

Supported by Youth Employment Initiative &



European Union

European
Social Fund



LIVERPOOL CITY REGION
COMBINED AUTHORITY

WIRRAL WAYS TO WORK ILM INFORMATION SHEET (Round 2)

Wirral Council has a grant offer that aims to stimulate the supply of employment opportunities available to Wirral young people aged 16-29 who are unemployed, i.e. not in employment, education or training (NEET), especially those from disadvantaged groups. **Participants must be Wirral residents.**

There are a limited number of grants available so it is important that you complete and return the **Expression of Interest Form (below)** at your earliest opportunity as funding applications will be selected on a first come first served basis, subject to approval and meeting the eligibility requirements for the programme. No applications will be processed unless this form is completed.

What is an ILM?

An ILM is an Intermediate Labour Market Job Role offered to a young person by an employer lasting up to 6 months (26 weeks). The young person cannot be registered on an Apprenticeship programme whilst on the ILM programme. It's hoped that they can transition into an Apprenticeship at the end of the Grant Period or at least sustain a permanent position with your company.

What does this involve?

You will offer a young person an ILM job opportunity for 6 months (26 weeks) and in return you will receive a grant of approximately £5596.50 depending on age of participant, that is based on £6.15 NMW. This grant should be used to supplement the young person's wages during this period. You will receive the grant in a series of staged payments, running along side your normal payrole. Priority will be given to employers who can offer employment beyond the 6-month grant period, and if there has been sustained outcomes from the 1st round of ILMs for other young people this will go in your favour.

Taking on a young person

In order to qualify for the ILM Grant Offer you must be willing to employ a person who meets the following criteria:

- Is 16-29 years old – (priority will be given to young people in vulnerable groups)
- Additional consider offering an Internship (work experience) for learners with learning difficulties/disabilities or short work experience.
- Is a Wirral resident
- Is currently unemployed, or not in education, employment and or training (NEET).
- Must have an National Insurance Number and eligible to work in the UK.
- Must have a Bank Account.

Wages and Hours of work

In order to qualify for this funding, you must pay your young person at the NWW for a 18-20 as a minimum even if they are younger than 18.

The Employer will pay the NI contribution as normally required and Pension if they pass the threshold, just like any other employee.

Employers who currently pay the Living Wage will receive priority in the EOI

We expect you to employ your young person for a **minimum of 35 hours per week. (lower hours can be considered on an individual basis and must be because they have a significant barrier. If they work over the 35 hours that would be at your own cost and will sit outside this grant and you should consider Working Directives for all ages.** <https://www.gov.uk/maximum-weekly-working-hours>

Supported by Youth Employment Initiative &



European Union

European
Social Fund



LIVERPOOL CITY REGION
COMBINED AUTHORITY

Employer Requirements:-

You must have a

- **Current Business Bank Account.**
- **Wages must be paid by BACS. No cash payments or cheque payments will be possible.**
- **If you pay for sickness, then we will pay this in the grant.**
- **If you don't pay for sick this will be deducted from your grant.**
- **No deductions will be made for Holidays.**
- **All participants will be entitled to Holidays.**
- **All wages must be paid by an Official PAYE payslip in order to draw down the grant funding.**
- **All grant payments must be evidenced with an Official Bank Statement, not sage or similar financial operating systems.**
- **An Offer of Employment Letter and a Contract of Employment will be required immediately on start. (A trial period is recommended before participants start on the ILM grant).**

Unless all eligibility/start paperwork is complete no payments will be made.

We are particularly interested to hear from employers linked to the local growth sectors or who have a community interest. Sustainability of the employment passing the grant period will be key to the Expression of Interest Form being successful. Priority will be given to employers who will consider a Supported Internship/SEN ILM for young people with moderate learning difficulty/disabilities – (work experience) as well as an ILM participant as part of the scoring process. Also, previous sustained employment for young people from the 1st round of ILMs will be taken into consideration and working relationships on the claims process throughout the programme between ourselves and yourself will be taken into consideration.

