

Withdrawn

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KICKSTART[®]
SCHEME

**PLAN FOR
JOBS**

A GUIDE FOR EMPLOYERS



HM Government

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WHAT IS KICKSTART?

For six months the Government will fund you to provide a job role for a young person.

For each young person you take on, as a direct employer you will receive £1,500 to support their learning.

You must provide support throughout the job to enable the young person to be in a good position to apply for a full-time role in the future.

Get your application in soon to give you the best opportunity of taking advantage of the Kickstart Scheme.



WHY SHOULD I SIGN UP TO KICKSTART?

You will have a young person working for you for six months, funded by the Government.

You will be able to give a young person who has been unemployed for a while a potentially life changing opportunity.

Your business will be set to benefit, flourish and grow by taking on these young people full of energy, new ideas and digital know-how.

There is very little to lose. If the job doesn't work for either of you, there is no commitment beyond the six months.

You will feel you are playing your part in helping with the wider post-pandemic economic recovery.



KICKSTART[®]
SCHEME

**WHAT PEOPLE INVOLVED
IN KICKSTART THINK
OF THE SCHEME**



AN EMPLOYER

MURPHY

WORLD-CLASS INFRASTRUCTURE

J. Murphy & Sons Limited, a specialist engineering and construction company, employ almost 4,000 people. They have taken on 40 young people since the scheme began and are currently recruiting for another 12.

“Kickstart seemed such a good fit for us. We are always on the look-out for talented people to join us in a variety of roles. We identified a number of job opportunities where we could offer not only 6 month placements but also permanent jobs at the end of it.

I found the process of applying for Kickstart easy and straightforward. We had good support from the local work coaches. Also our DWP national co-ordinator

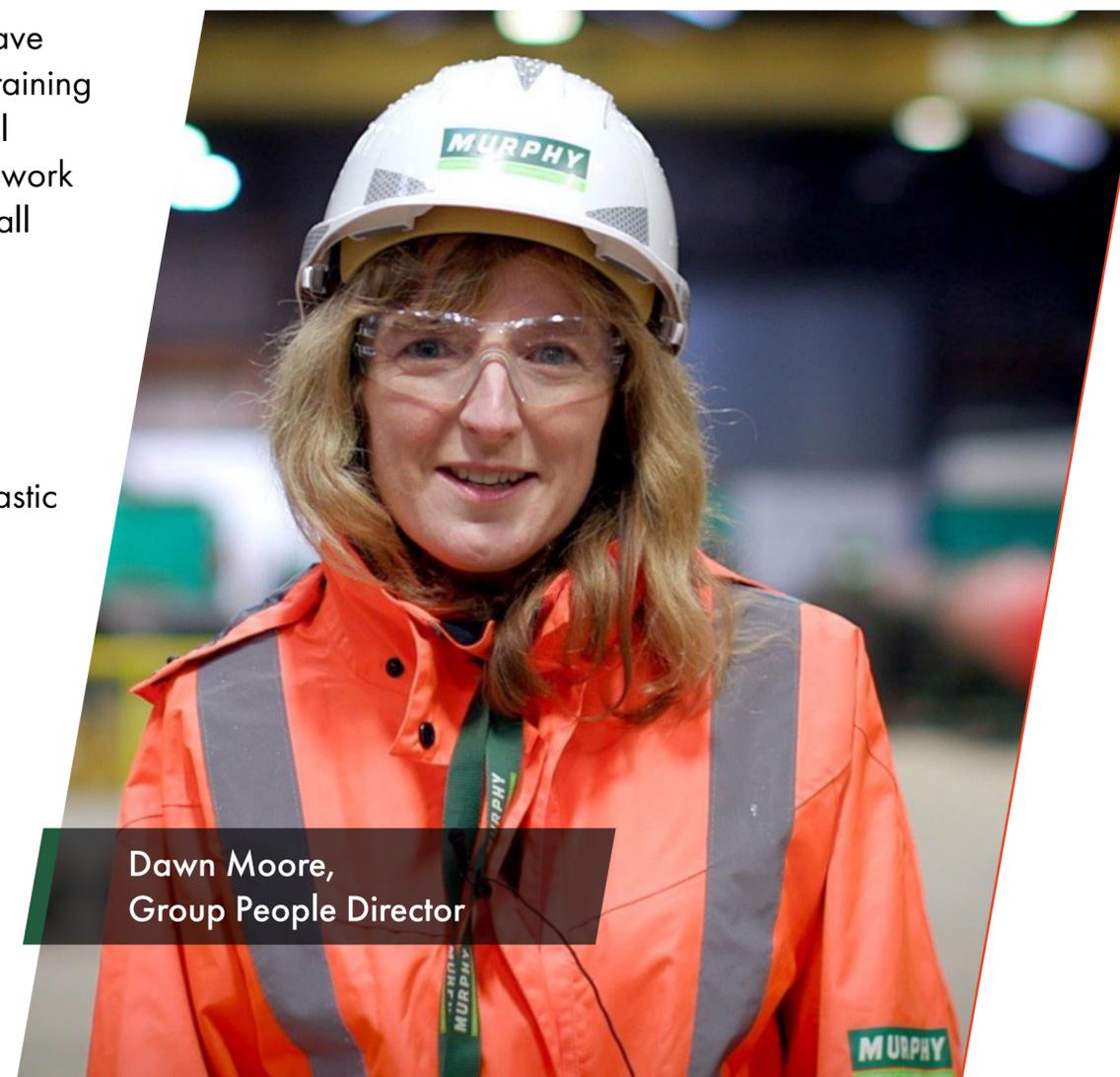
Denise has been fantastic, especially during lockdown when jobcentres were closed. She made sure our opportunities were still getting to the right audience.

