



**Tameside Youth Employment Scheme (YES)  
1<sup>st</sup> July 2016**

**Tameside Youth Employment Scheme (YES) has the following 5 aims:**

- 1. To secure 6 months employment for Tameside young people aged 16 to 24 years old who are not in employment, education or training (NEET).**
- 2. To provide training and personal development to Tameside young people.**
- 3. To equip local young people with the skills required for sustainable employment; therefore reducing unemployment in the long term and reducing the number of NEETs.**
- 4. To provide an incentive for an employer to recruit a local young person as an apprentice, through an apprenticeship programme and/or create a job.**
- 5. To provide an incentive for an employer to help support the local job market.**

The grant will be available to those employers who fulfil the qualifying criteria and for whom we can find a suitable job-to-candidate match. Please check below to determine whether or not you are eligible to receive salary support through the scheme. The scheme is available from 03 December 2015, subject to eligibility and availability. Availability is subject to employment opportunities and funds, as there is a finite budget.

You must complete an application form including a signed declaration. You must also provide a job description, showing the proposed hourly rate of pay, hours and days of employment for the role you have created in order to be considered for the scheme.

As the scheme is demand led by employer opportunities, when a suitable job-to-candidate match is found, you may choose from a maximum of 3 participants to recruit.

## WHAT IS TAMESIDE YES?

Tameside YES is a scheme created to fulfil the 'Youth Jobs Pledge' and find 6 months of employment for young people not in employment, education or training. The funding is restricted to the employment of Tameside resident, young people aged 16 to 24 years old and is limited to 36 hours of work per week. There are two offers:

- **Apprenticeship Offer**

This consists of the Council funding 6 months of an apprenticeship. The apprenticeship must be part of the accredited scheme, last for a minimum of 12 months and follow the Council's apprenticeship salary structure.

- **Non-Apprenticeship Offer**

This consists of the Council funding 6 months of a non-apprenticeship job role. The role must last for a minimum of 6 months, with longer term prospects, and be paid at the Living Wage, as per the Living Wage Foundation. If an employer has not adopted the Living Wage, the Council will match the existing pay rate, but no less than National Minimum Wage.

We are asking businesses to sign up to Tameside YES where they can demonstrate the following criteria:

**You must meet criteria (A) or (B) from 03 December 2015 in order to qualify for Tameside YES:**

- (A) Create an Apprenticeship as an accredited scheme. You must pay at the Council's apprenticeship salary and ensure working hours comply with the Working Time Directive (minimum of 30 hours and maximum of 48 hours a week). **Please be aware the scheme will only fund 36 hours of work.**
- (B) Create a non-apprenticeship job role and meet Living Wage requirements with the number of working hours compliant with the Working Time Directive (minimum 30 hours and maximum 48 hours per week). **If you have not adopted the Living Wage (as per the Living Wage Foundation), you may pay at the rate applicable for your existing workforce. This must not be lower than National Minimum Wage.**

**AND two or more of the following:**

1. Support local suppliers
2. Offer mentoring and support
3. Offer access to training and development
4. Offer work experience
5. Create voluntary roles
6. Support individuals in the Working Well programme where possible
7. Signpost local people into work through Tameside's jobs pledges

## **THE EMPLOYER INCENTIVE**

### **WHAT WILL A BUSINESS GET FROM TAMESIDE YES?**

By signing up to Tameside YES, the Council will provide salary support to businesses who recruit local young person for a period of 6 months or 12 months if an apprenticeship. This sum may vary dependent on the role and the age of the young person recruited. Support is subject to funding as there is a finite budget.

In addition, your business may benefit from:

- Reduced resource required for recruitment processes;
- Shared financial risk in recruiting Tameside NEET;
- Support from qualified and highly experienced learning/training providers;
- Access to our contacts locally to help with various business issue e.g. legal issues, recruitment issues etc.;
- Access to GM employment and skills related schemes;
- Access to invitation only events with local contractors including Carillion and the Council;
- The chance to make a real impact for the young people in the local community;
- An enhanced local profile and reputation;
- New talent in to your business; an opportunity to nurture and mould your new employee;
- Improved skills and experience of existing employees through volunteering and mentoring opportunities.

