



Department
for Education

Skills Bootcamps

**Funding and performance management
guidance for wave 3 contracts 2023 to
2024**

July 2023

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Summary

For the 2023 to 2024 financial year (1 April 2023 – 31 March 2024).

This document sets out the funding and performance management rules that apply to all suppliers with a contract to deliver Wave 3 Skills Bootcamps funded by the Department for Education via the Education and Skills Funding Agency.

All suppliers accessing funding via a contract Wave 3 must follow the guidance set out in this document regardless of where they are based or delivering. For further detail on your contractual obligations please refer to your contract.

Suppliers accessing funding for Skills Bootcamp delivery directly via a Mayoral Combined Authority (MCA), Combined Authority (CA), Greater London Authority (GLA), Local Authority (LA), Local Economic Partnership (LEP), should refer to the specific guidance from them and not this document.

All information, including hyperlinks within the documents were correct when we published this document.

The DfE reserves the right to make changes to the Skills Bootcamps: funding and performance management guidance for Wave 3 contracts. You will be alerted to any changes via the Education and Skills Funding Agency (ESFA) Update. It is your responsibility to review this on a regular basis. To support this, you can [register for web alerts](#). This will notify you by email when a new edition of Update on GOV.UK is published.

Expiry or review date

This guidance is for Wave 3 contracts including contract extensions and will expire after delivery of those contracts ceases.

Who is this guidance for?

This guidance is for:

- Suppliers with a contract to deliver Wave 3 Skills Bootcamps funded by the Department for Education via the Education and Skills Funding Agency.
- Suppliers accessing funding for Skills Bootcamp delivery directly via a Mayoral Combined Authority (MCA), Combined Authority (CA), Greater London Authority (GLA), Local Authority (LA), Local Economic Partnership (LEP), should refer to the specific guidance from them and not this document.

Skills Bootcamps – overarching principles

Skills Bootcamps are flexible training courses up to 16 weeks, with a guaranteed job interview (where a candidate is being recruited to a new job) or new opportunities. Skills Bootcamps equip adults with technical skills that enable them to access in-demand jobs, apprenticeships, and new opportunities (including for the self-employed) leading to increased income and productivity.

Skills Bootcamps are being delivered through a contract(s) specific to the Lots described in the table below. Only those suppliers that have been awarded a Skills Bootcamps contract can deliver Skills Bootcamps.

In addition, Mayoral Combined Authorities, LEPs and Local Authorities have been awarded grants for the delivery of Skills Bootcamps. These are subject to a separate set of guidance notes.

Table 1: sector split by Lot

Lot Number	Descriptor	Permitted delivery levels
Lot 1	Digital Core – subject areas include cloud, computer aided design, cyber, data, DevOps, digital marketing, games, network, software development, software engineering, support and web	3-5 or equivalent
Lot 2	Digital Bespoke – digital skills not included in core	3-5 or equivalent
Lot 3	Technical core – subject areas include advanced manufacturing, design, electronics & electrotechnical, engineering and welding	3-5 or equivalent
Lot 4	Technical Bespoke – technical skills not included in core	3-5 or equivalent
Lot 5	Construction – subject areas include construction management and construction trades	3-5 or equivalent. Level 2 or equivalent permissible for appropriate skills.
Lot 6	Pathway to Accelerated Apprenticeships – subject areas include apprenticeships paths	3-5 or equivalent
Lot 7	Green Skills – subject areas include prioritised green sectors; green power, green construction & buildings, green transport, green protection of natural resources and green business & industry	3-5 or equivalent. Level 2 or equivalent permissible for appropriate skills

A start is defined as: a learner having registered and attended a Skills Bootcamp on day 1 and remains on programme on day 5 (calendar days). Note: for reporting purposes within your contract monitoring plan and data sheet, you must report all learners based on their first day of training, even if they did not go on to attend for 5 qualifying days.

A completion is defined as: successful completion of the training programme including passing any required assessments and one of the following dependent on learner circumstances:

- offer of a job interview which must be intended to be continuous employment for at least 12 weeks or an apprenticeship) that utilises the new skills acquired through the Skills Bootcamp
- new role and/ or responsibilities that utilises the new skills acquired through the Skills Bootcamp,
- written confirmation/plan from learners of how the new learning has been/will be applied to acquire new opportunities/contracts which utilise the new skills acquired on the Skills Bootcamps.
- Or offer of an accelerated apprenticeship interview linked to the new skills acquired on the Skills Bootcamp.

A positive outcome is defined as: offer of a new job or an apprenticeship, new role/ enhanced role or obtaining new opportunities/contracts utilising the new skills acquired on the Skills Bootcamp depending on the status of the learner. Specific criteria apply to learners on the Pathway to Accelerated Apprenticeships Skills Bootcamps.

Suppliers should refer to the section on payment milestones for further detail.