All the young people on the Kickstart scheme have their own bespoke support programmes. Their training can range from soft skills through to more formal qualifications which will give them the ability to work anywhere in the construction industry. They are all given a mentor and an on the job ‘buddy’ – an experienced operative.

It has been brilliant for us because attracting young people into construction is an ongoing challenge and this has helped us identify a fantastic pool of talent who have the right attitude and interest in our sector. It has been heart-warming to see these young peoples’ confidence grow. Many of them would have been at risk of long term unemployment.

I would encourage other employers to go for it and apply! There are some fantastic candidates available through the scheme who just need

to be given a chance. My top tip is to spend time and effort up front in the job specification process so that you get the right candidates interested from the outset.”



Dawn Moore,
Group People Director

A YOUNG PERSON ON KICKSTART

MURPHY

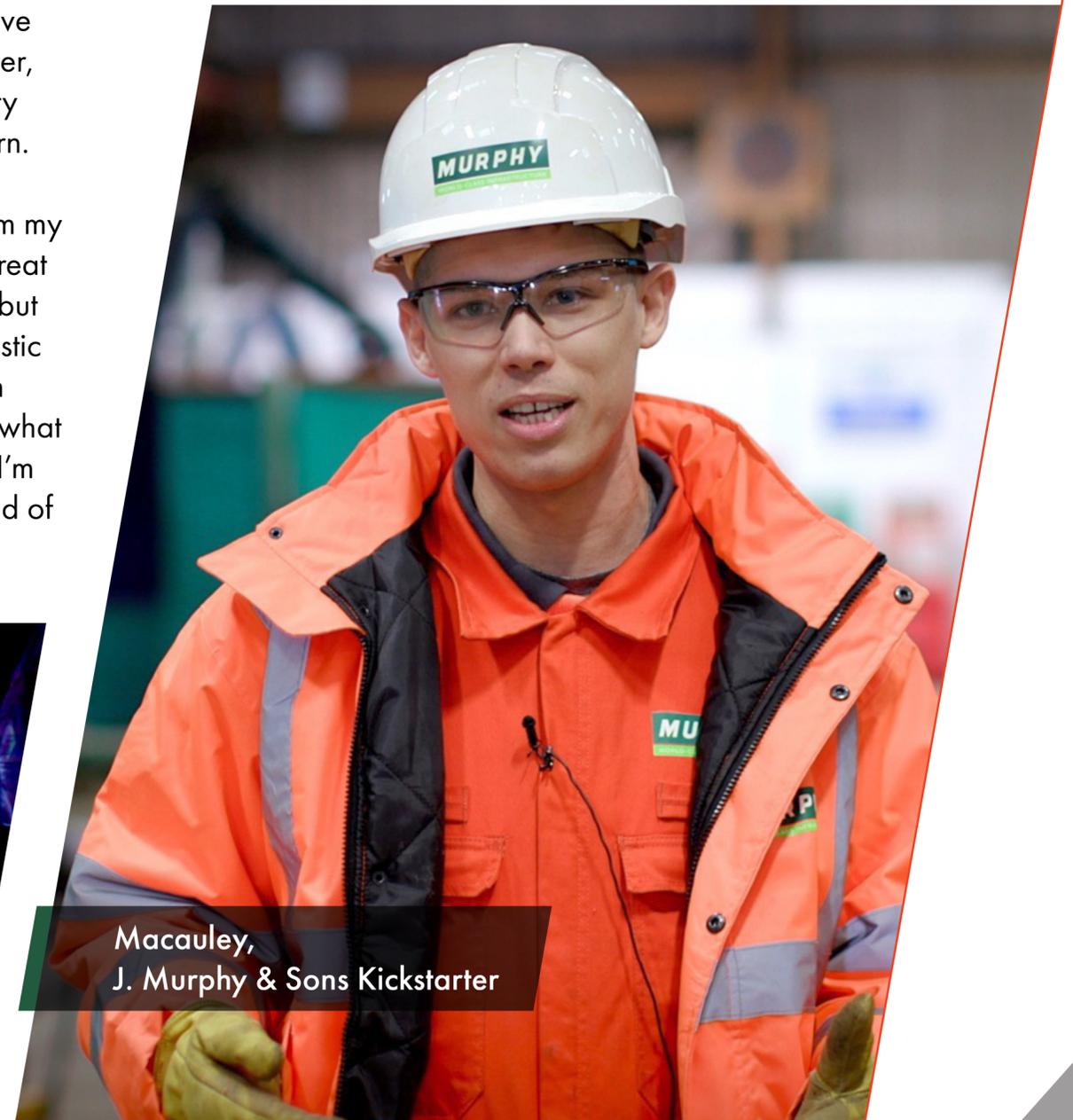
WORLD-CLASS INFRASTRUCTURE

“Before Kickstart came along I was unemployed for a while after losing my job due to covid-19. I was struggling to find a new job and my work coach told me about the scheme. Very soon after I applied I got an interview with Murphy. I was really pleased as it’s an industry I’ve wanted to work in for a while. My work coach gave me some interview tips.



“In the three months I have been at Murphy I have learned a lot of skills such as how to use a grinder, reading welder’s drawings and health and safety knowledge. I know there is still a lot more to learn.

“While working I’ve received lots of support from my line manager. My work peers have also been great making sure not only do I know what I’m doing but also why I’m doing it. I’ve always been enthusiastic to learn new skills. Having had no experience in construction, I now feel much more confident in what I’m doing and think I’m a lot more employable. I’m really hoping there is a permanent role at the end of my placement.”



Macauley,
J. Murphy & Sons Kickstarter

A GATEWAY

