



# Demystifying The Kickstart Scheme Process



## 1. Get in Touch

To start your Kickstart journey, get in touch with us. You will need to fill out an **application form**, which we will email to you, so we can get some basic info on you and your business.



## 2. Wait for Approval

We will process your application with the DWP, after which we can expect to hear back within **6-8 weeks**. At this point, you will find out whether your application has been successful or not.



## 3. Sign Agreement

If your application is approved by the DWP, we're going to need you to sign an **Employer Agreement**, where you agree to use the grant money you will receive for its intended purposes. You will also need to provide us with bank details so that we are able to transfer the funding to your company account.



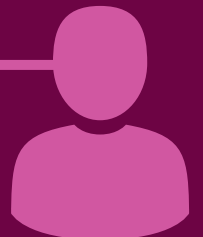
## 4. Create Job Vacancies

At this point we will send you a **job vacancy template**, which will need to be filled out for each role. This is what your local job centre will use to advertise the vacancy, so it should explain the role in detail, as well as outlining the support you hope to provide to the successful candidate.



## 5. Receive Applications

Once your Kickstart vacancies are live, work coaches will find eligible candidates for your job placements. Interested candidates will then apply for the position(s).



## 6. Choose a Candidate

It is up to you how you choose the right candidate for each role. Once you have chosen a candidate and they have accepted the role, the Kickstart placement can begin.



## 7. Placement Begins

When your new employee starts work, you must email the DWP informing them that the placement has begun. We will receive the £1500 set up funding from the DWP within 10 working days from the start of the placement, which you will receive within an additional 2 working days.



## 8. Training

As your job placement progresses you will be expected to provide certain types of training to your Kickstart employees. If you agreed with us on one of our training packages, then we will get in touch with the Kickstart employee two weeks after the beginning of their placement to begin their training.



## 9. Wage Funding

Six weeks after the beginning of the placement, the DWP will check that you have paid your employee appropriately through PAYE. We will then receive your first payment funds within 10 days, which we will send on to you. This process will then repeat on a monthly basis.



## 10. End of Placement

After the sixth month scheme has been completed, the Kickstart job placement will end. It's up to you what you do from here, and there are many options that will allow you to keep your new employee for longer.

## Begin your Kickstart journey with The Real Apprenticeship Company

To get started, give us a call at [01926 358420](tel:01926358420), drop us an email at [kickstart@thereal.com](mailto:kickstart@thereal.com), or visit our website [www.therealapprenticeship.com/our-kickstart-offer](http://www.therealapprenticeship.com/our-kickstart-offer) to fill out an application form online.

If you still have questions, don't hesitate to get in touch, or else visit our handy FAQ page at [www.therealapprenticeship.com/faq](http://www.therealapprenticeship.com/faq)