

Kickstart Scheme

On Tuesday 1st September the government released the long-awaited detail on the Kickstart scheme. You can find all relevant information [here](#), however we have tried to summarise everything you need to know below. We will update this guidance to include FAQs as and when further clarifications have been made by the Department of Working Pensions (DWP).

WHAT IS THE KICKSTART SCHEME?

The Government has introduced a new Kickstart Scheme in Great Britain, a £2 billion fund to create hundreds of thousands of high quality 6-month work placements aimed at those aged 16 to 24 who are on Universal Credit and are deemed to be at risk of long term unemployment.

Funding is available for 100% of the relevant National Minimum Wage for 25 hours a week, plus associated employer National Insurance contributions and employer minimum automatic enrolment contributions. There is also £1,500 per job placement available for setup costs, support, and training.

If your organisation is **creating more than 30 job placements** as part of the Kickstart Scheme, you can submit your application directly. If your organisation is creating **fewer than 30 job placements**, you cannot apply directly. You must partner with other organisations to create a minimum of 30 job placements before applying. BPIF will apply to be a represented body for the printing industry and further information can be found below.

Kickstart is not an apprenticeship, but participants may move on to an apprenticeship at any time during, or after their job placement. Where a Kickstart employer moves onto an apprenticeship prior to 31st January 2021, the employer will be eligible for the apprenticeship incentives under the plans for jobs initiative.

The Kickstart Scheme is available in England, Scotland, and Wales.

EMPLOYER RESPONSIBILITIES

You can use the Kickstart Scheme to create new 6-month job placements for young people who are currently on Universal Credit and at risk of long-term unemployment. The job placements should support the participants to develop the skills and experience they need to find work after completing the scheme.

Young people need support so that they are in a better position to find work in the future and by creating a Kickstart Scheme job placement you are helping young people who are at risk of being unemployed in the long term.

The Kickstart Scheme job should help them get basic work skills including support with.

- Attendance
- Timekeeping
- Teamwork
- Communication
- travelling to work

Kickstart participants may also need help with:

- CV and interviews
- Looking for long term work

You need to offer support, so they are employable by you or other organisations. You can also work with other organisations to provide this employability support on your behalf. BPIF will be looking at how we can support organisations in offering the employability support to individuals on the scheme.

ELIGIBILITY

Any organisation, regardless of size, can apply for funding however if you are hiring fewer than 30 Kickstart positions, this must be done through a representative body.

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

- Replace existing or planned vacancies
- Cause existing employees or contractors to lose or reduce their employment

The roles you are applying for must be:

- A minimum of 25 hours per week, for 6 months
- Paid at least the [National Minimum Wage](#) for their age group
- Should not require people to undertake extensive training before they begin the job placement

Each application should include 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

Once a job placement is created, it can be taken up by a second person once the first successful applicant has completed their 6-month term.

HOW TO APPLY

If your organisation is creating **more than 30 job placements** as part of the Kickstart Scheme, you can submit your application directly [here](#)

You will need:

- Your Companies House reference number or Charity Commission number
- Your organisation address and contact details
- Details of the job placements and their location
- Supporting information to show that the job placements are new jobs and meet the Kickstart Scheme criteria
- Information about the support the organisation can give to develop employability skills of young people

If your organisation is creating fewer than 30 **job placements** as part of the Kickstart Scheme, you must partner with other organisations to create a minimum of 30 job placements before applying.

BPIF will act as a representative body and make an application on your behalf however we are only able to do this once we have a minimum of 30 kickstart roles across organisations within our industry, or associated industries.

If you have fewer than 30 Kickstart roles in your organisation and would like for the BPIF to apply on your behalf, please complete this application form and submit to Ceri Priddle (ceri.priddle@bpif.org.uk) who will be able to support your application.

AFTER YOU HAVE APPLIED

Your application will be reviewed to check it meets the requirements of the Kickstart Scheme. It will then go to a panel for consideration. This is not a competitive process, but Kickstart will only provide funding when the job placements meet the criteria.

The Department of Working Pensions (DWP) or their representatives may contact you for further information as part of your application and they aim to respond to your application within 1 month.

IF YOUR APPLICATION IS SUCCESSFUL

If your application meets the requirements of the scheme, you will receive a letter with a grant agreement. This agreement will include what your company has agreed to provide, and how much funding you will receive from the Kickstart Scheme. You must sign and return your grant agreement, using the details in the letter, before any job placements can begin.

You will need to provide job descriptions for each of the job placements you applied for. This should include what candidates need to do to apply for the job placement.

You will then be contacted by the young people who have been matched to your job placement.

IF YOUR APPLICATION IS UNSUCCESSFUL

If your application does not meet the requirements of the scheme, the DWP will explain why and give feedback. You can submit a new application with further information. There is no limit to the number of times you can apply for funding, however there is no legal right of appeal.

WHAT HAPPENS NEXT

Young people will be referred into the new roles through their Jobcentre Plus work coach with the first Kickstarts expected to begin at the start of November. You will only obtain funding if you appoint a young person that has been referred to you by the DWP

HOW FUNDING IS PAID

You will receive initial setup costs when you have confirmed the young person has started work, is enrolled on your payroll and is being paid through PAYE.

DWP will use information from HMRC to check that the young person is still employed and will pay the grant in arrears.

DWP may contact you or the young person during the job placement to check what employability support has been offered. This is to make sure the young person has the best experience from the scheme.

HOW LONG WILL KICKSTART GO ON FOR

The scheme will initially be open until December 2021, with the option of being extended.