Delivery of Skills Bootcamps

The supplier must ensure that the Skills Bootcamps can be reasonably delivered to a learner concurrently employed in either a full-time or part-time role or around other commitments.

Skills Bootcamps should be designed to encourage the participation of underrepresented groups which may include, but not exclusively, ethnic minority background, disability, female, veterans, prison leavers. These may include those with protected characteristics (as defined in the [Equality Act 2010](#)) and those who might face barriers to employment.

Skills Bootcamps - content

Skills Bootcamp training must either be accredited, aligned to occupational standards managed by the Institute for Apprenticeship & Technical Education (IFATE) or utilise a recognised standard for representing attainment (e.g., Recognising and Recording Progress and Achievement (RARPA) or Skills Framework for the Information Age (SFIA).

Where you are using RARPA, SFIA or similar methodology we would expect evidence of significant employer engagement in designing the curriculum.

Each Skills Bootcamp must have a minimum of 60 Guided Learning Hours (GLH) and a maximum duration of 16 weeks.

Guided Learning Hours are the time a learner spends being taught or instructed by, or otherwise participating in education or training under the immediate, real-time guidance of a lecturer, supervisor, tutor or other appropriate supplier of education or training, whether online or in person. Pre-recorded content does not count towards GLHs.

Provision may be delivered remotely online, face-to-face or through a blended approach.

Wraparound Support

Funding for wraparound support for Skills Bootcamps is included in your Skills Bootcamps allocation.

The supplier must deliver the wraparound support outlined within your original bid (for example using a coaching and mentoring approach), from programme application stage, during, and post programme, to move people into jobs/new roles and opportunities. This should include:

- upfront screening of applicants
- soft skills (or work readiness) training to support the occupational skills training
- vacancy/role/opportunity identification
- providing pastoral services to help participants complete the Skills Bootcamp
- follow-up services to participants and employers to support job placement
- high-quality advice and guidance to support the learner into a positive employment outcome (for example, CV writing support and mock interviews).

Suppliers must ensure that learners who are unsuccessful at post completion interview are referred to other job and training opportunities e.g., through the National Careers Service. This will be monitored as part of your monthly contract monitoring meetings.

This wraparound support will be checked as part of the ongoing monitoring of your delivery.

Learner Eligibility

To be funded, the learners must:

- must be aged 19 or older:

- on or before **31 August 2022** for bootcamps starting between **01 April 2023 and 31 July 2023**
- on or before **31 August 2023** for bootcamps starting between **01 August 2023 and 31 March 2024**
- have the right to work in the UK. This can be checked [on gov.uk/view-right-to-work](https://www.gov.uk/view-right-to-work) and
- meet residency requirements. Suppliers should refer to the [residency eligibility](#) section of the AEB funding rules before accepting an individual onto a Skills Bootcamp and
- live in England, further detail is provided below.

Delivery outside of England

You must not actively recruit learners who live or work outside of England.

We will fund an individual who lives in Wales or Scotland if specialist skills training is only available in England and the individual intends to work in England as a result of the Skills Bootcamp. We do not expect these numbers to be significant.

For learning delivered at an employee's workplace, we will fund individuals whose main employment or normal place of work is in England.

Suppliers located close to the borders can deliver Skills Bootcamps to learners who are not resident in England if the learner intends to work in England as a result of the Skills Bootcamp. Delivery must take place in England. We do not expect these numbers to be significant.

Target Groups

All Skills Bootcamps must be open to all eligible adults within the communities they serve, including those employed, not in work or self-employed.

Skills Bootcamps are designed for individuals that are close to the labour market and for those not in work the assumption is that the majority of participants will have been away from the labour market less than 12 months. A supplier may only deliver a Skills Bootcamp to support adults who have been out of the labour market for longer than 12 months if they judge that a Skills Bootcamp will support them effectively into a job or apprenticeship outcome. Serving prisoners due to be released within 6 months of completion of a Skills Bootcamp and those on temporary release are also eligible.

Prior Attainment and experience

No prior attainment is required unless specifically prescribed by an employer and/or specifically related to the job and sector within which the vacancies offered are situated.

However, suppliers may define their own selection processes and/or assessments as part of their approach to recruitment of learners.

Funding conditions

You must not transfer funding between the following budgets:

- Skills Bootcamps
- ESFA funded AEB
- AEB funding received from devolved budgets to combined authorities
- 19 to 24 traineeship programmes
- Level 3 adult offer
- Apprenticeships
- Advanced learner loans bursary fund
- Advanced learner loan facility
- Multiply

DfE will not fund any part of any learner's learning aim or programme that duplicates provision they have received from any other source.

