



SUPPORTING

KICKSTART
SCHEME



A government scheme
for young people
aged 16-24

FAQs



All your questions and answers

What is the kickstart scheme?

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

A Kickstart Scheme application must be for a minimum of 30 job placements. Kickstart gateways can help employers with 29 or less job placements by applying for funding on their behalf.

I know someone on universal credit and want to offer them a role on the kickstart scheme, How do I refer people to our role?

The kickstart placements are open to young people aged between 16-24 who are claiming Universal Credit and therefore have a Jobcentre Plus Work Coach.

If your candidate is eligible, MINT will liaise with Jobcentre Plus to ensure they are encouraged to apply for the placement by their Work Coach.

This process must take place for every placement, even if you already have a candidate in mind.

What are the implications on us as an employer if the young person is not suitable for our business? Are we able to terminate the placement, and re-recruit?

For all placements secured via MINT, your Kickstart Placement Manager will approach Jobcentre Plus to find more suitable young people.

MINT Business Club are retaining £850 of the incentive – Why?

MINT have an extensive training and management programme in place for the Kickstart employers and young people on placement.

What do we need to provide the young person for the placement?

Each business will receive £650 to ensure that everything the young person will need is available for them, eg, a laptop to work at home or on-site, correct software installed on the laptop, kit to attend online meetings etc.

Your Kickstart Placement Manager will discuss all the placement requirements with you and work through the checklist once your placement is approved.

My business is seasonal and/or does not have the capacity to provide the full six-month placement. Can we participate for part of the six-month placement, with the young person moving on to a different company to complete the remaining?

No. The minimum length of placement for Kickstart is 6 months so a shorter placement would not meet the requirements of the scheme.

How do young people access the training and when does this take place?

To be eligible for a Kickstart placement, the role cannot require significant training before the placement begins. Once your placement is approved by the Kickstart Placement Manager, they will engage with you and the young person to make sure they access all the training available to them. This will include the bespoke programme for all the Kickstart young-people in addition to any suitable training that MINT Business club provide.

How do we as employers recruit young people in order to offer them a Kickstart placement?

Jobcentre Plus will refer young people to each role. As the creator of the placement, you will then interview and select the young person of your choice.

What is the process and associated timeframe for participating in the scheme?

Currently the guidelines state that all placements can be submitted until November 2021. The last placements will start in December 2021.

When you choose MINT Business Club as your Gateway organisation, we will invite you to our live Q&A session that sets out the process in full. It will be available on playback too.

Could you clarify who pays the £1500 payment to MINT Business Club? We cannot afford to make these payments in order to recruit the young people we need.

There are no costs for you as a business. The government will pay the £1500 to MINT Business Club and a minimum wage salary for 25 hours a week for 6 months.

MINT Business Club is retaining £850 of the incentive payment and the remaining is paid to the employer. This allows us to provide a comprehensive, wrap-around service for the employers that work with us.

This will include:

- A dedicated KickStart Placement Manager employed to work with the businesses and young-people. They will coordinate all the HR, training, job search and additional queries which arise as the placement progresses.
- Liaison with Jobcentre Plus to identify suitable candidates and support recruitment and all the administration associated with this
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- Paying employee wages
- Monthly training for the young-people throughout their Kickstart placement to develop their chances of long term employability which will include business skills as well as inter-personal skills
- Access to additional weekly training offered via MINT Business Club
- Support and networking opportunities for the employers via MINT Business Club

If MINT Business Club as the intermediary pays the young person for 25 hours per week at National Minimum Wage, how would we as the employer top-up hours or pay a higher rate?

This is something that you can discuss with your Kickstart Placement Manager once your placement is approved.

Tell us more about the training and support MINT Business Club will provide the young person with.

The team at MINT Business Club have decades of experience in teaching and training, working with children, young-adults and adults alike.

We are offering a bespoke, support programme for 6-months to include interpersonal skills, confidence building, business and marketing skills but will be relevant to the placement that each of our employers offers, which we will find out about when we receive the job descriptions from the employer.

The young people will have a personal action plan developed to support their journey into permanent employment.

Who would be responsible for acquiring and paying for DBS checks and providing PPE to Kickstart recruits – MINT Business Club or the business?

