

Thank you for expressing interest in providing a placement(s) as part of the Kickstart Scheme. To enable CEDIA to submit your application for a placement(s) on your behalf, please complete the below:

About the Organisation:

Name	
Address	
Companies House Reference No.	
Website address	

Key Contact:

Main Contact Name	
Job Title of Contact	
Email Address	
Direct Dial / Mobile	

About the Placement(s):

The job placements created with Kickstart funding must be new jobs. The roles for must be:

- a minimum of 25 hours per week, for 6 months
- paid at least the National Minimum Wage for their age group
- should not require people to undertake extensive training before they begin the job placement

No. of Placements	Placement Job Title <i>i.e. Administrator, painter, retail assistant</i>	No. of Hours per Week <i>(Must be minimum of 25 hours per week)</i>	Is this Placement a new / additional role? Yes / No	Placement will be paid at National Minimum Wage or above Yes / No

Please add additional lines if you have more placements available.

Supporting information about how the job placement(s) are new / additional jobs:

The job placements created with Kickstart funding must be new jobs. They must not:

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

Employer Placement Confirmation	Please tick ✓ if these statements are correct
This/These placement(s) will not replace existing or planned jobs.	
This/These placement(s) will not cause existing employees, apprentices or contractors to lose or reduce their employment.	

In the last 6 months how has your workforce changed and why?	
Have you made redundancies or reduced the working hours of existing staff in the last 6 months?	

What number of people in your workforce were affected by these changes?		
Six months ago, what was the size of your workforce?		What is the size of your workforce now?

What type of roles were made redundant, or have been moved to reduced hours?

Job Title	No. of Roles	Function of Role	Redundant or Reduced Hours	Average Salary

Please add additional lines if required.

Tell us about your recruitment plans in the last 6 months:

	Yes / No
Would you be able to create the placement(s) without the support of the Kickstart Scheme?	
In the last 6 months, have you completed, started, or paused any recruitment?	
If yes, were these roles similar to the ones you are proposing for a Kickstart placement?	
If you answered yes to the above question, please outline the roles and why do you want to use the Kickstart Scheme to create a similar role?	
Have you engaged with any relevant trade unions or any advice they have given?	

Wrap-around Employability Support to develop skills and experience

Young people need support so that they are in a better position to find work in the future. Each application should include how you will help the participants to develop their skills and experience, including:

- supporting the participant with basic skills, such as attendance, timekeeping and teamwork
- support to look for long-term work, including career advice and setting goals
- support for young people to help them get work after they finish their Kickstart Scheme job i.e. support with CV and interview preparations

The Kickstart Scheme has a total of £1,500 per placement available to employers to provide both the essential wrap-around employability support and training and any additional equipment to complete the role such as uniforms and other setup costs.

As the employer, please advise what internal wrap-around employability support you are proposing to offer to the placement(s)?

What support can you offer?	<i>Example: helping them to write their CV and preparing for interviews, offering external or on the job training.</i>
When will this support be provided? i.e. halfway through or at the end of placement or weekly / monthly?	
Approx. how many hours will it take?	
Who will provide the support?	<i>Example: you may be using a college or support organisation i.e. the Careers Service to deliver the support. CEDIA can also offer support via exclusive career development workshops and existing online basic training.</i>

<p>How will you monitor the support given, to ensure the participant will be more employable at the end of the placement?</p>	<p><i>Example: keep a work and training diary that will evidence knowledge gained, skills and behaviours learned.</i></p>
<p>How can the participant provide feedback to you during their placement and afterwards?</p> <p>How will feedback be acted upon, if needed?</p>	<p><i>Example: regular 1 to 1 meetings where feedback can be given and received.</i></p>

Please add additional lines above if required.

Please advise if your placement(s) requires any additional equipment such as a uniform or PPE etc?

Description of Additional Equipment	Why is this equipment needed	Estimated Cost

Please add additional lines above if required.

TOTAL available funding for wrap-around employability support and additional equipment = £1,500

To help support employers in providing the wrap-around employability support for their placements, CEDIA is currently preparing a series of support options. Would your organisation be interested in more information, as it becomes available? If yes, please tick ✓ the box to receive more information on the support options.

I confirm that the above information is accurate and is being provided to CEDIA to submit on behalf of: **(company name)** to apply for funding from the Kickstart Scheme.

Signed: Date:.....

Job Title:

Please return completed applications to email: Aneta Armova-Levin - a Levin@cedia.org

Should you have any queries, please call: 01480 585484