

Further guidance for completing the Kickstart Survey

Before you begin, you will need:

- the Companies House reference number or Charity Commission number
- the organisation address and contact details
- details of the job placements and their location

Supporting information about how the job placements are new jobs

We need to know that the job placements are new jobs and do not:

- replace existing or planned vacancies
- cause existing employees, apprentices, or contractors to lose or reduce their employment

You can do this by telling us:

- about changes to your workforce in the last 6 months and why (for example redundancies and changes to hours worked by existing staff)
- the number of people affected by changes to your workforce in the last 6 months as well as the size of your overall workforce
- about the kinds of roles, functions, and average salary of those who were made redundant or who had their hours reduced in the last 6 months
- if you would be able to create these job placements without Kickstart Scheme funding and what funding source you would use
- what recruitment you have completed, started, or paused in the last 6 months, including how similar these vacancies are or were to the roles you are creating for the Kickstart Scheme
- 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
- if you have engaged with any relevant trade unions and any advice, they have given

Supporting information about how the organisation can help develop employability skills of young people

We need to know how you or the organisation you are representing will help the participants to develop their skills and experience.

You can do this by telling us:

- what support will be offered (for example helping them with writing their CV and preparing for an interview)
- when you will provide this support (for example halfway through their placement or towards the end)
- how many hours it will take
- who will provide the support (for example you may already have a pre-existing relationship with training providers)
- how you will monitor the support given to the participant to ensure they will be more employable at the end of their job placement
- how the participant can provide feedback during their placement and afterwards, and how this will be acted on if needed