



HIGHLAND EMPLOYABILITY PARTNERSHIP

CLIENT PROGRESSION SUPPORT PACKAGES

Barrier Removal	£250 per client to support small scale barrier removal. Examples include safety equipment / clothing / help with travel costs/accommodation related to training/tools / specialist equipment.
Training for Employment / Accredited Training	To support clients undertake accredited training or specialist certification / tickets which will have a direct link to their progression into employment. Up to £1000 per client can be used to support the client through this strand.
Training Allowances	Training allowances will be for accredited or certificated training (Certificated training will be industry recognised training or for undertaking <u>structured</u> work experience of at least 2 days per week). £65 per week for 13 weeks.
Paid Placements	For clients who are very close to being work ready however lack work experience. Normally 6 month paid work experience in Public and Third Sector.
Launch Pad	Self-Employment support – training/qualifications grant up to £3000 and a business start up grant of up to £2,500
Raised Up North	Support for Parents on Universal Credit who are currently working – to undertake qualifications/training which will increase their earnings.
Highland Employer Recruitment Incentive (HERO)	Grant Support to Employers who recruit and provide a contract for at least 12 months to an existing client. Grants up to £8,000 depending on hours and rates of pay.

Barrier Removal Fund

Stage 2	Stage 3	Stage 4	Stage 5
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Description
<p>A resource of up to a maximum of £250 per client to support small scale barrier removal. Examples include safety equipment / clothing / help with travel costs/accommodation related to training/tools / specialist equipment. Payment for the expenditure will be on actual costs incurred. The expenditure must be for overcoming challenges which are impacting on client's ability to progress.</p>
Process and Eligibility
<p>The provider should first explore alternative sources of funding first before using this fund. The provider will pay for the expenditure and claim back from the Council using a standard claim form. Payment for the expenditure will be on actual costs incurred with the provision of receipts.</p> <p>The maximum of £250 per client can be multiple payments or a single payment however in total must not exceed £250 per client. The current timeframe for provision and claims from this fund is 31st March 2024.</p> <p>The provider does <u>not</u> have to seek authorisation for the expenditure from Highland Council but the clients must be registered with the Highland Council Employability Service on Hanlon and the challenges identified in assessments / action plans and/or reviews. When the expenditure is claimed, action plans will be checked. The expenditure should be recorded as the activity 'discretionary spend' on Hanlon.</p> <p>Claims should be accompanied with receipts. The claim form should be submitted monthly to employability.finance@highland.gov.uk</p>
Contact
<p>For further information contact Employability@highland.gov.uk</p>

Client Progression :Training for Employment / Accredited Training

Stage 2	Stage 3	Stage 4	Stage 5
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Description

Training for Employment is a financial resource to support clients undertake accredited training or specialist certification / tickets which will have a direct link to their progression into employment. It would be expected that the activity would be identified and recorded within the Client's action plan. Up to £1000 per client can be used to support the client through this strand.

These would be industry recognised Certificates. Example could include CSCS, HGV, REHIS Food Hygiene, Emergency First Aid at Work, Fishing Certification and Training, Nail Tech and Beauty.

Process and Eligibility

Clients must be already registered with the Highland Council Employability Service and the planned activity detailed within the client's action plan. The Provider will pay for the training and claim back from Highland Council on proof of expenditure. If the provider requires the payment up front before paying for the training, this should be requested in advance.

The provider **MUST** seek prior approval from the appropriate Highland Council Employability Client Service Co-ordinator, submitting the Specialist Support and Training Allowance Request Document, stating the Client's Hanlon Ref Number, the training including dates and costs. The Co-ordinator will check the Client's Action Plan on Hanlon to verify the activity is in line with the action plans and the Client's career goals.

The maximum of £1000 per client can be multiple payments or a single payment however in total must not exceed £1000 per client. The current timeframe for provision and claims from this fund is 31st March 2025.

Claims should be accompanied with receipts. The claim form should be submitted monthly to employability.finance@highland.gov.uk

Contact

The Request form should be submitted to Employability@highland.gov.uk and marked 'for the attention of' the appropriate Client Services Co-ordinator.

