**DWP Kickstart** **Scheme – launched Sept 2020**

DWP’s Kickstart Scheme objective is to get under 24’s back into work.

The Scheme will fund employers to create a new 6-month job placements for young people age 16 – 24. A £1500 upfront payment for set up costs, support and training plus 100% of the relevant national minimum wage, associated National Insurance and employer minimum automatic enrolment contributions for a 25-hour week, per placement for 6 months.

The programme runs Nov 2020 through to June 2022 creating the opportunity for employers to fill each placement up to 3 times.

Each six-month placement will generate up to £7648.80 of grant depending upon the age of the participant.

**Set up Funding**

The £1,500 job placement funding available for setup costs can be spent on whatever is needed to support the individual, manage the admin, monitor progress, purchase equipment/Uniform/PPE etc. that the individual needs to do the job, training, mentoring, tools etc.

**Criteria**

The Kickstart Scheme is available in England, Scotland, and Wales and open to any organisation, regardless of size.

Job placements need to be new jobs and not replace existing or planned vacancies or cause existing employees or contractors to lose or reduce their employment. Confirm that the placements would not have been created unless DWP Kickstart funding was available.

The roles should be a minimum of 25 hours per week, for 6 months, paid at least the National Minimum Wage for their age group (however employers can pay higher wages if they choose to) and should not require people to undertake extensive training before they begin the job placement.

A job description is needed for each placement with supporting information explaining how you will help the 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

DWP Candidates will apply for the job placements and the employer chooses who to employ.

There is no maximum number of placements in any application.

**Gateway Representative**

**The Home Builders Federation – Skills Partnership is offering to be a Gateway Representative for home builders and their supply chain who fall into this category.**

As a Gateway Representative HBF will receive £300 of funding for each job placement to support with the associated administrative costs of bringing together employers.

Plus, employers can pass on any part of their £1500 to the representative body for buy back services as negotiated, such as the additional employability support you are required to provide for the participant.

**As the Gateway Representative HBF role will be to:**

* check that all job placements are eligible for the Kickstart Scheme, and then submit the application for funding on the employers behalf.
* Collect details of:

Each job placement – incl. employer details, location, information to confirm the placements are eligible plus details of the proposed support plan

* Connect with the local JCP Partnership Managers, link employers to ensure CV, selection process is set up
* Keep in contact with Employers
* Report issues to JCP, follow up
* Offer employability resource to employers who require it for the participant – i.e. CV writing and interview skills, job search and careers guidance support.

**The placement Process**

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

If the application is successful:

1. HBF as Gateway Representative 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. The employer will then be able to interview the candidates matched to their job placements.

4. They will 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 the employer can get another Kickstart Scheme young person to start another job placement.

Links:

<https://www.gov.uk/government/collections/kickstart-scheme>

<https://www.gov.uk/guidance/help-employers-apply-for-a-kickstart-scheme-grant-kickstart-gateway#what-the-scheme-is>

<https://www.youtube.com/watch?v=Ir8OkmPy9YA&feature=youtu.be>

**FAQ’s**

1. **Do I have to apply now or is the programme open for a set period?**

You can apply now and anytime through to Dec 2021 as long as the placement finishes by 30 June 2022. Contact Skillspartnership@hbf.co.uk to see when we are submitting an application.

1. **Can I increase placement numbers at a later date?**

Once a Gateway Representatives application has been approved and a contract is in place numbers cannot be increased without making a new application. HBF will make multiple applications.

1. **Can multiple starts be staggered over the 18 months period.**

YES, as long as they are for different job placements and the last one finishes 30 June 2022.

1. **If an employer takes 4 placements – does the employer get 4 \* £1500 and HBF as the Gateway Representative get 4 \* £300?**

YES, payments are per placement

1. **Is the £300 the gateway receives taken off my £1500?**

NO – you will receive the full £1500. DWP pays the Gateway their £300.

1. **Will I need to make a claim?**

NO - neither the employer (nor the Gateway Representative if used) needs to submit a claim, this will be acknowledged via HMRC payments on payroll.

1. **When will I receive payments?**

In arears – When the placement is filled, and the individual is registered on payroll this will trigger the payment of the £1500 (and £300 for the Gateway Representative if used).

Re-imbursement of salary payments and associated costs will be paid one month in arears in months 2,3,4,5,6,7.

1. **What happens to the set-up fees if an individual leaves part way through? For both the employer and the Gateway Representative?**

No guidance on this – DWP state that they will not be required to be refunded, they are paid at the start when the individual is placed on the payroll. When payroll is stopped for the individual so will DWP payment. No requirement to report what the £1500 is spent on because the upfront plan should describe the input.

1. **What evidence is required/records are required?**

Employers should retain normal recruitment, attendance, payment, training, performance records as they would for any member of staff.

1. **What if I do not have the time or resource to provide the employability support to the participant?**

HBF has procured a package with one of its delivery partners to deliver this on your behalf at a nominal cost that can be offset against your £1500 – simply make it known when you submit your Registration Form.

1. **Will the Gateway Representative have to monitor outcomes/evaluation?**

It is not a requirement of the programme as the JCP work coaches will follow up, but HBF as a Gateway Representative will track starts, completions, changes, destinations if to jobs or apprenticeships, specific training or tickets undertaken or achieved etc.

1. **What happens if the employer does not want to continue their commitment or fails to meet criteria?**

It will be the employers responsibility to notify HBF as Gateway Representative who will contact JCP. If the individual is not receiving the experience, they expected they will be required to contact their local JCP work coach.

1. **What if the person is not engaged?**

It will be the employers responsibility to notify HBF as Gateway Representative who will contact JCP.

1. **Will I be required to offer the individual a contract of employment and all benefits or will I have a specific contract provided by DWP or HBF?**

As and employer you are required to have a contract of employment in place with the individual. This should be the same as an offer that you would use for any temporary employee you normally take on, benefits etc.

1. **Will the individual be entitled to accrue holidays during the six-month placement?**

Yes, just as existing employees do, but they must take them in the 6-month period.

1. **What if the individual I am referred by JCP is unsuitable do I have to take them because I have committed to the programme?**

No, ask to be referred other applicants.

1. **Will I have a contract with HBF?**

Yes, we will put an Employer Agreement in place so that we both understand what each of us is required to do.