Each organisation will receive £650 per placement to make sure everything necessary for the role is in place.

Are we as businesses expected to offer training/mentoring only, or meaningful work for the young person to undertake?

The Kickstart Scheme is designed to create high quality, meaningful 6-month roles that will also include wider support for participants to improve their longer-term employability.

However, there are no formal training requirements. As the creator of the placement, you may decide training would help your candidate to carry out the requirements of the role.

However, to be eligible for a Kickstart placement, the role cannot require significant training before the placement begins.

Once the six-month placement has been completed, if the young person has not been successful in securing a subsequent traineeship or employment position, will they be left without an income in the interim between the termination of the placement, and the 5-week processing period to reclaim Universal Credit?

If the young person returns to Universal Credit they will reclaim in the normal manner. All UC claimants are offered the option of a repayable advance of benefit when they make a claim. The amount depends on their personal circumstances and financial need.

When does the scheme start, and when can a business feasibly expect the recruited young person to start their placement?

For Kickstarters recruited by MINT Business Club, we anticipate start dates to be from Feb / Mar 2021, subject to your successful application. We are currently waiting for an update from the DWP for our submitted applications.

Can we offer remote working as an option or is the scheme restricted to businesses with a premises?

Remote working is an option and recruitment can take place based on the skill set of the candidate.

If remote working opportunities are an option, does the recruited young person need to be based in the same area as the employer, or can they be recruited from anywhere in England based on skill set?

Remote working is an option and recruitment can take place based on the skill set of the candidate rather than their location.

What are the implications on the employer if the young person does not complete the full six months in terms of those who have claimed all or part of the £1500 incentive?

At present if a young person leaves the Kickstart job, there will be no clawback of the Grant money paid.

If a business would like to offer the young person an extended placement, full time employment position, traineeship, or apprenticeship at the end of the six months, are they able to do so without incurring additional expenses?

The Kickstart placement is a maximum of 6 months and cannot be extended. If a business wishes to offer the candidate full time employment, traineeship or an apprenticeship they should do so following their normal processes. There should be no additional expense.

Is there an expectation that a minimum percentage of the 25 hours per week will be used for training purposes?

Details of wrap around support would need be agreed with the Gateway Organisation. There are no expectations of any formal training by the business but there will be elements of the training that need to be completed within their 25 hours.

Are Community Interest Companies, Social Enterprises, Voluntary Organisations, and Public Sector bodies eligible to participate?

Yes, all of these are eligible. Employers, of any size, from all industries and across the private, public and voluntary sectors are being asked to get involved in creating new jobs, funded by the Kickstart scheme. DWP are keen to attract a wide variety of employers to participate in the scheme.

How are the incentive payments and the subsequent wages paid - in arrears?

Yes, these payments are paid to the Gateway Provider and then in arrears to the businesses.

**The scheme is aimed at those aged 16-25; is there a date of birth cut off?
What would the decision be on a young person who turns 25 during the course
of their placement, or during the recruitment process?**

If a person turns 25 during the placement they will continue to the end of the 6 months. The candidate would need to be 24 when they started placement.

Will Job Centre coaches send CV's to Gateway Providers or directly to the employer?

Vacancies will be advertised on the Universal Credit system and if you are using MINT Business Club as your Gateway Provider, the Job Centre Coaches will send CVs to us who will share with the small business.

Do employers need to keep an audit trail on how the £650 incentive payment has been used to benefit and support the young person? i.e. through the cost of equipment, training, etc.

For assurance and auditing purpose it would be expected, however the exact details will be set out in the grant agreement.

Could you provide clarity and guidance on whether or not holiday pay and sick pay entitlements will need to be fulfilled? Are the young people recruited as part of the Kickstart Scheme covered by Employment Law in the same manner as any other employee?

The person is employed in the normal manner so should accrue holiday pay on the same basis as other employees. Sick pay eligibility would be the same. They are covered by Employment Law.

We hope you have found this document useful. As mentioned we will invite all businesses involved in the scheme to a Q&A session to answer any questions.

If you have any further questions at this time please contact Peter Surrige, MINT Kickstart Manager on kickstart@mintbusinessclub.co.uk