

Article *Apply for JobStart Scheme funding* has been updated.

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Apply

Apply for JobStart Scheme funding

The JobStart Scheme has been established to create thousands of high quality job opportunities for young people. The Scheme will be open for applications until 31 December 2021. This page includes details of how the Scheme will operate and advice on how to complete the application form.

How the scheme works

The JobStart Scheme provides funding to create new job opportunities for 16 to 24 year olds who are at risk of long term unemployment. Employers of all sizes can apply for funding which covers:

- 100% of the [National Minimum Wage](#) (or the [National Living Wage](#) depending on the age of the participant) for 25 hours per week for a total of 6 months (or 9 months for a young person who meets additional criteria)
- associated [employer National Insurance contributions](#)
- employer minimum automatic enrolment contributions

Employers can stagger the start dates of the job opportunities up until the end of December 2021.

If an employer is unsure of the number of job opportunities they want to create when making their initial application, they can submit further applications up to 31 December 2021.

What you'll get

£1,500 per job opportunity

You'll get £1,500 funding per job opportunity. This is for setup costs and to support the young person develop their employability skills. If someone else helps you to do some of this for you, you'll have to agree how you will share this money. This amount will be payable on receipt of an acceptable training plan for the young person.

JobStart Scheme wages and related costs

The funding covers:

- 100% of the [National Minimum Wage](#) (or the [National Living Wage](#) depending on the age of the participant) for 25 hours per week for a total of 6 months (or 9 months if applicable)
- associated [employer National Insurance contributions](#)
- employer minimum automatic enrolment contributions

You will be free to consider employing the young person for more than 25 hours per week but the funding will only cover the first 25 hours and companies will have to fund any additional hours.

Job opportunity criteria

The job opportunities created with JobStart Scheme funding must not:

- replace existing or planned vacancies; or
- cause existing employees, apprentices or contractors to lose work or reduce their working hours

The job opportunities must:

- be a minimum of 25 hours per week, for 6 months (or 9 months if applicable)
- pay at least the [National Minimum Wage](#) or the [National Living Wage](#) for the employee's age group

For each job opportunity you must help the young person become more employable. This could include:

- training to develop **occupational** related skills
- training to develop **employability** skills, such as team work, organisation and communications as part of the role
- support to update their CV and interview preparation
- support to look for long-term work

If you are not eligible for JobStart Scheme funding, [find out about other employment schemes](#).

The young person may be able to move to another employment scheme when they've finished their JobStart Scheme job opportunity.

What you need to provide during the application

You will need:

- your Companies House reference number, Charity Commission for Northern Ireland number, if you have one
- your organisation address and contact details
- details of the JobStart Scheme job opportunities and their location
- supporting information to show that the job opportunities meet the JobStart Scheme criteria
- information about the support you can give to develop the skills of young people

How you will get the funding

£1,500 per job opportunity

The £1,500 setup costs will be paid when the young person starts the job opportunity, the training plan has been received and approved by the Department, and any other relevant checks have been carried out.

You can work with other organisations to provide employability support on your behalf. The set up costs can be used to cover any associated costs such as uniforms, health and safety training, inductions, accredited training and any other costs to the company to support the young person settle into employment.

JobStart Scheme wages and related costs

The Department for Communities (DFC) will use information from HMRC to check that the young person is still employed. The funding to pay the young person's salary will be paid monthly in arrears when we know they are:

- enrolled on your payroll
- being paid through Pay As You Earn (PAYE)

You can pay a higher wage and for more hours but the funding will not cover this.

Getting the young people into the job opportunities

JobStart Scheme job opportunities are only available for young people aged 16 to 24 who are referred to you by Department for Communities (DFC) or Department for Economy (DFE) Careers Advisers.

If your application is successful:

- You will provide job vacancy details to DFC that youth work coaches across the network of Jobs & Benefits offices will use.
- The youth work coaches will match suitable candidates to the job opportunities.
- The young people will apply directly to you.
- You'll then carry out normal company recruitment and selection procedures to identify the candidate best suited to your role.
- You will notify the Department for Communities JobStart team of your preferred candidate(s).

Funding will only be provided if a young person is hired using the JobStart Scheme process as outlined in this guide.

How to apply

You will need to provide information about the job opportunities during the application.

Public sector organisations and exempt charities should enter '0' when asked for a Companies House or Charity Commission number.

