

# Frequently Asked Questions

## General Questions

Q. How many hours per week is the placement expected to work?

A. Our expectation is that the scheme would be for 25 hours per week.

Q. Workplace policies include safeguarding – who checks these are in place?

A. DWP

Q. Do the SMEs work placements have to be in a similar sector to make an application?

A. There's nothing to state this is required.

Q. Under 18's can't claim Universal Credit, so does the UC requirement mean that their family has to be on it?

A. The assumption is that 16-17 year olds will be in education so in truth it looks like it will only be for 18+...unless it changes. It has to be the young person themselves that are on UC, and this is very rare. More details as we receive them.

Q. Have we developed a route way for 16/17 year olds who are in care therefore unable to claim universal credit be able to be employed by a company through the Kickstart?

A. They'd still need to be claiming UC, as we'd expect the vast majority to still be in F/T Education.

Q. The application template appears to have a set limit of characters to detail the support offer, this is restrictive to detail what an offer is? Can this be increased?

A. Detailed job specs including support will need to be provided in the second phase. The initial expression of interest just requires a summary

Q. When submitting an application, could we have an automatic acknowledgement 'within 1 month'?

A. Under review but this is the expected time frame.

Q. Can someone undertaking a placement take on an additional part-time job?

A. Yes, we would expect them to remain on the placement once started, unless they obtained permanent employment.

Q. What Safeguarding and protection will be in place for the young people?

A. This would be covered by employment law and normal reporting mechanisms in place.

Q. Are employers expected to have a contract of employment with participants, generally this should be in place within 3 months?

A. The placement is classed as a job, therefore the employer's normal terms and conditions apply. We're currently seeking further guidance to whether a formal contract of employment is needed.

Q. Can we roll a participant from Kickstart into an Apprenticeship?

A. We believe so, however we're in discussions with the Apprenticeship administrators to confirm this.

## **Financial Questions**

Q. What payments do we receive for each placement?

A.

- The wrap around support award of £1500 will be paid within the first week of a placement.
- Wage costs will be paid in months 2, 4 and 6 based on the minimum wage of employee.

Q. How would Sick Pay and Holiday Pay fit into the placements?

A. Being classed as an employee, normal terms and conditions would apply. This would therefore form part of their 25 hours.

Q. What mechanism are we planning to use for notifications of 'Starts' on the scheme from employers, to ensure timely payments, preventing a reliance on the PAYE system as this could create delays where a weekly or monthly reporting system is used?

A. A mechanism is still being developed. We'll come out to you all with details once this has been agreed.

Q. Will there be a 'claw back' clause for the awards of £1500 where a participant ends their placement early, for example within a month?

A. We're still seeking clarity – awaiting a formal response but feel it would be disingenuous to the scheme.

Q. Payment schedule. Could this be made monthly to avoid cash flow issues?

A. Payment frequency is being reviewed following feedback. More details to follow.

## **Training**

Q. How will participants on the Kickstart scheme engage in the training, will this be part of their 25 hours or will it be an add on?

A. Any training or 'wrap around support' would be contained within the participants normal working hours.

Q. Is there a check list of training requirements for the Kickstart scheme and who will monitor that those outcomes are met?

A. The DWP has not specified a specified minimum, but have laid out a number of activities they would expect to be covered. They are currently reviewing whether a framework would be beneficial.

Q. Do employers have guidance in relation to the training requirements and links to local provision, ideally free courses and support?

A. Skill Up Somerset are a skills brokerage resource who are able to work with those in the SCC cohorts requiring external support for training for the young people in your placements.

Q. Is there a minimum training/support expectation?

A. There isn't a specific minimum framework or expectation of training at present, but it must be of value to the person and bespoke to their needs to improve their employability.

Q. Who will monitor quality assurance ref the placement/wrap around care?

A. Checked by the DWP

**If you have a question that is not on this list, please feel free to send it via our contact form on the Step Up Somerset website.**