

Kickstart Wrap Around Support Toolkit

KICKSTART
SCHEME

Free Resources:



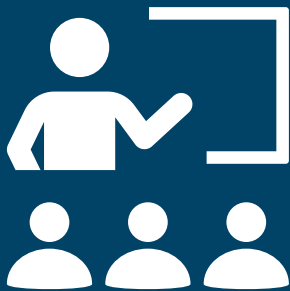
There is a rich source of training and support materials that employers and young people can access to help settle Kickstart individuals into their job placements. Please see details of these below.

- ▶ **Employer Job Placement Induction Toolkit** – this valuable employer resource is commissioned and developed by the Developing Young Workforce (DYW), Edinburgh, Midlothian and East Lothian team. It is a comprehensive guide to inducting Young People and School Leavers into a business and follows the same model of development used by the University of Edinburgh for the induction and recruitment of graduates. [Click here](#) to access this toolkit.

- ▶ **Skills Sessions for Young People** - These free sessions developed by the “Developing the Young Workforce” skills academy in Scotland and various key partners show young people how to build their online brand, the do’s and don’ts when writing CV’s and cover letters, how to perform in a virtual interview, how to manage your money and developing your entrepreneurial skills. These sessions are highlighted below:

- **Tap into the Entrepreneur in Me** – From Young Enterprise Scotland. [Click here](#) to access the video webinar - additional info can be found from the [Princes Trust](#), [Business Gateway](#) and [My World of Work](#).
- **Build your own brand** – From Electrify Marketing & Communications – [Click here](#) to access this video webinar – click on the following links for additional information and support – [Tips on building your personal brand](#), [Internet Safety](#), [Building your LinkedIn profile](#).
- **Interviews in a virtual world** – From Leadership through Sport & Business – [Click here](#) to view this webinar. Additional support and information can be accessed via the following links – [Compare approaches to virtual interviews, hints and tips on all interview approaches](#), [SDS Career Jam session 2](#).
- **Managing personal finances and budgeting** – developed by the Stewart Ivory Financial Education Trust – view the [video webinar here](#) – additional sources of information via the following links – [Managing my Money for Young Adults](#), [How to be better at managing your money](#), [information about pay and your rights](#).
- **CV’s & Cover Letters** – developed by Recruitment Bee – you can access the video webinar by [clicking here](#).

Funded Training & Development:



Edinburgh Chamber of Commerce is working in partnership with two of its member businesses who are Vocational Training Providers to help deliver a comprehensive wrap around support programme for the Kickstart Scheme, they are, [Limelight Careers](#) and [Rewards Training](#).

Kickstart employees may benefit from undertaking an SVQ/NVQ level 2 (SCQF Level 5) vocational training qualification during their job placement. There are now over 230 apprenticeship frameworks for learners in Scotland and these are an excellent way of training and developing young people's skills and talents. The achievement of these qualifications provides robust evidence of competency and skill and therefore are a positive outcome and proof of long-term employability skills for future employers.

Both of our partner training providers would be delighted to discuss with you what funded training and support they can offer your Kickstart employees. If required, they can also discuss other commercial training qualifications they could offer to support your employees.

[Click here](#) for further details on the vocational training on offer from Limelight Careers.

[Click here](#) for more information on vocation training opportunities delivered by Rewards Training.

The links provided in this section focus on the vocational training opportunities and subject areas that our two partner organisations can deliver for your Kickstart job placements.

Further information on wider apprenticeship training opportunities can be found on the [SQA Website](#) and via the [apprenticeships.scot](#) website within Skills Development Scotland.

Commercial Training Opportunities:



Our Developing Young Workforce Team recently commissioned BOLT learning to produce and develop a number of “E” Learning modules for young people.

These short certificated online learning courses cover the following essential business topics:

- ▶ Life at work
- ▶ Basic Health and Safety
- ▶ Cyber Security
- ▶ Customer Service
- ▶ GDPR

[Please click here](#) for further information on these learning modules.