Stage 3 / 4 Training Allowances

Stage 2	Stage 3	Stage 4	Stage 5
<p style="text-align: center;">Description</p> <p>Training allowances are for young people who are clients of Highland Council's Employability Service and are registered on the Hanlon Management Information System.</p> <p>Training allowances will be:</p> <ul style="list-style-type: none"> • For Accredited or certificated training (Certificated training will be industry recognised training e.g. Food Hygiene Certificate – i.e. is not for 'internal certificates' issued by the provider). • For undertaking <u>structured</u> work experience of at least 2 days per week; • For participation of a minimum of 10 hours per week; • be up to £65 per week; and • Be limited to up to 13 weeks. 			
<p style="text-align: center;">Process and Eligibility</p> <ul style="list-style-type: none"> • Clients aged 16,17 who are not in education, employment and training are eligible for HES Young Person's Training Allowance. • Clients 18 who are not in education, employment, or training and not in receipt of DWP benefits are eligible for HES Young Person's Training Allowance. 18 year olds (or a 17 year old who has turn 18 during training) must be encouraged to apply for Universal Credit as soon as possible. • An 18-year-old not in receipt of DWP benefits is eligible for the young person's allowance until their training is completed regardless of if they turn 19 during the period of training. • A CEYP client receiving Basic living Allowance can still receive the training allowance. • A 19-year-old client not in receipt of benefits is not entitled to the HES Young Person's Training Allowance. • A client already receiving EMA of £30 per week will then only receive the £35 training allowance to reach £65. <p><u>Process</u></p> <ul style="list-style-type: none"> • Training allowances will be paid by the provider then claimed back from the Council on receipt of signed time/attendance Sheets • The HES Young Person's Training Allowance is a weekly allowance regardless of the attendance pattern although a minimum of 10 hours a week must be achieved. All clients should set out to undertake a minimum of 10 hours. Reductions will apply: <ul style="list-style-type: none"> -In an individual week if a client fails to participate fully in their training activity as set out in their individual action plan however achieves at least 5 hours in that week a rate of £30 will be paid (with discussion with HC Employability Key workers/coordinators). -In an individual week, if a client fails to participate for at least 5 hours in that week, no payment is due. 			

-If less than 10 hours is undertaken for 3 weeks or more, a discussion with HC Employability Service regarding withdrawing the training allowance is required.

-The amount refunded to the provider is the amount actually paid to the client.

- Young people must use (or apply) for their Young Person's entitlement card for free bus travel and bus costs will normally only be reimbursed for the first 4 weeks. Public transport i.e. bus or train should be used where possible and practical. Where no public transport exists or is suitable, £.22 per mile will be paid, using Google Maps as a measure of mileage. If taxis are to be used, authorisation should be sought first.

The provider **MUST** Seek approval from the appropriate Highland Council Employability Service Co-ordinator before a training allowance is allocated by submitting the Specialist Support and Training Allowance Request document.

To claim the funds back from the Council, the provider must ensure the Training Allowance Time Sheet / Attendance Record is completed and signed. This should be returned with the claim form on a monthly basis. Evidence of payment of the training allowance to the recruit (the provider's bank statement) should be provided with the claim. The claim should be submitted to employability.finance@highland.gov.uk

The Client record should be updated on Hanlon and the training detailed within the Client's action plan on Hanlon. The Hanlon activity 'training allowance' should be selected for the client.

Contact

The Specialist Support and Training Allowance Request Document should be submitted to Employability@highland.gov.uk and marked 'for the attention of' the appropriate Client Services Co-ordinator.

Stage 4 Paid Placements: Public and Third Sector

Stage 2	Stage 3	Stage 4	Stage 5
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Description

Paid Placements are for clients who are very close to being 'work ready' however lack recent work experience. Paid at the Scottish Advisory Living wage, placements of between 16 and 37 hours per week for a 6 month period (12 months is Care Experienced in a public sector placement) can be provided with Key Worker Support.

Process and Eligibility

Paid Placements are for clients already registered with the Council's Employability Service and have has some level of previous work experience, either paid or voluntary. Referrals for a paid placement are sent to The Council's Employability Service and the client will be contacted to determine the type of work they are interested in and assessed on readiness for a placement.

Placements within the Public sector will be sought which meet the individual requirements of the client. For paid placements within the Third Sector, opportunities have already been identified and clients will be linked to opportunities which best fit their interests and location.

Paid Placements are open to clients aged 16 to 67 years although will normally be for clients aged 18 years up to 60 years. Parents are also a priority group.

A Request for Service form requires to be submitted to employability@highland.gov.uk

Contact

For further clarification/information prior to a referral, please email employability@highland.gov.uk with contact details to request a call.

Stage 4 Launch Pad – Self Employment

Stage 2	Stage 3	Stage 4	Stage 5
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Description

For our clients who are work ready however are looking to set up as self-employed. For all clients of a working age however may be particularly relevant for parents. Training/qualifications which are required for the purpose of the business is supported with grant support up to £3000 and a business start up grant of up to £2,500

Process and Eligibility

Launch Pad comprises of 2 elements and supports clients aiming for self-employment with funding for:

- Accredited training and qualifications;
- Business start-up costs.

Participants must be registered with the Highland Employability Service and be either:

- Unemployed individuals (NOLB or PESF)
- Low-income parents (i.e. on Universal Credit).

The project is aimed at clients who will have **immediate job outcomes**, i.e. who will enter self-employment within 3 months after receiving the funds.

If the above outcomes are unlikely to be achieved within the stipulated timescales or the client does not wish to start a new business, then the Specialist Support scheme should be accessed for support.

Launch Pad – Training: A grant of up to £3,000 per client

Payment of accredited training and qualifications which will lead to immediate job outcomes. Upskilling and training will give clients access to self-employed roles, some of which could be home based to work around family commitments.

