

**SCOTLAND'S EMPLOYER RECRUITMENT INCENTIVE**  
**Q&A**  
**(April 2018)**

**EMPLOYER INFORMATION**

**GENERAL**

**Q1. What is Scotland's Employer Recruitment Incentive? (SERI)**

SERI is a grant for employers who offer employment opportunities, including an apprenticeship (MA), to unemployed young people. The funding is designed to offset the costs of recruiting and supporting a young person in employment, including an MA.

List of eligible young people can be found at **Annex A**.

**Q2. When can I apply?**

This phase of the programme will be available from 01.04.18 to 31.01.19.

*Please note no retrospective applications can be submitted for period 01.02.18-31.03.18.*

**Q3. How do I make an application for funding?**

You can apply for funding from the incentive through your Local Authority. Please note that places are limited and will be offered on a first come basis to employers.

Each Local Authority has a dedicated contact which can be found at:-

<http://www.ourskillsforce.co.uk/funding-for-skills/employer-recruitment-incentive/>.

**Q4. What funding is available?**

When your company commits to new job or apprenticeship for up to 52 weeks, you will receive up to £4,000. If your company pays the young person the Living Wage (LW) there will be an additional payment of £500. The payment schedule will involve:

- £600 if the young person is still employed by you at 4 weeks - No payment for less than 4 weeks;
- £1400 if the young person is still employed by you at 13 weeks - No payment for less than 13 weeks;
- £2000 if the young person is still employed by you at 52 weeks – No pro-rata payment between 13-52 wks.
  
- Payment will be made on presentation of evidence that your employee is still employed by you.
- An additional payment of £500 will be awarded if your new recruit is paid the current Living Wage. This will be paid along with the final payment.
- Information on LW rates can be found [here](#).

**See Annex B for evidence requirements**

**Q5. When do I get paid?**

Your Local Authority will make their own arrangements with regards to making payments to employers however, these will be consistent with the milestone payment points of the programme (4, 13 and 52 weeks). Please note that payments are reliant on Local Authorities receiving correct and sufficient evidence timeously from Employers.

**Q6. What do SDS require from Employers regarding payments?**

Employers are expected to provide Local Authorities with payslips and/or review documents showing 16+ working hours per week for the SERI participant.

Participants are required to validate their SERI registration as well as their 13 and 52-week milestone sustainment via email when prompted by SDS. Failure to do so in 15 days will result in an email sent to the employer who can validate/confirm the start and milestones for the

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participant. Failure to respond to validation emails by participant and/or participant's employer will result in the SERI assignment/payment being suspended or cancelled.

#### ELIGIBILITY

##### **Q7. Who is eligible for the recruitment incentive?**

A private business or third sector organisation **of any size** can recruit a young person aged 16-29, fitting one or more of the eligible groups (see Annex A) providing you can demonstrate capacity to offer sustained employment. This can include recruitment into a MA.

**Public Sector employers are not eligible to apply.**

##### **Q8. Can more than one young person be supported through the incentive with the same company?**

In general terms businesses, employing less than 50 people, will not be able to recruit more than 2 participants through this programme. However, on a case by case basis, the Local Authority can decide to waive this rule if the business can demonstrate that it can support more than 2 participants.

There is no restriction on the number of young people if you employ over 50 people. **However, you are only eligible to apply for SERI once per participant.**

##### **Q9. Can I sub-contract the young person to another employer?**

No.

##### **Q10. Which young people are eligible for support?**

New recruits need to:

- fall within one or more of the eligible groups (**Annex A**);
- be between 16-29 years; and
- be day 1 unemployed (as stated on a self-declared basis).

##### **Q11. Which young people are not eligible for the incentive?**

See Annex A.

##### **Q12. Who is responsible for ensuring eligibility of new recruits for the programme?**

Local Authorities are responsible for ensuring eligibility of the young people and this must be established before the start of their job or MA. New recruits will be required to sign the SERI application form which contains a self-declaration section.

##### **Q13. Can I employ a 15 year old young person who has left school?**

You can take on a young person who is 15 years of age if they have their National Insurance Number and have reached the statutory school leaving date.

##### **Q14. Can I employ a family member?**

Yes, as long as the family member satisfies all eligibility criteria for the recruitment incentive, there is no reason why an employer cannot recruit a family member.

##### **Q15. Can a young person have a part-time job?**

In principle participants should be unemployed prior to commencement of programme. However, where a young person has a part time job, Local Authorities can apply discretion on an individual basis.

##### **Q16. If a young person leaves their job or I deem them unsuitable for the position, can I recruit another young person and apply for the incentive?**

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Yes. You will still attract the grant funding if you recruit another young person, for the full 52 weeks (2nd chance rule applied) as long as the new participant meets the eligibility criteria.

#### **Q17. If I am aware that my new recruit has attracted SERI funding from a previous employer, can I still apply for the incentive for the young person?**

Yes, as long as both the employee and employer still meet the eligibility criteria (this 2<sup>nd</sup> chance option would mean that they could transfer the balance of their support to you as the new employer – Local Authority discretion would be applied).

### TERMS AND CONDITIONS OF EMPLOYMENT

#### **Q18. Are the young people participating on the programme considered an employee?**

Yes, they are your employee and therefore should be on the terms and conditions of the company. If you employ young people on zero hour contracts you will not be eligible.