GREAT BRITISH ENTREPRENEUR AWARDS

One of the ways you can apply to the scheme is through a Kickstart gateway. This is an organisation who apply for funding on your behalf and help you through the process. Great British Entrepreneur Awards (GBEA) is a gateway representing 150 employers. As a company, Wales-based GBEA provide a platform for successful entrepreneurs to come together to share support and advice.

“We represent a community of some 50,000 entrepreneurs. When the Kickstart scheme was first announced all employers applying had to offer a minimum of 30 placements.

This would have put our members off, many of whom are small businesses, so we realised there was an opportunity for us to step in and help.

“We have already placed 300 young people in various Kickstart roles in over 150 businesses across the country. We didn’t find it hard to attract employers to our gateway. We were overwhelmed with responses from businesses on our database who we reached out to. Collectively we are now offering over 1,300 positions.

“The main benefit to businesses of using a gateway is the ability to speak with someone from a customer’s perspective who has the experience of applying, managing the process and be able to answer any questions. We’ve been able to support our employers with such things as job description templates to optimise more quality applications. Over half of the businesses we work with don’t have any in-house employability skills training for staff so we offer them our expertise.

“As a gateway we’re fortunate to have some personal account managers who can help us escalate any enquiries so although we can’t always fix any issues we can ensure that employees are kept in the loop and know we are continually working on their behalf with regular updates.”



Francesca James,
Founder

A LOCAL AUTHORITY GATEWAY



SKILLSHOUSE

SkillsHouse, part of City of Bradford Metropolitan District Council, is a Gateway for 160 local businesses. They have found 110 roles for young people through the scheme and have hundreds more vacancies going through the recruitment process in a range of business from Blinds and Shutter Manufactures to Museums & Galleries.

