

# ***KICKSTART*** ***SCHEME***



Hounslow  
Education  
Partnership

## 1. The Kickstart Scheme

The Hounslow Education Partnership is a Kickstart gateway organisation that has successfully applied for funding through the Kickstart Scheme to represent HEP schools.

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.

### *Job placement criteria:*

The job placements created with Kickstart Scheme funding must be new jobs. The job placements 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

### *Getting young people into job placements*

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

- HEP will provide DWP, in agreement with the school, job descriptions that work coaches at Jobcentre Plus will use
- the work coaches will match suitable candidates to the job placements
- the school will then be able to interview the candidates matched to their job placements
- the school 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.

## **2. Roles and responsibilities**

*Hounslow Education Partnership will:*

- manage the application process on behalf of participating schools
- manage the DWP and JobCentre Plus relationship
- pay employers the funding (for example the young person's salary)
- support the employers to help them onboard and train young people employed through the scheme
- provide and quality assure an employability programme directly to young people employed through the scheme

*Schools will:*

- interview suitable candidates to match their job placements
- follow all normal employee HR procedures, pay the salary of the employee and claim the funding back via HEP
- support the employee to help them onboard and train through the scheme
- nominate a lead representative as contact point for HEP and a job mentor for each Kickstart scheme employee
- work in partnership with HEP and the employability programme provider to support the development of each young person

*Employability programme providers will:*

- develop the young person's employability skills
- ensure the provision of careers guidance
- meet pastoral support needs
- provide wraparound care for each young person completing the Kickstart Scheme focusing on employability skills (CV writing, interview preparation, digital presence) and soft skills (self-efficacy, communication, teamwork) as part of the bespoke Employability Programme
- co-ordinate, provide and monitor the progress of relevant short-term training opportunities (additional courses, work-shadowing etc.) focusing on the next future steps for each participant

- help in transitioning into permanent employment

### 3. Funding

#### *Kickstart Scheme wages and related costs for employers*

Kickstart Scheme wages and costs are paid to HEP and we will pass this on to the school. This funding 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

#### *Additional support funding*

£500 per job placement for schools - Every job placement created gets £500 funding. This will be paid to HEP and we will pay this to your school. This payment is for your administration, set-costs, HR support and training on confirmation that the young person has started employment.

£1000 per job placement for the Employability programme - This funding is for setup costs and to support the young person to develop their employability skills. HEP will manage this funding on behalf of the employer and work with third party providers to deliver a Kickstart Employability and Wraparound support package for each young person employed. This support package will provide:

- employer engagement workshop
- start of placement workshop
- mid-point workshop
- CV and online profile workshop
- end of placement workshop

- online career resources and tools
- one to one guidance
- co-ordinate, provide and monitor the progress of relevant short-term training
- ongoing support and guidance

£300 per job placement for HEP - As a Kickstart gateway, HEP will be paid £300 for each job placement to cover admin costs and to deliver against the agreed responsibilities.

#### **4. Timetable**

HEP application for 176 roles for 36 HEP schools	Sept 20
DWP approval of HEP application	Dec 20
HEP grant agreement letter approval	Jan 21
HEP schools complete employer agreement	Jan 21
Q&A session HEP/Schools/DWP	Jan 21
HEP schools agree job description and start date for each role	Jan 21
JobCentre Plus match suitable candidates to the job placements	Feb 21 onwards
HEP school interview the candidates matched to job placements	Mar 21 onwards
HEP school select the candidate best suited to the role	Start date before 31 Dec 21

#### **5. Communication**

HEP is the central point of contact for all matters relating to the Kickstart scheme including communication with the DWP and the employability programme partners. Each school will be

allocated a Kickstart project manager to support the employees success in the role, additional training support and their future employability.

Kickstart project manager - Nikola Standing [n.standing@hounsloweducationpartnership.co.uk](mailto:n.standing@hounsloweducationpartnership.co.uk)

Kickstart project manager - Emma Pett [e.pett@hounsloweducationpartnership.co.uk](mailto:e.pett@hounsloweducationpartnership.co.uk)

HEP Partnership Director - Cormac Bourne [c.bourne@hounsloweducationpartnership.co.uk](mailto:c.bourne@hounsloweducationpartnership.co.uk)

HEP business administration - Jessica Alici [j.alici@hounsloweducationpartnership.co.uk](mailto:j.alici@hounsloweducationpartnership.co.uk)