

KICKSTART[®] **SCHEME**

YOUNG PERSON'S KICKSTART GUIDE



**PLAN FOR
JOBS**



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BEGINNING YOUR KICKSTART JOB

What is Kickstart?

The Kickstart Scheme is part of the Government's "Plan for Jobs", a set of skills and employment programmes focussing on protecting, supporting and creating jobs across the country.

Kickstart helps employers in Great Britain to create new jobs for young people on Universal Credit who are at risk of long-term unemployment. It aims to help people, like you, to develop new skills, build confidence, and increase chances of moving into longer-term employment.

In a Kickstart job, you will have a 6-month paid role with an employer, for at least

25 hours a week. They will help you by providing extra support you may not receive in a regular job. This support is to give you practical skills and experience to help you find a job in the future.

You can apply for Kickstart jobs by speaking to your work coach, who can refer you to jobs until 1 March 2022. The last date you can start in a Kickstart job is 31 March 2022 so don't delay and speak to your work coach today!

Who can apply for a Kickstart job?

If you are aged 16 to 24, on Universal Credit and not currently employed, speak to your work coach as you may be able to get a Kickstart job. Your Work Coach will be able to help you find Kickstart jobs in your area and refer you to any ones you are interested in. Your work coach must make a referral, which means they will tell the employer you are interested in the job, before you apply for it.

Remember, your work coach can refer you to a Kickstart job up to 1 March and the last day for you to start in a role is 31 March, so speak to your work coach now to get involved!

BEGINNING YOUR KICKSTART JOB

What can I expect from a Kickstart job?

A Kickstart job is designed to give you valuable work experience with additional support to help you improve your chances of getting a job in the future. As well as a paid 6-month job, your employer will organise employability support for you during your time with them. The support will vary depending on what your employer offers, but this could be:

- ▶ on the job training to give you valuable experience in a real-work setting
- ▶ careers advice and help with CV writing so you are ready to apply for your next role

- ▶ help with identifying and developing your transferable skills, like communication and teamwork, so you can highlight them for future job applications

As an employed person, you are entitled to certain employment rights, including:

- ▶ getting at least the National Minimum Wage
- ▶ having the statutory minimum level of paid holiday
- ▶ having the statutory minimum length of rest breaks



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- ▶ to not work more than 48 hours on average per week or to opt out of this right if you choose
- ▶ protection against unlawful discrimination
- ▶ protection for 'whistleblowing' - reporting wrongdoing in the workplace

Before starting your Kickstart job, you should sign a contract with your employer which explains the terms of your job and means that your employment rights are agreed. Your employer should give this to you, so you have a copy each.

What will my employer expect of me in a Kickstart job?

It is important to familiarise yourself with your work's code of conduct and your employer's expectations of you as an employee. These often include:

Being punctual and good time keeping. Ensuring you turn up to work on time and take the allocated time allowed for breaks.

Participating in the work and tasks assigned to you. This will help develop your skills, including teamwork.

Meeting any dress code from your employer. This could be smart clothes, like a shirt and trousers/skirt, a uniform or special workwear for health and safety requirements in the job. If you are struggling to pay for workwear, speak to your work coach to see what support is available to help with costs.

You should speak to your employer with any questions you have before your first day in your Kickstart role.

DURING YOUR KICKSTART JOB

How to make the most out of your Kickstart job

- ▶ **Get involved** - Talk to your employer and colleagues about your work and if there is anything you can get involved in. Don't hesitate to ask questions so you get a better understanding of your job and start to develop your skills quickly.
- ▶ **Make connections** – It is valuable to make professional connections in your work. Your colleagues may be able to provide useful information about the organisation and your job. Equally, you may be able to share a fresh point of view from your own experience!
- ▶ **Get noticed** – Show you are willing to help out and be a friendly and adaptable member of staff. This can help you stand out, especially if your employer has opportunities after your Kickstart job ends.
- ▶ **Ask for feedback** – During your Kickstart job, make sure you ask for feedback from your manager to help identify your strengths and areas for improvement. This can help you to be successful in the workplace and improve your chances at landing a job in the future.



DURING YOUR KICKSTART JOB

Your Universal Credit claim

Your Universal Credit claim will stay open so that you can access support if you need it. You will continue to get Universal Credit payments if you are entitled to them after any wages have been taken into account. Speak to your work coach further if you would like to know how this is calculated. Your Universal Credit payments will not be affected until you have received your first earnings from your Kickstart job.

Your work coach

Your work coach is there for you if you need to talk during your Kickstart job. When you start your Kickstart job and in the fourth month, your work coach will get in touch to see if you need any help or advice. We encourage you to talk to your work coach about how your job is going and they can tell you what help you can get after your job has ended.