Learners receive a certificate of completion alongside a full report of their learning and performance through the training modules.

The unique feature of these learning modules is that they are specifically targeted at an audience of young people under the age of 24. The latest developments and tech used for gamification are embedded within these modules, making the learning process and completion of the training fun, interactive and appealing.

If you would like to book any of these “E” learning modules then [please email us](#) detailing the modules you would like to purchase. Each module costs £12+VAT and once paid; a licence and relevant links is provided.

Employer Workshops:



In partnership with our DYW Edinburgh, Midlothian and East Lothian regional group, we are delighted to be able to offer employers the following workshops:

- ▶ **Delivering Meaningful Work Placements** – a 2 hour live Zoom webinar giving employers practical hints, tips and guidance on how to ensure a meaningful and fulfilling work placement for both the Kickstart employee and the employer.
- ▶ **Inspiring Young Minds** – a live video workshop covering many aspects of how to inspire young minds in the workplace. It teaches several skills and techniques that employers can adopt to help encourage and get the best out of young people. There is particular emphasis in this workshop on how to support individuals who may have a disability.
- ▶ **Mentoring Young People in the Workplace** – whether you're mentoring young people through work placements, apprenticeships or jobs this free training webinar offers practical insights and guidance to hone the skills required. During the session, you will explore key mentoring skills and will receive a detailed guide to mentoring that is packed full of practical hints and tips as well as sources of reference for further self-directed learning.
- ▶ **Inclusive Workplaces** – focusing on inclusive leadership, supporting your organisation to be more diverse, adopt more inclusive recruitment practices and understanding and recognising unconscious bias during recruitment and day-to-day operations.

These workshops are offered to employers on a commercial basis and delivered remotely via Zoom video conferencing facilities - if you would like further information, details and a quotation for these workshops please [email us](#).

Open & Bespoke Training Solutions with Edinburgh Chamber of Commerce:



ECC has an extensive calendar of open training courses covering essential business skills to improve the long-term employability of young people in the place of work. Courses we have on offer cover the following:

- ▶ Digital Marketing
- ▶ Social Media
- ▶ Project Management
- ▶ Microsoft Excel
- ▶ Marketing
- ▶ International Trade
- ▶ Importing & Exporting
- ▶ Leadership & Management
- ▶ Customer Service
- ▶ Time Management
- ▶ Networking
- ▶ Presentation skills
- ▶ And much more...

Have a look at our full [calendar of open training courses here](#). We deliver training remotely via Zoom video conferencing facilities and only use a trusted, carefully selected and vetted [expert group of associated trainers](#).

Current Edinburgh Chamber members can book courses directly via our website. For those Kickstart Scheme employers who are not currently Chamber members, we are offering you our training courses at reduced member rates. To access these preferential rates, contact us directly [via email](#) or on 0131 221 2999 (option 4) to make your reservations.

We offer bespoke training solutions. All our open courses can be delivered in-house to groups of five or more individuals. Training can also be updated and changed to meet the specific needs of you, the employer if you so wish.

Contact the training team via email training@edinburghchamber.co.uk

Additional Support:



We recognise that a number of Kickstart Job Placement individuals may at times present at work with some difficulties that require additional support. Issues arising may include concerns about housing, finance and budgeting, mental health, physical health, relationship breakdown, alcohol and substance abuse worries and much more.

These very real concerns and worries, if not properly supported, could have serious adverse consequences for young people and could result in the cessation of the job placement.

As a gateway organisation, we are committed to supporting both you and the young person. If matters of concern arise during the course of the placement, we would strongly recommend and encourage you (and the young person) to contact us directly to discuss these in confidence.

Jimmy O'Connell, Head of Operations at ECC will be your main point of contact in relation to matters requiring additional support. Contact him [via email](#) with your concerns or in the case of emergencies, on **07534 870 813**. Jimmy will confidentially discuss matters with you and where appropriate, signpost you and/or the young person to the relevant support agencies who are correctly equipped and resourced to resolve these issues.