This could include many types of training/certifications, e.g.: -

- Lash or Nail Technician Courses
- CSCS Training and Card
- SIA Training and Licence
- HGV Training / CPS courses

- Tickets for heavy machinery
- Pet grooming training
- Bus Licences

Launch Pad – Business Start Up: A grant of up to £2,500 per client

Clients who take advantage of Launch Pad – Training will look to become self-employed having completed their training. Accepting that there can be significant costs in starting a business, Launch Pad – Business Start-Up would provide a grant of up to £2,500 to cover essential starting-up costs for unemployed clients registering as self-employed.

To show that their business proposal is viable and access the grant, clients will have to fill in an application, which will include a 12-month cashflow forecast and an itemised funding spending list. Participants will also have to attend Business Gateway webinars. Only once all the application documents are approved will a bank transfer be arranged. Please note that certain costs cannot be supported such as leases and wages (see appendix) and that within the £2,500 threshold, only essential costs will be accepted (i.e. items necessary to get the business going as opposed to day-to-day expenses).

Participants will be matched with Business Gateway advisers who will be able to support with the application, but also provide information on other aspects of starting/running a business (e.g., registering as self-employed, keeping business records, completing self-assessments for HMRC).

Universal Credit claimants who register as self-employed should be able to continue to receive UC based on income for up to 12 months with no requirements for them to look for employment. They will also be supported by a JCP Work Coach who specialises in self-employment.

For full launchpad guidance, please contact employability@highland.gov.uk

Contact

Please submit referral form to Employability@highland.gov.uk

For further clarification/information prior to a referral, please email employability@highland.gov.uk with contact details to request a call.

Stage 5 Raised Up North

Stage 2	Stage 3	Stage 4	Stage 5
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Description

This project is specifically for parents with Children under the age of 18. The support is to increase income for parents who are in-work however are still receiving Universal Credit. This project would provide funding to pay for SVQ's on behalf of employers who employ an eligible parent as a trainee or are looking to upskill existing staff who are parents that are either underemployed or on a low income. The funding can also be used directly by a client who has identified qualifications themselves where it would lead to a higher paid job with another employer. The funding could also be used for a parent who is self employed however increasing qualifications can directly lead to increase in income.

Process and Eligibility

Parents (of children under the age of 18 years) require to be in -work and still receiving Universal Credit/Housing benefits. Participants will need to have a contract of employment for at least the length of time that it takes to complete the qualification and be in a job that will allow them to provide the evidence required of an SVQ.

An explanation will be required within the referral to explain how completing the qualification will likely to lead to a higher salary within existing employment or in a new role.

Please use the Request for Service form and email to employability@highland.gov.uk

Contact

For further clarification/information prior to a referral, please email employability@highland.gov.uk with contact details to request a call.

Stage 4/5 HERO (Highland Employment Recruitment Offer)

Stage 2	Stage 3	Stage 4	Stage 5
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Description

Highland Employment Recruitment Offer (HERO) is funded by the Highland Council and the Scottish Government under the No One Left Behind Funding Stream. It helps people of all work ages and with the greatest barriers to employment to get and sustain a job.

Private sector (including sole trader /self employed) or third sector employers with less than 200 employees in Highland can apply to HERO to provide an opportunity for our out -of -work clients. The fund will help with the costs of recruiting and employing someone who fits the criteria.

The fund can cover the costs of employing someone including:

- wages;
- training;
- travel;
- other work-related costs.

Depending on wage rates and number of hours per week the recruit is working, grants of up to £8000 can be awarded.

Please see full hero guidance.

Process and Eligibility

The key worker/partner/provider has identified a client at stage 4 of the pipeline who is ready for employment.

The key worker/partner/provider has either:

- a) Liaised with an employer to facilitate an employment opportunity; or
- b) An employer has circulated a job opportunity which a client was interested in and the employer has met with the client and is ready to proceed with a HERO application.

The HERO Client Referral Form is completed by the keyworker/partner/ provider and submitted to hero@highland.gov.uk

The form will be reviewed and the keyworker/partner/ provider will be contacted by the Council's Employability Service to discuss request.

As part of the review, it will be checked to see if the client is already on Hanlon MIS. If the client is not on Hanlon, then a registration form will require to be completed and submitted. A client assessment and action plan will also require to be completed.

If able to proceed, a link will be emailed to the named host employer as well as a copy of the guidance for employers. The host employer will then be required to complete and submit the online application form. The employer will be asked to attach a bank statement less than three months old which shows trading transactions. The account name, account number and sort code should be visible and should be the same account detailed in the application form and of which HERO grants will be paid directly into

The business application will be reviewed and if eligible, an approval email will be sent to the business.

Contact

For further information please email hero@highland.gov.uk

Version Control

July 2023	First Version
September 2023	HERO added into document
September 2024	Updated xxxxxxxxxx