We have adjusted learner eligibility so participants enrolled on DWP's Restart programme can access Skills Bootcamps, recognising differences in provision. However, if suppliers are delivering both a DWP Restart programme and a DfE Skills Bootcamp, they must ensure that they are delivering two separate sets of activities to receive funding from both programmes for an individual learner and inform DWP and DfE that they are engaged in delivery of both programmes.

An adult may only undertake one Skills Bootcamp per funding year (1 April to 31 March) and must not be on more than one Skills Bootcamp at any one time. However, where an individual starts a Skills Bootcamp and then realises that it is not suitable for them for whatever reason, they may start, and be funded for, another Skills Bootcamp so long as the first milestone payment has not been reached (limited to two starts per funding year). Providers have an obligation to ask prospective learners whether they have already undertaken a Skills Bootcamp in that funding year and if they are currently undertaking a Skills Bootcamp.

Learners may transfer between Skills Bootcamps within a year but only under the following conditions:

- The learner must have left their first Skills Bootcamp before the first payment milestone cut-off.
- The learner may only start a maximum of two Skills Bootcamps within a year.

Where an employer is training an existing employee, they must contribute to the cost of the course. In the case of large employers, DfE will cover 70% of the cost of the Skills

Bootcamp with the remaining 30% of the agreed learner rate to be funded by the employer. Existing employees are defined as someone directly employed by the employer, not a worker, sub-contractor freelancer, director or officeholder. However, where a director or office holder is also an employee the employer will be expected to contribute. Further information on [employment status](#) is available.

In the case of small and medium employers DfE will cover 90% of the cost of the Skills Bootcamp, so the employer contribution is reduced to 10%. A small or medium sized employer is defined as having fewer than 250 employees.

Suppliers are free to agree further funding contributions from employers should they want to enhance the content of the Skills Bootcamp.

Suppliers are responsible for ensuring they collect, and maintain evidence of, payment of the employer's contribution.

Courses are fully funded by Government for independent learners (individuals not being co-funded by their employer), and for the self-employed.

Individuals must not be charged for any element of the Skills Bootcamp.

Supplier contracts will be awarded and run for a 12-month term. They will be awarded at lot level and capped as per the overall contract value. Within the contract there will be a description of the contracted services to which you are expected to deliver as part of your contractual fulfilment obligations. For the purposes of the contract this will also be shown within the summary of funding. Suppliers can move contracted provision between different Skills Bootcamps within their contract including learner volumes which may be flexed across the specified services to be delivered, however, such movement can only be within the scope of services outlined within the contract and should be within the overall contract value. All movement of provision between Skills Bootcamps must be discussed and agreed with your contract manager in advance.

Payment milestones are set out in Table 2a below. Milestones must be completed to the deadlines set out in Table 2b below.

A supplier must deliver against the individual contracted services that constitute the overall contract - this is both in terms of type of service to be delivered as well as the associated learner volumes.

There are three payment milestones associated with a learner on a Skills Bootcamp. Payments will be made on the following basis.

Table 1a: payment milestone details

Milestone	Descriptor – see glossary for further detail	% of agreed unit rate claimable	Payable on
1	Learner start	45%	Completion of 5 qualifying days equating to at least 5 guided learning hours within this period
2	Learner completion	35%	<p>For lots 1-5 & lot 7</p> <p>Successful completion of the training programme including passing any required assessments AND ONE of the following dependent on learner circumstances:</p> <p>For fully funded/ independent learners. An offer of an interview on completion of the Skills Bootcamp for either a new job which must be intended to be continuous employment for at least 12 weeks or an apprenticeship, that utilises the new skills acquired through the Skills Bootcamp.</p> <p>For employer co-funded learners. An offer of a new role with their existing employer, or their existing role but with additional responsibilities that utilises the new skills acquired through the Skills Bootcamp.</p> <p>For self-employed learners. Written confirmation/plan from the learner of how the new learning has been/will be applied to acquire new opportunities/contracts that utilises the new skills acquired through the Skills Bootcamps.</p> <p>For lot 6 - Pathways to Accelerated Apprenticeships only.</p> <p>Successful completion of the training programme including passing any required assessments AND</p> <p>an offer of an accelerated apprenticeship interview. The apprenticeship must be linked to the skills acquired through the Skills Bootcamp</p>

Milestone	Descriptor – see glossary for further detail	% of agreed unit rate claimable	Payable on
3	Learner outcome	20%	<p>For lots 1-5 & lot 7</p> <p>On demonstration that the learner has achieved a positive outcome which is either:</p> <p>For fully funded/independent learners. An offer of a new job which must be intended to be continuous employment for at least 12 weeks, or an apprenticeship, that utilises the new skills acquired through the Skills Bootcamp.</p> <p>For employer co-funded learners. A new role with their existing employer, or their existing role but with additional responsibilities that utilises the new skills acquired through the Skills Bootcamp.</p> <p>For the self-employed. Obtaining new contracts or new opportunities that utilise the new skills acquired through the Skills Bootcamp.</p> <p>Suppliers should note that the learner must have completed the training element of the Skills Bootcamp to be able to claim an outcome payment.</p>

