

MAYOR OF LONDON

Skills Bootcamps for Londoners

Wave 5 (2024-25) - Delivery Handbook

Version 1.2 – September 2024

This document sets out the delivery guidance and funding rules that applies to organisations awarded a Grant to deliver Projects funded in the Skills Bootcamps for Londoners Wave 5 Programme.

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What's new in Version 1.2 (September 2024)?

The following points represent the key changes from the Wave 5 Delivery Handbook Version 1.1 (July 2024).

| Section | Paragraph | Change |
|-----------|---------------------|--|
| Contents | | Inclusion of a Contents page with hyperlinks to sections |
| Section 3 | 1 | Clarified explanation of the Verification Visit |
| Section 3 | 3 and 17 | Updated guidance reflecting the change from AEB funding rules to Adult Skills Fund funding rules. This change and published guidance occurred since the first version of this Delivery Handbook. |
| Annex 8 | 1 to 8 | Updated paragraph numbering |
| Annex 8 | 6 (previously 22.6) | Corrected guidance on valid job offers for Milestone 3 which must be continuous for at least 12 weeks. |
| Annex 9 | | Updated Sharefile structure guidance |
| Annex 10 | | Additional annex: Learner Declaration included as suggested good practice |

Previous changes in Version 1.1 (July 2024)

The following points represent the key changes from the Wave 5 Delivery Handbook Version 1.0 (May 2024).

| Section | Paragraph | Change |
|-----------|-----------|--|
| Section 5 | 13 and 14 | Correction to 14 qualifying (calendar) days |
| Annex 4 | | Insertion of Privacy Notice for Individuals, and renumbering of succeeding Annexes |
| Annex 8 | | Correction to 14 qualifying (calendar) days |

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Section 1: Introduction and Purpose of the Document

Skills Bootcamps Programme

1. The Government's Skills Bootcamps were rolled out from Autumn 2020 onwards to out-of-London regions. These aim to deliver flexible training programmes lasting up to 16 weeks, based on employer/sector 'in demand' skills' needs; and may be either regulated (that is, qualification-based) or non-regulated (for example, based on alignment with industry standards). They enable adults (aged 19+) to do their training around work and other commitments and are targeted at those looking to gain work or additional responsibilities, or to access new opportunities. They will offer a guaranteed job interview to individual participants on completion of the course.
2. Wave 1 of the programme was for £8m, commissioned for the 2020-21 financial year (FY). Wave 2 in 2021-22 saw over £43m awarded to lead suppliers (or consortia) at regional levels with local subcontracting arrangements to expand Digital, Construction and Technical Skills Bootcamps across England. The Autumn Budget and Spending Review (October 2021) confirmed significant investment and scaling up of the Skills Bootcamps programme across England.
3. The GLA started delivery of Skills Bootcamps in Wave 3 2022-23 FY following the award of a grant from the DfE for £18m to support key national priority sectors including digital, technical (engineering and manufacturing), green, construction and logistics and local priority sectors to London including creative, hospitality, health and social care, and professional services (including Finance). The GLA was granted a further £19m for Wave 4 in the 2023-24 FY to continue to deliver skills bootcamps to key national sectors alongside local priority sectors in London as outlined above.
4. For the 2024-25 FY, the Department for Education (DfE) has granted the GLA £21.62m funding to continue to deliver Wave 5 of the Skills Bootcamps programme in London to support key national priority sectors including digital, technical (engineering and manufacturing), green skills (included within (a) technical, (b) construction or (c) other green), construction, logistics and early years; and local priority sectors to London including creative, hospitality, health and social care and professional services (including Finance).
5. The Skills Bootcamps for Londoners programme aims to deliver flexible training programmes lasting up to 16 weeks, based on employer / sector 'in-demand' skills needs which may be either regulated (i.e. qualification based) or non-regulated (e.g. based on alignment with industry standards) enabling adults

(19+) to do training around work and other commitments, in order to gain work, additional responsibilities, or access new opportunities and will offer a guaranteed job interview (in the case of a new job) to individual participants on completion of the course.

6. The programme aims to address the needs of employers and the wider economy, to deliver targeted interventions to meet short to medium-term demand to fill vacancies and drive productivity. They will help fill medium to higher-level skilled vacancies and bring individuals closer to good jobs, by linking them to a job / different role, additional responsibilities, or new opportunities / contracts.

