

Organisation Name:

This needs to be the exact name you have registered with Companies House

Companies House registration number or Charity Commission number:

Your company registration number (CRN) is given to you by Companies House when you register. It is a unique combination of 8 numbers, or 2 letters plus six numbers. Your Charity Commission number is 7 numbers. Scottish Charities numbers may differ slightly. For sole traders please use your UTR number

Your Name & Job Title:

This should be the person dealing with the application enquiries on behalf of your organisation

Telephone number:

This should be the number for the person dealing with the application enquiries on behalf of your organisation.

Email address:

This should be the email address for the person dealing with application enquiries on behalf of your organisation.

Organisation address / building and street:

Town or City:

County:

Postcode:



Vacancy / Job Placement Details (for different Kickstarter Scheme roles, please complete additional placement capture form for each separate job description)

Kickstart Scheme Vacancy Title:

***No. of placements:**

**1 place = 6months duration. Until Scheme end Dec 2021 = 3 places*

The following section is for you to provide us with detailed information on the Kickstart Scheme job placements for your organisation. Please note that the Job Placements must be new jobs created just for the Kickstart Scheme (see notes on page 4 onwards). This includes that they must:

- Be funded by the Kickstart Scheme Grant and would not exist without this funding
- Be paid from the grant money for a minimum of 25 hours per week for 6 months on National Minimum Wage (employers can pay a higher wage and pay for more hours)
- Not replace existing or planned vacancies
- Not cause existing employees, apprentices or contractors to lose work or reduce their working hours
- Only require basic training

Tick the box below to confirm that the Kickstart Placement meets the criteria above.

(by checking /ticking this box you are confirming the vacancy meets the Kickstart Scheme requirements)

Location of job placement (this is the address where the job is placed, including homeworking)

Outline the main details of the job placement / job description: (Outline of the job description including key responsibilities and detail of the skills the young person will develop. Please provide as much detail as possible Please do not use bullet points)

What will the young person learn in the Job Placement? What will a typical day look like? (please include number of hours, rate of pay eg NMW and any shift patterns. Please add any essential skills, experience or qualifications that may be required for the role. Please do not use bullet points)



How many employees do you currently have?

What information do you have to show this job placement is just for the Kickstarter Scheme? How is this placement different from existing or planned future vacancies?

(Please include information on any changes to your workforce over the past 6 months – including any redundancies and/ or reduction in employee working hours. Planned future changes should also be detailed. See notes on page 4 onwards for scheme requirements)

It is a requirement of the employer to support the long-term employability of any young person in a Kickstart Scheme job placement in their organisation. Please use the section below to detail how you propose to do this.

(Include details of employability support (eg training opportunities, mentoring, interview skills, any qualifications available, review processes, CV writing etc). Please note that a £1500 set-up grant is available to employers via the intermediary to help fund training and set-up costs (IT hardware, PPE, uniform etc.) of a Kickstart Scheme job placement. Please do not use bullet points)

Additional support:

As an intermediary for the Kickstart Scheme, Ayrshire Chamber of Commerce may be able to offer support, training and learning opportunities for individuals on a Kickstart Job Placement. This is aimed at improving the overall employability of candidates participating in this scheme.

Would you like to receive more information on the support available from ACCI and its partners for Kickstart Scheme individuals? Yes No

Your Signature: (digital signatures can be used)

Date:



Scheme Requirement notes:

The Kickstart Scheme provides funding to create new job placements for 16 to 24 year olds on Universal Credit who are at risk of long term unemployment. Employers of all sizes can apply for funding which covers:

- 100% of the [National Minimum Wage](#) (or the [National Living Wage](#) depending on the age of the participant) for 25 hours per week for a total of 6 months
- associated [employer National Insurance contributions](#)
- employer minimum automatic enrolment contributions

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

Employers can spread the start date of the job placements up until the end of December 2021.

Job placement criteria

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

- replace existing or planned vacancies
- cause existing employees, apprentices or contractors to lose work or reduce their working hours

The job placements must:

- be a minimum of 25 hours per week, for 6 months
- pay at least the [National Minimum Wage or the National Living Wage](#) for the employee's age group
- only require basic training

For each job placement you must help the young person become more employable. This could include:

- looking for long-term work, including career advice and setting goals
- support with curriculum vitae (CV) and interview preparations
- developing their skills in the workplace

What information you need to provide for the application

You will need:

- your Companies House reference number, Charity Commission number or Office of the Scottish Charity Regulator number, if you have one
- your organisation address and contact details
- details of the job placements and their location



Tell us how your job placements are new and created just for the scheme

The job placements must not:

- replace existing or planned vacancies
- cause existing employees, apprentices or contractors to lose work or reduce their working hours

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, why you are using Kickstart Scheme funding to create similar roles
- if you've engaged with any relevant trade unions and any advice the unions have given

How you will support young people to become more employable

Tell us:

- 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 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 placement and afterwards, and how this will be acted on



Kickstart Scheme job placements are only available for Universal Credit claimants aged 16 to 24 who are referred to you by DWP.

If your application is successful:

1. You will give DWP job descriptions that work coaches at Jobcentre Plus will use.
2. The work coaches will match suitable candidates to the job placements.
3. DWP will send you the candidate details.
4. You'll then be able to interview the candidates matched to your job placements.
5. You'll select the candidate best suited to the role.

Funding will only be given if a young person is hired using the Kickstart Scheme process. After a job placement ends you can get another Kickstart Scheme young person to start another job placement.

DWP will use information from HMRC to check that the young person is still employed. The grant funding to pay the young person's salary will be paid in monthly arrears when we know they are:

- enrolled on the employer's payroll
- being paid through Pay As You Earn (PAYE)

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

DWP will make checks to ensure your organisation is established, reputable and financially solvent:

You are more likely to be approved if you:

- have existed for a while
- regularly and recently submitted accounts
- have a credit score which is a low risk category
- have a low probability of imminent business failure
- have enough liquid assets to pay your debts
- do not have any recent county court judgments (CCJs)

These factors are taken into consideration when assessing your Kickstart Scheme application. Failing on one or more of these does not mean you will not be approved.