- [Apply online](#)

Guide to Answering the Questions

Question	Guide to Answering
1 Are you an employer in Northern Ireland?	Yes/No Please note if you are not an employer in Northern Ireland you cannot apply for funding from the JobStart Scheme. If you are resident in England, Scotland or Wales, check out www.gov.uk/kickstart
2 How many JobStart Scheme job opportunities can you offer?	Please insert the number of opportunities you are proposing to create in this application.
3 Do your job opportunities meet the JobStart Scheme criteria?	The Job Start Scheme job opportunities must: - be 6 months (or 9 months for those who meet additional criteria) - provide at least 25 hours work per week - pay at least the National Minimum Wage through PAYE - pay National Insurance and pension contributions, as required - provide support for the young people whilst they are employed as part of the JobStart Scheme Yes/No
4 Are your job opportunities just for the JobStart Scheme?	The job opportunities must: - Be funded by the JobStart Scheme and would not exist without this funding - Be paid from the funding for the 25 hours per week on National Minimum Wage (employers can pay a higher wage and pay for more hours) You need to make sure that all the job opportunities that you are requesting funding for meet this criteria. Yes/No
5 Can you provide support to young people to develop occupational and employability skills? Note: Occupational skills relate specifically to the job the young person will be doing	The JobStart Scheme job opportunity should help them get basic employability skills. This includes: - attendance - timekeeping - teamwork - communication JobStart participants will also need training to develop occupational skills specific to the job. JobStart participants may also need help with: - updating their CV to capture skills developed whilst on the job opportunity - preparing for future employment You can work with other organisations to provide employability support on your behalf. The set up costs can be used to cover associated costs. By providing this support you are helping the young people to become more employable by you or another employer. You will be asked to tell us about how you will provide employability support at question 18. Yes/No
Employer details section:	
6 Your name	Insert the name of the person completing the application on behalf of the organisation
7 Person answering enquiries (if different from above)	Insert the name of the person who will deal with queries about your application
8 Telephone number	Please provide full telephone/mobile number
9 Email address	Please ensure the email address is typed correctly – we will send documents to you using this email address
10 Name of Company/Charity/Employer	Please enter the exact name of your business
11 Companies House registration number, Charity Commission number, if applicable	Your Company Registration Number (CRN) is a unique 6 digit number Public sector organisations and exempt charities should enter '0'. If you do not have a Company Registration Number please also insert '0'.
12 How many employees are in your company/organisation at date of application?	Insert number of employees in your company Include: - all workers paid directly from this business's payroll(s) - those temporarily absent but still being paid, for example on maternity leave Exclude: - working owners who are not paid via PAYE - voluntary workers - former employees only receiving a pension - self-employed workers - agency workers paid directly from the agency payroll - subcontractors
13 Organisation address	Please provide your full business address
14 Which of the following best describes your business area?	Please choose the area most appropriate to your business.
Job Opportunity Details	
15 What information do you have to show your job opportunities are specifically for the JobStart Scheme?	Provide information that the job opportunities from your organisation are created just for the JobStart Scheme. This includes that they must be: - paid for by the JobStart scheme funding and would not exist otherwise - paid from the funding money for the 25 hours per week on National Minimum Wage (employers can pay a higher wage and pay for more hours) The job opportunities must not: - replace existing or planned vacancies - cause existing employees, apprentices or contractors to lose work or reduce their working hours Tell us: - about changes to your workforce in the last 6 months and why (for example, redundancies and changes to hours worked by existing staff. This includes furlough) - the number of people affected by changes to your workforce in the last 6 months - about the kinds of roles, functions and average salary of those who were made redundant or who had their hours reduced (this includes furlough) in the last 6 months - if you would be able to create these job opportunities without JobStart Scheme funding and what 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 JobStart Scheme - if the job opportunities 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 JobStart Scheme funding to create similar roles - if a collective agreement is in place - if you've engaged with any relevant trade unions about participation in the JobStart Scheme and any advice the unions have given.
16 What roles are you planning to create for the JobStart Scheme?	Please provide details of the of the job title and a brief description of the duties involved for each of the job opportunities you are planning to create.
17 Providing Occupational Skills Please list at least 5 occupational skills the young person will develop during the job opportunity you are providing.	If you are offering different job opportunities, please list at least 5 occupational skills for each job opportunity. Note: Occupational skills relate specifically to the job the young person will be doing
18 Providing Employability Support How will you improve the employability skills of young people throughout your JobStart Scheme job opportunities? Employability skills include attendance, timekeeping, teamwork, communication. This list is not exhaustive.	The type of support we expect is anything that will help a young person be in a better position to find work in the future. Tell us: - What support will be offered to develop employability skills (for example work search support, transferrable skills development, mentoring, careers advice and other related support to help young people find sustained employment after they have completed their JobStart Scheme jobs) - who will provide the support (for example you may already have a pre-existing relationship with training providers) - how you will monitor this support - how the young person can provide feedback during their opportunity and afterwards, and how this will be acted on. You get £1,500 funding per job opportunity for set up costs and support.
19 Where will your JobStart Scheme job opportunities be based?	More than one council area can be selected - please select all that apply
Submitting Your Application	
20 Please select the checkbox below to confirm that your application meets the criteria detailed	By inserting a tick in the box and adding your signature, you are confirming that you have read and understood the terms and conditions of the JobStart Scheme
Almost done...	The information contained here is standard wording for the system used to gather the information. If you submit your email address, you will receive a PDF version of your application.

After you have applied

We'll aim to email you with a decision on the application within one month. You may be able to apply again if your application is not successful.

You can make another application for additional funding while you wait on the response for an existing application.

The job opportunities do not exist until the application has been approved and you have signed the funding agreement.

Other employment schemes

For details on other employment schemes go to [Skills to succeed](#)

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