Understanding the terminology in this document

7. This Skills Bootcamps Delivery Handbook will be referred to from this point in this document as the '*Delivery Handbook*'. It forms part of the Skills Bootcamps Grant Agreement Terms and Conditions (the '*Grant Agreement*').
8. In this Delivery Handbook, the terms '*GLA*', '*we*', '*us*' and '*our*' refer to the Greater London Authority.
9. The GLA has awarded grants for Skills Bootcamps to be delivered through the **Skills Bootcamps for Londoners Programme**. The activities that will be undertaken in accordance with the Grant Agreement are known as 'Skills Bootcamps'. The payments that will be made for the delivery of the Skills Bootcamps are referred to in this document as '*Skills Bootcamps Funding*'.
10. The organisations that have been awarded Skills Bootcamps Funding and have signed a Grant Agreement with the GLA in their capacity as the lead organisations responsible for delivering the Project are referred to throughout this handbook as '*Skills Bootcamps Providers*'. These include all Consortium Members. We also use '*you*', '*your*' or '*yourself*' to refer to Skills Bootcamps Providers.
11. We define a '*Subcontractor*' as a separate legal entity that has an agreement with you to deliver any element of the Skills Bootcamps. A separate legal entity includes companies in your group, other companies, and sole traders. It also includes individuals who are self-employed or supplied by an employment agency, unless those individuals are working under your direction and control, in the same way as your own employees. The term '*Subcontractor*' in this document encompasses both subcontractors and sub-grantees.
12. Any other organisations involved informally in supporting the delivery of a Skills Bootcamp Programme Project will be referred to as '*Skills Bootcamps Delivery Partners*'. Skills Bootcamps Delivery Partners will not hold a formal agreement

with the Skills Bootcamps Provider. Skills Bootcamps Delivery Partners could be referral organisations, training providers, Local Authorities etc., whose support enables the Skills Bootcamps Provider to deliver the Project objectives more effectively.

13. We use the term '*Learner*' to describe an individual who receives training on a Skills Bootcamp.
14. A '*GLA Provider Manager*' will be designated as your main point of contact with the GLA during the delivery period of the Skills Bootcamp.
15. Each Skills Bootcamps Provider must allocate a named person to be the main contact with the GLA. This will usually be the '*Project Manager*' responsible for the day-to-day management of the delivery of the Bootcamp. You will also be required to nominate a second contact to cover periods of absence by the main contact, and a named person (the '*Notice*') who will be responsible for any communications in relation to amendments to the Grant Agreement and/or its terms.
16. Skills Bootcamps Grant Funding will be awarded to support your delivery of a Bootcamp to support Learners leading to the 'outcomes' which is set out in **Schedule 1** of your Grant Agreement.

About this Delivery Handbook

17. This Delivery Handbook has been designed as an aid to Skills Bootcamps Providers. It includes information about reporting to the GLA and claiming payments.
18. Your Grant Agreement contains the requirements for the Skills Bootcamps, including this Delivery Handbook, and all employees of Skills Bootcamps Providers and Skills Bootcamps Providers' Subcontractors who are involved with delivery of the Bootcamp should ensure they are familiar with the Grant Agreement including the Annexures and Schedules.
19. Skills Bootcamps Providers must operate within the requirements of their Grant Agreement, including this Delivery Handbook and any other supplementary GLA guidance which we may issue from time to time. If you do not, you may be in breach of your Grant Agreement.
20. We reserve the right to make changes to this Delivery Handbook as and when necessary, in future. It is the responsibility of the Skills Bootcamps Provider to always ensure compliance with Skills Bootcamps national requirements.

Section 2: Managing the delivery of your Skills Bootcamp

Project Onboarding

1. Prior to the start of delivery of your Skills Bootcamp, we will carry out an onboarding exercise. This will include a visit to check that the systems you have put in place to deliver the Bootcamp as per your Grant Agreement are compliant with GLA requirements. We will review these systems and may require you to amend them prior to starting to deliver your Skills Bootcamp if we deem it appropriate.
2. The GLA may arrange additional workshops or briefings prior to the start of delivery and throughout the programme to support Skills Bootcamps Providers, share good practice and facilitate networking between different Skills Bootcamps. Your GLA Provider Manager will inform you of any planned events.

Your Project Staff

3. A staffing structure ('organogram') for your Bootcamp should be drawn up and kept on file. This will ensure that all staff members are aware of their, and others' responsibilities and accountabilities for Skills Bootcamp activities. The Project Manager, appointed by you should take responsibility for: delivery of the Skills Bootcamp, compliance with GLA requirements, and all reporting to the GLA, including delivery by your Subcontractors.
4. You must ensure that the recruitment and selection of all staff involved with the Project follows the statutory requirements of the Equality Act 2010, including (but not restricted only to), Equal Opportunities, Race Discrimination and Disability Discrimination. Each member of staff must be issued with a Job Description that details their main responsibilities.
5. You must ensure that there is adequate evidence of the recruitment and employment of staff kept in the Project files, such as employment contracts and recruitment adverts.

Subcontractor Delivery

6. You must take your own legal advice about the impact of Public Contracts Regulations 2015 on your recruitment of Subcontractors and have this advice available for inspection by us on request.

7. Your governing body or board of directors and your accounting officer (senior responsible person) must be satisfied that all your delivery subcontracting meets your strategic aims and enhances the quality of your offer to Learners.
8. You should only use Subcontractors:
 - 8.1. if you have the knowledge, skills, and experience within your organisation to successfully procure, contract with and manage those Subcontractors and can evidence this with the CVs of relevant staff.
 - 8.2. which your governing body/board of directors and your accounting officer (senior responsible person) determine as being of high quality and low risk, and provide written evidence confirming this; and
 - 8.3. if you have robust procedures to ensure subcontracting does not lead to the inadvertent funding of extremist organisations.
9. You are responsible for all the actions of your Subcontractors connected to, or arising out of, the delivery of the Skills Bootcamp services which you subcontract.

