

Guidance for Kickstart Placements

**This guidance** has been developed by the Suffolk Gateway Partnership to support individuals participating in the Kickstart scheme and help both the employer and participant identify, plan and record the knowledge, skills and behaviours they acquire through their Kickstart placement.

It will also support employers to identify and plan placements, follow best practice, and evaluate impact.

To ensure the potential impact of each Kickstart placement is realised, a series of templates, and guidance on how to use them, are included in this document.

# **Templates contained in this pack**

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| **Template** | **How should this be used?** |
| 1. **Kickstart Agreement** | To be used as part of initial discussions between the employer and employee to set out what both parties are looking to achieve and expect from the role and what will make this a successful ‘high quality’ Kickstart placement. |
| 1. **Risk Assessment** | To be used to help the Kickstart employer and employee discuss the relevant risks associated the placement. |
| 1. **Knowledge, Skills, Behaviours (KSB) Tracker** | To be used to identify KSBs that the employee hopes to obtain during the placement, to record examples of demonstrating these abilities throughout the placement and to consider how they may be useful in the future. |
| 1. **Evaluation Form** | To record both the employer and employee’s overall assessment of the placement and how well the employee demonstrated or gained experience of a number of KSBs. |
| 1. **Suffolk Kickstart Certificate and Reference** | To be provided to an employee by an employer following a successful placement. |

## **Kickstart Agreement**

Employees and Employers are invited to use this template, deleting and retaining statements as appropriate and adding their own to create a one-page document setting out the main aims and expectations of the placement.

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| **BRIEF OVERVIEW OF ORGANISATION** |
| **DESCRIPTION OF ROLE, PURPOSE AND MAIN RESPONSIBILITIES** |
| **MAIN POINT OF CONTACT** |

What will make this a ‘high quality’ placement?

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| --- | --- |
| **Employee Expectations – What are you hoping to get out of this placement?** | **Employer Expectations – What commitments is the employer making and what do they expect of the employee?** |
| *e.g. an opportunity to learn new skills that will increase my chances of getting a job / to gain confidence / to have some experience to put on my CV* | *e.g. that the employee will arrive on time, suitably dressed, attend x meetings, deliver x results whilst in the placement etc.*  *e.g. that the employee will have exposure to several areas of work to help them understand the business and identify where best their skillset could be applied* |
| *Signed* | *Signed* |

#### **Risk Assessment**

This is a simplified version of a risk assessment. It is to be used, if considered helpful, by the employer to help demonstrate that the Kickstart employee has been made aware of and discussed the employer’s relevant risk assessments. **It is not in any way expected to replace the need for any risk assessments otherwise required to undertake the role.**

**Placement title:**

**Date:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **RISK** (description of risk) | **Impact Score** (out of 5) | **Likelihood Score** (out of 5) | **Avoidance or Mitigation Measures** | **Risk Rating Before and After Mitigation** | **Actions to be taken** |
| *E.g. Example - Handling heavy objects resulting in injury* | X | X | E.g. Manual handling training | *E.g. 12 - 4 (likelihood reduced by 2)* | *E.g. Employee to receive manual handling training on 15th Nov and handling to be monitored by fellow employees.* |
| *E.g. Example -lone working* |  |  |  |  | *E.g. Employee to ensure calendar up to date and call in at regular intervals* |
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Knowledge, Skills and Behaviours (KSBs)

The following list of knowledge, skills and behaviours (KSBs) that may be relevant to the placement is intended to be used by the employee and employer to identify some key KSBs to be demonstrated or achieved during the placement. These – and any other KSBs – can then be included in the initial expectations table and the tracker that follow.

List of knowledge, skills and behaviours you might want to include:

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| **Knowledge** | *These will be industry, organisation and job role specific. This would include understanding of relevant health and safety, key relevant legislation and policies, organisation purpose, customers and stakeholders.* |
| **Skills** | *These will be mostly generic skills that apply to most employers. You could tailor them to be more specific to the role if desired*. |

