



Receive  
**100%**  
of wage costs plus up to  
**£1,500**  
grant per  
placement!

# KICKSTART SCHEME

## A guide for Employers

**Qube Learning is an approved Kickstart Scheme gateway organisation. We can support your business by guiding you through the process, even applying on your behalf, and support your new employees for the duration of their job placement.**

### What is the Kickstart Scheme?

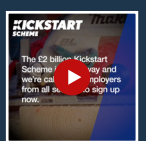
The Kickstart Scheme is a £2bn fund to create hundreds of thousands of high-quality, six-month long job placements for young people. It is set to give young people the chance to build their confidence and skills in the workplace, and to gain experience that will improve their chances of going on to find long-term, sustainable work.

A grant is available for each job placement, this covers the relevant national minimum wage for 25 hours a week, plus the associated Employer National Insurance contributions and Employer minimum automatic enrolment pension contributions. There is also a grant available to support young people to develop new skills and move into sustained employment after they have completed their Kickstart-funded job placement.

### What's a Kickstart gateway?

A Kickstart Scheme application must be for a minimum of 30 job placements. If a single Employer cannot provide this many job placements, they can use a Kickstart gateway to apply on their behalf. A Kickstart gateway is an organisation that has shown interest in representing Employers who want to apply for job placements. As an approved Kickstart gateway, we can partner with you and help administer the Scheme on your behalf.

**To view the government's video guide to the Kickstart Scheme, visit <https://www.youtube.com/watch?v=lr8OkmPy9YA>**



## How does it work?

The Kickstart Scheme is aimed at those aged 16-24 years who are on Universal Credit and are deemed to be at risk of long-term unemployment. These young people will be supported by their Jobcentre Plus Work Coach to enrol in the Scheme.

A grant is available for each job placement and covers 100% of the relevant National Minimum Wage (or the National Living Wage) for 25 hours per week, plus the associated Employer National Insurance contributions and Employer minimum automatic enrolment pension contributions. Employers are able to top up the pay of those on job placements should they wish to do so.

In addition to 100% of the wages being covered, you will receive up to £1,500 per job placement, depending upon which of the Qube Kickstart Scheme packages you choose.

**The Kickstart Scheme is an excellent opportunity to not only grow your business but also to invest in young people, providing them with an opportunity early in their careers.**

**As an approved Kickstart gateway organisation, we'll support your business by confirming your eligibility, guiding you through the process and applying on your behalf, all at no charge to you.**

## Job placement information

The job placements created with a Kickstart Scheme grant must be new. They must not:

- replace existing or planned vacancies
- cause existing employees or contractors to lose or reduce their employment.

The roles you recruit for via the Kickstart Scheme must be:

- a minimum of 25 hours per week, for six-months
- pay at least the National Minimum Wage (or the National Living Wage) for their age group
- should not require people to undertake extensive training before they begin the job placement.

All applications should include how you will help the participants to develop their skills and experience, with:

- support to look for long-term work
- support with CV and interview preparation
- training to develop their skills, such as teamwork, organisation and communication.

Depending upon which Kickstart Scheme package you choose Qube Learning will be able to highlight and reference within your application how the above requirements will be met.

## How will does the payment work?

### Wage costs

The Department for Work and Pensions (DWP) will use information from HM Revenue and Customs (HMRC) to check that the young person is employed. Thereafter, you will receive:

- The first wage payment around six weeks after the job placement has begun.
- Remaining wage payments are paid in arrears, approximately once every month after the first payment, after confirmation that the young person was paid through Pay As You Earn (PAYE) for the previous month.

### £1,500 per job placement

The £1,500 setup costs will be paid to Qube Learning when the young person starts the job placement. Depending upon which Kickstart Scheme package you choose, we will pay you an agreed portion of this grant.

## What's the process?

Once you have expressed interest in the Kickstart Scheme, Qube Learning will:

- Contact you to discuss your requirements and the job placements you have available.
- Submit your job placement application, with the details you've provided.
- DWP will then email us with a decision as to whether the application has been successful within one month.

### Additional information about applications

- Should the application be unsuccessful, we may be able to apply again.
- We are able to submit a second application while you wait on the response of a previous application.
- The job placements do not exist until the application has been approved and you have signed the grant agreement.

There is no cost to your application. As your Kickstart gateway the government will pay us £300 for each job placement to cover administration costs.

### As a Kickstart gateway organisation we will be responsible for:

- Gathering information from you about the job placements you'd like to offer.
- Using this information to apply online on your behalf.
- Paying you the grant.

Depending upon which Kickstart Scheme package you choose Qube Learning will be responsible for various other tasks and services.

### We may also:

- Share our expertise with you to help onboard and train young people employed through the Scheme, for example, supporting those who are disadvantaged or who work in certain sectors.
- Provide employability support directly to young people employed through the Scheme.