Subcontractor selection and appointment

10. The subcontracting arrangements that were approved in your application and are set out in your Grant Agreement will form the basis of the GLA-approved Subcontracting plan.
11. Any proposed change to the Subcontracting arrangements must be notified to the GLA and you must get our approval prior to implementing the change. In these circumstances, the GLA reserves the right to revisit the selection criteria as originally tested during the Grant Award review process to confirm that these criteria would still be met considering the proposed change. You should speak to your GLA Provider Manager as soon as possible if you are thinking of requesting a change to your Subcontracting arrangements and they will advise you of the process you need to follow.
12. When appointing Subcontractors, you must avoid conflicts of interest and you must write to us through your GLA Provider Manager about any circumstances which might lead to an actual or perceived conflict of interest (for example, where you and your proposed Subcontractor have common directors or ownership).
13. You must carry out your own due diligence checks when appointing Subcontractors and have both the process and the results available for inspection by us.

Entering a subcontract

14. You must not award a subcontract to any organisation if:
 - 14.1. It has passed a resolution (or the court has made an order) to wind up or liquidate the company, or administrators have been appointed; or
 - 14.2. Its statutory accounts are overdue.
15. You must make sure that Learners are supported through subcontracting arrangements. Learners must also know about both you and your Subcontractor's roles and responsibilities in delivering the Project.
16. You must have a legally binding agreement with each Subcontractor.
17. You must have a contingency plan in place for Learners if:
 - 17.1. You need to withdraw from a subcontracting arrangement,
 - 17.2. A Subcontractor withdraws from the arrangement; or
 - 17.3. A Subcontractor goes into liquidation or administration.
18. You must make sure that the terms of your subcontracts allow you to:
 - 18.1. Monitor the Subcontractor's activity,
 - 18.2. Have control over your Subcontractor's delivery; and
 - 18.3. Monitor the quality of Bootcamp activities provided by your Subcontractors.

Terms that you must include in your legally binding agreements with Subcontractors:

19. You must make sure that your Subcontractors:
 - 19.1. Comply with the requirements set out in the Delivery Handbook,
 - 19.2. Provide you with data and management information related to the Learners receiving support from the Skills Bootcamp so that your reporting to us, accurately reflects your Subcontractors' delivery,
 - 19.3. Give us, and any other person nominated by us, access to their premises and all documents relating to the Skills Bootcamp on the same terms as in your Grant Agreement with us,
 - 19.4. Provide you with all necessary evidence to support your regular reports and claims to us for Skills Bootcamps Grant Funding,
 - 19.5. Always have suitably qualified staff delivering the Skills Bootcamps,
 - 19.6. Co-operate with you to make sure there is continuity for the Learner if a subcontract ends for any reason,
 - 19.7. Tell you immediately if evidence of any irregular financial or delivery activity arises, which could include, but is not limited to:

- (i) Non-delivery of Skills Bootcamp activities and outcomes for which Skills Bootcamps Grant Funding has been claimed, including errors and inaccuracies in claims,
- (ii) Sanctions or restrictions imposed on the Subcontractor by an awarding organisation,
- (iii) Complaints or allegations by Learners or volunteers working for the Subcontractor, Skills Bootcamps Delivery, or other relevant parties; and
- (iv) Allegations of fraud,

19.8 Are bound by clause 5 from your Grant Agreement which includes, but is not limited to, ensuring that the GLA has the right to enforce the terms of the sub- grant or subcontract.

Monitoring your Subcontractors

- 20. You must manage and monitor all your Subcontractors to ensure that high quality delivery is taking place that meets the Skills Bootcamps objectives and the requirements of this Delivery Handbook.
- 21. You must carry out a regular and substantial programme of assurance and compliance checks on the Project activities delivered by your Subcontractors.
- 22. The assurance programme must include:
 - 22.1. Visits to venues where delivery takes place which are unannounced or at short notice,
 - 22.2. Checks to confirm that Learners are eligible,
 - 22.3. Checks to ensure compliance with the requirements of this Delivery Handbook; direct observation of initial guidance, assessment, and delivery of other Project activities; and
 - 22.4. Face-to-face interviews with learners, employees or volunteers working for the Subcontractor.
- 23. Where social distancing, lockdown, or other restrictions, introduced by the UK Government to combat COVID-19 or any other health pandemic mean that face to face meetings, visits or observations are not possible for a temporary period, you should replace these activities with appropriate remote assurance checks to provide you with similar levels of assurance regarding quality and compliance for the relevant delivery period.
- 24. The findings of your assurance checks should confirm that the Subcontractor is delivering the Skills Bootcamp as agreed in your subcontracting plan, and in accordance with any data, management information or supporting evidence that the Subcontractor has submitted to you. Where this is not the case you should

take immediate actions to ensure the issues identified are addressed.

