

AAI Kickstart Training

As of January 2021

The UK Government's Kickstart Scheme was introduced to create new job placements for 16 to 24-year olds on Universal Credit who are at risk of long-term unemployment. By creating a Kickstart job placement, you are providing these young people with work skills support so they are in a better position to find future employment.

The Government is providing £1500 per job placement on start of employment to be used for things such as set-up costs, support, and relevant employability training for the participant. The employability support that you will be providing must be detailed in the Vacancy Form we will be sending you, and if you are planning to use AAI's training services, this must also be identified.

For your info, following are the training services we are offering for Kickstart placements.

Tier	Content	Cost
The Complete Package	The Complete Package, which provides the most comprehensive support to ensure your Kickstart employee derives maximum benefit from their employment, includes all three tiers outlined below.	£400
Tier 1	<p>Transferable Workplace Skills Training</p> <p>All employees, regardless of their chosen field or topic specialism, require a basic set of transferable skills to thrive in the workplace and to successfully find new employment when necessary. Kickstart aims to support young people to begin building a foundation of such skills through the working opportunity you are providing for them.</p> <p>AAI will supplement this experience by providing a blended learning package for your Kickstart employee consisting of personal contact, online tutorials, worksheets, and interactive content. Recognition of achievement is a key motivational factor for people to engage with the learning process. Therefore, certificates of completion or attendance (as appropriate) will be issued to participants.</p> <p>We understand that employers' main focus will be for the Kickstart employee to be delivering in the role they have been taken on to do, so we envisage that working through this training will take a couple of days in total over the six-month period. The learning will be modular, easily accessed remotely, and require no employer input.</p> <p>Topics covered will be:</p> <ul style="list-style-type: none"> ● Transferable workplace knowledge skills and behaviours <ul style="list-style-type: none"> ○ Attendance ○ Timekeeping/time management ○ Teamwork ○ Communicating with colleagues ○ Basic planning and problem-solving techniques 	£250

	<ul style="list-style-type: none"> ● CV writing ● Presentation of skills through cover letters, digital presence and on the phone ● Interview preparation 	
<p>Tier 2</p>	<p>Specific Training Courses</p> <p>Once in post, all employees begin to recognise their strengths and the areas of work in which they need to become stronger. Specifically targeted training interventions have always been a practical way to improve the performance and job satisfaction of employees, and the Kickstart scheme aims to build this into the early working experience of the young people engaged in this project.</p> <p>AAI will therefore make available the following modular, certified, and in some cases, accredited learning that can be acquired on a <i>pick 'n' mix</i> basis. These consist of online workbooks and courses that learners can access through an individual account, remotely from wherever they can get online. When they have completed the assigned course(s) a certificate acknowledging this will be issued.</p> <ul style="list-style-type: none"> ● Active Listening ● Advanced Writing Skills ● Basic Internet Marketing ● Building a Brand on Social Media ● Building Your Self Esteem and Assertiveness Skills ● Business Etiquette - Gaining That Extra Edge ● Business Writing That Works ● Sales and Customer Service Training for Telephone-based Workers ● Change Management - Change and How to Deal With It ● Communication Strategies ● Conference and Event Management ● Conquering Your Fear of Speaking in Public ● Creative Thinking and Innovation ● Critical Thinking ● Customer Service Training - Critical Elements of Customer Service ● Diversity Training - Celebrating Diversity in the Workplace ● Effective Planning and Scheduling ● Employee Dispute Resolution - Mediation through Peer Review ● Encouraging Sustainability and Social Responsibility in Business ● Getting Stuff Done - Personal Development Boot Camp ● Goal Setting ● Introduction to E-Mail Marketing ● Managing Pressure and Maintaining Balance ● Marketing with Social Media ● Project Management Fundamentals ● Project Management Training - Understanding Project Management 	<p>£45 for three courses</p> <hr/> <p>£20 for each additional course</p>

	<ul style="list-style-type: none"> • Skills for the Administrative Assistant • The Minute Taker's Workshop • Working Smarter - Using Technology to your Advantage • Writing Reports and Proposals 	
Tier 3	<p>Individual Career Coach Consultation/CV building session</p> <p>The Government's main goal of the Kickstart scheme is to support young people in developing new skills and help them move into sustained employment after they have completed their Kickstart-funded job. When these young people begin seeking a new role to move into sustained employment, the creation of a high-quality CV will be essential.</p> <p>At AAI, we have reviewed hundreds of thousands of CVs over the years and have the knowledge and ability to support individuals to understand the process of building a document that represents the individual well whilst meeting the requirements of employers viewing it.</p> <p>This opportunity for an individual online consultation with one of our experienced career coaches will give your employee the chance to get this vital aspect of employability right from this early stage of their career. It consists of an online, hour-long session following receipt of the person's existing CV, which we understand may be very basic at this point. Advice will be given on skills description and presentation of the individual so that future potential employers can see how the person might meet their needs.</p>	£125