

This is a flexible programme designed to meet the needs of different people

## WHAT ARE THE BENEFITS?

1. You can become self-employment and receive a training allowance
2. When you are accepted onto the Programme you can run your own business and receive the following:-
  - a) £100.00 per week training allowance for 13 weeks
  - b) All the profits of the business during the programme
3. You can build up your customer base during the programme
4. You can sell your service or products without any fear
5. Receive comprehensive training
6. Work towards a recognised qualification

**To find out more about the new self-employment option please contact:**

business initiative

Commerce House, Festival Park, Etruria, Stoke-on-Trent, ST1 5BE

t 01782 202222

f 01782 202448

e [info@business.org.uk](mailto:info@business.org.uk)

**To find out what you can expect from us and what we will expect from you.**

The Employment & Skills Programme is organised by Business Initiative and funded through the Working Neighbourhood Fund.

[www.business.org.uk](http://www.business.org.uk)



How you can claim a training allowance of £100 per week for the first 13 weeks from when your business starts trading

## Employment & Skills Programme

Are you in receipt of jobseekers allowance and interested in self-employment?

# Employment & Skills Programme

## Eligibility Criteria

You are eligible for the Employment & Skills Programme if you :

- Are aged 18 and over and in receipt of Jobseekers Allowance or Income Support
- Are Prepared to sign off the unemployment register and declare self-employment to the tax office
- Have been registered as unemployed for less than three months
- Are a resident or have business premises in the City of Stoke-on-Trent and be paying Council Tax to Stoke-on-Trent City Council
- Are not an overseas national subject to employment restrictions or to a time limit on your stay in Great Britain (other than a refugee or asylum seeker)
- Have produced a viable business plan including cash flow forecast
- Have not accessed another Government programme in the last three months
- Are not at the same time, on any other Jobcentre Plus funded programme or have accessed one in the last three months

## Special note

If you are unable to work more than 16 hours per week due to a health condition please contact us.

How does the Employment & Skills Programme work?

## STEP 1

Attend one of the monthly Awareness Sessions or arrange a meeting with one of our Business Advisors to discuss your business idea and then book onto the next Business Planning Course.

## STEP 2

This should result in the production of a business plan. This will be assessed by at least two Business Advisors. Providing they are happy with the plan, you are eligible, and that a place is available, you will be offered a place on the 13 week programme.

During this period you can set up and run your own business whilst receiving comprehensive training in business processes and procedures to suit your requirements.



## Total Value of Grant = £1300

What the programme offers you :

- You can become your own boss
- You can receive an allowance of £100.00 per week
- You can receive comprehensive training in business processes and procedures **FREE OF CHARGE**
- You get to keep all the profits
- You will be rewarded for your own effort and skill and can work towards an NVQ Level 3 Starting a new Business Enterprise

Business Initiative have responsibility for determining eligibility

The role of your Business Advisor is to monitor the progress of your business and ensure :

- That you are appropriately trained
- You develop sales, deliver services or products to your customers and keep records according to relevant law
- By means of a robust cash flow control, that your trade should not result in a loss

Business Initiative is an Equal Opportunities Organisation