Milestone	Descriptor – see glossary for further detail	% of agreed unit rate claimable	Payable on
3	Learner Outcome	20%	<p>For lot 6 - Pathways to Accelerated Apprenticeships¹ only.</p> <p>An accelerated apprenticeship with a new employer or existing employer that utilises the new skills acquired through the Skills Bootcamp.</p> <p>A job (which is not an apprenticeship) that utilises the new skills acquired through the Skills Bootcamp.</p> <p>Upskilling of an employee into a new role or their existing role but with additional responsibilities that utilises the new skills acquired through the Skills Bootcamp.</p> <p>A new opportunity or contract where the learner is self-employed (note: we expect this to be an unlikely outcome for this model) gained as a result of the skills acquired through the Skills Bootcamp.</p> <p>The offer of an apprenticeship that has not been accelerated cannot be claimed for the outcome payment in lot 6.</p> <p>Suppliers should note that the learner must have completed the training element of the Skills Bootcamp to be able to claim an outcome payment.</p>

We recognise that there may be instances where a learner has changed their status part way through their Skills Bootcamp, e.g., from self-employed to actively looking for, and obtaining, a job and therefore their expected completion/outcome has changed. Where that is the case, you should discuss this with your contract manager to confirm what evidence requirements are expected to enable a claim to be made.

¹ An accelerated apprenticeship means the apprentice's planned duration is shorter (≥3 months) than the typical duration of the standard, based on recognition of prior learning. Minimum requirements of an apprenticeship must still be met (12-month minimum duration and 20% off-the-job training).

Table 2b: deadlines for payment milestones

Contract	Delivery start date	Milestones 1 and 2 – latest end date	Milestone 3 – latest end date	Final reporting deadline
Wave 3 contracts – original term	1/9/2022	31/3/2023	31/9/2023	31/10/2023
Wave 3 contracts – where flexibility has been agreed between DfE and the supplier	1/9/2022	31/7/2023	31/1/2023	28/2/2024
Wave 3 contracts – extension term	1/4/2023	31/3/2024	31/9/2024	31/10/2024

Data Reporting requirements

The supplier must supply accurate data in accordance with the following:

- in adherence with the UK GDPR and DPA 2018;
- to support payments to be made;
- to enable reconciliation to take place;
- to support the contract management and assurance processes, including for employer engagement;
- to respond to any reasonable written request
- audit arrangements

The supplier must:

- submit performance management information on a monthly basis, via the Contract Management Plan and
- submit data sheets in relation to all applicants, learners and employers (your nominated contract manager will provide this) and
- submit an Individual Learner Record (ILR) to enable payment to be made.

In order to ensure the timely reporting of data the supplier should report on the next monthly reporting cycle:

- new learner starts
- learner completions
- learner drop-outs; and
- job outcomes for learners following an offer of a job by an employer to a learner

- new opportunities/contracts for the self-employed
- new applicants and employers engaged

You must accurately complete all ILR fields as required in the [2023 - 2024 ILR specification](#), even if they are not required for funding purposes. The ILR must accurately reflect the learning and support (where applicable) you have identified, planned, and delivered to eligible individuals.

You must not report inaccurate information that would result in an overstatement of the funding claimed. Where your data does not support the funding claimed, we will take action to correct this, and we will recover funds you overstated.

Where we are concerned about the quality of the data provided by you, including the completeness or accuracy of the data, we may require you to supply data more frequently for such a period as we deem appropriate and agree how you will improve the quality of your data. We may audit your data and controls, including to gain assurance that the quality improvements have been made.

Data Returns

Data sheets must be submitted via a secure data transfer form. Details of which are outlined in the data sheet guidance. Your nominated contract manager will provide this.

Suppliers must return their Contract Management Plan directly to their nominated contract manager. Your nominated contract manager will provide this.

ILR Reporting requirements

For detailed information on how to submit ILR data for Skills Bootcamps, please refer to the [ILR supplier support manual](#) or [ESFA Funding Rates and Formula](#) document. Please note the implications of submitting late data as set out in the [ESFA Skills Bootcamps technical funding guide](#). Skills Bootcamps must be recorded as funding model 37, source of funding (SOF) 105 and programme type 32.

To record a Skills Bootcamp on the ILR, you must use category code 62: Skills Bootcamp – Subject Learning.

You must use FFI code 1 to claim funding for learners who are fully funded, and FFI code 2 for learners who are co-funded.

Suppliers should use one of the learning aim references listed when completing the ILR. Except where appropriate for Construction or Green level 2 Skills Bootcamps, all provision should be listed as level 3.