*"Through the Scheme, Employers will be able to access a large pool of young people with potential, ready for an opportunity."* **Rishi Sunak**



**To express your  
interest and start your  
application**

**CLICK HERE**



## Why Qube?

Partnering with Qube Learning gives you access to the wealth of expertise offered by the Qube family – a group with over 20 years' experience in the recruitment and learning & development space.

The group has formed numerous partnerships with large national employers, SMEs, charities and local authorities, supporting them with a whole host of learning & development solutions. By drawing on our expertise in both education and recruitment, we are ideally placed to provide Employers with the best Kickstart Scheme support available, supporting both current and future needs.



### **There's no direct cost**

You don't have to spend a penny from your pocket – the job placements and administration costs are covered by government grants and funding.



### **Access through an official GOV. UK gateway**

This ensures all businesses, of all sizes, are able to access the Scheme.



### **We provide the support required for each job placement**

Qube are at hand to support you, as well as the young people you employ.



### **Additional sector-specific training**

Ensures you get the best results from your new recruit.



### **Easy and hassle free**

Using Qube Learning as your Kickstart Scheme gateway organisation will streamline the process for you so you can focus on your business.

## Application process

Requesting Qube Learning to be your Kickstart gateway organisation is simple. Please click the link below to complete our 'expression of interest' form, which will be submitted to one of our Kickstart gateway Coordinators. Once submitted, Qube Learning will:

- Review your initial expression of interest and prepare your in-depth application to be submitted to the government. To enable this, one of our Coordinators will be in touch to obtain specific information about your business.
- Once we have all the information to make an application, we will apply for the Kickstart Scheme grant.
- The final decision on whether the application is successful or not is made by DWP. This process can take between four and eight weeks.
- Once approved, your placements are advertised with Jobcentre Plus.
- Jobcentre Plus's Work Coaches will refer suitable applicants.
- Depending upon which Kickstart Scheme package you chose either you or Qube Learning will coordinate recruitment and candidate selection.
- You then make the final decision on successful applications for the available job placements.

### **Until placements are approved Employers cannot:**

- **advertise job placements**
- **interview potential applicants**
- **employ or commence job placements**
- **back-date job placements/ applications.**

## Our packages

Once you're at the stage where you wish to submit your expression of interest to Qube Learning, we will need to understand the level of support you require. We have a range of Kickstart Scheme packages for you to choose from.

The cost for each package will be subtracted from the £1,500 grant received from the government per job placement and recruited young person.

### PACKAGE ONE | £450

#### Includes:

Employability Training:

- Welcome to your Kickstart Programme
- Personal Development Plan
- Health & Safety
- CV Writing
- Self-Care and Mental Health

A total of 12 hours over the course of the six-month programme, delivered by a Qube Tutor on a one-to-one basis for up to two hours per month based on two visits per month.

Reviews are to be completed during each visit and will be shared with the Employer.

Employer feedback will be required at each review meeting with the Tutor.

Each young person who completes their six-month job placement will be invited to join the Qube Talent 'Talent bank'.

\* Visits may be remote or face-to-face, in accordance with government guidelines.

### PACKAGE TWO | £650

#### Includes:

Employability Training:

- Welcome to your Kickstart Programme
- Personal Development Plan
- Employee Rights & Responsibilities
- Health & Safety
- Customer Service
- CV Writing
- Self-Care and Mental Health

A total of 18 hours over the course of the six-month programme, delivered by a Qube Tutor on a one-to-one basis for up to three hours per month based on three visits per month.

Reviews are to be completed during each visit and will be shared with the Employer.

Employer feedback will be required at each review meeting with the Tutor.

Each young person who completes their six-month job placement will be invited to join the Qube Talent 'Talent bank'.

\* Visits may be remote or face-to-face, in accordance with government guidelines.

## To express your interest and start your application

**CLICK HERE**



### PACKAGE THREE | £950

#### Includes:

Interview arrangements for all placements and liaising with DWP regarding any applicants, including feedback after Interview.

Employability Training:

- Welcome to your Kickstart Programme
- Personal Development Plan
- Employee Rights & Responsibilities
- Health & Safety
- Customer Service
- CV Writing
- Self-Care and Mental Health
- Interview Skills
- Online Short Course (Nationally Accredited)
- Bespoke Training Module

A total of 30 hours over the course of the six-month programme, delivered by a Qube Tutor on a one-to-one basis. Hours to be determined and discussed based on Online Short Course and/or Bespoke Training module.

Reviews are to be completed during each visit and will be shared with the Employer.

Employer feedback will be required at each review meeting with the Tutor.

Each young person who completes their six-month job placement will be invited to join the Qube Talent 'Talent bank'.

\* Visits may be remote or face-to-face, in accordance with government guidelines.



Education & Skills  
Funding Agency

Supported by  
National  
Apprenticeship  
Service

**DID YOU  
KNOW?**

The start dates of your  
Kickstart Scheme  
placements can be  
spread up until the start  
of December  
2021.

For more information contact [tellmemore@qube-learning.co.uk](mailto:tellmemore@qube-learning.co.uk)