### **WHAT EVIDENCE WILL BE REQUIRED?**

In Order for your application to be considered an application including a declaration must be signed stating that you meet all of the specified criteria and comply with the terms and

conditions. The Council reserves the right to visit the business to carry out routine checks for auditing purposes. These checks can be carried out at any time.

The terms and conditions and declaration will outline the following:

	<b>(A) APPRENTICESHIP</b>	<b>(B) NON-APPRENTICESHIP</b>
1.	The apprentice must be aged 16 to 24 on the start date recorded on the Individual Learning Record held by the training organisation.	The employee must be aged 16 to 24, on the start date of employment.
2.	The apprentice must be enrolled on an apprenticeship framework through a training provider recognised by the Skills Funding Agency.	The employee must have a contract of employment or notice of rights and expectations.
3.	The employer commits to employ the apprentice(s) for a minimum of 12 months on the apprenticeship programme or the time it takes them to complete their apprenticeship.	The employer commits to employ the young person(s) for a minimum of 6 months, bearing in mind the aspiration for longer term employment.
4.	The employer commits to paying a salary equal to or exceeding the Council's apprenticeship salary rates. <b>Please See APPENDIX A, TABLE 1</b>	The employer commits to paying a salary at the Living Wage (as per the Living Wage Foundation). If this exceeds the rate of pay for current employees, the employer may commit to paying at their existing rate, although this cannot be lower than National Minimum Wage. <b>Please See APPENDIX A, TABLE 2 AND 3</b>
5.	The employer must commit to recruit one of a maximum of 3 candidates put forward for the role.	
6.	The employer must commit to release young people aged 16 to 18 years and not in an apprenticeship role, for education or training during the 6 months employment period, in order to satisfy the requirement of Raising Participation Age. Participants aged 19 years and over may still require additional skills and training. Evidence of the course(s) and attendance will be required.	
7.	The employer must meet two of the following criteria: <ul style="list-style-type: none"> <li>1. Support local suppliers</li> <li>2. Offer mentoring and support</li> <li>3. Offer access to training and development</li> <li>4. Offer work experience</li> <li>5. Create voluntary roles</li> <li>6. Support individuals in the Working Well programme where possible</li> <li>7. Signpost local people into work through Tameside's jobs pledges</li> </ul>	

**A Young Person will NOT be eligible for the scheme if they are/have:**

1.	Not resident in Tameside (Tameside Post Code required).
2.	Already on an apprenticeship.
3.	Already on a Government employment or training programme.
4.	Working or studying towards a qualification.
5.	Enrolled on an education course, still attending or awaiting a term to re-start
6.	Aged 25 or over
In exceptional circumstances, should a young person be on a course that is no longer the chosen pathway, you may be considered for the scheme. However an opportunity cannot be guaranteed, as the scheme is designed to target the existing NEET cohort.	

In all roles, the Council will carry out enquiries with providers and learning/training providers to ensure the needs of both the young person and employer are met.

The Council reserves the right to request any other evidence it feels appropriate to demonstrate the terms and conditions of the scheme have been met.

**WHO IS ELIGIBLE TO APPLY FOR TAMESIDE YES?**

All businesses which are eligible should be able to provide a place of work (specific to the business related to the vacancy for the scheme) for the minimum period dependent on job role. The Council may use its discretion to offer support to employers outside the Tameside Boundary where a Tameside resident will benefit from an opportunity.

**THE SCHEME**

**WHEN WILL TAMESIDE YES BE AVAILABLE?**

Tameside YES is available from 03 December 2015 or until funds are exhausted.