For those suppliers who incur VAT costs that are to be passed on to DfE, we will pay these costs via the purchase order (PO) process on a quarterly basis. Suppliers will need to inform us at the beginning of their contract if they are going to pass on any VAT costs, so we can set up the PO at the start of the contract.

Table 3: category codes for use in ILR returns

Category code	Descriptor
Cat code 57	Skills Bootcamps - offer of an interview
Z0059747	Skills Bootcamp: offer of an interview for a role which matches skills acquired during a bootcamp
Cat Code 58	Skills Bootcamps - offer of a new role or added responsibilities with existing employer
Z0059748	Skills Bootcamp: offer of a new role or added responsibilities, which match skills acquired during the bootcamp, with existing employer
Cat Code 59	Skills Bootcamps - receipt of plan from learner to acquire new self-employment opportunities or contracts
Z0059749	Skills Bootcamp: receipt of plan from learner of how the bootcamp learning will be applied to acquire new self-employment opportunities/ contracts
Cat Code 62	Skills Bootcamps - subject Learning
Z0059750	DfE Skills Bootcamps - Construction Level 2
Z0059751	DfE Skills Bootcamps - Green Level 2
Z0059752	DfE Skills Bootcamps - Green Construction Level 2
Z0059753	DfE Skills Bootcamps - Green Engineering Level 2
Z0059754	DfE Skills Bootcamps - Construction Level 3
Z0059755	DfE Skills Bootcamps - Green Level 3
Z0059756	DfE Skills Bootcamps - Green Construction Level 3
Z0059757	DfE Skills Bootcamps - Green Engineering Level 3
Z0059758	DfE Skills Bootcamps - Digital Level 3
Z0059759	DfE Skills Bootcamps - Digital Cyber Level 3
Z0059760	DfE Skills Bootcamps - Engineering Level 3
Z0059761	DfE Skills Bootcamps - Technical Level 3

Breaks in Learning

You and the learner can agree to suspend learning while the learner takes a break from learning. This should be discussed with your contract manager before final agreement with the learner.

You must record the date a learner starts a break in learning and the date they restart their learning in the ILR. Further guidance on recording breaks can be found in [the ILR supplier support manual](#).

You must have evidence that the learner agrees to return and continue with the same learning aim; otherwise, you must report the learner as withdrawn. When the learner returns to learning, you must re-plan and extend the remaining delivery as required.

You must not use a break in learning for short-term absences, such as holidays or short-term illness.

Evaluation

Suppliers will be required to work with the authority and its appointed evaluation supplier to ensure that the data you collect for this contract can contribute to the end-of-project evaluation. This will require you to provide full, accurate and timely Skills Bootcamp data submission sheets to support these aims and participate in up to two qualitative interviews with research contractors acting on behalf of the authority.

You must inform participating employers of the evaluation and the research activities. Employers will be asked to take part in up to two qualitative interviews and up to two surveys to understand the impact of Skills Bootcamps on employers and the workforce.

Suppliers will be required to take part in online interviews lasting up to one hour with the person or persons responsible for implementing Skills Bootcamps. The interviews will focus on the specific policy changes made between Wave 2 and 3 and its impact on delivery. The interviews will also cover implementation issues including choices of and rationale for delivery methods, and the structure of training content.

Suppliers will also be required to take part in outcome interviews to discuss the delivery of Skills Bootcamps over the lifetime of the programme and their thoughts on the outcomes achieved by learners and employers. This would include a focus on three main measures: skills development, employment, and wages.

Evidence

The evidence pack for a Skills Bootcamp must contain evidence to support the funding claimed and must be available to us as requested. In reviewing this evidence, we are seeking assurance that the learner exists and that they have undertaken the activities

claimed for. You should refer to [AEB funding rules](#) on the use of electronic evidence, including electronic/digital signatures.

The evidence pack must contain:

For each Skills Bootcamp:

- full details of all the aspects of the learning to be carried out, including supporting evidence of the number of planned guided learning hours
- evidence that all employers engaged with the Skills Bootcamp have received the Skills Bootcamp employer privacy notice and agreed to the collection and sharing of data as set out in the notice

For each individual learner:

- evidence that a learner is not currently undertaking, or has undertaken, an additional Skills Bootcamp in this financial year (self-declaration). All self-declarations must confirm the learner's details and describe what the learner is confirming for requirements set out in this document. The learner must confirm the information is correct when it is collected. You must have evidence of this, which can include electronic formats.
- evidence of employer contributions (as appropriate)
- evidence that learning is or has taken place including completion of any assessments
- evidence of the time spent on, as well as pastoral support provided as well as employability skills delivered during the Skills Bootcamp, and
- evidence of receipt of the Skills Bootcamp privacy notice (to be provided by your nominated contract manager) and link to the complaints/whistle-blower helpline, and

to support claims for the learner start payment:

- learner enrolment documentation
- completed ILR

to support claims for the learner completion payment either:

- fully funded/independent learners' evidence of an offer of job interview for a role that matches the new skills acquired through the Skills Bootcamp, or
- where the learner has been trained by their own employer, we need evidence that they have been offered a new role and/or responsibilities that matches the new skills acquired through the Skills Bootcamp, or
- where the learner is self-employed, written confirmation/plan from the learner indicating how the new learning has been/will applied to acquire new opportunities/contracts.

