

**Everything you need to know about the Kickstart Scheme**

With many people facing unemployment as a result of COVID-19, businesses have been faced with the difficult decision to make their people redundant or keep them furloughed for the past year. We understand that keeping your people in employment while trying to operate might have been costly which is why you might benefit from the Kickstart Scheme.

On Wednesday 2 September 2020, the government finally published details of the Kickstart scheme announced by the Chancellor earlier in the summer. To give you a full understanding of what the scheme offers, if you're eligible, and how it will benefit your business, Citation's Employment Law experts have put together this guide to cover the details.

## What is the scheme?

The scheme is aimed at helping unemployed young people get a foothold on the career ladder by funding six-month job placements.

Under the scheme the government will directly pay employers to create these placements.

The scheme is available in England, Scotland, and Wales.

## What funding is available?

Funding will cover 100% of the relevant National Minimum Wage for 25 hours a week for a 6 month placement, plus associated employer National Insurance contributions and employer minimum automatic enrolment contributions.

There is also funding available of £1,500 per job placement to cover the initial set up costs and the costs of training and support.

Funding is only available where an employer has made a successful application to the scheme.

## What's the criteria?

To apply to the Kickstart Scheme, there are some things you need to consider when submitting your application;

- The employee must be aged between 16 and 24 years old and must be currently in receipt of Universal Credit.
- The job must be for six months.
- You must be able to show that it's a new job, additional to existing roles within the business. The guidance says the placement must not "replace existing or planned vacancies or cause existing employees or contractors to lose or reduce their employment".

- The placement should support the employee in acquiring the skills and experience they will need to find work after the placement comes to an end.
- It must be for at least 25 hours per week and must pay at least the National Minimum Wage for their age group.
- It must not require the employee to undertake extensive training before starting the placement.

## Partnering with other organisations and applying through a representative

You can do this either through:

- A group of employers nominating a representative to submit applications for the group or
- Registering your interest with existing representatives such as trade bodies, chambers of commerce etc.

Currently applications are only being accepted from representatives who have:

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

As part of the application process, the DWP will assess how suitable the representative is.

The guidance states that further information will be provided at a later date on how groups who do not have the experience can become representatives.

Representatives can get £300 of funding to help with the admin costs of bringing together the applications of several employers.

## How to apply

You can apply online directly.

**The application must include the following:**

- Companies House reference number or Charity Commission number
- Your company address and contact details
- Details of the placements and location
- Information on the support you can offer to 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"
- Supporting information to show the scheme criteria are met (hours, pay etc)

A panel will then consider your application to ensure it meets the scheme criteria and the government aims to give an outcome within one month of application.

If the application is successful, you will receive a letter enclosing a grant agreement which confirms how much funding you'll receive under the scheme along with what you have

agreed to provide for your workers.

You must sign this agreement and return it before any placements can begin. You must provide job descriptions for each of the placements including how candidates should apply. You'll then be contacted directly by candidates who have been matched to the placement. Although it's up to you who to employ, funding will only be received if it's a candidate who's been introduced to the business by the Department of Work and Pensions.

There is no appeal process if the application is unsuccessful, but you'll be able to submit a new application with additional information and there is no limit on the number of times you can make an application.

### How is funding paid?

The set-up costs will be paid once you've confirmed that the person has started work, is enrolled on your payroll and is being paid through PAYE. DWP will pay the grant in arrears, using information from HMRC to check that the person is still employed.

### How will the scheme be monitored?

During the placement, DWP may contact you or your employee to check the support they're receiving to ensure the employee is getting the best experience from the scheme.

### Can I take on successive workers for the same placement role?

Yes, the guidance makes it clear that once a placement has been created and a first successful applicant has completed the six-month term, you're able to take on a second worker on the placement.

### How can iHASCO help?

Here at iHASCO are proud to be able to provide young employees with the skills they need to thrive. The soft skills included in our [Workplace training and skills for young adults bundle](#) is perfect support for the Kickstart Scheme.

Included in this bundle are

- Conflict Resolution Training,
- Resilience Training,
- Time Management Training,
- Equality and Diversity Training,
- Unconscious Bias Training,
- Stress Awareness & Management Training,
- Mental Health Awareness Training,

- Managing Anxiety Training,
- Communication Skills Training,
- Confidence Building Training,
- Critical Thinking Training,
- Mindfulness Training,
- Problem Solving Training and
- Recognising Your Value Training.

Employers should use this scheme to help make young employees more employable in the future. This might be achieved by;

- helping them look for long term employment
- giving them advice, or setting goals
- provide help and advice with CVs and interviews
- help them to develop their skills in the workplace

## How can Citation help?

These are challenging times, especially for employees, business owners and employers. And we understand how helpful government schemes can be to kickstart your business.

If you want the backing of Citation's team of HR and Employment Law experts, to help you decide if the Kickstart Scheme is right for your business, to help you plan a recruitment strategy or even get contracts in place for these new placements, they're only a phone call away.

If you're not yet a client of theirs and you want to make their team an extension of your team, just give them a call on **0345 844 1111** or email [ihasco@citation.co.uk](mailto:ihasco@citation.co.uk) to have a chat about what your business needs.