

What do I need to consider before taking part in this scheme?

Taking on any new employee requires them to undergo a period of induction and skills training. For a person who has been out of work for a longer period of time additional consideration should be given to:-

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Support in learning the expectations of the company.

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Support settling in to a new team.

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Specific training relating to the job.

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Learning new general skills such as the use of a computer.

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The training element is designed to support this additional learning.

Each recruit is an individual and may require a specific induction programme.

To obtain guidance on this you may wish to contact the Job Centre on 732516.

How do we apply?

In the first instance contact Social Security and ask for a Recruitment Grant application pack.

At this point please feel free to speak to one of our team for further guidance.

Complete the application form and send it to Social Security. Once the application is approved you will be given a claim number.

At the end of 4 weeks, 12 weeks and 26 weeks, provided employment has continued, send in the forms in your pack. The grant will be issued within 10 days.

For further information please contact

The Job Centre on 732516



States of Guernsey
Social Security

The Recruitment Grant



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What is the Recruitment Grant?

The Recruitment Grant is a series of payments designed to support employers in recruiting staff who have been out of work for extended periods.

What are the conditions relating to the Recruitment Grant?

To claim the grant an employer must recruit an employee who has been claiming an incapacity or unemployment benefit for at least 6 months up to the date of recruitment. The Recruitment Grant can also be applied for in respect of claimants who are receiving Supplementary Benefit and have been out of work.

Does the employee have to be full time?

No, however the scale of Recruitment Grant payments made to an employer are reduced in cases of part time work. Please see the table that follows.

Why are these grants offered to

Employers?

Social Security recognises that for those people who return to work after long periods of incapacity or unemployment, additional induction support may be needed. The grants have been introduced to support the employer during the early stages of employing their recruit during which additional support may be required.

How is the grant paid?

The grant is paid in three stages. Firstly a payment after four weeks together with an optional additional training element. Secondly a payment after 12 weeks and finally a payment after 26 weeks.

All payments require that the employee is still employed under the same basic conditions at each of the stage payment dates, 4 weeks, 12 weeks and 26 weeks.

What is the training element of the grant?

The training element is included to provide support for both general skills and job specific skills training. If you decide to apply for the additional training element you will need to give a brief outline of the training you intend to give the recruit.

What are the payment rates?

There are three levels of Grants

For those employed for 30 hours plus:

After 4 weeks a grant of	£1,000
After 4 weeks a training grant of	£500
After 12 weeks a further grant of	£500
After 26 weeks a final grant of	£500
Total	£2500

For those employed for 20 to 29 hours:

After 4 weeks a grant of	£700
After 4 weeks a training grant of	£500
After 12 weeks a further grant of	£350
After 26 weeks a final grant of	£350
Total	£1,900

For those employed for under 20 hours

After 4 weeks a grant of	£400
After 4 weeks a training grant of	£500
After 12 weeks a further grant of	£200
After 26 weeks a final grant of	£200
Total	£1,300

