

## Q&A Document

### GENERAL

#### Q.1 What is Community Jobs Scotland Fund?

Community Jobs Scotland (CJS) is an employability programme delivered by Scottish Council for Voluntary Organisations (SCVO) in partnership with funding from the Scottish Government. The programme is aimed at supporting unemployed young people aged 16-24 back into employment by providing paid job training opportunities with Third Sector employers and an opportunity for participants to undertake additional training designed to enhance their general employability skills. CJS increases the capacity of the Third Sector by providing financial support to host employers and support to our most vulnerable young people who face additional barriers to finding sustainable employment.

#### Q.2 How many CJS opportunities have been created?

CJS started in 2011 and has supported the creation of more than 5,000 opportunities (November 2014). In Phase 4 (2014/2015), the aim is to create 1,400 CJS opportunities across all of Scotland's 32 local authority areas:

- 800 jobs for 16 to 19 year olds
- 300 jobs for 20 to 24 years olds
- 100 jobs for 16 to 24 years with a disability or long term health condition (CJS Part-time)
- 100 jobs for 16 to 24 year old, care leavers
- 100 jobs for 16 to 24 year olds, young offenders who have recently completed their sentence

### FUNDING

#### Q.3 How has the CJS programme been funded?

CJS is Grant funded on an annual basis by the Scottish Government and since 2011 over £35 million has been invested to create opportunities for young people.

#### Q.4. What funding is available for employers?

The maximum funding available to employers for each job is £5,000 (£7,624.96 Part-time) which covers wages and employers' national insurance contributions, support and supervision, induction and on-the-job-training and job search support.

#### Q.5 Which employers are eligible to apply for Funding?

Community Jobs Scotland is open to third sector organisation's in Scotland. Examples of third sector organisations who would be eligible to apply include:

- Voluntary organisations
- Charities
- Social enterprises
- Community organisations
- Volunteering bodies
- Co-operatives
- Trade unions
- Mutuels
- Housing associations
- Credit unions
- Community Interest Companies (CICs) – if no profit distribution
- Charitable trusts (if the trust was set up by a local authority, the trust must be fully independent from the local authority)
- Community Enterprise Trusts

Examples of organisations who would not be eligible to apply include:

- Arms length council bodies including trusts (defined by clauses in the constitution that concede control to the local authority).
- Community Interest Companies where there is profit distribution
- Private sector
- Local Authorities

#### Q.6 How do employers apply for funding?

To apply for funding to create a CJS job employers should go to [www.scvo.org.uk/cjs](http://www.scvo.org.uk/cjs) where you can complete the necessary registration paperwork. Call: 0141 559 5006 (Monday to Friday, 9.00am - 5.00pm) or Email: [communityjobsscotland@scvo.org.uk](mailto:communityjobsscotland@scvo.org.uk) if you require assistance or for further information.

### ELIGIBILITY

#### Q.7 Who is eligible to apply for a CJS opportunity?

Eligibility for Community Jobs Scotland jobs falls into three categories:

*Eligibility criteria for people aged 16 – 19 years old:*

- Currently unemployed

- Not accessing alternative Government support (e.g. Work Programme or Work Choice)

*Eligibility criteria for 20 – 24 year olds with additional barriers to work:*

- Currently unemployed
- Living in rural areas
- Young person classed as vulnerable:-

**CJS criteria for vulnerable young person:**

- person who has completed a custodial sentence
- refugee or other granted leave to stay in the country
- homeless person (including rough sleepers)
- person affected by drug addiction (including alcoholism)
- person who has been in residential care or looked after at home
- carer
- ex-HM Armed Forces
- customer with language, literacy or numeracy problems
- Lone parent, person with disabilities and carer on JSA (instead of other benefits)
- person with mild to moderate mental health issues
- person who has failed their ESA Work Capability Assessment
- partner of current or former Armed Forces personnel
- young people previously Not in Education, Employment or Training (NEET)
- customers who have recently been made redundant;
- customers who have left school (in line with SDS rules);
- **Adviser Discretion** – to also include the following flexibilities:-
  - History of worklessness
- Not accessing alternative Government support (e.g. Work Programme or Work Choice)

*Eligibility for 16 – 24 year olds with disabilities or health issues*

- Currently unemployed
- With a disability or health related issue
- Eligible/suitable for the Work Choice Programme
- Not accessing alternative Government support (e.g. Work Programme)
- Please note: Job seekers referred through the Work Choice Programme may only access jobs through this strand of CJS.

## **Q.8 What are the eligible job opportunities an employer is required to provide?**

In order to create a CJS job you should be able to:

offer a minimum of ;

- 25 hours of paid work each week
- 16 hours per week for young people with disabilities or health issues
- pay at least the National Minimum Wage

the job should last at least

- 26 weeks for 18-24 year olds

- 39 weeks for 16-17 year olds
- 78 weeks for young people with disabilities or health issue

the CJS job must also be:

- additional and generate demonstrable community benefit
- located in Scotland

### **Q.9 How is a CJS applicant's eligibility checked?**

The applicant's advisor at Jobcentre Plus or Skills Development will check applicant's eligibility and completed an eligibility referral form.

### **Q.10 Are CJS opportunities available throughout Scotland?**

CJS opportunities are available across all 32 local authority areas

### **Q.11 Where are CJS vacancies advertised?**

CJS jobs are advertised with Jobcentre Plus and skill Development Scotland. They are also advertised on SCVO's Good moves website at [CJS JOBS](#)

### **Q.12 How do I apply for a CJS job?**

You can only apply for a CJS job through your local Jobcentre Plus, Skills Development Scotland (SDS) or Work Choice Advisor. Your advisor will check to ensure that you meet the eligibility criteria and refer you to the job. Community Jobs Scotland jobs can also be view on SCVO' s website: [CJS JOBS](#)

### **Q.13 Can I apply for a CJS job if I am on the Employability Fund Programme?**

**Yes** - Employability Fund Programme participants are eligible to apply for CJS vacancies, but must come off the Employability Fund Programme once they commence their CJS job.

