



## Information and FAQs for Employers

### Who can host a placement?

The programme is open to public, private and third (or voluntary) sector employers in the city. At least 50% of the posts will be in the third or voluntary sector. We are looking for employers who understand the importance of nurturing and supporting individuals to overcome any barriers to sustained employment and to maximise the opportunity a placement job provides. Host employers will be asked to demonstrate that they can provide this support and that they will work with the PWP programme placement staff to provide this.

Placements are limited, and we will prioritise organisations that can provide a quality placement job opportunity and where there is a high chance of the employee sustaining employment at the end of the programme. This could be because the employer is likely to be able to keep them on or because they will leave with a qualification or training in a field with high demand.

### What is meant by 'barriers to employment'?

There is no definitive list of what constitutes a barrier, but this could include the following:

- Having a disability/long term health condition.
- Being in a racialised group.
- Being a care leaver.
- Having a criminal conviction.
- Being a lone parent or being homeless.
- Refugee or other granted leave to stay in the UK

Places in the programme are limited, and we will prioritise people who can benefit the most – people who are ready for work but unable to secure a job as a result of their barriers.

### What do I need to be able to create a placement job?

All placement jobs must be

- Based in Glasgow
- Be additional- they must not replace existing vacancies
- Not cause existing employees, apprentices or contractors to lose work or reduce their working hours

### **Host employers must:**

- Have appropriate current Employers Liability Insurance – we will ask you for proof of this as part of the application process.
- Be able to provide the PWP employee with written Contract of Employment or Terms and Conditions of Employment that complies with legislation  
<https://www.gov.uk/employment-contracts-and-conditions/written-statement-of-employment-particulars> - we will ask you to provide a sample of this as part of the application process
- Be able to process the PWP employee's salary via your payroll system and provide evidence of this e.g. payslips and BACS evidence of payment being made to the individual in order to re-claim these costs
- Comply with current and future Equality and Diversity legislation and policies, ensuring equal opportunities policies are implemented in the workplace.
- Comply with all current Health and Safety Legislation and ensure the employee receives relevant written health and safety instructions.
- Ensure an easily accessible grievance procedure is in place and clearly explained to each employee.
- Comply with the Data Protection Act 1998 and the General Data Protection Regulations (May 2018). This applies to data sharing, transfer and retention.
- Submit a job description and person specification template - we will ask you for this as part of the application process
- Participate in the evaluation of the programme via completion of questionnaires, telephone/in person brief interviews with our Quality Improvement staff

### **If you are successful in receiving a placement, you must ensure that the placement employee:**

- Receives a job offer letter
- Receives a copy of their Job Description
- Is entitled to the same conditions of employment as your other employees
- Receives a written Contract of Employment or Terms and Conditions of Employment on day one
- Participates in induction training within two weeks of starting their job
- Receives appropriate on-the-job training to enable them to carry out their role adequately. We also encourage employers to provide all appropriate training in line with their policies
- Receives regular support and supervision from a named manager/supervisor and this is recorded

### **How many placements can I apply to host?**

Eligible employers can apply for one post. It may be that at the closing date we are able to increase this and if so we will approach those employers who have been approved to discuss this.

### **I hosted a placement in the first phase of the programme – can I do so again?**

You can apply but we would not be looking to fund the same placement opportunity. Placements are limited, and we will prioritise organisations that can provide a quality placement job opportunity and where there is a high chance of the employee sustaining employment at the end of the programme.

### **Can a placement be extended beyond 26 weeks?**

There will be no extensions beyond 26 weeks. If there is an underspend in hours across the programme we will use these to create additional placements.

### **Can I create a placement for more than 25 hours per week?**

Yes, you can. However, you must cover the additional costs yourself, and the additional hours should be paid at the Real Living Wage rate. The programme will only fund the Real Living Wage cost for up to 25 hours per week and the corresponding employer pension at 3% and national insurance costs on this amount.