25. The GLA may request to see evidence of your assurance programme, the findings arising from this and any actions that you have agreed or taken to correct any issues identified.

Requesting changes to subcontracting arrangements

26. Your GLA approved subcontracting plan must include:
 - 26.1. The name of each of your Subcontractors,
 - 26.2. The grant award start and end date for each Subcontractor,
 - 26.3. The Skills Bootcamp activities that will be undertaken, and outcomes that will be delivered by each Subcontractor,
 - 26.4. The estimated proportion of Skills Bootcamps Funding that will be paid to that Subcontractor for delivery of the Project.
27. If you wish to change your Subcontractors after an offer of Grant Funding has been made you must get our prior written approval and follow the process set out above.

Distributing Skills Bootcamps Grant Funding between you and your Subcontractors

28. The GLA will pay you Skills Bootcamps Grant Funding for delivery of outputs and outcomes. If your Subcontractors are delivering some of the outputs and outcomes on your behalf, we would normally expect you to pass the payments we make to you for these outcomes on to your Subcontractor.
29. You may retain some of the Skills Bootcamps Grant Funding that we pay you for these outcomes if you are providing support to your Subcontractor in respect of administration and management, or other support to enable the outcomes to be delivered. If you intend to do this you must have a clear, published policy in relation to funding retention or charges to Subcontractors, which your governing body or board of directors must review. Your accounting officer must sign the policy.
30. You should be aware that if you charge a fee for providing your Subcontractors with support, this fee may be subject to VAT; and recoverable VAT cannot be included in your claim for Skills Bootcamps Grant Funding.
31. As a minimum, you must include the following in your subcontracting funding retention and charges policy:
 - 31.1. Your reason(s) for using Subcontractors,
 - 31.2. A description of the support and management activities you will deliver to your Subcontractors in return for the Skills Bootcamps Grant Funding you

retain and how this arrangement will improve your and your Subcontractors' quality of delivery of the elements of the Project that will be subcontracted,

- 31.3. The percentage of Skills Bootcamps Grant Funding you will retain to support and manage your Subcontractors, and how you calculate this percentage,
 - 31.4. If appropriate, the reason for any differences in retention amounts or support provided to, and management and oversight of, different Subcontractors,
 - 31.5. The payment terms that will apply between you and your Subcontractors, including the timing of payments in relation to delivery of Skills Bootcamp activities, outcomes, and your timescale for paying claims for Skills Bootcamps Grant Funding received from Subcontractors,
 - 31.6. How and when you will communicate and discuss your policy with current and potential Subcontractors,
 - 31.7. How and when the policy will be reviewed; and
 - 31.8. Where you publish your policy.
32. You must also tell us the actual level of Skills Bootcamps Grant Funding paid to, and retained for, each of your Subcontractors in each financial year.

Data Protection

- 33. Some of the information that you are required to collect and store about Learners will be personal, sensitive, and confidential. You will need to ensure that you take data protection into consideration and comply with the requirements of the Data Protection Act 2018
(<http://www.legislation.gov.uk/ukpga/2018/12/contents/enacted>)
- 34. For further information on data protection, its implementation and how it may affect your organisation, please refer to the Information Commissioner's website at: <https://ico.org.uk/>

Section 3: Skills Bootcamps Eligibility

Provider Eligibility

1. You must have an established London / London fringe delivery base for the delivery of Skills Bootcamps. Providers are required to operate from a physical, fit for purpose and accessible learning site. Providers will also be required to grant access to GLA Provider Managers to the physical learning site/s and a verification site visit will be carried out within 3 months of the GLA grant agreement being signed. In the event GLA Provider Managers find that a learner site is not fit for purpose, accessible or is illegitimate, i.e., a lived-in residential address, funding will be withdrawn as a result of breach of contract.
2. Suppliers must be registered on the UK Register of Learning Providers. Please note that all successful providers (training and employers) must have a UKPRN number at delivery start. To register for a UKPRN number, please follow this link: <https://www.ukrlp.co.uk/>.

Learner Eligibility

3. Skills Bootcamps should be open to adults who are aged 19 or older on 31 August within the ESFA funding year. This means:
 - For bootcamps starting between 01 April 2024 – 31 July 2024 learners must be aged 19 or older on or before 31 August 2023
 - For bootcamps starting between 01 August 2024 and 31 March 2025 learners must be aged 19 or older before 31 August 2024
4. Learners must also meet all the following criteria:
 - have the right to work in the UK - this can be checked on gov.uk/view-right-to-work; and
 - meet residency requirements - Providers should refer to the Residency Eligibility section of the Adult Skills Fund funding rules before accepting an individual onto a Skills Bootcamp; and
 - live in London
5. All Skills Bootcamps must be open to all eligible adults within the communities they serve, including those that are full-time or part-time employed, self-employed, unemployed (i.e., not in work), as well as adults returning to work after a break. A provider has discretion to determine whether to use a Skills Bootcamp to support adults who have been unemployed for longer than 12 months if they judge that will support them effectively. Skills Bootcamps should also be open to serving prisoners

due to be released within 6 months of completion of a Skills Bootcamp and those on Temporary Release.