Sarah Napier, is a Project Manager at SkillsHouse:

"We have witnessed first-hand, the impact the pandemic has had on young people's career options and so wanted to be involved in helping create new exciting opportunities for them with local businesses.

"We found it easy to attract local businesses to choose us as a gateway. We advertised in-house but also through other business forums such as Chamber of Commerce. We felt some smaller business may find navigating the Kickstart process and eligibility criteria a little daunting.

It has been fabulous to see these Kickstart jobs coming to life."

"It has been fabulous to see these Kickstart jobs coming to life. Some businesses have already started to see the young people who at first seemed quite introverted, begin to blossom and add value to their business.

"Some employers have told us the young people they've taken on could be future leaders in their businesses!

Businesses applying through our gateway get a dedicated local contact to help answer their questions every step of the way. We have also been able to help employers with the support they offer the young people taking up their placements. We've formed partnerships with local colleges, University and volunteering organisations enabling us to offer a range of training opportunities and pastoral support."

DWP WORK COACH

jobcentreplus

Marcia Brown is a DWP Work Coach in East London. She meets and gets to know young people on Universal Credit and encourages them to apply for the Kickstart roles.

“The young people I see at the jobcentre have an amazing skills set. They are curious, eager to learn and can bring fresh ideas into a business.

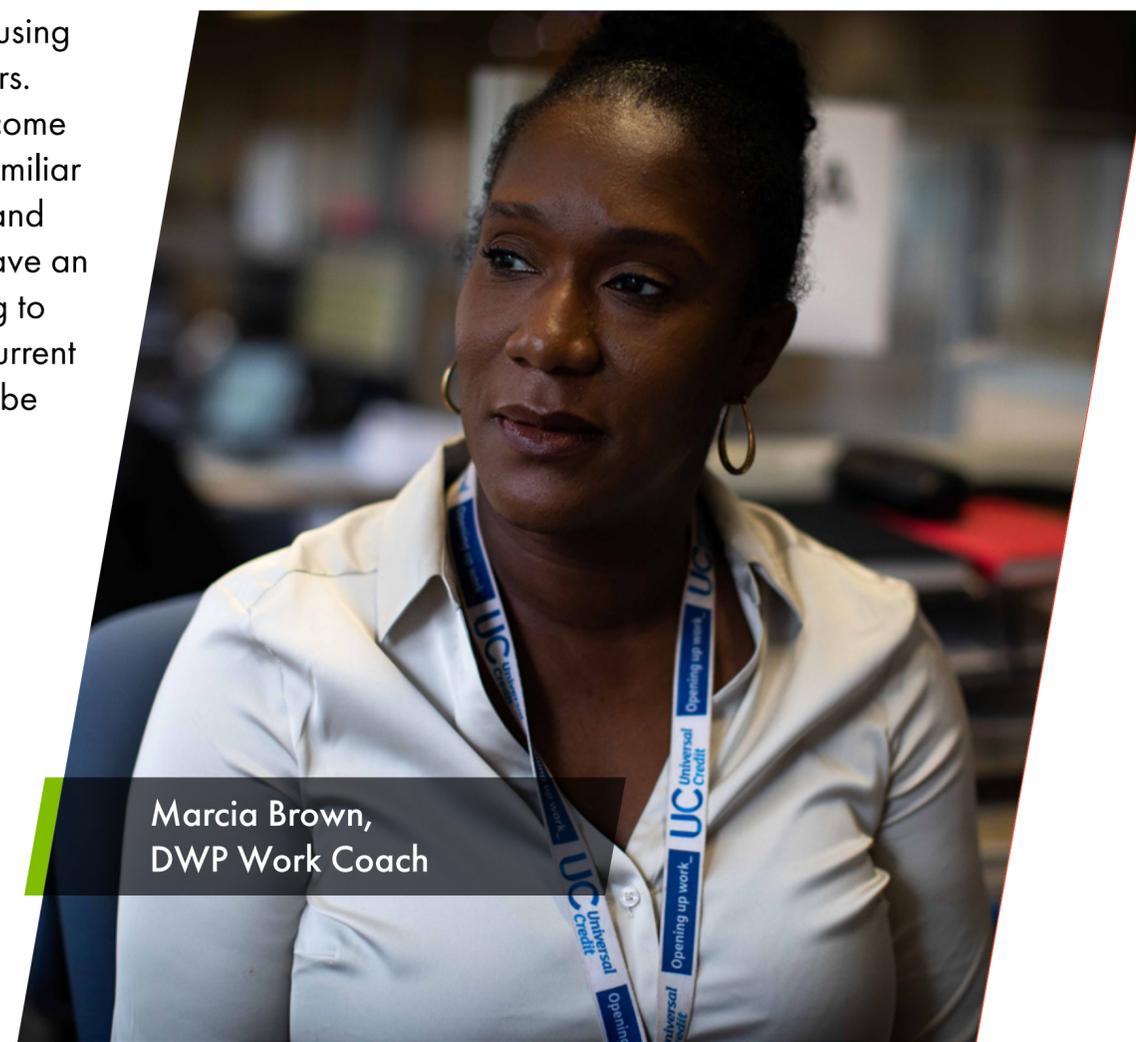
“I know from personal experience we’ve had a few young people working here through the Kickstart scheme and they have brought real energy into the office. I’ve heard other employers say they have rejuvenated the whole team and up-skilled some of their existing staff with their digital skills.

