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# KICKSTART

PARTICIPANT OFFER

**All participants that are successful in obtaining a Kickstart work placement through Activate Learning's Gateway will not only be able to gain valuable work experience, they will also have the opportunity to upskill themselves and receive 1:1 mentoring from our experienced work coaches. Our rounded offer will ensure all Kickstart participants are fully equipped to find 'meaningful' employment after their 6-month work placement.**

Activate Learning as a Gateway Organisation is obliged to ensure all placements are of high quality, effective and safe for all involved. The Kickstart project manager will work closely with the organisation to monitor the placements and collate feedback from all stakeholders. It is estimated that this will be around 1 hour a month for 6 months, at a cost of £130 per placement, and will be deducted from the £1,500 support fee. Monitoring will be a mix of telephone calls, emails, remote meetings and some onsite meetings (as applicable).

## UPSKILLING

We would recommend, where possible, that work placements are onsite for 25-28 hours a week with an additional 7 hours a week given to upskilling and learning. This would be entirely flexible and differ from employer to employer, however as part of the contract there is an obligation to ensure that participants have received employability training by the end of the placement. As an education provider, Activate Learning is fully equipped to offer this training on behalf of the employer, thereby removing your obligation. For this service there would be a cost to the employer of £150 for administration and enrolment to courses; this would be deducted from the £1,500 support fee.

We would recommend that participants enrol on the following suite of courses - subject to eligibility these courses are free for participants:

Course	Days
Certificate in Employment	7
Essential Digital Skills	3
Customer Service - All settings	2
Resilience and Grit	1
Mental Health Awareness	1
Working in a team	2
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All courses are available online or face to face to suit individual needs. Other courses are available, including vocational courses that may be suitable for your work sector; please discuss with our Kickstart project manager if you have specific requirements.

As part of their upskilling, all participants will create a work placement portfolio which will capture their achievements over the 6 months. The portfolio will include:

- ▶ An individual learning plan.
- ▶ Diary entries to capture achievements at work.
- ▶ 1:1 mentoring sessions.
- ▶ An updated CV and cover letter.
- ▶ Certificates from completed courses (above).

This is a tangible portfolio that participants will be able to take away with them, add to and use for future interviews.

## MENTORING

All participants engaged on the Kickstart programme will have access to one of our experienced work coaches on a regular basis. This is an excellent opportunity to help participants plan their future careers and access the wide array of contacts and experience the coaches have. The goal for all participants is that they obtain full time employment at the end of their placement, either with their Kickstart employer or with a new employer. For those participants that need further support at the end of their placement, work coaches will be able to continue to work with them to ensure they are able to access long term employment.

In addition to working directly with the participant, the work coach will also liaise with the Kickstart project manager who in turn will have direct communication with the employer to give guidance on targeted areas for improving and upskilling. The mentoring service would be at a cost of £500 per participant and would be deducted from the £1,500 support fee.

## SUMMARY

The Activate Learning offer has been designed to ensure participants receive an engaging and effective work placement, enabling them to progress and achieve future success. It has also been designed to fully support the employer to enable the placement to be as straightforward and successful as possible.

## COSTS

Activity	Cost £
Enrolment, course admin, exams etc.	£150.00
1:1 Mentor available throughout 6 months. Face to Face and remote support.	£500.00
Quality of placement and future planning	£130.00
Student pack and evidence portfolio	£10.00
<b>Total Cost per Placement</b>	<b>£790.00</b>
Remainder of £1,500 support fee to be paid to employer.	£710.00
<b>Note:</b> this is to be used to support the participant with their placement e.g. workwear or equipment.	