6. An adult may only undertake one Skills Bootcamp per funding year (1 April to 31 March). We will not pay a Provider for a learner where we have already incurred a payment for the same learner for a Skills Bootcamp within the same funding year. Providers must ensure when registering learners that they have not attended a Skills Bootcamp with any Supplier in the same funding year and are not planning to attend another Skills Bootcamp at the same time. We will not fund any part of any learner's learning aim or programme that duplicates provision they have received from any other source.
7. 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 two Skills Bootcamps maximum within a year.

For example, 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 and this would not exceed the maximum of two Skills Bootcamps within the funding year.

8. Skills Bootcamps should be designed to encourage the participation of under-represented groups, such as those with protected characteristics and those who might face barriers to employment e.g., veterans or serving prisoners due to be released within 6 months of completion of the Skills Bootcamp and those on Temporary Release. You will be required to set a percentage target for enrolment of groups of Londoners with the following protected characteristics: age, gender, ethnicity, and disability. In addition, providers will also be required to consider setting targets for unemployed or economically inactive, low income, lone parents, carers, care leavers, learners with learning difficulties (LLDD) and migrant learners.
9. 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. Providers should screen potential learners and select those who will benefit from enrolling onto a Skills Bootcamp, including by checking that the potential learner does not already have a significant proportion of the knowledge, skills and behaviours that the Skills Bootcamp is designed to help them acquire. Providers should signpost to other opportunities where a Skills Bootcamp is not appropriate for a potential Learner.
10. Skills Bootcamps will be co-funded at 30 per cent contribution towards the cost of training by a large employer, where the employer is training their own existing

employees (defined as someone directly employed by the employer, not a worker, subcontractor, or freelancer). This is reduced to 10 per cent where the employer is a small or medium sized enterprise (SME) (defined as an employer with less than 250 employees) training their own existing employees. Courses are fully funded by the Government for individuals not being co-funded by their employer, and for the self-employed.

11. Suppliers are responsible for ensuring they collect and maintain evidence of, payment of the employer's contribution. Suppliers are free to agree further funding contributions from employers should they want to enhance the content of the Skills Bootcamp. For learners on employer co-funded Skills Bootcamps, their main employment or normal place of work must be in England. For co-funding purposes, the employer must be an organisation registered as a UK company under the Companies Act 2006 and / or located in England.
12. There must be no charges to the individual learner for any element of the Skills Bootcamps.
13. Adults who claim Universal Credit can apply for Skills Bootcamps provided it will improve their chances of securing work. Many Universal Credit claimants can currently take full-time training for up to 16 weeks and continue to claim benefit. This training extension will now run until the end of April 2025 (previously end of April 2023), and the impact of this change will continue to be reviewed. Claimants can receive further guidance about this from their local Jobcentre Plus.
14. Participants enrolled on DWP's Restart programme can access Skills Bootcamps, recognising differences in provision. However if providers are delivering both a DWP Restart programme and a DfE Skills Bootcamp in London must ensure that they are delivering two separate sets of activities to receive funding from both programmes for an individual learner.
15. The DfE are asking that providers who are delivering under our national contracts inform their DfE contract manager if they are engaged in delivery of both programmes. In line with the national approach, the GLA is also requesting you to notify your Skills Bootcamps provider manager if you are also delivering the Restart programme within London ensuring you are aware of this requirement.
16. In addition to the learner eligibility requirements outlined above, providers may define their own selection processes and/or assessments as part of their approach to recruitment of learners.

Residency eligibility

17. Residency eligibility requirements for learners participating in Skills Bootcamps follow the Education and Skills Funding Agency's (ESFA) Adult Education Budget (AEB) funding rules and are therefore not specific to the Skills Bootcamps

programme. The residency requirements in the GLA ESFA Funding Rules referred to in the Skills Bootcamps Prospectus (London), reflected the national residency requirements.

Please ensure that you adhere to the latest national ESFA funding rules – [Adult skills fund: funding and performance management rules 2024 to 2025 - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/publications/adult-skills-fund-funding-and-performance-management-rules-2024-to-2025) (at the time of publication of the first version of this delivery handbook, this was previously Adult education budget: funding and performance management rules 2023 to 2024) .

Employer Eligibility

18. All Milestone 2 Guaranteed Interviews and Milestone 3 outcomes must be with an employer registered as a UK company under the Companies Act 2006 and / or is located in England.

Section 4: Skills Bootcamps Delivery

Level of Delivery

1. Skills Bootcamps must be delivered at Level 3-5 or equivalent. Level 2 or equivalent Skills Bootcamps can only be delivered in Construction, Green Skills and Logistics (HGV driving).