#### **Q19. How many hours per week must the young person work and can they change the hours they work per week?**

The young person must be employed for a minimum of 16 hours per week and will be in line with the young person's working time regulations. [There is flexibility within the programme for young people with additional support needs to allow hours to be accumulated over a monthly period – this will be under Local Authority discretion].

The number of hours they can work in a week can vary depending on the job. We appreciate local arrangements may dictate the number of hours worked in a week. **Please note that Local Authorities will ensure adherence to the EU Working Time directives.** You and your SERI funded employee will sign the application form to self-certify you are complying with this rule.

#### **Q20. Will travel costs be paid?**

If you deem this suitable. The Incentive can be used to remove barriers to sustaining employment.

#### **Q21. Which Local Authority should I apply to if my intended recruit lives in a different Local Authority area from my business?**

There is no hard and fast rule, as long as the job and the address of the potential employee are in Scotland. In the first instance, the funding would sit with the Local Authority in which the employer is based.

Scottish Government is keen for this initiative to be an 'all Scotland' approach and would advise that where an employer and a young person have different Local Authority addresses the Local Authorities concerned come to a common agreement. Local Authorities may apply their own discretion.

#### **Q22. Can I progress a new recruit onto a Modern Apprenticeship part way through the year?**

A young person who is recruited and supported by SERI can move into an MA at any stage however, **you will not be able to claim for the incentive twice.**

The following link takes you to the MA programme specifications.

<https://www.skillsdevelopmentscotland.co.uk/media/44145/ntp-ma-spec-2018-19.pdf>

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### ANNEX A

#### SERI 2018/19 Eligibility Criteria

Young people aged 16-29 years (inclusive) who fall within one or more of the following groups will be eligible for SERI support:-

- person with a disability<sup>1</sup> or long-term health condition;
- care experienced young people;
- carer<sup>2</sup>;
- person with a conviction (including CPO's);
- early leavers from the armed forces, veterans and ex-forces personnel;
- long-term unemployed (6 months or over) who are not on the Work Programme or Community Work Placements;
- person who has failed their ESA Work Capability Assessment;
- Work Programme completers who remain unemployed;
- ethnic minority groups;
- Gypsy/travelling community;
- partner of current or ex-Armed Forces personnel;
- person requiring support with language, literacy or numeracy, including those for whom English is an additional language;
- lone parent;
- person with lower than SCQF Level 5 qualification;
- a young person who was receiving additional support for learning in school<sup>3</sup>;
- refugee or other granted leave to stay in the UK;
- homeless person (including temporary or unstable accommodation);
- person affected by substance misuse.

Young people who meet the one or more of following will not be eligible for SERI support –

- are of compulsory school age;
- are currently supported through Adopt an Apprentice or Adopt and Intern
- if they fall within an eligible group (**Annex A**), but are aged 30 or over;
- are attending school or college full-time as a learner or student;
- are in full-time higher education;
- have an existing contract of employment (including as a Modern Apprentice);
- are an ineligible overseas national;
- are in custody or on remand in custody;
- are in receipt of an Education Maintenance Allowance;
- are in receipt of any other SG/SDS/DWP ERI;
- are not domiciled in Scotland;
- are participating any mandated DWP initiative.

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<sup>1</sup> The Equality Act 2010 defines a disabled person as a person with a disability. A person has a disability for the purposes of the Act if he or she has a physical or mental impairment and the impairment has a substantial and long-term adverse effect on his or her ability to carry out normal day-to-day activities (S6(1)). A young person with ASN can also be included where a careers adviser or related professional believes this is a significant and on-going barrier to employment. Such a person shall be referred to as a 'disabled person'.

<sup>2</sup> has a significant role in looking after someone else who is experiencing illness or disability. Or a young parent. Such a person shall be referred to as a 'carer'

<sup>3</sup> due to one or more of the following factors which presented a barrier to their learning; environment; family circumstances; disability or health need; social or emotional factors; and which may also present barriers to entering the workplace

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### ANNEX B

#### SERI 2018/19 Evidence Requirements

SERI 2018-19	
Milestone Point	Audit Evidence
4 Week Claim	<ol style="list-style-type: none"><li>1) Application Form</li><li>2) Evidence participant is still in employment</li><li>3) Evidence Employer has been paid</li></ol>
13 Week Claim	<ol style="list-style-type: none"><li>1) Evidence participant is still in employment</li><li>2) Evidence Employer has been paid</li></ol>
52 Week Claim	<ol style="list-style-type: none"><li>1) Evidence participant is still in employment</li><li>2) Evidence Employer has been paid</li><li>3) Completed 52 Week Review Document including signatures from Participant, Employer and Local Authority</li></ol>
Living Wage Claim	<ol style="list-style-type: none"><li>1) Evidence Employer has been paid.</li><li>2) Completed LW Section of 52 Week Review Document including signatures from Participant, Employer and Local Authority</li></ol>

Evidence participant is still in employment should include a **minimum of ONE** of the following: Confirmation signed by Participant, Employer and Local Authority, Participant Wage Slip/Slips showing employment at the point of the milestone, Payroll information showing employment at the point of the milestone. If confirmation is via e-mail by employer, subsequent confirmation for other Milestone points **MUST** be via one of the other acceptable pieces of evidence.

Evidence Employer has been paid should include a **minimum of ONE** of the following: BACS Run, Ledger Extracts, System Screenshots, Bank Statements, Creditor Report, Remittance Advice from LA to Employer.