People can have fixed views and ways of doing business, bringing in a young person through Kickstart can make staff take a step back and question the way things are done.

“During the pandemic more companies started using social media to communicate with their customers. Companies have had to evolve quickly and become more digital savvy. 16-24 year olds are very familiar with these platforms, they know how to target and communicate with certain demographics and have an understanding of what is relevant and interesting to people. They can also educate companies on current social and environmental issues which can then be incorporated into the company’s ethos.

“My advice to employers is to ensure the job description you give us is not ambiguous. It is important that they do not list too many expected experiences as this can stop potential candidates from applying.

“If employers want to have a wide demographic in their workforce and an injection of new and fresh ideas they should get involved in Kickstart. They might be surprised – they just need to give them a chance.”



Marcia Brown,
DWP Work Coach

DWP EMPLOYER LIAISON

jobcentreplus

Charlie Dinsdale is a Kickstart District Account Manager in Lowestoft and she works closely with employers supporting them with Kickstart.

“I was a single mum on Universal Credit for a while so I know how it feels to be unemployed and looking for work through the Jobcentre. I think this is what helps me do my job.

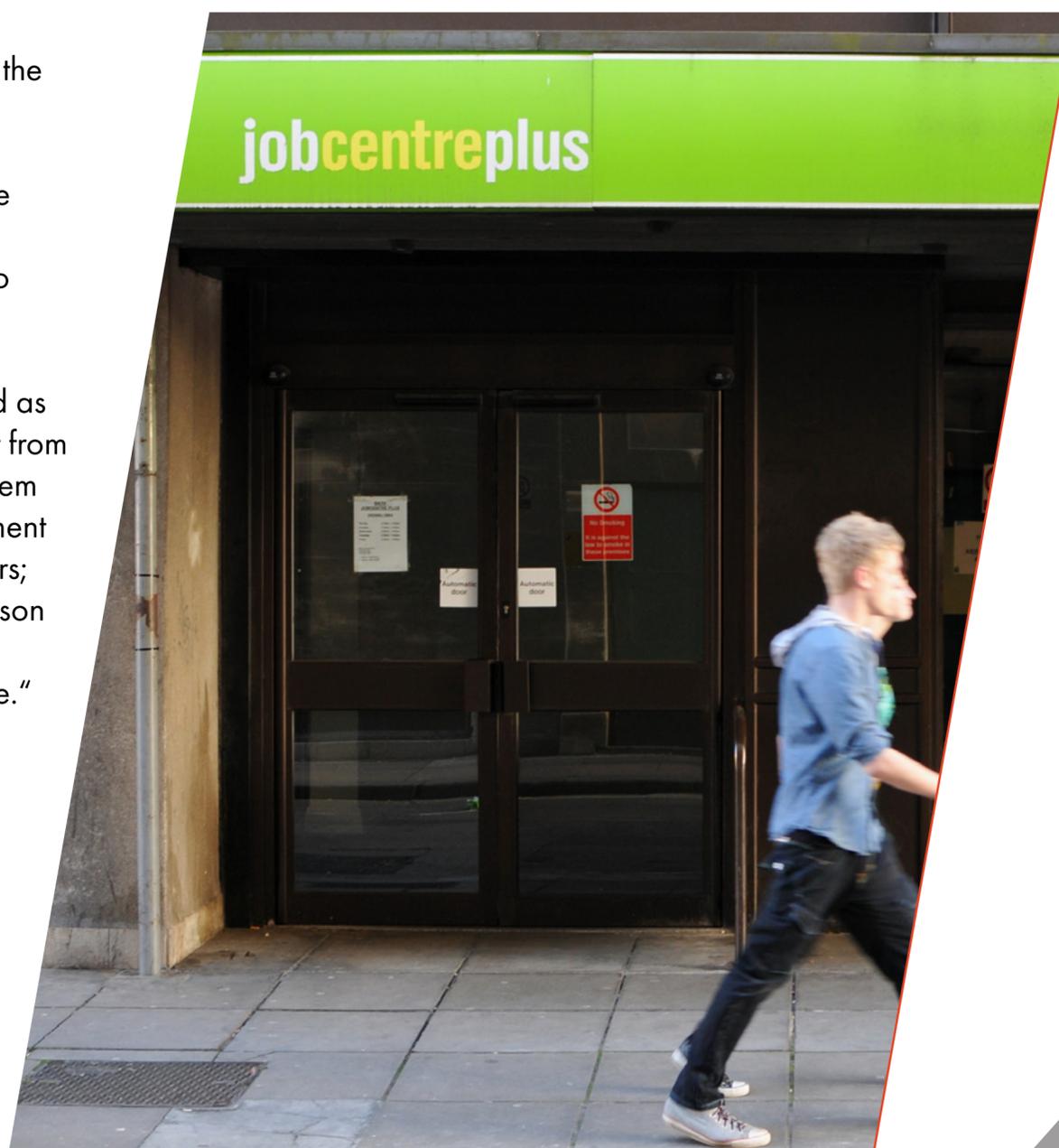
“Businesses of all sizes have gone through a tough time during the pandemic as have many of the young people I meet at the Jobcentre. Kickstart is a great scheme because it can help both sides. This is the perfect way for businesses to support young people and Government to support businesses. I have seen