### **Can you give some examples of how the hours could look on a weekly basis?**

- 21 HPW for 26 weeks would be a full 550 hour placement
- 16 HPW for 26 weeks would be a 416 hour placement
- 25 HPW for 22 weeks would be a full 550 hour placement

You can if you wish create a 25 HPW placement for 26 weeks with you funding the additional 100 hours from your own sources

### **What costs can be covered?**

- Employers can claim the following costs associated with hosting the placement:
- Wages at Real Living Wage currently £12.00 per hour
- Corresponding National Insurance contributions
- Corresponding employer pension contributions at 3%
- Up to £500 for uniforms, equipment needed by the employee and any supervision costs incurred by the employer
- Up to £250 for the employee to undertake relevant vocational or industry-specific qualifications.

All costs must be claimed retrospectively, providing evidence of expenditure (e.g. payslips, invoices, bank statements)

Please discuss the requirements for re claiming costs with your Finance/payroll services to ensure you can comply.

### **What other support is available to employers?**

Employers will also receive support from partners with the candidate's recruitment and any adjustments necessary for the employee to engage in work. Partners will:

- Advertise all approved placements via a dedicated website, accessible to Glasgow's employability providers.

- Verify the eligibility of candidates
- Forward applications to employers
- Arrange interviews
- Notify candidates of all arrangements and outcomes

Throughout the placement the employer will receive support from partners who will:

- Meet you and your PWP employee at agreed intervals to ensure the placement is going smoothly and deal with any issues/concerns that may arise.
- Support you to identify possible training opportunities for your PWP employee
- Provide you with any advice and guidance relating to claiming your costs.
- Provide you with information on potential sources of sustaining the placement job beyond the placement period.
- Answer any questions you may have relating to being a host employer

### **Do I have to sign a funding agreement?**

Employers who have their application to take part in the Paid Work Placements Glasgow programme accepted will receive a letter advising them of this (funding letter). Before we submit candidates for your Paid Work Placements Glasgow vacancy or provide any grant funding, you will need to enter into an agreement with us that explains what you can use the funding for, the conditions of the funding and the standards you will need to uphold as a recipient of public money.

### **What if I have a candidate in mind?**

Anyone who is interested in applying for an advertised placement must apply to be participants in the programme and be confirmed as eligible to participate. If you are an employer who has already identified a suitable employee, you can tell us about them on your application. They'll need to be referred to the programme and meet all eligibility criteria (see below for the application process for participants). If eligible they can then apply to your vacancy by completing an application form (supplied by us for all placements under this programme) and completing the selection process along with any other candidates.

### **How do I apply to create a placement?**

It's easy:

1. Complete the Paid Work Placement Job Description and Person Specification template [HERE](#) and save this on your PC. You will be asked to upload this on your application.
2. Have your current Employer's Liability insurance certificate ready to upload on your application along with a sample employment contract/written terms and conditions.
3. Complete your application online at [Paid Work Placements - Glasgow Council for the Voluntary Sector \(gcvs.org.uk\)](http://Paid Work Placements - Glasgow Council for the Voluntary Sector (gcvs.org.uk))

If you have any questions on the programme, please contact [pwd@gcvs.org.uk](mailto:pwd@gcvs.org.uk)

# Information and FAQs for PWP Programme Participants

## Who can get a Placement?

The programme is open to residents within Glasgow City boundary aged 16 to pensionable age who are not currently working, not in education or training and are eligible to work in the UK, Evidence of eligibility to work in the UK and proof of address will be required. Participants must be ready for work but have barriers to employment that make it difficult for them to secure a job independently. There is no definitive list of what constitutes a barrier, but this could include the following:

- Having a disability/long term health condition.
- Being in a racialised group.
- Being a care leaver.
- Having a criminal conviction.
- Being a lone parent or being homeless.
- Refugee or other granted leave to stay in the UK

Places in the programme are limited, and we will prioritise people who can benefit the most – people who are ready for work but unable to secure a job as a result of their barriers.

## What do I get out of it?

As an employee on a placement, you'll get valuable work experience while being paid at least the Real Living Wage (£12.00 per hour). To help you get the most out of your placement, you'll also have support from your employer and programme staff to help you think about your goals and access any training you need. The programme will provide up to £250 for vocational or industry-recognised training. At the end of the post, you might be offered a continuing role with your placement employer, but you might prefer to find another job or go to college or university. Either way, support is in place to help you achieve your aim.

## How do I get involved?

When placement jobs become available, we will share them with our employability colleagues throughout the city, and referrals to placement jobs must come through them. Please keep in touch with your employability support service/Jobcentre Job Coach.