placements** between now and December 2021, you need to join with a group of employers to apply together. One organisation will then manage this process on behalf of your group of employers and are known as Gateways. These organisations have previously been called Intermediaries and Representatives.

Are you Kickstart ready?

Regardless of the number of placements you wish to host, there are several criteria you need to meet in order to see your application approved.

There are also a number of additional considerations that will not only support a successful tender but also guarantee a quality placement for your Kickstart placements.

JJ
BT, MtW Youth Ambassador

Kickstart Criteria

DWP lays out the following criteria of which employers should be aware if they wish to successfully apply for a Kickstart role within their organisation.

- All Kickstart job placements created **must** be new jobs. They **must not:**
  - Displace anyone else in the labour market through replacement of existing or planned vacancies
  - Cause existing employees **or contractors** to lose or reduce their working hours

- All Kickstart job placements **must be:**
  - A minimum of 25 hours per week (employers can top-up)
  - For a period of 6 months
  - Paid at least the national minimum wage for their age (employers can top-up)
  - Accessible – i.e. should not require extensive training before the job placement begins

Aisah
IBM, MtW Youth Ambassador

Employers are expected to submit, alongside their application, details of how they will help participants develop their skills and experience through:

- Support to look for long-term work
- Career advice and goal setting
- Support with CV writing and interview preparations
- Basic employability skills training such as attendance, timekeeping and teamwork.

Offering a high quality placement - Movement to work expectations

The Kickstart scheme is designed to support those young people at risk of long-term unemployment. Some of these individuals may already have been out of work for significant lengths of time or may be waiting for an opportunity to secure their very first role.

Movement to Work expect a high level of care and support from all employers offering young people a Kickstart placement and therefore anticipate employers helping participants develop their skills and experience through:

- Support to look for long-term work
- Career advice and goal setting
- Support with CV writing and interview preparations
- Basic employability skills training such as attendance, timekeeping and teamwork

Remember, the Kickstart programme provides a £1,500 setup grant per placement to help you offer this support. You should therefore consider:

- Provisioning IT kit, uniforms and any other items required for the person to work in your business where applicable
- Putting some of this grant towards general support for Kickstart participants in finding work and succeeding at work.
- Keeping some of the grant available to support participants to overcome any specific barriers that they face (e.g. mental health, disability, English and maths skills etc.).

Please be aware that support for young people with health and disability barriers can also be found via the Government's Access to Work and Disability Confident services.

Choosing a Gateway

If you are creating fewer that 30 placements, a Kickstart Gateway organisation can act on your behalf and manage the application process for you.

The Gateway will receive a £300 per placement government payment to cover their administrative costs.

DWP lays out the following detail to describe the role of a Gateway organisation.

Rebeckah
BAE Systems, MtW Youth Ambassador

Gateways will:

- Gather information about the job placements you'd like to offer
- Use this information to submit an online application on your behalf
- Pass on relevant payments made by DWP, to you.

They may also:

- Share expertise with you to help you 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

DWP host a list of organisations who have expressed an interest in acting as a Gateway. Whilst these organisations have been checked using the Cabinet Office Spotlight Tool*, this does not guarantee that your application will be approved upon submission by a Gateway with whom you choose to partner.

*Spotlight is a tool that performs automated due diligence checks These complicated checks, which used to take hours, are now done in seconds. Spotlight checks large amounts of data to highlight areas for further investigation. Risks are emphasised to help administrators make better decisions and helps reduce the risk of fraud.

MOVEMENT TO WORK™

Choosing and working with a Gateway organisation - Movement to Work's advice

Whilst any and all Gateways are able to act on your behalf, Movement to Work recommend:

- Interviewing the Gateway organisation to understand their track record of working with young people, working with employers, and understanding of financial management **before you agree to fund their support**
- Complete employer discretion utilising the £1,500 setup payment to support young people
- Utilising a portion of the grant to help manage specific barriers to employment such as English and maths skills etc.

We would suggest the following additional considerations are taken into account before committing to your choice:

Is the Gateway a Movement to Work Approved Partner?

Movement to Work recommend selecting a Gateway organisation **who form part of our Approved Partner Network**. MtW partners all share the same ethos and passion for youth employment and have demonstrated a positive level of commitment that has seen them accepted as a valued partner.