“Kickstart give young people back that sense of achievement which they may not have had over the last couple of years.

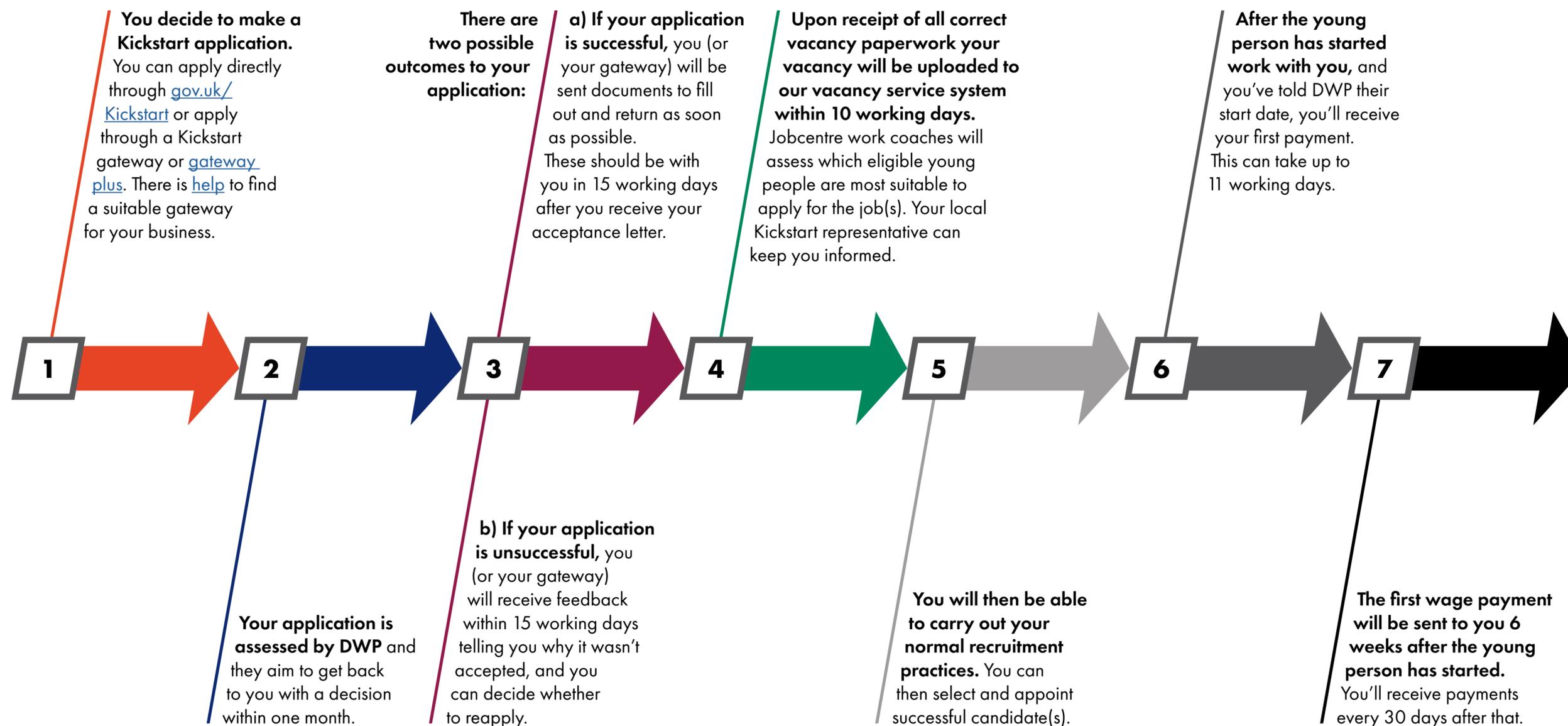
“The application process can sometimes feel time consuming, but we are here to help and support employers. There are local contacts, like me, who can guide employers through the process.

