

KICKSTART SCHEME

You are contacting Pathway CTM because you are a company that is looking to take on Kickstart placements into your business and would like 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 around the UK, and if the employer does not decide to take on their 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.
- **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. 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:

	<p>MY KNOWLEDGE</p> <ol style="list-style-type: none"> 1. Identifying my Transferable Skills 2. Understanding my Strengths. 	<p>+ online follow-up resources</p>
	<p>MY PERSONAL BRAND</p> <ol style="list-style-type: none"> 1. Submitting a winning CV 2. Writing a cover letter and how to tailor it 3. LinkedIn Masterclass and creating a network 	<p>+ online follow-up resources</p>
	<p>MY INTERVIEW & ASSESSMENT TOOLKIT</p> <ol style="list-style-type: none"> 1. Creating and implementing your strategy to get your first job 2. Winning at Assessment Centres – a step by step guide 3. Mastering the 1-1 interview – phone, online & face to face 	<p>+ online follow-up resources</p>

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 current staff or BAU hires).
 - 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 PAYE (6 months) contract and employment terms, and we shall notify DWP of start date. Your upfront bonus (£1,000) and first salary payment (100% of minimum wage for 25 hours per week, plus employer NI, plus minimum auto enrolment pension contributions) will be with you 2 weeks in arrears from first salary payment.

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 look forward to working with you on this exciting initiative.

Chris McNamara, Founder & CEO