

KICKSTART SCHEME

You are contacting Pathway CTM because you are a company that is looking to take on Kickstart placements into your business and need support in accessing the Programme through a credible Gateway Partner.

You will be pleased to know that Pathway CTM is a Social Enterprise that works to support young people, around the UK, into employment opportunities. Focusing on developing key employability skills and insights into different industries, as part of this. We have links with companies and Programmes, and if you do not decide to take on your Kickstart placement(s) full time, after the 6-month term, then Pathway CTM will be able to support with next steps into further employment opportunities. Throughout the placement, your young people be supported with and will have access to the following:

- **Employability Programme Resources** – Enrolled onto the Pathway Programme with access to employability resources, such as CV and Cover Letter creation, setting up LinkedIn, Interview Skills (including videos, Pathway CTM webinars, blogs and more).
- **Tracked Learning** - Access to 3 Online Learning Modules, where young people can explore and test themselves, at their own pace around ‘My Knowledge’, ‘My Personal Brand’ and ‘My Interview & Assessment Toolkit’. The aim is to complete and pass all 8 sessions within these modules, with performance tracking and reporting available upon request for your placements.
- **Live and Recorded Webinar Skills Sessions** - Access to view over 150 Company Profiles across labour market industries, and access to live (evening), and recorded webinars to learn from some of these employers and the skills and attributes they see as being important to gaining full time employment within the industry of your placements.
- **Kickstart Community & Support** - A dedicated monthly ‘Kickstart Community’ webinar to join, for all placements, which will be with a Pathway CTM mentor to deliver additional support to help guide successful outcomes + teach key employability sessions in an interactive style. A place for Placements to share and maintain motivation and enthusiasm on their journey.
- **Sector Inspiration Sessions** - We will also be introducing sector specific webinars, to inspire your placements to see the benefits of staying withing the sector they have their placement in. We plan to deliver inspiring talks and sessions with industry leaders and those who can represent and shine a light on your sector.
- **Dedicated Mentor** – Access to 1-1 support with a Pathway CTM Career Mentor. Your Kickstart Placements will have a dedicated inbox and phone line for if they want further or specific support on their CV, Cover Letter (to show evidence of the employability skills developed over the placement), or general support about their placement.
- **Employer Account Support** - We will be on hand for account management support over the placement, for you, the employer. With particular interest towards the end of the 6-month placement and making a decision on the support the placements will need post placement.
- **Post Placement Jobs Portal** – As an employer, if you do not end up recruiting the Placement(s) after the 6 month term, then Pathway CTM will be able to link up students to other businesses via our Jobs Portal and support, where SME’s can register jobs to our young people who are not in education, employment or training. Pathway CTM then add in another level of support to the young people to help them apply and be successful through this process.

ONLINE LEARNING PROGRAMME CONSISTING OF 3 KEY MODULES:

1

MY KNOWLEDGE

1. Identifying my Transferable Skills
2. Understanding my Strengths.

+ online resource follow up for all modules

2

MY PERSONAL BRAND

1. Submitting a winning CV
2. Writing a cover letter and how to tailor it
3. LinkedIn Masterclass and creating a network

3

MY INTERVIEW & ASSESSMENT TOOLKIT

1. Creating and implementing your strategy to finding employment
2. Winning at Assessment Centres - a step by step guide
3. Mastering the 1-1 interview - phone, online & face to face

UPCOMING EVENTS

Access to all of our live events. All events are free and several are focused on Homebuilding and Construction.



RESOURCES

Blogs, Workshops and videos (including 70+ videos designed to help with overall learning and development of employability skills).

The process and key stages: (6-month Kickstart placements can be submitted up to December 2021)

1. Confirming Pathway CTM as your Gateway Partner, who will support you with finding Kickstart placements (aged 16-24) and supporting them throughout the placement. **Please fill in and return your registration form to us to confirm this stage.**
2. Pathway CTM will notify you when our submission of 30+ placements has gone in to DWP and when we are accepted, we will request for you to send Pathway CTM your job description(s), ensuring they fit within the guidelines set out on the job description (a new role, not replacing staff, with training and development support covered with access to the Pathway Programme).
 - a. Please note all submissions are assessed and DWP perform company checks before placements are approved.
3. Pathway CTM will be submitting the essential training we are responsible for, to support the bid.
4. Service Level agreement signed between you and Pathway CTM (provided to us by DWP), to ensure our payment transfers to you are correct, on time and accurate.
5. Pathway CTM will then link you to your local Job Centre Plus where your job description(s) will be activated, and applications will come through to you for review.
6. Confirm with Pathway CTM your selected candidates and we will process with DWP.
7. You set up the employee under your usual contract of employment terms, and we shall notify DWP of start date. Your upfront payment (£750) will be with you within 2 weeks of start date.
8. Second installment (100% of minimum wage for 25 hours per week, plus employer NI, plus minimum auto enrolment pension contributions) to be paid in or around the 6th week of the placement (e.g. 2 weeks after you have paid them).

Minimum Wage Overview:

| Wage Band (Age) | Current Hourly Rate | Weekly (25 hours) | Monthly | 6-month Sum |
|-----------------|---------------------|-------------------|---------|-------------|
| 21-24 | £8.20 | £205.00 | £888.33 | £5,330.00 |
| 16-18 | £4.55 | £113.75 | £492.92 | £2,957.50 |

Next steps are for us to have an initial call with you to walk through this process and ensure it will work for you and what you are hoping to achieve from the placements. **We will send you our registration form to submit your number of placements, and then it is over to us to inform you on our progress with DWP!**

We look forward to working with you on this exciting initiative.

Chris McNamara, Founder & CEO