“In my experience employers can be as involved as they want to be. They can check every applicant from start to finish or we can intervene and support them in this. The support doesn't stop when the placement starts. I have weekly contact with some employers; they keep me up to date on how their young person is getting on, if they have any concerns or if they are looking for further support for their candidate.”

“I have worked for DWP for 5 years now and of all the Government schemes to help people into work, Kickstart really does beat anything I have seen before. It is a way for young people to learn skills, feel valued and earn at the same time.



HOW LONG DOES THE APPLICATION TAKE?



STILL HAVE QUESTIONS?

We may not have covered everything, so here are some of the most frequently asked questions DWP's local Kickstart representatives are asked by employers.

Do I need to create a new role for the Kickstart scheme or can it be a role that I was already thinking of advertising?

The purpose of the Kickstart Scheme is to generate new and additional jobs, specifically created for the scheme. This will be above and beyond what you were anticipating for your organisation and should be a role that will give the young person a good work experience.

Is there criteria around what sort of job the Kickstart role has to be?

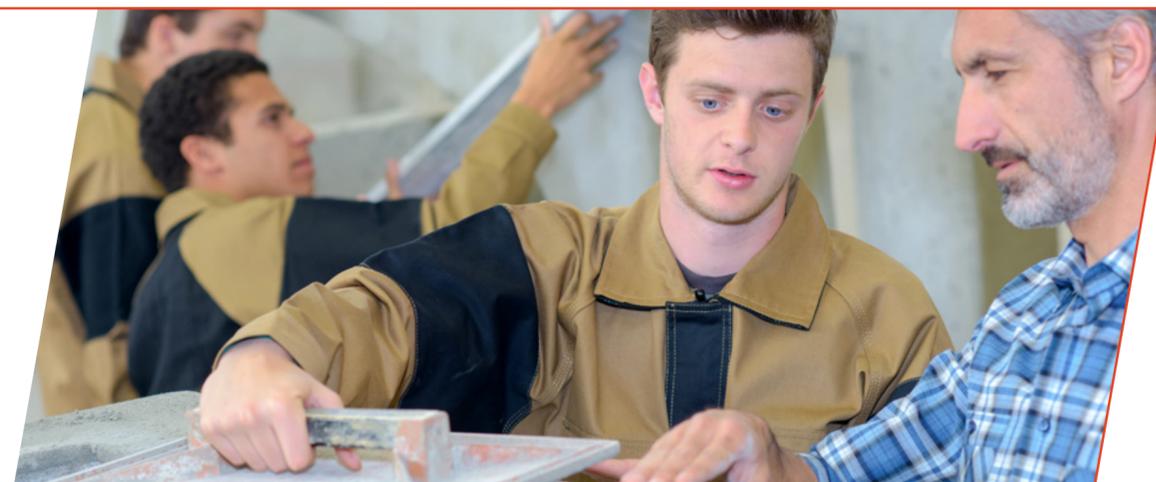
As the scheme is open to employers from all sectors, DWP understand this means each job will be different. However, the main purpose of the scheme is that the young person will become more employable by the end of their Kickstart job. DWP provide the grant funding to employers for each young person to provide this employability support.