Course Length

2. Courses on offer must be a minimum of 60 Guided Learning Hours (GLH) and a maximum 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 (live) guidance or supervision of – a lecturer, supervisor, tutor or other appropriate Supplier of education or training whether this is in person or online. Pre-recorded content does not count towards GLH.
3. Providers must offer Digital Skills Bootcamps at a minimum of 100 Guided Learning Hours (GLH) (unless it is a Pathway to Accelerated Apprenticeship, in which case 60 GLH is acceptable).
4. You must deliver the Guided Learning Hours (GLH) as per your Grant Agreement. If there are any reasons why there might be an under delivery of your approved GLH, you must notify your GLA provider manager immediately for guidance. If appropriate, your GLA Provider Manager can support you through a formal change control process. The GLA reserves the right to reclaim any funds which were paid out based on approved GLH but later found to be below approved GLH, without following the requested approval process. The GLA also reserves the right to suspend/pause payments pending further investigation where the GLA suspects GLH under delivery.

Course Content & Flexibility

5. Skills Bootcamps should be reasonably delivered to a participant concurrently employed in either a full-time or part-time role or around other commitments. Courses should also be accessible to learners and adjustments must be made, as appropriate for those learners with Protected Characteristics (as defined by the Equalities Act (2010)).
6. You must demonstrate the provision of a 'wraparound service' of learner support (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 program, and follow-up services to participants and employers to support job placement mentorship, pastoral support) and high-quality advice and guidance to support the learner into a positive employment outcome (for example, CV writing support, mock interviews).

7. We expect all learners to progress on to a guaranteed job interview upon the completion of the Skills Bootcamp (in the case of a new job). This should be a genuine vacancy related to the skills gained through the Skills Bootcamp and the job must be expected to meet the 'good work' outcome requirements. Suppliers should ensure interviews are offered to all independent learners; without the offer of an interview the Skills Bootcamp is not complete.
8. Provision may be delivered either in-person or a hybrid model of online and in-person. The in-person delivery must be at a delivery base within London or London fringe. Providers are required to operate from a physical learning site within London and its fringe.
9. All training must either be accredited, aligned to occupational standards managed by the Institute for Apprenticeship & Technical Education, or utilise a recognised standard for representing attainment (e.g., RARPA, SFIA). Where the third pathway is chosen, we expect a higher standard of evidence for employer engagement.
10. Please notify your GLA Provider Manager immediately if your delivery plans change. These include e.g., start and end date, or length of course delivery (number of weeks) and via the necessary reporting process e.g., Skills Bootcamps Data Collection (SBDC) template or other GLA reporting requests as required.
11. Please also immediately consult with your GLA Provider Manager if you require a Change Control Request, these changes include, but are not limited to:
 - (a) Reduction of GLH for one or more bootcamps as per Grant Agreement
 - (b) Change (increase or decrease) in the agreed learner numbers as per Grant Agreement,
 - (c) Change in subcontractor.

Your Skills Bootcamp Control Systems

12. You must comply with the Skills Bootcamps requirements, or you will be in breach of your Grant Agreement, and this could result in us recovering Skills Bootcamps Grant Funding from you and/or terminating your Grant Agreement. This includes complying with guidance in this Delivery Handbook.
13. You must put in place adequate control systems to ensure that your claims to us for Skills Bootcamps Grant Funding and the audit trail to justify them are accurate and complete. Your control systems must allow you to recover evidence for audit quickly and accurately. Your control systems must extend to your Subcontractors.
14. You must regularly test your control systems and your Subcontractors' control systems and the evidence for Learners that is being collected and maintained. You must be able to provide evidence to us of these tests and that your systems are operating correctly.
15. At the start of the Grant Agreement, you must supply examples of your paperwork, systems, and processes for the Project to confirm that they meet the evidence criteria set out in this Delivery Handbook (see Annex 8 Evidence requirements) for the outcomes in your Grant Agreement.
16. You must keep auditable records of evidence that supports all Skills Bootcamps activity delivered, all Skills Bootcamps Grant Funding claimed from the GLA, and all information provided to the GLA to aid with the management of the Skills Bootcamp.
17. You must keep up-to-date Skills Bootcamp files in which all information pertaining to the delivery of the Skills Bootcamp and records relating to outputs and outcomes should be stored.
18. We will visit you on a regular basis and will expect to see that the Skills Bootcamp information and evidence is stored in an appropriate and accessible manner.
19. You should also keep auditable records relating to the finance of the Skills Bootcamp.

Evidencing your delivery

20. You must supply the GLA with data in accordance with the following:
- to support the management process,
 - to support payments to be made,
 - to enable reconciliation to take place,
 - to enable evaluation to take place,
 - in line with agreed audit arrangements,
 - in adherence with the UK GDPR and DPA 2018,
 - and to support any written request from the GLA.
21. You must:
- submit your Skills Bootcamps Data Submission monthly to reflect delivery and, if required in future, Individualised Learner Record (ILR) data,
 - report new Learner starts within one month of the Learner starting, and
 - report within two months of the Learner finishing, all withdrawals, and completions,
 - report job outcomes for Learners in the next monthly reporting cycle following an offer of a job by an employer to a Learner; and
 - report employment status of participants six months after completion of the Skills Bootcamp.