If you need to speak to your work coach at any other time, you can simply log in to your Universal Credit account and send a journal message asking for a reply or a phone call. Remember, your work coach is there to support you!

Employment-related issues

Your employer should be able to help you in your Kickstart job. If you have any issues that you can't sort out with your employer, you should:

- ▶ Speak to your work coach. Do so as quickly as possible if you have any issues or following an incident at work. Your work coach can give you a list of support services available to you, including details for ACAS, local authority and/or the police. You can contact your work coach directly via your journal.

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▶ If you do not feel that you can speak to your work coach you can ask to speak to someone else within the DWP, for example:

- A Jobcentre Manager
- Someone of the same gender as you

You can call your local Jobcentre to speak to someone. You will be listened to in a respectful and considerate manner and your Jobcentre will take steps to get you the support that you need.

If you leave your Kickstart job early

If you leave your Kickstart job, you may be able to apply for another one before 31 March. Your work coach will let you know if you can. This will depend on why you left the job early.



COMPLETING YOUR KICKSTART JOB

What happens at the end of your Kickstart job?

At the end of your Kickstart job, you will be in a better position to move into a job by using the skills you have developed during the last 6 months.

Think about the skills you have learnt, such as teamwork, time management or communication. These are transferable skills that you can use when applying for jobs, so it is important to include these on your CV.

You might also want to discuss any opportunities with your Kickstart employer before the end of your job. Some Kickstart employers may have job vacancies or programmes you could join, such as an apprenticeship.

If you complete your Kickstart job, we will send you a letter and certificate to congratulate you on your achievement. You might not get this straight after you finish your job. We would love to hear about your experience so there will be a link to a feedback questionnaire in your letter- don't forget to fill it in!

Reflect on your experience

Kickstart jobs are a great way to give you that confidence boost and help to look towards your next employment steps.

At the end of your Kickstart job, it is a good idea to look back at what you have covered during the last 6-months. You will have learnt or developed new skills or may

have found out more about a particular work sector that interests you.

A good tip is to think about:

- ▶ **What** skills did I use in my Kickstart job?
- ▶ **How** can these help me in the future?

Writing down examples of what you've done in your Kickstart job is a useful way to think about what you have learnt and how you can show this to future employers. When you next apply for a job, start by making a list of all the ways you've built up transferable skills and explain how you used them in your CV or job application.

Transferable skills can make you really stand out to employers, even if you don't have specific experience in that industry.

COMPLETING YOUR KICKSTART JOB

You are likely to have a whole set of valuable skills you can take with you from one job to another. Examples of this are:

- ▶ **Creativity** - Whether you come up with a new idea or find a solution to a difficult problem, thinking outside of the box can make a real difference in many jobs.
- ▶ **People skills** – Communicating with others and listening well are valued skills in the workplace, particularly in customer service and sales jobs. If you worked in a team, you likely built positive relationships with your workmates which is a great skill to have.
- ▶ **Adaptability** – Being adaptable means you can respond quickly to change. This could be changes to your role or in your company and it's a good way to show you're flexible and eager to learn.
- ▶ **Leadership** – If you were in charge of a piece of work or team, talk about it! Being someone who can step up to a task or support those around you is a great skill in the workplace. It helps you get the best out of the team you are working in.
- ▶ **Time management** – Being able to manage your workload and meet deadlines is an important skill in any job, and it helps you make the most of your time.



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Many of these skills are important to employers so make sure you highlight them when applying for future jobs. Think about applying for jobs in essential sectors which are expanding right now such as care, food retail, and agriculture. Many vacancies require little or no experience with training on the job.

Post-Kickstart review appointment

If your Kickstart job is ending and you have not found another job, your work coach will book a Post-Kickstart Review appointment with you. During this appointment, your work coach will talk to you about what you have learnt in your Kickstart job and help you think about your next steps.

You may talk about:

- ▶ the skills that you have learnt or developed
- ▶ any support you will need to find a job

What next after Kickstart?

If you finish your Kickstart job and return to Universal Credit, you may be able to move into work quickly, or be closer to getting there. Your work coach can help you, whatever your situation.

You may want to consider opportunities for Apprenticeships, Sector-based Work Academy Programmes (SWAP) and Mentoring Circles and talk about it to your work coach.

If you are almost ready to start work but need help with things such as CV writing, interview skills and careers advice, you can ask your work coach to refer you other national or local training courses or organisations that can help.

If you still need to develop your skills to help you move into another job, your work coach could refer you to a Local Youth Hub for additional support.

HELPFUL RESOURCES



- ▶ [Find a job](#)
- ▶ [Job Help](#)
 - [Finding work](#)
 - [Career advice](#)
- ▶ [National Careers Service](#)
- ▶ [Help to find work for Universal Credit claimants aged 16 to 24](#)

