



THE
BRITISH
RACING
SCHOOL

KICKSTART SCHEME

EMPLOYER GUIDE

KICKSTART
SCHEME

THE
RACING
FOUNDATION





ARE YOU LOOKING TO **RECRUIT** STAFF?

Employers can benefit from up to £7500 of grant funding per employee on the Kickstart scheme over a period of 6 months.

The British Racing School (BRS) is working in partnership with the Racing Foundation to support and simplify access to the government funded Kickstart Scheme and maximise the benefits to racing and introduce new staff to racing.

WHAT IS THE KICKSTART SCHEME?

The Kickstart Scheme provides funding to employers of up to £7500 to support young people aged 16-24 in new employment for a period of 6-months.

Roles which start before 31 December 2021 will be eligible for funding.



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
- Associated employer National Insurance contributions
- Employer minimum automatic enrolment contributions
- £1,500 per placement to support set up costs (eg IT equipment and software licences, administration and training plus uniform and Personal Protective Equipment as required).

The scheme is supported by the **Department for Work and Pensions (DWP)**.

HOW DOES IT WORK?

The roles 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
- applicants must be claiming Universal Credit
- employers may “top up” wages or offer jobs which are more than 25 hours per week
- job placements must start by 31 December 2021.





There are only a few conditions attached to the Kickstart Scheme:

Employers must commit to develop the skills and experience of each applicant which should include:

- supporting them to look for long-term work;
- supporting them with CV and interview preparation; and
- supporting them with basic skills such as attendance, timekeeping and teamwork.

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

- they must not replace existing or planned vacancies
- they must not cause existing employees or contractors to lose or reduce their employment
- applications must be made via Jobcentre Plus Work Coaches

The BRS will coordinate applications and provide training and support for employees, supported by the Resume Foundation in their role as a DWP approved Kickstart Gateway Provider. This coordination and support will reduce the burden on employers, as well as developing a network of “Kickstarters” to support them as they progress in racing.



WHAT ARE THE **BENEFITS** FOR RACING'S EMPLOYERS?

APPROXIMATE FIGURES FOR 21-YEAR-OLD CANDIDATE

The employer will receive payments of approximately £7,100 throughout the placement.

FUNDING EXAMPLE

Set-up

Payment to employer of £1,500 “set-up” fee. This funding should be used for:

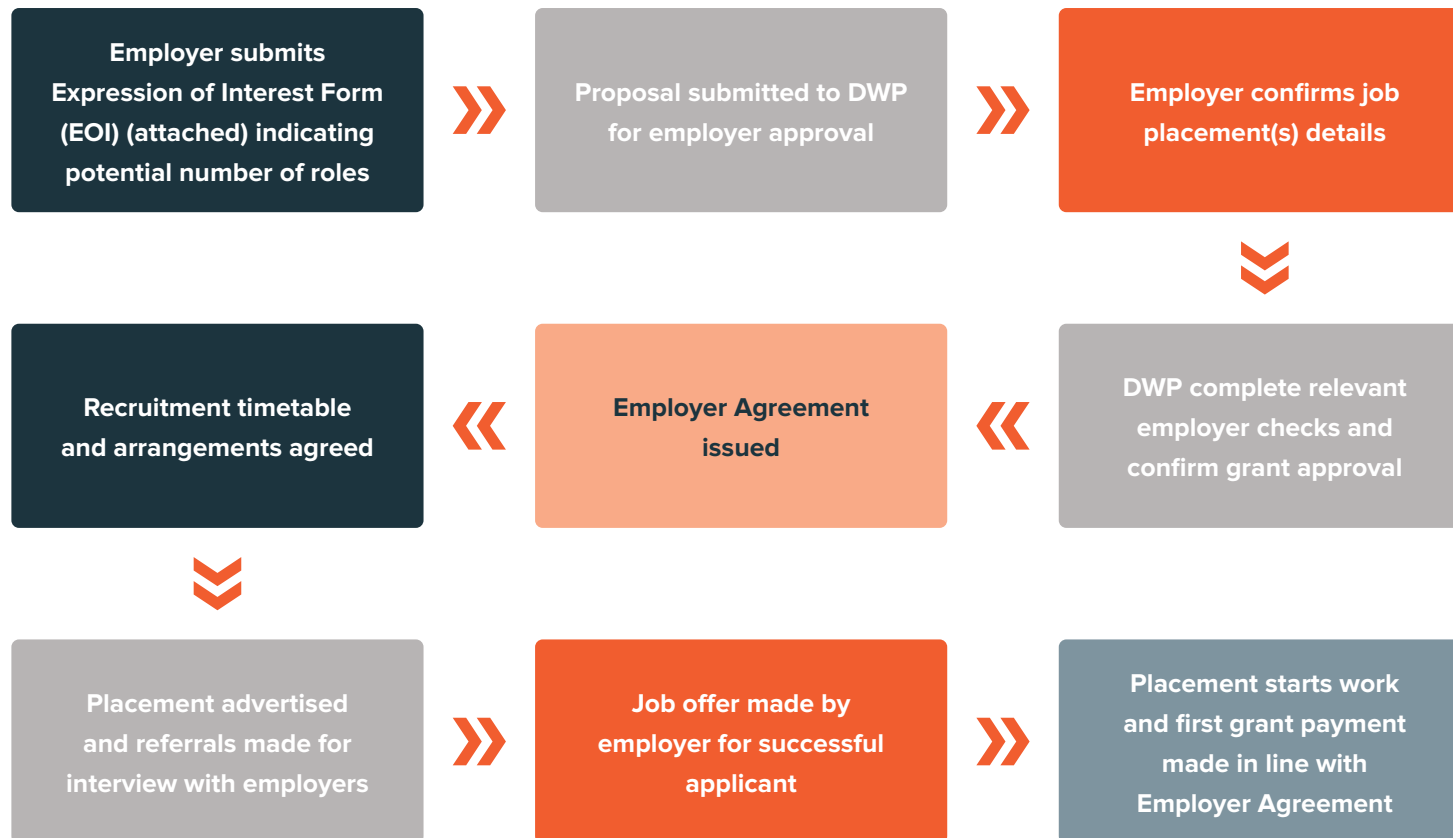
- training and employability support
- to be provided and subsidised by BRS at a cost of £500 per candidate
- IT equipment and software
- uniform or Personal Protective Equipment

Wages

25 hours @ £8.36 per hour	£209.00
Employers National Insurance	£3.00
Automatic Enrolment	£3.00
Total per week	£216.00
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Wages support (6 months)	£5,616.00
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Total	£7,116.00

WHAT IS THE PROCESS?

THE PROCESS IS STRAIGHTFORWARD:



The choice of candidate is entirely up to the employer and the candidate list can be pre-screened and a shortlist compiled if preferred ahead of interview and final selection.

It is possible for an employer to be approved for participation in the Kickstart scheme and progress to employment of candidates in approximately 10-12 weeks.

WHAT ROLES CAN BE FILLED?



ALL TYPES OF ROLES WITHIN A BUSINESS CAN BE ADVERTISED AS A KICKSTART VACANCY.

Examples of Kickstart vacancies which are currently advertised include:

- Events Sales Executive
- Social Media Assistant
- Receptionist
- Executive Assistant
- Catering Support
- Marketing Assistant
- Groundstaff
- Equestrian Yard Maintenance
- Grounds Maintenance Operative

The roles can be developed with no commitment beyond the initial 6-month placement and could provide valuable additional resource to organisations throughout racing and supports young people in finding employment. The individuals will be supported during their placement and alternative opportunities identified where possible to allow them to progress within racing.

Whilst one of the conditions of the scheme is that the role should not require “extensive training”, there is a focus on reducing the barriers to entry for employment within yards. These opportunities will be shared with colleges and training providers to target experienced individuals. In parallel there is also the opportunity to identify vacancies which would be available from Autumn 2021, to be filled by candidates which have completed the BRS Ground Based Yard Staff Course.

