Kickstart Job Placement Description Form

Important guidance on completing the section - Details of employability support (training opportunities/mentor)

Employers should focus on how they will support young people to become more employable at the end of the six-month placement.

**For example:**

* what support will be offered (for example helping young people with writing their CV and preparing for an interview)
* when they will provide this support (for example halfway through their job placement or towards the end)
* who will provide the support (for example they may already have a pre-existing relationship with training providers or ask E-Factor to help with this)
* how they will monitor this support
* how the young person can provide feedback during their job placement and afterwards, and how this will be acted on

Suggestions to businesses that they consider/ include:

* Assessing and implementing an action/learning plan at the beginning of the placement.
* Allocating a mentor/ regular review meetings/ chance for young person to provide feedback.
* Opportunity to work through CV with individual/ mock interviews.
* Support to access training/ access to ICT.
* Consideration will be given to use of a 3rd party training organisation by referral from E-Factor.

Example text:

‘Successful applicants to our programme will benefit from one-to-one guidance and support, a comprehensive training programme over the six-month period, the opportunity to learn in a supportive environment which will help them develop new practical and communication skills, gain experience and understand the importance of key employability skills such as attendance, time keeping, team working.

A 3-month review with the team manager will discuss the performance of the employee, future opportunities and the development of the employee’s CV and interview skills.’

‘’Employees through the Kickstarter scheme will have a company induction and will be assigned a mentor for the six-month period.  This will give the employee a strong support system along with an essential insight into the company and its working practices.  A training programme will also be set out giving the employee plenty of opportunity to gain valuable skills and experience which are essential for future employment and their CV.”

‘The employee will be encouraged to provide feedback to the mentor both during regular monthly reviews, and at a concluding exit meeting, to ensure that they remain engaged with the programme and to provide us with the opportunity to make their onward chances of employment as good as possible.’