How much of a say do I have in the recruitment process? Can I choose my own candidate if I have someone in mind?

Once DWP have referred eligible and suitable young people to your jobs, you can carry out your normal recruitment practices for each of those young people that have applied. This gives you the ability to choose a candidate from these applications as you would normally do.

How long will it take from when I apply to Kickstart to actually getting someone in the role?

DWP aim to make a decision on an application within one month. If successful, DWP will send you your grant agreement, bank details template and job template to complete and return back. In your job template you'll include the date you want the young person to start. Once DWP know this, they'll be able to load your job on to their system at the right time to begin making referrals.



How can I as an employer best support young disabled people on a Kickstart placement?

The Disability Confident scheme supports employers with the tools to make the most of the talents disabled people can bring to the workplace. To find out more about the Disability Confident scheme and how it can support your organisation, please sign up and check out [our online guide](#). Members can access free resources, including: guidance, specialist webinars, and events. In addition, young disabled people who are on Kickstart can apply for [Access to Work](#) support for reasonable adjustments they need due to their disability, that are beyond standard adjustments that an employer is required to provide.

The [Voluntary Reporting Framework](#) is also available to help your organisation better understand the composition of your workforce and encourage open conversations about disability and mental health.

STILL HAVE QUESTIONS?

When will I get my first payment? Do I get paid in advance or in arrears?

After you have selected your chosen candidate, you need to tell DWP the date the young person started at your organisation. Crucially this must be done after they have taken up the position so DWP can check they have started. Once this is confirmed, DWP will make the first payment for set up costs. This can take up to 11 working days to get to you. After this, the first wage payment will be paid 6 weeks after the young person's start date. This can take up to 11 working days to reach you. All other wage payments will be paid 30 days after the previous wage payment. DWP have included a full breakdown of the funding schedule here.

How do I account for how I spend the £1500? Do I need an accountant to account for every penny?

The Kickstart Scheme is grant funded meaning that additional checks are made on who is paid the money and how the money is then spent. DWP ask that employers and Kickstart gateways keep track of what money is spent. More information on this can be found on [gov.uk](https://www.gov.uk).

What level of support do I need to provide to the young person while working for me?

As an employer, you must support the young person to develop their workplace skills and experience to increase their prospects of finding work in the future. This could include helping with CV and interview preparation, providing work experiences to develop key skills such as team work, organisation and communication, and support to look for long-term work. The £1500 we provide you should be used for this purpose, as well as any setup costs.

What is a Gateway Plus and how does it work?

A Gateway Plus is a specific type of Kickstart Gateway which employs the young people undertaking Kickstart roles in organisations which have applied through that Gateway. The Gateway Plus also provides the employability support.

The Gateway Plus receives the grant funding in a similar way to other Gateways, and pays the wages of the young people. The Gateway Plus can help smaller organisations, such as sole traders, and partnerships to apply to the Kickstart Scheme. You can find more information on [gov.uk](https://www.gov.uk).

Can I terminate the contract if it is not working out?

A Kickstart job is a real job and DWP understand that not every job will work out. Employers will carry out their normal HR practices when considering to end a Kickstart job early.

What happens if I can't give the young person a job after the six months? What happens to the young person?

It is not always possible for employers to be able to hire a young person on a full time, permanent basis after their Kickstart job. However, throughout their Kickstart job, the young person will be developing the skills and confidence to be in a stronger position to look for further employment.

NEED HELP APPLYING?

The application part can feel daunting, so to help you we've put together some tips on how to apply.

There are also some videos you can watch we hope you find useful:

- [The Kickstart Scheme](#)
- [Kickstart Scheme – Help for Employers](#)

If you still have some unanswered questions ahead of submitting your application, don't worry, you can send us an email to national.kickstart@dwp.gov.uk. Alternatively, regional contacts are available on [gov.uk](https://www.gov.uk).

Whether it is to do with the application process, questions about an existing application or even if you're uncertain whether to apply or not, then please get in touch and someone will come back to you. If you could put your phone number in the email, we can also get someone to give you a call.