## **HOW DO EMPLOYERS APPLY?**

Employers may register their interest via the Council's website at <http://www.tameside.gov.uk/TamesideJobsPledges/AJobForEveryYoungPerson>

## **HOW MANY PLACEMENTS CAN TAMESIDE YES FUND?**

Tameside YES has a finite budget. The sum of salary support will vary dependent on the type of role and the age of the participant. Each placement will be subject to a satisfactory job-to-participant match and fulfilment of all specified criteria.

## **IS THERE A LOT OF PAPERWORK?**

Employers must register their interest and sign an application and a declaration. A job description must accompany a registration of interest and the employer may be required to make the final choice in selecting the successful participant.

## **WHAT CHECKS WILL BE CARRIED OUT ON MY BUSINESS?**

For limited companies, checks will be carried out on Companies House and DueDil to ensure legitimacy, solvency and registered/trading address details.

## **ELIGIBILITY**

### **I KNOW A YOUNG PERSON I WOULD LIKE TO RECRUIT. CAN I STILL QUALIFY FOR THE SCHEME?**

If the young person is aged 16 to 24 years and not in employment, education or training, you may still qualify for the scheme. The young person will need to be referred in to the scheme and supported by a known provider throughout the placement.

### **CAN I EMPLOY MORE THAN ONE LOCAL YOUNG PERSON THROUGH TAMESIDE YES?**

Yes, however the Council is keen to ensure that all placements become longer term opportunities or at least have long term prospects. If you cannot offer multiple long term opportunities, the Council may use its discretion to only support some of the roles you apply for.

### **MY BUSINESS IS NOT BASED IN TAMESIDE CAN I STILL SUBMIT A VACANCY FOR TAMESIDE YES?**

Yes. Tameside Yes is restricted to Tameside residents, however should an opportunity arise for one of our young people to work, gain skills and experience in a neighbouring

authority, the placement will still be supported.

### **WHO WILL DECIDE IF MY BUSINESS IS ELIGIBLE FOR THE SCHEME?**

A decision will be made further to receiving your application form, signed declaration and job description. We may work with you to ensure your job description is accessible to the young people eligible to participate in the scheme. Your participation in the scheme is subject to finding a satisfactory job-to-participant match.

### **SUCCESS AND EXPEDIENCE**

#### **HOW QUICKLY WILL A CANDIDATE BE PUT FORWARD FOR MY VACANCY?**

The Council will endeavour to secure a participant one month from the date the post is advertised.

#### **IS THERE A RIGHT OF APPEAL IF I DO NOT RECEIVE A PLACEMENT?**

There is no right of appeal if you do not receive a placement. The placement is subject to a satisfactory job-to-participant match. The Council may provide a maximum of 3 participants, one of whom must be recruited, however if a match cannot be found employers will be sign posted to standard recruitment processes.

#### **CAN I COMPLAIN TO THE COUNCIL IF MY APPLICATION IS TURNED DOWN?**

Yes. You may follow the Council's corporate complaints procedure at <http://www.tameside.gov.uk/complaints>.

### **FINANCE**

#### **IS 6 MONTHS THE MAXIMUM PERIOD I CAN RECEIVE SALARY SUPPORT THROUGH TAMESIDE YES?**

Yes. The Council will fund the role for a maximum of 6 months. All other forms of support may still be provided by either the Council and/or its partners after the 6 month period has expired.

#### **MY BUSINESS DOESN'T PAY THE LIVING WAGE, HOWEVER, WE PAY ABOVE THE NATIONAL MINIMUM WAGE. HOW MUCH SALARY SUPPORT WILL I RECEIVE?**

The scheme will match the salary you are paying the young person during the 6 months of support. You must indicate the hourly rate on the opportunity form.

**WHEN WILL I RECEIVE THE COUNCIL'S CONTRIBUTION TO THE PLACEMENT?**

The Council will pay you in 2 instalments at months 3 and 6 of the on-going placement. The payment will be made via bacs further to confirmation of the payments you have made to the participant and receipt of your sort code and account details in writing.