Skills Bootcamps Timelines and Milestones

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

Table 1: Payment Milestone details: This is a summary; for detailed advice on what must be provided to obtain a milestone payment, please see the Annex 8 - Evidence requirements.

| Milestone | Significance | To be completed by |
|-----------|---|-----------------------------|
| 1 | Learner start: Completion of 14 qualifying days and completion of initial assessment equating to at least a minimum of 10 guided learning hours within this period | 31 st March 2025 |
| 2 | Please read this section in conjunction with the Milestone 2 evidence requirements outlined in Annex 8 – Evidence requirements. Learner completion: Successful completion of the | 31 st March 2025 |

| | | |
|---|--|---------------------------------|
| | <p>training programme including passing any required assessments, and;</p> <ul style="list-style-type: none"> - For the independent learner: an offer of an interview for a vacancy which meets the criteria set out for 'good work'. - For the co-funded learner: an offer of an interview for a new role/responsibility within the current organisation which meets the criteria set out for 'good work'. - For the self-employed learner: written confirmation of how the new training has been/will be applied to get new work or contracts which meet the criteria set out for 'good work'. <p>If an independent learner plans to be self-employed, they can achieve a self-employed learner completion; and a self-employed learner who plans to become employed can achieve an independent learner completion.</p> | |
| 3 | <p>Please read this section in conjunction with the Milestone 3 evidence requirements outlined in Annex 8 – Evidence requirements.</p> <ul style="list-style-type: none"> - For the independent learner: An offer for a job which meets the criteria set out for 'good work'. - For the co-funded learner: the offer or commencement of a new role/responsibility within the current organisation which meets the criteria set out for 'good work'. - For the self-employed learner: Learner has secured new work/new contracts which meet the criteria set out for 'good work'. <p>If an independent learner plans to be self-employed, they can achieve a self-employed learner outcome; and a self-employed learner who plans to become employed can achieve an</p> | 30 th September 2025 |

| | | |
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| | <p>independent learner outcome.</p> <p>Suppliers should note that the learner must have finished the training element of the Skills Bootcamp for the Supplier to be able to claim a Positive Outcome payment.</p> <p>Suppliers must achieve Positive Outcomes within the six months after the training finishes.[Please note this is not six months after the full Completion milestone, but after the training element has finished]. The Supplier should report on the next monthly reporting cycle any new learner Positive Outcomes.</p> | |
| Good work criteria | <p>Skills Bootcamps are expected to deliver 'good work' outcomes, defined as a job (or new role/additional responsibilities with an existing employer), new contract or new opportunities for the self-employed, an apprenticeship or paid work placement which:</p> <ul style="list-style-type: none"> - Utilises the skills acquired in the Skills Bootcamp - Is a minimum of 16 hours/week and is continuous for at least 12 weeks - Pays a basic salary of the London Living Wage or above - Does not involve the use of zero hour contracts. <p>In addition, all jobs must be based at employers registered as UK companies under the Companies Act 2006 and / or are located in England. Remote-only jobs at employers based abroad will not be accepted.</p> | |

For Pathway to Accelerated Apprenticeships only

| Milestone | Significance | To be completed by |
|------------------|--|---------------------------------|
| 1 | Learner start: Completion of 14 qualifying days and completion of initial assessment equating to at least a minimum of 10 guided learning hours within this period | 31 st March 2025 |
| 2 | <p>Please read this section in conjunction with the Milestone 2 evidence requirements outlined in Annex 8 – Evidence requirements.</p> <p>Learner completion: Successful completion of the training programme including passing any required assessments, and;</p> <ul style="list-style-type: none"> - For the independent learner: an offer of an interview for an accelerated apprenticeship or other job (which is not an apprenticeship) vacancy which meets the criteria set out for 'good work'. - For the co-funded learner: an offer of an interview for a new role/responsibility within the current organisation which meets the criteria set out for 'good work'. - For the self-employed learner: written confirmation of how the new training has been/will be applied to get new work or contracts which meet the criteria set out for 'good work'. <p>If an independent learner plans to be self-employed, they can achieve a self-employed learner completion; and a self-employed learner who plans to become employed can achieve an independent learner completion.</p> | 31 st March 2025 |
| 3 | <p>Please read this section in conjunction with the Milestone 3 evidence requirements outlined in Annex 8 – Evidence requirements.</p> <ul style="list-style-type: none"> - For the independent learner: An offer for an accelerated apprenticeship or for a job (which is not an apprenticeship) which meets the criteria set out for 'good work'. | 30 th September 2025 |

