**Thank you for expressing interest in providing a placement(s) as part of the Kickstart Scheme.**

**To enable Norfolk Chambers to submit your application for a placement(s) on your behalf, please complete the below:**

**About the Organisation:**

|  |  |
| --- | --- |
| Organisation Name |  |
| Address |  |
| Trading Address as listed on Companies House (if different to the above) |  |
| Companies House Reference No. or Charity Commission No. |  |
| Which sector does your business operate in? |  |
| Website Address |  |

***Please note that if you are a Sole Trader or Partnership and not registered with Companies House, you will not be applicable for this scheme at present.***

**Key Contact:**

|  |  |
| --- | --- |
| Main Contact Name |  |
| Job Title of Contact |  |
| Email Address |  |
| Direct Dial / Mobile |  |

**About the Placement(s):**

**The job placements created with Kickstart funding must be new jobs. The roles for must be:**

* A minimum of 25 hours per week, for 6 months (employers can pay for more hours)
* Paid at least the National Minimum Wage for their age group
* Paying the statutory employer duties for the health, safety and welfare for young people, National Insurance and pension contribution
* Must not require people to undertake extensive training before they begin the job placement

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **No. of Placements** | **Placement Job Title**  ***i.e. Administrator, painter, retail assistant*** | **No. of Hours per Week *(Must be minimum of 25 hours per week)*** | **Is this Placement a new / additional role?**  **Yes / No** | **Placement will be paid at National Minimum Wage or above**  **Yes / No** | **Location of Placement (where will they be based)** |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

***Please add additional lines if you have more placements available or complete on a separate sheet.***

**Supporting information about how the job placement(s) are new / additional jobs:**

**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

|  |  |
| --- | --- |
| **Employer Placement Confirmation** | **Please tick ✓ if these statements are correct** |
| This/These placement(s) ***will not*** replace existing or planned jobs |  |
| This/These placement(s) ***will not*** cause existing employees, apprentices or contractors to lose or reduce their employment |  |

|  |  |
| --- | --- |
| **In the last 6 months how has your workforce changed and why?** |  |
| **Have you made redundancies or reduced the working hours of existing staff in the last 6 months? If yes, please explain.** |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **What number of people in your workforce were affected by these changes?** | | |  |
| **Six months ago, what was the size of your workforce?** |  | **What is the size of your workforce now?** |  |

**What type of roles were made redundant, or have been moved to reduced hours?**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Job Title** | **No. of Roles** | **Function of Role** | **Redundant or Reduced Hours** | **Average Salary** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

***Please add additional lines if required or complete on a separate sheet.***

**Tell us about your recruitment plans in the last 6 months:**

|  |  |
| --- | --- |
|  | **Yes / No** |
| **Would you be able to create the placement(s) without the support of the Kickstart Scheme?** |  |
| **In the last 6 months, have you completed, started or paused any recruitment?** |  |
| **Do you have a formal process in place for ensuring these placements are new?** |  |
| **Had the placement begin or been announced prior to the application being prepared or already begun a recruitment drive and/or is similar existing vacancies?** |  |
| **Are these placements covering core vacancies?** |  |
| **If yes, were these roles similar to the ones you are proposing for a Kickstart placement?** |  |
| **If you answered yes to the above questions, please outline the roles and why you want to use the Kickstart Scheme to create a similar role?** | |
| **Have you engaged with any relevant trade unions or any advice they have given?** |  |

**Wrap-around Employability Support to develop skills and experience**

**Young people need support so that they are in a better position to find work in the future. Each application should include how you will help the participants to develop their skills and experience, including:**

* Supporting the participant with basic skills, such as attendance, communication, timekeeping and to work independently and as part of a team
* Support to look for long-term work, including career advice and setting goals
* Coaching to support placement well-being
* Support for young people to help them get work after they finish their Kickstart Scheme job i.e. support with CV and interview preparations, including how to dress for interviews etc.