Social Corporate Responsibility

This programme is designed to give young people a first step into employment who would not normally get this opportunity for whatever reason and could have multiple barriers to sustaining a job under normal circumstances. The grant period is to support young people who may have vulnerabilities making their transition from NEET to sustained employment sometimes a difficulty journey. If you want an employee who has no issues, doesn't require support or training or mentoring, giving them confidence to succeed then this is not appropriate way to recruit an employee for your company. The funding is not to replace or expect a young person to have experience skills and knowledge in a job, it for you and your company to nurture and bring out the best in the young person, allow chances and not expect that they will pick up everything first time. We are working with supported internships providers to help employers with young people with SEN. We are working with the probation service and young people with multiple barriers. Having empathy and encouragement is necessary throughout the programme. If employers have taken young people on in the past and this support is not evident or the young people never reach a sustained opportunity after the grant period, then this will be taken into consideration on any further funding given.

However, the success of the previous programme has shown that these particular vulnerable young people once given a much needed opportunity into work, become the best employees for the future.

Please return Expression of Interest Forms by email to: joannesmith@wirral.gov.uk

Joanne Smith email: (joannesmith@wirral.gov.uk)

ESIF Manager 14-19 Team, Wirral Council, Birkenhead Town Hall
Hamilton Street, Birkenhead Wirral, CH41 5BR

If you would like an informal discussion regarding this offer then please contact either:-

Joanne Smith (ESIF Manager) on 0151 666 5238 joannesmith@wirral.gov.uk

Roy Vernon (ESIF Officer) on 0151 666 5239 royvernon@wirral.gov.uk

Karen Taylor (ESIF Officer) on 0151 666 5241 karentaylor@wirral.gov.uk

Zoe Hough (ESIF Officer) on 0151 666 5243 zoehough@wirral.gov.uk

Supported by Youth Employment Initiative &



European Union
European
Social Fund



LIVERPOOL CITY REGION
COMBINED AUTHORITY

WIRRAL ILM PROGRAMME EXPRESSION OF INTEREST FORM (Round 2)

Business Name			
Business Address			
Company Registration Number			
Contact name		Contact number	
Position in Company			
Email Address			
Business type			
Business size (please <input checked="" type="checkbox"/>)			
1 – 25 employees	<input type="checkbox"/>	250 – 1000 employees	<input type="checkbox"/>
25 – 50 employees	<input type="checkbox"/>	Over 1000 employees	<input type="checkbox"/>
51 – 250 employees	<input type="checkbox"/>	Sole trader self employed	<input type="checkbox"/>
Growth sector business areas (compulsory option) one must be chosen. Please call if unsure			
Digital & Creative	<input type="checkbox"/>	Advanced Manufacture	<input type="checkbox"/>
		SuperPORT	<input type="checkbox"/>
Low Carbon	<input type="checkbox"/>	Visitor Economy	<input type="checkbox"/>
		Life Sciences	<input type="checkbox"/>
Financial & Professional	<input type="checkbox"/>	Voluntary/Community Interest Company	<input type="checkbox"/>
		Health & Social Care.	<input type="checkbox"/>
Is your business growing?		Yes	<input type="checkbox"/>
		No	<input type="checkbox"/>
Length of trading?			



European Union

European
Social Fund



LIVERPOOL CITY REGION
COMBINED AUTHORITY

If you were an Employer from Round 1	If yes, please answer Question 1 – 4 – if not move to question 4.
1. Did you have young people in the last ILM round?	
2. Did the ILM candidate remain in employment with you immediately at the end of the grant period without a gap?	
3. If you were on the previous ILM round did you have problems producing evidence for claims ie Bank Statements, Wage Slips?	
GENERAL QUESTIONS	Everyone to Answer 4 - 15
4. Have you had previous grants Public money/State Aid which exceeds 200,00 in euros within the last 3 years?	
5. If you are successful in securing funding for an ILM participant in round 2. How would you support a vulnerable young person initially into your business?	
6. If a young person needs additional support with English and Maths would you be prepared to support the young person to gain these qualifications which may include a few hours off the job training?	
7. Priority is given to Employers who would take an SEN young person with moderate learning difficulties. Is this something you would consider on top of the ILM candidate?	
SUSTAINABILITY	
8. Will you have a sustained position in your company at the end of the grant period if the young person performs well in the role?	
9. Please confirm that this ILM placement is over and above the existing workforce and will not replace existing jobs?	
10. Would you consider moving the young person to an Apprenticeship at the end of the grant Funding?	
11. Are you happy for Wirral Apprentice to contact you regarding apprenticeships at that time?	
DISABILITY CONFIDENT	
12. Is your Company registered on-line with Disability Confident?	
13. Would you like DWP to contact you regarding disability confident and how to be registered?	
WIRRAL CHAMBER OF COMMERCE	
14. Are you a member of the Wirral Chamber of Commerce?	
15. If No, would you like to know more about the Wirral Chamber membership and support offered to local businesses?	

