



KICKSTART SCHEME FREQUENTLY ASKED QUESTIONS

Thank you for expressing interest in the UK Government Kickstart scheme by contacting the Gloucestershire County Council to act as your Gateway, so we have put together some useful frequently asked questions to support your application.

New information may emerge on:

www.gov.uk/kickstart

This is the Government website for the Scheme, so please visit for any further information as this is regularly updated.

How should employers show the placements are new jobs?

We have already stated that the job placements must not replace existing or planned vacancies, or cause existing employees, apprentices or contractors to lose work or reduce their working hours. You will need to tell us:

- How many employees you have?
- About 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
- 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 will be similar to existing or planned roles or the roles previously done by those made redundant or with fewer working hours
- If you've engaged with any relevant trade unions and any advice the unions have given.

KICKSTART SCHEME

What happens after the employer's application?

We will submit your details as part of a variation to our approved Gateway agreement. DWP will conduct spotlight checks on financial viability of employers, and will make a decision as to whether the employer can take part in the scheme. GCC does not have any influence on this decision. We will then receive an email with a decision on the application from DWP within one month.

The job placements do not exist until the application has been approved and you have signed the grant agreement with GCC and provide the Vacancy Templates.

What happens when employers are successful with their application?

- You will be asked to sign an agreement with GCC
- Once this is signed we will submit the vacancy templates to DWP who will approve them and let us know when they go live on the Jobcentre Plus system
- We will also distribute the vacancy's to our networks to make sure as many eligible young people as possible will be made aware
- Jobcentre Plus Work Coaches will refer suitable candidates to the roles and once referred, a young person will then be able to apply for your opportunity through the your recruitment process
- You will then be able to interview suitable candidates and select the candidate best suited to the role.

Funding will only be given if a young person is hired using the Kickstart scheme process.

Can employers apply for more placements?

You can apply for additional places through GCC once accepted onto the gateway.

How should employers support young people to become more employable?

You will need to let us know:

KICKSTART

SCHEME

- 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 halfway through their job 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 this support
- How the young person can provide feedback during their job placement and afterwards, and how this will be acted on

DWP may contact you or the young person during the job placement to check what employability support has been offered. This is to make sure the young person has the best experience from the scheme.

How do employers get the funding?

The Gateway (GCC) receives £1500 when the young person starts their placement which is then passed to the employer, less any previously agreed costs for any agreed optional training.

DWP will then pay GCC who reimburse the employer for the young person's monthly salary on the provision of the required evidence being produced to GCC.

Payment of wages and related costs

The DWP will use information from HMRC to check that the young person is still employed, and the young person's salary will be paid in monthly arrears once known they are:

- Enrolled on your payroll
- Being paid through Pay As You Earn (PAYE)

You can pay a higher wage and for more hours but the funding will not cover this.

How should an employer manage sickness absence?

KICKSTART SCHEME

A Kickstarter should be treated as a normal employee, the young person being covered by your normal HR policies, as well as normal employment law.

They should be subject to your normal sickness processes, so the expectation is that you should continue to pay the Kickstart grant, managing any period of sickness absence using your normal HR processes.

You would be unable to claim back SSP, as this in effect is using Crown funding to fund a Kickstart employee's pay.

Can a Kickstart placement be extended due to sickness absence?

Unless there are extra-ordinary circumstances that have the agreement of DWP, the Kickstart funding is only provided for a 6-month period for each Participant. There is no Grant funding for any period of employment after these 6-months.

What happens if a young person with a disability is struggling to work 25-hours per week?

In conversation with the employer, the young person's hours can be reduced, so it is suggested the employer and young person meet to explore the optimum working hours to meet the business need.

What happens if the placement does not work out with the young person?

If the relationship is not working out, then:

- It can be terminated
- A new young person can be appointed into the placement
- The young person can find a new opportunity

KICKSTART SCHEME

Can employers host repeat placements?

You can offer further placements until the closure of applications for the Scheme with the agreement of DWP.

Do employers need to employ Kickstarters after the 6-months?

No, there is no requirement for you to employ the young person after 6 months, although you will be able to offer permanent roles to them should you wish. The main goal of the placement is to give young people skills to make them fundamentally more employable in the long term.