### **Q.14 Can I apply for a CJS job if I am on the Work Programme?**

**No** – you are not eligible to apply for a CJS job while on the Work Programme.

### **Q.15 Can I apply for another CJS job on completion of my current CJS job?**

There must be a gap of **26 weeks** between completing a CJS job and applying for another CJS job.

### **Q.16 Can employees access their ILA whilst on CJS?**

Employees **cannot** access their ILA whilst on Community Jobs Scotland.

### **Q.17 What happens at the end of the CJS contract?**

At the end of the CJS opportunity the employer will be expected to complete a Leaver Form and return the original to SCVO. This will then trigger the final payment to the organisation. The employer will be required to report on the destination of the CJS employee so SCVO can

track performance of the CJS programme. SCVO will contact all employers 3 weeks before the end of the CJS opportunity to reissue the CJS Leaver Form.

### **Q.18 Is funding available through other recruitment incentives to retain a CJS employee at the end of their contract?**

When a young person completes a CJS placement without a sustainable outcome, they are unemployed from the day immediately following the end of their contract. Depending on circumstances, where CJS employers would otherwise not have been able to sustain the placement, they may be eligible for support through Youth Employment Scotland Fund (YESF). YESF can be used as a transition from CJS which enables the young person to continue into sustainable employment and SG is working in partnership with SCVO and SLAED to ensure improved transition arrangements. The funding available through YES provides 50% of the national minimum wage for 6 months. Each local authority has a dedicated YESF contact – local details can be found at YESF Local Contact List. Employers should contact the relevant LA to discuss eligibility.

YESF subsidies cannot be used in conjunction with the young person being on a CJS placement..

### **Q.19 If a young person leaves their CJS job early for any reason can the CJS place be re-filled?**

Where a young person leaves the job prior to the end of the CJS contract period then the CJS vacancy could not be offered as a “balance of time” contract but can be considered for further full allocation depending on the current availability within the Local Authority area.

### **Q.20 If a young person leaves their current CJS placement can they subsequently apply for another CJS placement?**

Where a young person has previously taken up a CJS contract they then cannot be considered for another CJS vacancy until 6 months after their end date.

### **Q.21 If an employer is no longer able to support the CJS placement will an alternative CJS placement be found?**

**Yes**, SCVO will advise the Scottish Government and thereafter source an alternative employer to take on the remainder of that CJS contract.

### **Q.22 If a CJS employee deems their current placement to be unsuitable can they ask for an alternative placement to be found?**

**Yes**, (See Q.21)

## **TERMS AND CONDITIONS OF CJS EMPLOYMENT**

### **Q.23 Do CJS participants have contracts of employment?**

**Yes**, they are employees and therefore should be issued with a contract and be on the terms and conditions of the company.

### **Q.24 Do CJS employees qualify for sick pay?**

The employer's terms and conditions will apply.

### **Q.25 What are holiday arrangements whilst on CJS?**

The employer's terms and conditions will apply.

### **Q.26 Will Travel Costs be Paid?**

Travel to work costs are met by all employees. Where you are required to travel for business purposes, your employers Terms and Conditions will apply.

There is assistance for travel costs through the Young Scot Card Schemes

For further information please go to: <http://www.transportscotland.gov.uk/young-scot-national-entitlement-card>

### **Q.27 Will CJS employees be eligible to apply for flexible working?**

From 30 June 14 every employee has the right to request flexible work after 26 weeks employment with their current employer.

### **Q.28 What are CJS employees maternity entitlements?**

CJS employees have the same statutory entitlements as other employees. The following link to the Government website will provide all the information required for this entitlement:

<https://www.gov.uk/maternity-pay-leave/eligibility>

In addition to statutory entitlements the employers terms and conditions will also apply.

## **LINKS TO OTHER EMPLOYMENT AND SKILLS PROGRAMMES**

### **Q.29 How will CJS join up with and not duplicate existing programmes?**

CJS aims to support smooth and positive transitions for young people by connecting young people to appropriate interventions on the local authority Strategic Skills Pipeline. The Scottish Government is working in partnership with SCVO and SLAED to ensure improved transition arrangements.

## **CJS COMPLIANCE**

### **Q.30 What compliance processes are in place for CJS payments?**

The Scottish Government have set up a programme of compliance checks whereby a minimum of 10% of the trainee records held by SCVO will be checked on an annual basis for each Phase of the CJS programme. These checks will ensure that appropriate payment records to employers are held for each CJS trainee, including details of any additional training costs, tracking of training outcomes and evidence of the support provided for transitions into sustainable employment. This ensures that the Scottish Government can provide a proper and accurate record of CJS outcomes and an audit trail of CJS payments.

### **Q.31 What information or reports are SCVO required to submit in accordance with the conditions of Grant?**

SCVO submit monthly reports detailing actual expenditure to date compared with profiled expenditure and any change to estimated expenditure for the financial year or the CJS programme as a whole together with the reasons for any changes.

On completion of the Phase for which the Grant offer is made SCVO will submit a report which summarises the outcomes, performance and statistical analysis in addition to any other information which relates to the impact of the CJS programme.

Within 28 days of receiving the final instalment of Grant for 2014/15 SCVO submit a statement of compliance with the Conditions of the Grant to the Scottish Government using the Schedule provided within the Offer of Grant letter. This statement is completed and signed by SCVO' s Chief Finance Officer and external auditors.