

## **KICKSTART SCHEME** **TEES VALLEY COMBINED AUTHORITY REPRESENTATIVE GUIDANCE**

### **HOW TO APPLY**

Please carefully read the information below before submitting your application.

### **ENHANCEMENTS**

Tees Valley Combined Authority, as the representative organisation, will provide wrap-around support to any Kickstart Participant whose job placement is part of your application to us. The total for this will be £500 which will be deducted from the initial £1,500 for set-up and employability support costs provided by DWP. Individuals will receive wraparound support, and information, advice and guidance in relation to career progression and employment and training opportunities. We will directly provide additional support at regular intervals and will provide:

- CV development
- Application form development
- Employability support
- A thorough skills and careers assessment
- Provide information, advice and guidance, including identifying any suitable training
- Develop a detailed action plan
- Provide mentoring and in-work support
- Effective future careers planning
- Progress updates throughout the scheme
- Interview techniques and strategies
- Effective job searching skills
- Clearly defined exit strategy, including referral to other support programmes, traineeships, and apprenticeships.

### **FREQUENTLY ASKED QUESTIONS**

#### **Q. Are employers able to interview participants who are put forward for a Job Placement?**

A. DWP guidance states that the employer can conduct interviews and decide on a suitable candidate for their Job Placement. However, all referrals must be made via a JobCentre Plus Workcoach.

#### **Q. Are apprentices eligible for a placement?**

A. An apprentice is employed and in receipt of wages and therefore would not be eligible. For full eligibility criteria please visit;  
<https://www.gov.uk/government/collections/kickstart-scheme>

#### **Q. Is graduate eligible?**

A. If a graduate meets DWP eligibility criteria, for example is between the ages of 16-24 and in receipt of Universal Credit. For full eligibility criteria please visit;  
<https://www.gov.uk/government/collections/kickstart-scheme>

**Q. Is there an expectation that an employer will provide full time roles after the 6 month Job Placement?**

A. The Kickstart Scheme is a 6 month Job Placement scheme.

**Q. Are the Combined Authority looking for partners to deliver training to Kickstart participants?**

A. The intention is that existing Tees Valley provision is maximised in order to provide support and/or training to Kickstart participants.

**Q. Are participants that are currently signed up to the Work and Health Programme eligible for the Kickstart programme?**

A. In terms of eligibility the Department for Works and Pensions will determine eligibility for young people.

**Q. Our business registered office address is in Tees Valley and we have a second premises outside of the area, we would need to place some Kickstart staff in both premises, and are also looking at the options for home working, can we apply to the Tees Valley Combined Authority to act as our Gateway to the Kickstart Scheme?**

A. The Tees Valley Kickstart Scheme will work with businesses that have an operational base in the Tees Valley and provide placements for residents of Tees Valley. This criteria is an important element of the scheme as the Combined Authority will offer extended wraparound support which will only be available to those that meet eligibility criteria as above. There are a number of other Gateway organisations who can be considered details can be found via DWP by following this web link <https://www.gov.uk/government/collections/kickstart-scheme>

**PLEASE NOTE**

The Kickstart Scheme is a Department for Work and Pensions (DWP) initiative which can be subject to change at the discretion of DWP.

DWP have the right to accept or decline an application.

DWP expect the application decision to be made in circa 30 days from submission of the application.

The Combined Authority will inform employers when an application has been made on their behalf.

All employers will be contacted by the Combined Authority to advise of the status of the application when notification is received from DWP.

The details laid out in this guidance may be revised at any time by Tees Valley Combined Authority. Any changes will be updated on our website and engaged employers will be informed of any revisions which may affect their application and or placement(s).

For the application to be eligible and processed by DWP all stated criteria must be met.

For successful applications a funding agreement will be required between TVCA and the employer.