Applications for all types of roles are made via Jobcentres to ensure that candidates are claiming Universal Credit and are supported by their Work Coaches.

WHAT **SUPPORT** WILL BE OFFERED TO EMPLOYERS?

- **BRS Programme Manager to support and act as intermediary with understanding of racing industry and roles and requirements**
- **Kickstart Scheme Information Hub – to support employers and candidates**
- **Assistance throughout the entire process, including support and advice for the candidate:**
 - streamlining of application process to Kickstart Scheme for employers
 - assistance with eligibility process
 - support with production of job descriptions
 - arrange for approval process in becoming a Kickstart Employer
 - arrange Kickstart Jobs with DWP
 - a direct relationship with the DWP office
 - optional assistance in candidate selection
 - promotion of vacancies
 - setting up Employer Grant Agreement and administering payment of grant in monthly instalments via DWP
- **BRS provided candidate Training Modules (provided on-line where possible):**
 - Introduction to work
 - CV writing
 - Interview technique
 - Managing finances
- **This work focused training would be supplemented with industry training to provide an introduction to and overview of racing**
- **The training provision will be generously subsidised by the Racing Foundation and provided by the BRS for a cost of £500 (payable from the Employer Kickstart candidate set-up support)**
- **Employer advice regarding next steps to support ongoing employment where suitable**

WHAT ARE THE **OPTIONS** AVAILABLE AT THE END OF A PLACEMENT?



There is no obligation to retain the candidate at the end of their initial 6-month period of employment, but it is hoped that the Kickstart scheme will lead to longer term employment for young people throughout the industry. There are a number of options available at the end of Kickstart:

Option 1

Candidate completes 6-month funded Kickstart placement and progresses to permanent employment.

Option 2

Candidate completes 6-month funded Kickstart placement and progresses to industry-supported Apprenticeship.

BRS can support and advise regarding these next steps.

Option 3

Candidate completes 6-month funded Kickstart placement and leaves employment having completed training modules and received employability support throughout placement.

HOW TO **ACCESS** THE KICKSTART SCHEME AS AN EMPLOYER?



Identify suitable roles for the Kickstart scheme



For further information
visit the British Racing
School Website

» Click Here «



Contact Pip Kirkby
for support
and advice

» Click Here «

EXPRESSION OF INTEREST FORM

Organisation Details

Organisation Name		
Address		
Is the above address your registered address?	Yes	No - if not please provide it
Company Registration Number		
Charity Registration Number		
Website		
Do you have an annual audited statutory account?	Yes	No
Contact Name		
Job Title		
Email		
Phone Number		

Proposed Kickstart Roles

How many placements do you require between September and February?		
Type of Job Roles (Mandatory)		Estimated Start Date
Yard/Horse facing		

Download and complete
Expression of Interest
form - send to Pip Kirkby

» Click Here «

It is recommended to include all potential roles, even if recruitment is not planned immediately.

KICKSTART SCHEME

Guidance

A template must be completed for each Job Placement role that is being offered. For example, if the 30 Job Placements are split across two roles, clerical assistant and retail assistant, you need to complete two templates. Please do not use acronyms when completing this document.

DWP Bid Unique Identifier To be completed by DWP only.

Job Placement title Enter the title of the Job Placement you wish to fill.

Job Placement summary Enter a description of the Job Placement. Include details of the main responsibilities of the role and the key activities that will be carried out. Please do not use bullet points for this information. Max Character Limit of 4000.

Skills, experience and qualifications Enter details of any skills, experience or qualifications that are preferred or required for the role. For example, a driving licence. Please do not use bullet points for this information. Max Character Limit of 2000.

Job category To be completed by DWP only.

Number of hours per week To be completed by DWP only. Only enter a 2 digit number.

Working pattern and frequency To be completed by DWP only. Only enter a 2 digit number.

Download and complete
Vacancy Template form
- send to Pip Kirkby

» Click Here «