



Brixham Town Council

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Town Clerk: Mrs Tracy Hallett

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Contact Officer	Tracy Hallett	Job Title	Town Clerk
Report Title	Apprenticeship Schemes		

Purpose of Report

To consider an apprenticeship programme that aims to offer employment opportunities to the youth of Brixham.

KICKSTART SCHEME

The Kickstart Scheme provides funding to create job placements for 16 to 24 year olds on Universal Credit who are at risk of long term unemployment. Employers of all sizes can apply for funding which 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

The job placements created with Kickstart Scheme funding must be new jobs. They must not:

- replace existing or planned vacancies
- cause existing employees, apprentices or contractors to lose work or reduce their working hours

For each job placement the employer must help the young person become more employable. This could include:

- looking for long-term work, including career advice and setting goals
- support with curriculum vitae (CV) and interview preparations
- developing their skills in the workplace

Employers can spread the start date of the job placements up until the end of December 2021.

Further funding is available for training and support so that young people on the scheme can get a job in the future.

How to apply

The Town Council can apply for a Kickstart Scheme grant by either:

- Applying online

- Getting help from a Kickstart gateway who is already working with the Kickstart Scheme

What is a Kickstart Gateway

A Kickstart gateway already has a Kickstart Scheme grant agreement with the Department for Work and Pensions (DWP). They can add employers and job placements to this grant agreement.

A Kickstart gateway can be any type of organisation, such as a local authority, charity or trade body.

Kickstart gateways will:

- gather information about the job placements you'd like to offer
- share this information with DWP on your behalf
- pay the funding to you (for example the young person's salary)

They may also offer employability support to the young people in the job placement.

Initially, the Kickstart Scheme required employers offering 30 job placements or more. A Kickstart Gateway was required if employers were offering less placements. However, the Government website advises that the Kickstart Scheme has changed and employers no longer need a minimum of 30 job placements to apply directly for a grant.

Torbay Council are working with the Torbay Development Agency to help Torbay businesses get involved, and enable local employers to offer the Government scheme.

What an employer will get

An employer will receive £1,500 funding per job placement. This is for the setup costs and to support the young person develop their employability skills.

Summary

The Town Lengthsmen have only been in position since September and it is considered that they should be given an opportunity to further develop their roles prior to introducing an apprentice. This will also give the Town Council time to resolve some technicalities such as the work van only seating two persons.

There is also an opportunity for an apprentice to work with the Facilities Manager.

Advise has been sought as to whether the Council could take on one apprenticeship that could work, say three months with the Facilities Manager and three months with the Lengthsmen. We have been advised that we are not the first Council to consider this and as long as the job title and job summary reflects the role, then there is no problem with this. Further still, we have been advised that this is a good idea, giving the apprentice an opportunity to learn two different roles within the Council.

WORK EXPERIENCE

In addition to apprenticeship schemes, Brixham Town Council could offer work experience to youth aged 15 and 16.

Why do Work Experience?

Work Experience provides an opportunity for students to undertake full time work, in an environment that differs significantly from that of school. The purpose of Work Experience is not necessarily for students to decide upon the career which they wish to pursue; instead the emphasis is on working in the 'real world' and understanding how

organisations operate, as well as working with different people and having the opportunity to try something new and interesting. It also provides the opportunity to develop or utilise existing employability skills which future employers will themselves be looking for.

Work Experience at Brixham College

Work Experience is open to all students in year 11 and assistance is available to all who demonstrate enthusiasm to take part. Students at Brixham College are actively encouraged to source their own placements. Students from Brixham College will take part in a week of work experience when they are in Year 11 (September).

Summary

There is an opportunity for the Council to offer work experience for up to three placements:

- Facilities Manager
- Town Lengthsman
- Administration

Placements can only be offered to work with either the Facilities Manager or Town Lengthsman as long as they are not responsible for an apprentice.

Recommendation

It is recommended that:

- 1) The Town Clerk works with the Vice Chairperson of the Council to create a suitable job title and job summary
- 2) The Town Council registers its interest in the Kickstart Scheme through Torbay Development Agency
- 3) To contact Brixham College to discuss the Council being registered for Work Experience placements