

Kickstart Scheme Placement Application Form

Thank you for showing interest in the Kickstart scheme. CECA Midlands are acting as a Gateway and will be able to submit your application for placement/s to this Government Scheme on your behalf. This is a great opportunity, not only for your business but for a young person. Please complete the following application form, then return to laura@cecamidlands.co.uk

Part 1

Name & Address of Business:		
Business (Companies house) or Charity Number & Registered Address:		
VAT number:		
PAYE number:		
Lead contact details:	Name	
	Email	
	Contact No.	
Payroll contact details:	Name	
	Email	
	Contact No.	
Please list all Job Title(s) available for Kickstart Placements along with number of positions for each job. Also indicate if you would like to refill the job(s) with another Kickstart placement after the initial Kickstart Placements 6 month term has ended.		

Job description(s)* (This will be the one we send to the Job Centre)	Please complete document below. You are welcome to attach your own in addition.
Job Contract	Please attach draft contract
Company Bank Details	Please attach separate document including bank name, sort code, account number, any reference number needed when sending payments.

**if you need help in writing a job description, please get in touch with us using the email above*

Part 2

How are your job placements new and created just for the scheme?

1. How many employees do you have?	
2. Have you had any changes to your workforce in the last 12 months? (for example, redundancies and changes to hours worked by existing staff)	
3. If yes, why? (If no, see question 7)	
4. The number of people affected by changes to your workforce in the last 12 months	
5. Can you provide some information about the kinds of roles, functions and average salary of those who were made redundant or who had their hours reduced in the last 12 months?	

<p>6. If you would be able to create these job placements without Kickstart Scheme funding, how would you do it and what funding source you would use?</p>	
<p>7. What recruitment have you completed, started or paused in the last 12 months, including how similar these vacancies are or were to the roles you are creating for the Kickstart Scheme?</p>	
<p>8. if the job placements will be similar to existing or planned roles or the roles previously done by those made redundant or with fewer working hours, why you are using Kickstart Scheme funding to create similar roles?</p>	
<p>9. If you've engaged with any relevant trade unions and any advice the unions have given regarding reducing hours or redundancies etc.</p>	

How will you support the young person people to become more employable at the end of this placement?

<p>1. What support will be provided?</p>	<p>Please complete separate training plan document in addition to giving an overview:</p>
<p>2. When will you provide this support (for example halfway through their placement/ongoing or towards the end?)</p>	

3. How many hours of this support will you provide?	
4. Who will provide the support? (for example, you may already have a pre-existing relationship with training providers, or will it be done in house?)	
5. How you will monitor this support internally?	
6. How will the young person be able to provide feedback during their placement and afterwards, and how will you address this?	
7. CECA will offer ongoing support to both you the employer and the young person on placement. Do you have any specific area's that we can support with or any comments about this?	

Signed -----

Print Name -----

Company -----

Date -----

Job Description & Contract

Please complete one description for each position available and attached a draft contract.

Company Name:	
Company Address:	
Contact Name:	
Contact Number:	

Job Title:	
Division/Dept.	
Location:	
Reports To:	
Business Background:	
Duties:	
Ideal Start Date:	
Length of Contract:	6 Months (26 Weeks)
Hours of work:	(if over 25 hours per week state at what rate this will be paid)
Essential Skills:	
Salary:	Meets National Minimum Wage
Travel Allowance/Details: (if applicable)	
Any other details:	

Training

It is a requirement of the scheme that the person on placement be “job ready” by the end of their term with the organisation. In order to achieve this beyond the work experience they will gain, is through additional training.

CECA have spoken with many external suppliers who can provide a wide variety of training sessions both e-learning and classroom based to increase the placements skills.

We have included some samples of our findings below but please note you are under no obligation to use any of these resources.