* **Communication Skills**Listening, speaking clearly and being able to explain things in a logical manner. Being able to communicate with a wide range of people using different methods. Producing written materials, using the telephone, e-mail and asking and responding to questions.
* **Problem Solving**This is about being able to work out a solution when presented with a challenge or an issue, making decision, taking initiative and a sensible and effective course of action in line with responsibilities and organisational protocols.
* **Digital Skills**Having a range of digital and IT skills that apply to many work situations – e.g. Word processing, spreadsheets, presentation, email, virtual meetings, telephone, social media – as appropriate
* **Organisational Skills**The ability to efficiently manage time, workload and resources, meet deadlines, prioritise projects and produce high quality work even if under pressure.
* **Team working**The ability to working with a group of people to achieve a shared goal. This will include listening to others, taking ideas on board, contributing to the team and sharing successes and responsibility.
* **Independent Working**The ability to take manage own time and work alone to best of their ability. Taking responsibility for planning tasks, taking the initiative.
* **Creative Thinking**The ability to look at things differently and find new ways of solving problems or come up with new ideas**.**
* **Customer Service Skills**The ability to provide a good service to customers – being polite, understanding, empathetic, knowledgeable about the service – in person, phone, email or other social media interaction. This can apply to current and prospective customers**.**
* **Leadership**The ability to analyse own strengths and weaknesses, set personal and professional goals, and have the self-esteem, confidence, motivation to take up new challenges and projects. It may also include taking on new responsibilities, motivating and directing others to achieve a common goal.
* **Organisational Awareness and Understanding**The capability of understanding what is important to the organisation, how success is measured and how the different parts of an organisation relate to each other. It may also include the understanding of political, social, and economic issues affecting the organisation, its environment, and its stakeholders.

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| **Behaviours** | *These are the mindsets, attitudes or approaches needed for competence. Whilst these can be innate or instinctive, they can also be learnt. Behaviours tend to be very transferable* |

* **Personal Responsibility**The ability to take responsibility for own actions, choices, behaviours, and decisions. This could include attendance, professional behaviour, and taking ownership for specific actions.
* **Adaptability/Flexibility**A willingness to change to suit different situations or ways of working.
* **Resilience**   
  Being resilient means that you can recover quickly from difficult or challenging situations and learn from each experience.
* **Motivation/Drive**The ability to keep own motivation levels high, to take up opportunities, achieve goals and to show commitment. This would also include a willingness to learn and develop skills.
* **Dependable**Being dependable means that others can rely on you in terms of what you say and do. You will do what you say you will and to any deadlines or descriptions of the task agreed
* **Inclusion**Working with others, taking account of different abilities, differences, and culture.

Expectations at outset of placement (please add or delete the examples as relevant to your placement)

|  |  |
| --- | --- |
| **Industry or job specific knowledge** | **Opportunities to Acquire** |
| Use of xxx database |  |
| Use of xxx equipment |  |
| Relevant legislation/regulations/policies |  |
| Key stakeholders |  |
| Organisation’s mission/purpose |  |

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| **Skills** | **Opportunity to Acquire** |
| Communication |  |
| Team working |  |
| Problem solving |  |
| Digital Skills |  |
| Organisational skills |  |
| Organisation awareness |  |

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| **Behaviours** | **Opportunity to Acquire** |
| Personal responsibility |  |
| Adaptability/Flexibility |  |
| Resilience |  |
| Inclusion |  |

Tracker

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| --- | --- | --- | --- |
| **KSB** | **Activity** | **What did I learn?** | **How might I use this in the future?** |
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**Evaluation Form**

The following table is to be completed by both the kickstart employee and the employer to record progress or competency against key employability skills.

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| --- | --- | --- |
| **Skills** | **Employee** | **Employer** |
| **Communication** |  |  |
| **Team Working** |  |  |
| **Problem Solving** |  |  |
| **Digital Skills** |  |  |
| **Customer Service skills** |  |  |
| **Motivation** |  |  |
| **Organisation awareness** |  |  |
| **Personal Responsibility** |  |  |
| **Other** |  |  |

What went well?

|  |  |
| --- | --- |
| **Employee** | **Employer** |
|  |  |

What could have been improved?

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| --- | --- |
| **Employee** | **Employer** |
|  |  |



**THIS IS TO CERTIFY THAT**

**Completed a Kickstart Placement**

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| --- | --- |
| **As a:** | Insert job title |
| **For:** | Insert employer name |
| **From:** | Insert Placement start date |
| **To:** | Insert placement end date |
| **Signed:** | Employer signature |
| **Name and Position:** | Employer Name and Position |

*Attach reference here.*