

Option 1 – Access All Areas – £1500

Employability Programme

CV and cover letter training – Interview techniques and skills practice – Basic skills and goal setting – 1-1 Career support session – Weekly group Q & A sessions – Access to delegate Facebook group – Certificate provided on completion

Recruitment and Selection

Point of contact for JobCentre Plus – Online applicant tracking system – Shortlisting – Interview administration – First round interview – Feedback to candidates – Final interview with Employer – Feedback to candidates

Induction and 1:1 Support – Development and implementation of induction plan – 1:1 support calls on a fortnightly basis (up to 30 minutes) for the full six months of the Kickstart Placement. These may be used for the employer and/or the employee

Employment Documentation – Kickstart contract of employment – Kickstart Policy Handbook – includes Bullying and harassment; Discipline/dismissal and grievance; Equality and diversity; Health and Safety; Whistleblowing; Working time and Data Protection Act 2018

Option 2 – Standard Access – £750

Employability Programme

CV and cover letter training – Interview techniques and skills practice – Basic skills and goal setting – 1-1 Career support session – Weekly group Q & A sessions – Access to delegate Facebook group – Certificate provided on completion

Recruitment and Selection

Point of contact for JobCentre Plus – Online applicant tracking system – Shortlisting – Interview administration – First round interview – Feedback to candidates – Final interview with Employer – Feedback to candidates

Option 3 – Self Sufficient

£1500 Job Support Grant paid directly to the employer.

All Kickstart employability requirements to be delivered by the employer with evidence of completion submitted to the Professionals in Partnership Limited.