**WILL I BE REIMBURSED FOR NATIONAL INSURANCE AND PENSION COSTS?**

No. Tameside YES will reimburse the basic salary only for the 6 month period.

**WHAT HAPPENS IF THE PLACEMENT WORKS IN EXCESS OF 36 HOURS A WEEK?**

Should a participant work in excess of 36 hours a week, the additional hours will be funded solely by the employer. The scheme will only support a 36 hour week and no employees should be working over 48 hours a week.

**WILL TAMESIDE YES CONTRIBUTE TOWARDS OVERTIME OR ADDITIONAL PAYMENTS FOR UNSOCIAL HOURS?**

Any overtime, additional payment for unsocial hours and/or bonuses, will not be funded by the scheme.

**WILL THE PLACEMENT BE MONITORED?**

Yes. The Council has a responsibility to safeguard public monies and must monitor the schemes spend. This monitoring could take place several months after the placement commences, however the Council reserves the right should any inconsistencies be found between information declared, the signed declaration and terms and conditions contained herein, all monies will be clawed back.

**WHAT HAPPENS IF THE PLACEMENT LEAVES BEFORE THE 6 MONTH PERIOD HAS EXPIRED?**

As you have been paid in arrears, it is unlikely that an overpayment will occur; however any funds found not payable to the Tameside YES employee must be returned to the Council. You may receive an Invoice for the overpayment, which will be recovered via the Council's corporate debt procedure. Please see <http://www.tameside.gov.uk/income>.

**WHO CAN BE CONTACTED FOR FURTHER INFORMATION REGARDING TAMESIDE YES?**

You may contact the Employment and Skills Team at Tameside Council via e-mail at [employmentandskills@tameside.gov.uk](mailto:employmentandskills@tameside.gov.uk) or by telephone on 0161 342 3118.

## **NEXT STEPS**

- Visit <http://www.tameside.gov.uk/TamesideJobsPledges/AJobForEveryYoungPerson> to find out more about Tameside YES or contact the Employment and Skills Team using the above contact details.
- If you wish to participate in the scheme as an employer or young person, please register complete and submit the required information to the employment and skills team via e-mail. You will receive an automated response.
- The Employment and Skills Team will seek matches for your opportunity and advise as soon as possible when you may interview the proposed participant(s).

PLEASE EMAIL THIS FORM TO THE EMPLOYMENT AND SKILLS TEAM AT [EMPLOYMENTANDSKILLS@TAMESIDE.GOV.UK](mailto:EMPLOYMENTANDSKILLS@TAMESIDE.GOV.UK) ALONG WITH ANY EVIDENCE TO SUPPORT YOUR APPLICATION.

**THANK YOU.**

## APPENDIX A

**TABLE 1** - The Council's apprenticeship pay structure.

<b>Apprentice Age</b>	<b>Apprentice Rates – 1<sup>st</sup> April 2017</b>	<b>Minimum Wage Increase 1<sup>st</sup> April 2018</b>
21 - 24	£7.38 per hour	£7.38 per hour
18 - 20	£5.90 per hour	£5.90 per hour
16 - 17	£4.20 per hour	£4.20 per hour

**TABLE 2** - *“The LW is an hourly rate an employer can opt to voluntarily pay to their employees. It is set by the Living Wage Foundation and calculated by the Centre for Research in Social Policy. The amount is updated annually and calculated based on the basic cost of living in the United Kingdom.”*

<b>LIVING WAGE RATE</b>	<b>AGE</b>	<b>CURRENT HOURLY RATE</b>
	16 plus	£8.75

**TABLE 3** - *“The National Minimum Wage is the minimum pay per hour almost all workers are entitled to by law. It doesn't matter how small an employer is, they still have to pay the minimum wage.”*

<b>NATIONAL MINIMUM WAGE RATE</b>	<b>AGE</b>	<b>RATE EFFECTIVE 01 APRIL 2018</b>
	21 to 24 years	£7.38
	18 to 20 years	£5.90
	16 to 17 years	£4.20