



Kickstart Employability Support Packages



About Spark!



Spark! is a charity with 40 years experience working in partnership with schools, communities and alongside a large and diverse range of local and national employers.

We enhance young people's employability skills, knowledge, and experience, so that they are better prepared for and able to effectively transition into the workplace, finding and keeping a job.

We enable and support long-term relationships between local businesses and education to create:

- **high quality work experience** placements and internships
- inspiring **careers mentoring relationships**
- a range of **employability skills development** opportunities

We believe it's possible for every young person to be ready and equipped to enter the world of work, and with youth unemployment rapidly rising, there's never been a more important time for our services.



How Kickstart support will work



- A significant and important element of the Kickstart initiative is for all young people on placement to be provided with what is called *'employability support'*.
- This support encompasses
 - the development of the young person's employability skills
 - the provision of careers guidance
 - meeting pastoral support needs
 - help in transitioning into permanent employment
- For each placement hosted, employers will be provided with an additional £1500 on top of salary costs. This is allocated to cover the costs related to the employability support provision, as well any onboarding and practical costs associated with the employment.
- Each placement employer will naturally have different levels of resource, time and expertise to effectively support their Kickstart employee to excel in their role and beyond. Spark! is therefore working with employers and gateway organisations to provide flexible support and guidance, to both employees and employers.
- The following pages explain the different packages of support available and each of the different elements that Spark! is able to provide.

Objectives of Spark! Employability Support



1. Employers understand their role and responsibility for their Kickstart employee, and create best practice in supporting young people to excel in their job.
2. Kickstart employees are well prepared for their role, and understand the expectations and requirements needed for them to succeed. Including planning transport to and from work, ensuring reliable attendance, and good timekeeping.
3. Kickstart employees embrace their role, responding appropriately to new responsibilities and challenges, adopting positive employment and workplace conduct.
4. Kickstart employees display a willingness and enthusiasm to learn and develop their employability and work readiness skills.
5. Kickstart employees develop the skills and knowledge required to succeed on their placement, and to transition effectively into permanent employment, including effective communication and teamwork. (Mapping work readiness against the [SkillsBuilder framework](#)).
6. Kickstart employees plan for work after their Kickstart placement, exploring career options, setting goals, and ultimately securing permanent employment. Including developing a well presented CV and interview skills.

Spark! Employability Support packages



	BASIC	ADVANCED	ENHANCED
Set-up phone conversations with the employee/s and the employer, to outline support in place and to address concerns.			
1a. Start of placement introductory employability skills workshop, inc. skills analysis and goal setting.			
1b. End of placement work readiness workshop, inc. interview skills, job hunting, finding and keeping a job.			
2. Access to employability, career and job searching tools and resources.			
3. Mid-placement workshop, including reflections and further employability skills development.			
4. Scheduled contact with employee to check progress, and to offer 1-to-1 guidance and support.			
5. Spark staff available for addition ad-hoc pastoral support and guidance as required by the employee.			
6. Employers kick-off workshop, inc. what to expect and how to effectively support their young employee/s.			
7. Spark staff available for ad-hoc support and guidance as required for the employer.			
8. Optional CV development and online profile and networking workshop.			
	£450 per placement	£600 per placement	£750 per placement

Which package is right for which employer



Which of Spark!'s Employability Support packages an employer chooses will largely depend on how much time, resource and expertise they already have in place to effectively support their employee.

- The **basic package** is designed to provide light touch guidance, employability skills development, access to a peer support group, and online careers resources.
Employer commitment:
 - Technical on the job training and supervision.
 - Ongoing check-ins and meeting pastoral support needs.
 - Provide opportunities for reflective practice and goal setting.
 - Ensure CV development, interview skills practice, and career guidance.
 - Support line managers to effectively supervise Kickstart employees to excel in their placement and beyond.
- The **advanced package** will provide more intensive support for each young person, and is ideal for employers with minimal time in place to support the employability development of their Kickstart employee. It has more guided learning hours as well as informal contact hours, including a named Spark! staff member to provide pastoral support as required.
Employer commitment:
 - Technical on the job training and supervision.
 - Ensure CV development, interview skills practice, and career guidance.
 - Support line managers to effectively supervise Kickstart employees to excel in their placement and beyond.
- The **enhanced package** is for employers with little time, resource or knowledge, looking for further support for themselves in appropriately working with their Kickstart employee/s. In addition, through this package the employer will be committing to doing all they can to support their employee/s to transition into permanent employment.
Employer commitment:
 - Technical on the job training and supervision.