CECA e-learning portal is able to provide a range of courses as following which can be accessed on a pick and mix basis:

Health & Safety

1. Health & Safety Basics & Essentials (40 minutes duration)
2. Fire Safety Awareness (30)
3. COSHH (20)
4. Manual Handling (50)
5. Slips, Trips and Falls (30)
6. Infection Prevention & Control (30)
7. Environmental Awareness (40)

Business Practices

1. Equality & Diversity (30)
2. GDPR (35)
3. Cyber Security (35)
4. DSE - Display Screen Equipment (25)
5. Accident Reporting (15)
6. Whistleblowing (15)
7. Anti-bribery (25)

Personal Growth

1. Customer Service (35)
2. Drug & Alcohol Awareness (55)
3. Managing Stress (30)
4. Time Management (25)
5. Unconscious Bias (30)
6. Resilience Training (35)
7. Mental Health Awareness (30)
8. Bullying & Harassment (15)

Construction

1. PPE (35)
2. Working at Height (40)
3. Asbestos Awareness (30)
4. Ladder Safety (25)
5. Electrical Safety (30)
6. Noise (20)
7. Hand Arm Vibration (20)

In addition The Training Initiative have developed a programme called WorkFIT which is for individuals to develop core soft, employability skills which do help them in securing employment but that also assists them in sustaining employment. Designed and delivered by specialist employability tutors, the range of webinars are accessible via computer, tablet or mobile phone and are in bitesize chunks so can be embedded within other activities as needed.

WorkFIT modules address the barriers to employment many face and develop skills, mindset and resilience to support an individual’s approach to work.

Modules include:

- Achieving your Personal Best: covers individual motivations to work including confidence, opportunity, quality of life, pros and cons of further education or working, financial benefits, self-awareness, self-presentation, and developing a positive mindset.
- Working with Others: including communication skills, dealing with conflict and working as part of a team.
- Developing Resilience: including mental health and stress awareness, challenging negative perceptions, maintaining a positive mindset, and living a healthy lifestyle (nutrition and fitness).
- Getting WorkFit: including interview skills, cover letters, CV writing, job and further education course searching
- Mock Interview preparation
- Leaderships styles – understanding different styles, identifying their own style, adapting to styles in the workplace.
- Recognising your ‘why’ – deeper understanding and consideration of personal motivation and goals
- Conducting yourself positively – downloadable toolkit of resources
- Heading back into the workplace (for those that have been previously employed but have found themselves out of work).

There is also the “Stepping Stone” package which has been put together by MP Skills, to address the core basics of working safely within the extractives industry. The package also provides a firm foundation on which to build future learning and skills upon. The package of short webinars and e-learning modules also gives site management peace of mind that having undertaken the training, employees are up to date with current information, rules and legislation associated with the extractives industry. It will enable delegates to think about the important role that they play in ensuring a productive, efficient but most importantly, a safe place of work, for both them and those around them.

Learners can expect to take part in webinars and e-learning which include:

- Mineral Sector Safety Passport
- IOSH Working Safely
- Geotechnical Basics
- Manual Handling Awareness
- Quarry Regulations Basics
- Mental Health Awareness
- Industry Induction (4 modules)
- Isolation
- Workplace Transport and Pedestrian Interface (WTPI)
- Silica dust/noise/hazardous substances
- Plant Basics

For further information on any of the above training please e-mail laura@cecamidlands.co.uk

Training Plan

Please complete one training plan for each placement being taken. This will be used as a guide initially and will be adjusted to suit the successful applicant upon the commencement of their placement. The training already inputted is that we deem mandatory to meet the minimum standards, this can be provided however the organisation chooses but must be provided.

Employee Name:	
Company Address & Contact Number:	

Training	Platform & Provider	Cost (net)	Duration	Start Date	Qualification	Completion Date
Example: Health & Safety Basics	E-learning	£15	1 hour	01.01.21	CPD Certificate	02.01.21
Fire Safety Awareness						
Equality & Diversity						
GDPR						
Cyber Security						
Display Screen Equipment						
Whistleblowing						
Time Management						
Mental Health Awareness						
Bullying & Harassment						