**The Kickstart Scheme has a total of £1,500 per placement available to employers to provide both the essential wrap-around employability support and training and set-up costs (paid when the young person starts the placement). Eligible expenditure as part of the set-up costs includes: IT equipment, software licences, administration and management time and support with helping the placement(s) develop work skills and experience (\*\* *Employability support\*\* may include on-the-job training, work search support, skills development, mentoring, careers advice, time keeping, communication, travelling to work and other related support to help the placement(s) find sustained employment after they have completed the Kickstart Scheme*.) Plus, any uniform, equipment and personal protective equipment, as required.**

**In line with the above and as the employer, please advise what internal wrap-around employability support you are proposing to offer to the placement(s)?**

|  |  |
| --- | --- |
| **What support can you offer internally?** | *Example: helping them to write their CV and preparing for interviews such as mock interviews and how to dress for interviews. Coaching to support the placement’s well-being and supporting them to develop as part of a team.* |
| **When will this support be provided?** | Example: halfway through or at the end of the placement, or weekly/monthly |
| **Approx. how many hours will it take?** |  |
| **Who will provide the support?** | *Example: in-house from your management team or you may wish to consider using a specific provider i.e. a college or training provider.* |
| **How will you monitor the support given, to ensure the participant will be more employable at the end of the placement?** | *Example: keep a work and training diary that will evidence knowledge gained, skills and behaviours learned and demonstrate a clear plan to achieve goals or success indicators. The document must demonstrate the upskilling of the placement and improved employability within the sector.* |
| **How can the participant provide feedback to you during their placement and afterwards?**  **How will feedback be acted upon, if needed?** | *Example: regular documented 121 meetings, where feedback can be given and received.* |

***Please add additional lines above if required, or complete on a separate sheet.***

**Please advise if your placement(s) requires any additional equipment to assist with set up such as IT, software, uniform, PPE etc. You must be able to demonstrate how the items are necessary for the young person and how it adds value to the placement.**

***This must not equate to more than £1,500 per person (including any training costs) – Please complete following table to define specific support and costs.***

|  |  |  |  |
| --- | --- | --- | --- |
| **Description of Additional Equipment**  **IT / PPE / Uniform etc.** | **Why is this Equipment Needed** | | **Estimated Cost (pp)** |
|  |  | |  |
|  |  | |  |
|  |  | |  |
| **Training Provider Support Packages** | | **Y/N** | **Cost** |
| **City College Norwich:** *Employability Support Package £75 per session or £400 for 6 sessions* | |  |  |
| **College of West Anglia, King’s Lynn:** *Employability Support Package £75 per session or £400 for 6 sessions* | |  |  |
| **East Coast College, Gt. Yarmouth:** *Employability Support Package £75 per session or £400 for 6 sessions* | |  |  |
| **3 College Support Package:** *Additional Mentoring Support and Certification £350* | |  |  |
| **Steadfast Training:** *Fully funded* p*re-employment and in-work support, including non-accredited training and accredited qualifications in Employability and more* | |  | **N / A** |
| **Futures for You:** *Bronze, Silver or Gold packages which offer tailored support depending on the needs of your business* | |  |  |
| **Provide details of who will be providing alternative support, if not using the above options. i.e. name and location of alternative provider** | |  |  |
| **Total cost of ALL Wrap-Around Support and Equipment** | | | **£** |

***By completing the above, you accept to receive contact and information on wrap-around support from the above named training providers.***

**I confirm that the above information is accurate and is being provided to Norfolk Chambers of Commerce to submit on behalf of: *[ Add in Company Name]* to apply for funding from the Kickstart Scheme.**

**Signed:** ……………………………………. **Date:**…………………………………..

**Job Title:** …………………………………..

**Please return completed applications to email:** [**charlotte.upcraft@norfolkchambers.co.uk**](mailto:charlotte.upcraft@norfolkchambers.co.uk)

**Should you have any queries, please call: 01603 625977**

**Disclaimer:**

*Please be advised that the above guidelines are taken from* [*https://www.gov.uk/government/collections/kickstart-scheme*](https://www.gov.uk/government/collections/kickstart-scheme) *and is subject to DWP changes in terms and conditions.*