For lot 6 – Pathways to Accelerated Apprenticeships only:

- Evidence of an offer of an accelerated apprenticeship interview. The apprenticeship must be linked to the skills acquired on the Skills Bootcamp

to support claims for the learner outcomes payment either:

- fully funded/independent learners - evidence of an offer of a job which utilises the skills gained through the Skills Bootcamp which must be intended to be continuous employment for at least 12 weeks, or an apprenticeship, or
- where the learner has been trained by their own employer evidence of progression to a new job role or their existing role but with additional responsibilities, or
- where the learner is self-employed, evidence that they have procured new contracts or secured new opportunities, or

For lot 6 we will also require evidence that an apprenticeship outcome will be accelerated (reduced in length by at least 3 months). To support claims for the learner outcomes payment either:

- An accelerated apprenticeship with a new employer or existing employer that utilises the skills acquired through the Skills Bootcamp.
- A job (which is not an apprenticeship) that utilises the new skills acquired through the Skills Bootcamp
- Upskilling of an employee into a new role or their existing role but with additional responsibilities that utilises the new skills acquired through the Skills Bootcamp.
- A new opportunity or contract where the learner is self-employed (note: we expect this to be an unlikely outcome for this model) gained as a result of the new skills acquired through the Skills Bootcamp.
- Offer of an apprenticeship that has not been accelerated cannot be claimed for the outcome payment in lot 6.

We recognise that there may be instances where a learner has changed their status part way through their Skills Bootcamp e.g., from self-employed to actively looking for, and obtaining, a job and therefore their expected outcome has changed. Where that is the case, you should discuss this with your contract manager to confirm what evidence requirements are expected.

As part of the initial contract mobilisation your nominated contract manager will formally agree with you what forms of evidence are acceptable taking into consideration your existing processes, and the lots you are contracted to deliver.

Sampling of evidence will be done throughout the contract period to verify evidence to support claims submitted by the supplier. In cases where irregularities are identified, we reserve the right to carry out further checks and other remedial action.

If, on review, the evidence provided by the supplier is deemed insufficient to substantiate a data submission by the supplier, or the data submitted by the supplier is otherwise found to be incorrect, we will look to reclaim any funds which were paid out based on that

data submission. This may be done through making adjustments to subsequent payments to the supplier. We also reserve the right to suspend payments to the supplier where data quality gives rise to concern about the accuracy of the data provided by the supplier.

Performance Management

The supplier must submit a delivery profile for each Skills Bootcamp at the start of the contract which will be used to monitor delivery performance.

You must attend as a minimum monthly performance review meetings with the authority and will be required to present relevant/requested supplier management information, to include, but not restricted to, delivery performance, subcontractor performance, delivery risks and mitigations. This will include a review of performance against the following Key Performance Indicators outlined in your contract.

Table 4: Key Performance Indicators (KPIs)

Key Performance Indicator	Descriptor	Minimum expected level of achievement
Guaranteed interview for each learner on the Skills Bootcamp	Interview must be for a job (which can be an apprenticeship) (or access to new opportunities in the case of the self-employed). The interview must be for a job that matches the skills acquired by the learner through the successful completion of the Skills Bootcamp.	100%
Career progression	Learners not in work/independent learners: should get a new job (which can be an apprenticeship) within 6 months of completion of their Skills Bootcamp, that utilises the skills acquired in the Skills Bootcamp Employed learners being supported by their employers: should get a new or different role with additional responsibilities within 6 months of completion of their Skills Bootcamp, that utilises the skills acquired in the Skills Bootcamp. Self-employed learners: should secure new opportunities/contracts within 6 months of completion of their Skills Bootcamp, that utilises the skills acquired in the Skills Bootcamp	75%
New skills	Learners who successfully complete a Skills Bootcamp will have acquired new skills within the scope of the Skills Bootcamp programme.	100%

