



**KICKSTART
SCHEME**

Kickstart Scheme guidance

PURPOSE OF THE KICKSTART SCHEME

The Department of Work and Pensions (DWP) has announced the launch of the £2 billion Kickstart scheme to create hundreds of thousands of high-quality six-month work placements for young people across the UK.

Employers can use the Kickstart scheme to create new six-month job placements for young people (aged 16-24) who are currently on Universal Credit or Jobseeker's Allowance, and at risk of long-term unemployment. Through the scheme, you will be able to access a large pool of young people with potential, ready for an opportunity. DWP will initially prioritise young people aged between 16 and 24 who are ready for an opportunity and will be supported by their Jobcentre Plus work coach to enrol in the scheme.

For each employment placement DWP will pay:

- 100% of the relevant National Minimum Wage for 25 hours a week
- The associated employer National Insurance contributions
- Employer minimum automatic enrolment contributions

Employers will also receive £1500 per placement to recognise the investment they will make to develop the Kickstart employee, for example to cover training and other development costs.

All job opportunities will be advertised through the Job Centre and Job Coaches will provide interview applicants for each post, focusing on those young people most at risk of long-term unemployment.

[DWP Kickstart scheme guidance](#)

WHAT ARE THE ELIGIBILITY REQUIREMENTS?

Organisations must be registered with the Charity Commission or / and Companies House and have submitted at least **one year** of accounts. This is due to the DWP 'Spotlight' fiscal checks. This check is carried out on all applicants once a gateway has submitted an application to DWP.

The fiscal checks will also highlight if DWP consider your organisation financially high risk. If they do, unfortunately, they will not take your application any further.

WHAT CAN WCVA OFFER?

WCVA is registered as a gateway body for voluntary organisations in Wales. In the first batch of applications we [supported 25 organisations to secure Kickstart placements](#) and our relationship with DWP and initial approvals process could help increase your chances of success. We apply to DWP in batches on your behalf, so the process of getting your request approved should be quicker than applying directly.

WCVA is inviting applications to the Kickstart Scheme through our Multiple Application Portal ([MAP](#)). All applications will be reviewed, and additional information may be requested to strengthen applications and confirm feasibility of the number and types of job roles.

DWP will release payments to gateway bodies monthly for the young person's employment (following confirmation with HMRC of employment). For example, following month one payments will be released by week six and so on until the end of the six-month placement. The £1,500 available to cover the training and development costs associated with each employee will be paid following confirmed employment of each post.

WCVA will be available to answer ongoing queries and concerns, but also to publicise positive stories and experiences of the young people to whom you will be providing lifechanging opportunities.

WHAT DO YOU NEED TO PROVIDE?

Eligibility to be represented by WCVA

- 1) Your organisation is a third/voluntary sector (not-for-profit) organisation and is independent of government, private and public sectors:
 - Registered charity
 - Constituted group
 - Community Interest Company
 - Charitable Incorporated Organisation
 - Company limited by guarantee
 - Company limited by shares where all shares are held by one of the above (eg wholly owned social business subsidiary of a Charity)
 - Registered society in the form of a co-operative society or community benefit society (bencom)
- 2) The funding will be for activities/services/communities in Wales

- 3) Your organisation has at least two authorised bank signatories
- 4) Your organisation has its own bank account or an account in the name of the 'Trustees of [name of organisation]'

Application and evidence

1) Organisations will identify job roles that they can create to offer valuable development opportunities for unemployed young people. These roles must not:

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

The roles must be for a minimum of 25 hours per week, paid at least the required National Minimum Wage through PAYE. Organisations can choose to pay increased wages, but the difference will be the responsibility of the organisation.

2) Organisations will describe the quality support mechanisms they can offer the young people, for example:

- Training opportunities (formal and informal)
- Support and supervision meetings
- Safe working environments
- CV writing
- Job interview training
- Support applying for follow on roles

3) You will have the appropriate employer insurance in place

4) **If approved** - Organisations will be required to keep their records up to date, using WCVA's online Project Data System (PDS), recording each young person's:

- Basic information, including NI number
- Job description
- Signed contract of employment
- Development support, which can include case studies, certificates and support notes
- Risk assessment
- Information on post-placement progression

The focus is to provide young people with positive, development opportunities that provide them with confidence to continue onto sustainable employment.

REGISTERING WITH MAP

In order to submit a request for funding, you will need to register with MAP. If you have previously registered with MAP, you can log in by entering your username and password on the home screen.

Organisations can register by visiting the website map.wcva.cymru.

THE REAL LIVING WAGE

WCVA is a Living Wage Funder and we encourage all organisations we work with to pay staff at least the current Real Living Wage rate, as set out by the Living Wage Foundation. If you would like to find out more, please visit cynnalcymru.com/living-wage or livingwage.org.uk.

FURTHER SUPPORT AND GUIDANCE

Email: kickstart@wcva.cymru

Contact number: 0300 111 0124