Supported by Youth Employment Initiative &



European Union

European
Social Fund



LIVERPOOL CITY REGION
COMBINED AUTHORITY

The information you provide may be shared with the Liverpool City Region Combined Authority, constituent bodies of the Liverpool City Region Combined Authority, ESIF & YEI (Youth Employment Initiative) if this moves to a contract. The information will be used for monitoring and reporting purposes and for subsequent evaluations of the programme (information is not shared with any other agency or third party). It might also be used to show characteristics of people supported by the programme and its effect on those who it supports. The information will be held both electronically on a central database and hard copy paper form by the local authority and by Liverpool City Region Employment and Skills Team in a secure filing system. LCRCA recognise the need for confidentiality and ensure that any information will be kept securely and not shared outside the partnership without your prior agreement.

You understand that Liverpool City Region Combined Authority may be required under the Freedom of Information Act 2000 (FOIA) to disclose information without consulting or obtaining consent from you. Liverpool City Region Combined Authority shall take reasonable steps to notify you of a request for information (in accordance with the Secretary of State's Section 45 Code of Practice on the Discharge of the Functions of Public Authorities under Part 1 of the FOIA) to the extent that it is permissible and reasonably practical for it to do so, but Liverpool City Region Combined Authority shall be responsible for determining in its absolute discretion whether any information is exempt from disclosure in accordance with the FQA.

I have been offered and accepted a copy of the Liverpool City Region Combined Authority Fair Processing Notice and I agree for this.

By typing your name here constitutes in your agreement with this privacy Notice. All the information contained is true to the best of my ability.

Print name: _____

Date: _____

Disability Confident – What's this?



The above campaign is aimed at helping employers to remove barriers, increase understanding and ensure that disabled people have the opportunities to fulfil their potential and realise their aspirations.

For more information go to: <https://www.gov.uk/government/collections/disability-confident-campaign>

Supported by Youth Employment Initiative &



European Union

European
Social Fund



LIVERPOOL CITY REGION
COMBINED AUTHORITY

DETAILS OF THE ILM POSITION

Your Vacancy Details	
Sector Area (e.g. Construction, Electrical, Business Admin)	
Job Title Occupation/Role (e.g. Joiner, Electrician, Clerk, Accountant)	
Duties that will be undertaken by the Participant(s)? List here or attach a Job Description. <i>(We expect young people to be taken on enthusiasm not qualifications or prior experience)</i>	
How many ILM participants would you like to take?	
Preferred ages. The programme is 16 – 29 age limit.	
Would you like to take a SEN participant with moderate learning difficulties?	
Will you require support and help to identify a young person and advertise on your behalf?	
What is the Email address for CVs to be sent to in your company?	

Supported by Youth Employment Initiative &



European Union

European
Social Fund



LIVERPOOL CITY REGION
COMBINED AUTHORITY

I already have a NEET Young person identified

Have you identified a NEET young person to join your Company? If so, please give details: Name: Address: Contact Number: Date of Birth: Age:	
Does the young person have a Bank Account? If not, get them to open one as the grant is paid by BACs	
Has the young person got the following evidence for eligibility? NI Letter with address on?	
Passport?	
Birth Cert?	
Driving Licence?	
Utility Bill eg Phone Bill or UC correspondence, DWP?	
Please confirm you have not started the young person without our prior consent?	
Has the young person agreed to share their details?	