Referral to alternative opportunities	Learners who are unsuccessful at post completion interview should be referred to other job and training opportunities.	100%
Learner drop-out rates	Robust recruitment and learner support processes must be in place to minimise learner drop-outs.	<= 20%
Employer engagement	Every Skills Bootcamp should be able to evidence employer engagement at the design stage, during the delivery stage and post Skills Bootcamp stage, supporting the learner into the improved outcome.	100%
Employer co-funding	<p>Where they are training their own existing employees*, all employers must co-fund the training with a cash contribution.</p> <p>*Existing employees are defined as someone directly employed by the employer, not a worker, sub-contractor freelancer, director or officeholder. However, where a director or office holder is also an employee the employer will be expected to contribute. Further information on employment status is available.</p> <p>** SME defined as an employer with less than 250 employees.</p>	<p>=/>30% of Skills Bootcamp cost</p> <p>=/>10% of Skills Bootcamp cost if the employer is an SME**</p>
Social value	<p>Total percentage of full-time equivalent (FTE) people from groups under-represented in the supplier workforce employed under the contract, as a proportion of the total FTE contract workforce</p> <p>Contractor to declare percentage position at contract start and achieve a 10% improvement on that starting position by contract end. i.e., if at contract start the 20% are from under-represented groups, a 10% improvement would mean that by contract end 22% are from under-represented groups.</p> <p>Under-represented groups include, but not exclusively ethnic minority background, disability, female, veterans, prison leavers.</p>	10% improvement within the lifetime of the contract from the starting position

We will review delivery progress against the delivery profile on a monthly basis. We may if applicable, adjust the planned values accordingly where delivery is predicted to vary from delivery profile.

There will be 2 programme reviews in the 2023/24 financial year – taking place at the end of September 2023 and end of November 2023 respectively. This is to allow the authority to maximise spend, and meet unexpected or changing demand, in the Skills Bootcamps programme in any financial year. At these points we may adjust values based on delivery to date and planned delivery.

You must engage with the Quality Assurance and Improvement team to support continuous improvement of your Skills Bootcamp delivery and demonstrate that you have taken action against their recommendations.

Suppliers should note that failure to make reasonable efforts to achieve good outcomes for learners will be considered a breach of contract.

Subcontracting

Suppliers must have a written contract with their subcontractor. It must set out the respective responsibilities of both the institution and the subcontractor. The contract must entitle the institution to exercise management controls over the subcontractor's activity including access by auditors appointed by either the institution or the funding body.

Suppliers are responsible and liable for all delivery through their subcontractors. This includes any omissions or errors that may occur. You should refer to your contract para 5 TRANSFER AND SUB-CONTRACTING for further detail.

We recognise that arrangements in relation to sub-contracting may be subject to future change. You must alert your contract manager in advance of any planned changes to your subcontracting model including any plans to bring in new delivery partners. We reserve the right to reject any proposed subcontractors for any reason.

Suppliers must provide details of all delivery partners and their performance as part of their monthly Contract Monitoring Plan return.

Publicity and Comms

Suppliers, and where appropriate sub-contractors, are required to provide a web link to more information about your Skills Bootcamp(s) and how to sign up. The link will be shared on the list of Skills Bootcamps on Gov.uk - [List of Skills Bootcamps - GOV.UK \(www.gov.uk\)](https://www.gov.uk). Your contract manager will provide further details on how to do this.

Suppliers must adhere with DfE's communications guidance and Skills Bootcamps should be advertised, marketed and delivered in accordance with the specified naming convention and branding. Your nominated contract manager will provide you with a pack that outlines the mandatory requirements along with some optional guidance to support you.

Suppliers must promote Skills Bootcamps in such a way as to recruit an eligible, diverse group of learners:

- Opportunities should be promoted to eligible learners through a variety of channels based on those which are more likely to encourage applications from a wide range of adults, including those with protected characteristics

- By making clear in communications the eligibility criteria for the Skills Bootcamp
- By making clear in communications the requirements and expectations of the Skills Bootcamps including the objective of moving to a new/better job.

Complaints

A complaint is defined here as an expression of dissatisfaction with the services provided.

The primary responsibility for receiving feedback and investigating complaints in respect of the services will rest with the supplier (and where applicable, their sub-contractors).

Suppliers (and where applicable, their sub-contractors), should have procedures in place to gather and act upon feedback and complaints.

This should be well-advertised and an accessible mechanism (for example, a published webform, an email address or a phone number) to raise a formal complaint through for all applicants, learners, staff and others (e.g., engaged employers) linked to Skills Bootcamps delivery. This, alongside the DfE's complaints and whistleblowing procedure, should also be signposted as part of the onboarding process.

The published procedures should outline the process, including any appeals process and timeframe for response. The supplier (or their sub-contractor) will be responsible for resolving complaints in accordance with their own procedures and any guidance issued by DfE. Once the supplier (or their sub-contractor) has concluded its investigations, including any appeals process, it should inform the complainant in writing (letter or email) of the final outcome.

This will be monitored as part of the contract monitoring process. Suppliers (or their sub-contractors) should ensure they retain a record of complaints received. At a minimum this includes:

- date received
- complainant name; summary of complaint; the supplier (or their sub-contractor) response to complaint at each stage of their published complaint procedure, including any appeal process

If DfE requests a record of the supplier (or their sub-contractor's) complaints log, it should be provided within 5 business days from the date of request.

