

## **What is Kickstart?**

Kickstart aims to provide hands-on training by placing a person with an employer for up to 13 weeks. The placement will be reviewed regularly by both Social Security and the host employer.

## **How does it work?**

During the placement the employer is expected to provide hands-on work and show the person new skills. The person is employed through Social Security and receives a weekly wage. The employer gets the benefit of having an extra pair of hands for the 13 week placement.

## **Do I get paid?**

Yes, whilst on the placement you will be issued with a contract and you will be paid at minimum wage rates. The number of hours per week will be agreed in advance but can be increased if agreed.

## **Holidays and Holiday Pay**

There is no entitlement to annual leave during the contract period however you will be paid for the following Bank Holidays if they fall within your contracted period – New Years Day, Good Friday, Easter Monday, May Day, Liberation Day, Spring Bank Holiday, Summer Bank Holiday, Christmas Day, Boxing Day and any additional Bank Holidays as they occur.

In order to qualify for payment of wages on those days, you must work two days before and one day after the Bank Holiday.

## **Incapacity for work due to sickness or injury and sick pay**

There is NO entitlement to sick pay. It must be noted that any period of sickness requires a medical certificate to be presented to your employer. To get Sickness Benefit your claim must last at least 4 days and is subject to certain contribution conditions.

## **Where do I have to go?**

You will be given details of when and where to go. If you anticipate any problems in getting there on time you must speak to the Job Centre in advance.

## **How will I get to work?**

It is your responsibility to arrange transport to your placement. If you are going to catch a bus you can get a bus timetable from the Bus Terminus or on-line.

## **What will I wear?**

Each placement will vary greatly, please speak to the Job Centre who will be able to advise you.

## **Health and Safety**

The participant has a duty to co-operate with the host organisation, to take reasonable care of themselves and others, to participate in appropriate training and to comply with any instructions given. Participants may be covered by the States Insurance in relation to any personal injury sustained and any third party liabilities arising during the placement.

## **What if I won't have enough money to live on?**

If you need extra help because you have a family or rent to pay you should call the employment benefit section on 732511 or if you are still submitting medical certificates Supplementary Benefit on 732508.

## **What if I get a job interview?**

If you need to go to a job interview you will be given time off to attend your interview.

## **What if I get offered a job?**

If you get the chance of a job you should take it straight away. You will be expected to keep up your job seeking efforts while on a placement.

## **What if I need to go to the Doctor or Dentist?**

Where possible you should try to arrange these appointments out of working hours. If this is not possible you will need to show the person supervising you your appointment card.

## **Disciplinary Procedure**

If your behaviour, attendance / timekeeping is such that the Host Employer does not want to continue with the placement, your contract may be terminated, which may affect your entitlement to benefit.

## What is the Recruitment Grant?

The Recruitment Grant is a series of payments designed to support employers in recruiting staff who have been out of work for extended periods.

To claim the grant an employer must recruit an employee who has been claiming an incapacity or unemployment benefit for at least 6 months up to the date of recruitment. The Recruitment Grant can also be applied for in respect of claim-ants who are receiving Supplementary Benefit and have been out of work.

Social Security recognises that for those people who return to work after long periods of incapacity or unemployment, additional induction support may be needed. The grants have been introduced to support the employer during the early stages of employing their recruit during which additional support may be required.

## Back to Work Bonus

A Back to Work Bonus is a cash lump sum paid to a person when their social insurance based unemployment or incapacity claim ends because they have started a new job which is still ongoing after four weeks.

The Bonus may be paid if the person has returned to a new job after being sick or unemployed for six months or longer. They must be in paid work for at least 15 hours per week to qualify and can only receive one bonus payment in any period of 12 months



### Useful numbers

Job Centre:	732516
Employment Benefits:	732511
Income Support:	732508
Sickness Benefit	732507

# Kickstart