

INTRODUCTION

The Kickstart Scheme provides funding to employers to create new 6-month 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 the direct pay and employment costs of the Kickstarters, together with funding for support and training to boost the employability of the young person and help them to get a job when the placement has finished.

Placements are intended to support young people to gain skills and experience to help them get a job.

These are not jobs, and there is no requirement that you will continue to employ your Kickstarters once the 6-month placement has finished. In fact, after a job placement ends you can hire another Kickstarter to start another job placement.

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FUNDING AND ELIGIBILITY

The funding covers:

100% of [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. Employers can pay a higher wage and for more hours at their own cost.

- Associated [employer National Insurance contributions](#)
- employer minimum automatic enrolment contributions
- £1,500 funding per job placement to pay for setup costs and to support the young person develop their employability skills. You may use this funding to pay training providers such as the ALP to provide this element of the placement

Kickstart funding is available for young people working in England, Scotland or Wales.

STEP 1 – CREATE PLACEMENTS

The job placements created with Kickstart Scheme funding must be new jobs. They must not replace existing or planned vacancies or 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 CV and interview preparations
- developing their skills in the workplace

The Kickstarter may be able to move to another employment scheme when they've finished their 6-month Kickstart Scheme job placement.



STEP 2 – APPLY FOR FUNDING

Direct Applications

Employers may [apply directly](#) to the government for funding. Applications take around a month to process.

What you need to provide during the application

- 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

Confirm that the job placements are new and created just for the scheme

The job placements must not replace existing or planned vacancies, or cause existing employees, apprentices or contractors to lose work or reduce their working hours. You can evidence compliance with this requirement by telling DWP:

- 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

Part of the employers' responsibility under the Kickstart Scheme is to help young people become more employable. Your application should cover:

- 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 (this could be an external training provider such as ALP)
- 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

The ALP Academy Foundation Programmes meet this responsibility and are fully fundable from the Kickstart grant.



Applications through a Kickstart Gateway

A Kickstart Gateway is an organisation that has successfully applied for funding through the Kickstart Scheme to represent employers. Kickstart gateways can be any type of organisation but are often colleges, trade associations and training organisations. DWP performs [due diligence checks on these organisations](#).

A Gateway will collect your information and make the application on your behalf. If you are successful, funding will be sent to the Gateway who will forward it to you as appropriate.

Partnering with one of these organisations does not guarantee that you will get Kickstart Scheme funding. Each application will be assessed against the Kickstart Scheme criteria.

Some Kickstart Gateways will only act on your behalf if you agree to spend your £1,500 set-up and development grant with them. If you choose to do this, you should make sure that the Gateway is providing training that meets the requirements of both the Kickstart Grant [Funding Agreement](#), and your own business needs.

Find a Kickstart Gateway [here](#).

STEP 3 – RECRUIT YOUR KICKSTARTERS

Once the funding is approved, DWP will submit applicants for your jobs and recruitment will take place in the normal way, with you interviewing and selecting the successful candidates.

If you have sourced your own candidates, perhaps through friends and family, they must meet the eligibility requirements of the scheme and must go through DWP to apply for the placements.

Only candidates submitted through the DWP process will be eligible for funding.

STEP 4 – PROVIDE EMPLOYABILITY TRAINING

The Kickstart scheme requires employers to support the Kickstarter to develop their employability skills. The ALP Academy has developed two specific training and development programmes to meet those requirements:

1. **The Labour Provider Operations Foundation Programme** is designed for new or recent entrants to the operational labour provider environment. Graduates benefit from a wide range of ALP expert tuition giving them all the necessary skills and knowledge to recruit and manage agency workers effectively and in compliance with key legislation.
2. **The Responsible Employment / Recruitment Foundation Programme** is designed for people working within both labour providers and employers and focuses on understanding risks and the practical steps required to implement good practice around responsible recruitment, fair labour standards and third-party hidden worker exploitation. Graduates may go on to work in recruitment, HR, CSR, labour compliance or auditing roles.

Both programmes are delivered online and provide 25 hours of practical, sector specific training delivered in bite sized chunks throughout the 6-month placement. They are fully fundable though the £1,500 government grant and comply with all the requirements of the Kickstart Scheme. Our heavily discounted cost of £845 per head for members (£995 for non-members) for the entire 6 months, leaves £655 per head of funding for you to spend on additional training and development or set up costs for your Kickstarter.

Businesses who are not engaging with the Kickstart Scheme may also enrol staff onto our Foundation Programmes at the same price.

Both programmes are scheduled to start in April – [see here](#) for more details of course content and contact info@labourproviders.org.uk to reserve space.



Should you prefer to deliver your own training and development, DWP will only fund 'eligible expenditure' and businesses must provide DWP with evidence of the costs and payments of such expenditure if requested. Eligible expenditure is:

- Set up costs for IT equipment and software licences, administration and management time and support with helping participants develop work skills and experience (employability support).
- Any uniform, equipment and Personal Protective Equipment as required
- Fees charged or to be charged to the Grant Recipient by external auditors/accountants for reporting/certifying that the Grant paid was applied for its intended purposes.

STEP 5 – CLAIM THE GRANT

The £1,500 set up and development cost is paid as soon as the Kickstarter starts work.

Wage costs are paid monthly in arrears.

The Department for Work and Pensions (DWP) will use information from HMRC to check that the young person is

- enrolled on your payroll
- being paid through Pay As You Earn (PAYE)

Where applications are made through a gateway, grant funds will be paid to the gateway who will disburse them to you.

WHY SUPPORT THE KICKSTART SCHEME?

6 months of fully funded support for your business	What could a young person do to help your business? Cleanse your databases? Review your compliance? Create and maintain a successful social media presence? Improve your Responsible Recruitment processes?...or simply bring another pair of hands to lighten the day-to-day workload?
Bring new talent into the industry	Help to create the next generation of professional recruiters and make sure they get the best possible grounding in what's required of a recruiter by using the ALP Foundation programmes – fully funded by the government.
Bring new knowledge, techniques and enthusiasm into your business.	Kickstarters on the ALP Foundation Programmes will get comprehensive training and development by our expert and experienced trainers, backed up with written guidance and email support to make sure they are properly supported.
Support local young people to gain experience and skills to help them find a permanent job	Young people are more likely to have been furloughed, and more likely to have worked in the industries decimated by coronavirus, such as hospitality and retail. The latest unemployment rate for young people is nearly three times that of the general population.

TERMS AND CONDITIONS FOR EMPLOYERS

Irrespective of how you choose to access the scheme, you must agree and comply with the Terms and Conditions contained within the legally binding Grant Agreement with DWP. These can be read in full [here](#).

To find out more about the ALP Academy Foundation Programmes, please contact info@labourproviders.org.uk.