Contacting us

Suppliers with a contract to deliver Skills Bootcamps should speak to their nominated contract manager in the first instance. All other queries should be sent to the Department for Education enquiry service. Please indicate that your query relates to Skills

Bootcamps and it will then be passed on to the relevant team for response.
skills.bootcamps@education.gov.uk.

Glossary

Term	Descriptor
5 qualifying days	For funding purposes, 5 qualifying days means that a learner attended day 1 of their Skills Bootcamp and undertook the required study and remains on programme on day 5 (calendar days) having completed a minimum of 5 guided learning hours.
Accelerated Apprenticeship	An accelerated apprenticeship means the apprenticeship's planned duration is shorter by at least 3 months than the typical duration of the standard, based on recognition of prior learning. Minimum requirements of an apprenticeship must still be met (12-month minimum duration and 20% off-the-job training).
Authority	Department for Education (DfE). Contracts will be issued via the Education and Skills Funding Agency (ESFA) who will be responsible for managing payments. DfE will assign a dedicated contract manager who will work with providers on ongoing basis bringing in other DfE colleagues as required.
Co-funded Learner	Employed individuals where the employer is co-funding the learning

Term	Descriptor
Learner Completions	<p>CORE FOR ALL LEARNERS Successful completion of the training programme including passing any required assessments + dependent on learner type</p> <p>Fully funded/independent</p> <p>CORE + securing written evidence of an offer of an interview for either a job which must be intended to be continuous employment for at least 12 weeks or an apprenticeship which utilises skills gained through the Skills Bootcamp</p> <p>Employer co-funded learner</p> <p>CORE + written confirmation from the employer of an offer of a new role with their existing employer or their existing role but with additional responsibilities that matches the new skills acquired through the Skills Bootcamp</p> <p>Self-employed Learner</p> <p>CORE + written confirmation/plan from the learner of how the new learning has been/will be applied to acquire new opportunities/contracts that utilise the new skills acquired through the Skills Bootcamps</p> <p>Learners on Pathway to Accelerated Apprenticeships Skills Bootcamp only</p> <p>CORE + securing written evidence of an offer of an interview for the offer of an accelerated apprenticeship interview. The apprenticeship must be linked to the skills acquired on the Skills Bootcamp.</p>
Employment status	<p>The main types of employment are:</p> <ul style="list-style-type: none"> worker employee self-employed contractor director office holder <p>More information on employment status is available</p>
Funding Model 37	<p>Identifies the funding methodology we apply to submission of finalised ILR data. More information is available in the 2023 to 2024 ILR Specification.</p>

Term	Descriptor
Guided Learning Hour (GLH)	Time a Learner spends being taught or instructed by, or otherwise participating in education or training under the immediate, real-time guidance of a lecturer, supervisor, tutor or other appropriate supplier of education or training, whether online or in person. Pre-recorded content does not count towards GLHs.
Independent Learner	Individuals not being co-funded by their employer
Learner Outcomes	<p>Fully funded/independent</p> <ul style="list-style-type: none"> • Offer of new job which must be intended to be continuous employment for at least 12 weeks, or an apprenticeship that utilises the new skills acquired through the Skills Bootcamp. <p>Employer co-funded learners</p> <ul style="list-style-type: none"> • A new role – A new role with their existing employer, or their existing role but with additional responsibilities that utilises the new skills acquired through the Skills Bootcamp. <p>Self-employed</p> <ul style="list-style-type: none"> • The learner obtaining new contracts or new opportunities that utilise the new skills acquired through the Skills Bootcamp. <p>Learners on Pathway to Accelerated Apprenticeships Skills Bootcamp</p> <ul style="list-style-type: none"> • An accelerated apprenticeship with a new employer or existing employer that utilises the skills acquired through the Skills Bootcamp. • A job (which is not an apprenticeship) that utilises the new skills acquired through the Skills Bootcamp • Upskilling of an employee into a new role or their existing role but with additional responsibilities that utilises the new skills acquired through the Skills Bootcamp. • A new opportunity or contract where the learner is self-employed (note: we expect this to be an unlikely outcome for this model) gained as a result of the new skills acquired through the Skills Bootcamp. <p>Offer of an apprenticeship that has not been accelerated cannot be claimed for the outcome payment in lot 6.</p>

Term	Descriptor
RRPA	Recognising and Rewarding Progress and Achievement
SFIA	Skills Framework for the Information Age
Small or Medium Enterprise (SME)	A small or medium sized employer is defined as having fewer than 250 employees.
Start	For reporting purposes within the contract monitoring plan and data sheets you should record Day 1 of the training. For payment purposes the learner must have completed 5 qualifying days equating to a minimum of 5 GLH within this period.



Department
for Education

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