What happens to my £1,500 setup payment?

Should a Gateway indicate they will retain a portion of the £1,500 per placement setup grant, Movement to Work recommend fully understanding the services being offered in exchange.
Employers could expect to receive employability training for their placements, mentoring support, skills training e.g. Interview and CV writing support, and other additional health and wellbeing support.
Remember, the setup grant is for you, as an employer, to support the young person into role.

When will I receive my payments?

Movement to Work recommend fully understanding when payments managed by the Gateway, on your behalf, will be paid to you.
Will the Gateway's payment schedule allow you to adequately manage your cashflow in order to support your placements?

MOVEMENT TO WORK™

Do I need additional support?

Supporting a young person with specific barriers into and through a Kickstart placement can provide additional challenges.
Movement to Work's Approved Partner Network comprises organisations that can support young people to tackle those specific barriers.
Whilst these organisations may not act as Gateways, they can be engaged to deliver the targeted support you need.

What happens if my application is rejected?

Whilst your Gateway organisation should and will work with you to ensure your application meets all required criteria, there is no guarantee that it will be accepted.

Your Gateway organisation is well placed to work with you on a resubmission, should this be your choice.
However, if Kickstart is not a viable option, there are many other choices available that allow you to offer work experience to young people.

You've already demonstrated that commitment by considering Kickstart so please, CONTACT US at Movement to Work where we can work with you **free of charge** to access government funding and create bespoke in-house work experience programmes for the young people in your area.

Emerge STRONGER.

MOVEMENT TO WORK™

APPENDIX

Movement to Work Approved Partner Network
Gateway Organisations

Organisation	Website	Contact
Mencap	https://www.mencap.org.uk/	Mark.capper@mencap.org.uk
The Launch Group	https://thelaunchgroup.co.uk	jonathan@thelaunchgroup.co.uk
Forward Trust	https://www.forwardtrust.org.uk/news-and-updates/new-forward-initiative-helps-employers-access-kickstart-funding	Daniel.Cook@forwardtrust.org.uk
Catch-22	https://www.catch-22.org.uk/kickstart-community/	
London Learning Consortium	https://www.londonlc.org.uk/kickstart-employer-opportunity/	kickstart@londonlc.org.uk

Table contents subject to change

Return to previous page

Additional Work Experience Schemes

Sector Based Work Academy Programme (SWAP)

Three main components make up the SWAP and can (but does not have to) last up to 6 weeks:

1. Pre-employment training – matched to the needs of your business sector. MtW's Approved Partner Network can support with the delivery of pre-employment training
2. Work experience placement – a great opportunity to identify talent and for the individual to cement their knowledge and understanding of the required role
3. A guaranteed job interview or help with an employer's recruitment process

SWAP is eligible for job seekers aged 18 upwards. Participants remain on benefits while on a SWAP placement. The government will pay any travel and childcare costs whilst benefit claimants are on the scheme. There is no direct cost to an employer for running a sector-based work academy as training and administration costs are covered by government funding

Traineeships

The .Gov information as found here applies from September 2020.

Employers who make new work placement opportunities available may also receive an incentive payment of £1000 per learner, for up to 10 learners.

When offering a traineeship work placement you need to provide:

- Safe, meaningful and high-quality work experience
- A minimum of 70 hours of work experience - but no more than 240 hours for benefit claimants - over the duration of the traineeship (maximum of one year) and as agreed with the traineeship provider
- Constructive feedback and advice to the trainee
- An interview for an apprenticeship or job in your business at the end of the traineeship if one is available
- An exit interview at the end of the traineeship with meaningful written feedback if no job is available

The traineeship is free to your business, but you may support trainees with expenses such as transport and meals

Apprenticeships

Available until 31st January 2021, the government has introduced a new payment of £2,000 to employers in England for each new apprentice hired aged under 25, and a £1,500 payment for each new apprentice hired aged 25 and over. These payments are in addition to the existing £1,000 payment the government already provides for new 16-18 year-old apprentices, and those aged under 25 with an Education, Health and Care Plan – where that applies.

MOVEMENT
TO WORK™