For each package, Spark! will provide additional guidance for the employer on responsibilities and commitments.



1. Bookend workshops

Kickstart employees will be divided into cohorts of between 10 to 20 for their workshops. This group will form part of their peer support network, in which they can share their experiences, inform each others learning, and support reflective practice, as they develop and enhance their employability skills.

Start of placement workshop (3 hrs of face-to-face or online facilitated learning)

- Establishing expectations and responsibilities on placement
- Employability skills analysis
- Goal setting
- Team employability task followed by reflective practice
- Introduction to Spark! online career tools

End of placement workshop (3 hrs of face-to-face or online facilitated learning)

- How to search for and apply for relevant work in the current job market
- Team employability task followed by reflective practice
- Competency based interview practice
- Building aspirations and confidence
- Setting goals and establishing career pathways

2. Employability resources and tools

Our platform is a powerful, interactive and intuitive career tool. It is designed to support individuals in effectively transitioning their career, covering all aspects of job search and other career paths, such as self-employment and contracting, as well as personal branding.

Covering a multitude of areas, including helping individuals build their career and personal awareness to supporting them better understand their strengths, development areas and career preferences, as well as boosting confidence, knowledge and skills, and enabling individuals to make the right decisions about their careers and next move.

Key features



24/7 access



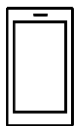
Wide range of media, inc. videos, podcasts and text based modules



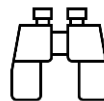
Over 500 e-learning courses and webinars



Job market access



Mobile application



Large database to support job search and interview preparation

3. Mid-point workshop

A 3 hour workshop, including opportunities for each peer group to come together in a supportive and reflective space.

- Progress to date and reflection on challenges
- Confidence building exercises
- Team building exercises
- Inspiring guest speaker/s
- Business solving challenges, building employability skills and work readiness

4. Employee one-to-one guidance

The Spark! team will connect with each Kickstart employee 2 to 3 times during their 6 month placement, offering bespoke support responding to the challenges and experiences of each young person.

These phone calls will last between 30 - 45 minutes, and take a coaching approach, offering careers and enterprise information, advice and guidance.

5. Employee support and guidance as required

Each young person on a Kickstart placement will have a named Spark! staff member, who they can connect with as and when they require.

This responsive approach will be essential for those young people on placement with minimal work experience, and will be an opportunity for young people to tap into support and guidance as and when they find certain elements of their work challenging.

This will also prove vital for employers who don't have the time, resource or expertise to provide their Kickstart employees with the ongoing pastoral support they will need to succeed.



6. Employer engagement workshop

This 2 hour employer engagement workshop will be a chance for organisations to come together at the beginning of the Kickstart placement process.

It will include:

- An introduction to the Good Youth Employer Charter
- Making employment and interview practice accessible for young people
- Expected challenges and how to respond
- Processes and systems which will support their Kickstart employee to excel
- Peer support and sharing of best practice

7. Employer support and guidance as required

Things won't always go to plan during the Kickstart placement. If employers have any concerns or are experiencing challenges with their employee, Spark! will be on hand to talk through the issues, offer recommendations, and if necessary, address concerns directly with the young person on behalf of the employer.

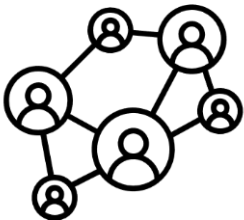
8. CV and online profile workshop

In order for the young people on Kickstart placements to successfully transition into permanent and full-time employment, their CV, public profile and networking skills will be essential tools.

This optional 2 hour workshop will include:



- Developing the content and layout of CVs
- Understanding a job person specification
- How to structure an application cover letter



- Building a LinkedIn profile
- How to effectively use LinkedIn to network and find a job
- Developing and making the most out of social capital



What next?



1. In order to confirm your Kickstart employability support services, please let your Gateway organisation know that you would like to work with Spark!, how many employees and which packages of support you need.
2. Spark! will be in touch within a few days to confirm your booking and details.
3. Your gateway organisation will initially be holding your £1500 per placement allocation. Spark! will be able to invoice them directly for the costs of your Employability Support Packages.
4. Unspent funds from your £1500 per placement allocation can be transferred to you from the Gateway organisation to cover any onboarding and other practical costs associated with the employment.

Thank you very much, the Spark! team look forward to working with you.



spark!

**KICK
STARTING
CAREERS**

To find out more about Spark!
visit www.sparklondon.org

Charity number: 1138697