| | | |
|--------------------|---|--|
| | <ul style="list-style-type: none"> - For the co-funded learner: the offer or commencement of a new role/responsibility within the current organisation which meets the criteria set out for 'good work'. - For the self-employed learner: Learner has secured new work/new contracts which meet the criteria set out for 'good work'. <p>If an independent learner plans to be self-employed, they can achieve a self-employed learner outcome; and a self-employed learner who plans to become employed can achieve an independent learner outcome.</p> <p>The offer of an apprenticeship that has not been accelerated cannot be used to claim for the Outcome payment in this model. 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> <p>Suppliers should note that the learner must have finished the training element of the Skills Bootcamp for the Supplier to be able to claim a Positive Outcome payment.</p> <p>Suppliers must achieve Positive Outcomes within the six months after the training finishes.[Please note this is not six months after the full Completion milestone, but after the training element has finished]. The Supplier should report on the next monthly reporting cycle any new learner Positive Outcomes.</p> | |
| Good work criteria | Skills Bootcamps are expected to deliver 'good work' outcomes, defined as a job (or new role/additional responsibilities with an existing employer), new contract or new opportunities for the self-employed, an apprenticeship or paid work placement which: | |

| | | |
|--|--|--|
| | <ul style="list-style-type: none"> - Utilises the skills acquired in the Skills Bootcamp - Is a minimum of 16 hours/week and is continuous for at least 12 weeks - Pays a basic salary of the London Living Wage or above - Does not involve the use of zero hour contracts. <p>In addition, all jobs must be based at employers who are UK based or have an office in the UK.</p> <p>Remote-only jobs at employers based abroad will not be accepted.</p> | |
|--|--|--|

23. You must undertake to submit accurate data. Where the GLA is concerned about the quality of the data, including the completeness or accuracy of the data you have provided, the GLA may require you to supply data more frequently for a specified period, and may audit your data and controls as required, to gain assurance that the quality improvements have been made.
24. You must submit delivery data via the Skills Bootcamps Data Collection (SBDC) template. This data collection is mandatory and must be submitted monthly as specified by the GLA. Submitted data will be used for payments, performance management, audit, quality control and evaluation purposes.
25. You will also be expected to provide the GLA with any additional data which may be required to enable a full evaluation of Skills Bootcamps programme to be completed.
26. The SBDC template must be transmitted to the GLA through the required data exchange portal, the GLA's ShareFile portal. Under no circumstances shall the SBDC template be shared with GLA officers outside of the GLA ShareFile portal.
27. You must return complete data as specified by the GLA. Submitted delivery data must accurately reflect delivery 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.
28. The GLA will confirm the data successfully submitted, and the data which has failed validation monthly, through Funding Summary and other reports made available to you on the GLA Skills Gateway web portal after the data has been submitted. You must correct or remove data that fails the validation rules as

instructed by the GLA.

29. Access to the GLA Skills Gateway has been enabled by the same account that was created when you had registered on GLA-OPS, the GLA's programme management system.
30. Using your submitted and validated SBDC data, the GLA will calculate the value of your earnings for the Funding year to-date. The GLA will pay you monthly.
31. You must retain an evidence pack for every Skills Bootcamps Learner which must contain evidence to support the funding claimed and which must be made available to the GLA when requested. The evidence pack must confirm all evidence reported in the SBDC and, if applicable, the ILR, and all supporting evidence to substantiate the data that you report. The following list provides a non-exhaustive list of examples of what this evidence may include: Learner registration records, accreditation, certification or digital reporting records, learner interviews and job offer evidence, copies of work contracts etc. In cases where irregularities are identified, the GLA reserves the right to carry out further checks and other remedial action.
32. If on review by the GLA the evidence provided is deemed insufficient to substantiate a data submission, or the data submitted is otherwise found to be incorrect, the GLA reserves the right to reclaim any funds which were paid out based on that data submission. The GLA also reserves the right to suspend payments where data quality gives rise to concern about the accuracy of the data provided.

Project Management

33. The GLA will assign each Provider a GLA Provider Manager who will maintain regular contact with you via telephone, email, and visits. This will enable us to view and understand the progress of your Project and allow you to raise and address any issues or concerns relating to the Project at an early stage.
34. Your obligations regarding management of your Project include, but are not limited to:
 - Appointment of a Project Manager,
 - Verification of outcomes,
 - Internal quality control procedures, including risk management,
 - Addressing underperformance,
 - Attendance at workshops or seminars as directed.

Delivery Planning

35. The purpose of a delivery plan is to provide a framework to show the tasks, and responsibilities of everyone involved in the Bootcamp. The delivery plan should help to keep the Skills Bootcamp on track. It should be used as a working document and regularly updated including with information on the Bootcamp structure, staffing and governance and outcomes.

Managing Risks

36. You are expected to have a process for identifying, escalating, and managing risks and issues that may arise in relation to your Skills Bootcamp. This will include maintenance of a 'Skills Bootcamp Risk Register'.
37. The Skills Bootcamp Risk Register is a tool to determine the likelihood of problems occurring during the lifetime of the Project and to identify measures to prevent them occurring or to minimise their impact.

Learner Feedback

38. Obtaining feedback from your Learners is crucial. Regular feedback contributes to effective project monitoring and management and encourages active engagement of Learners and all those contributing to the Skills Bootcamp experience, including Skills Bootcamp managers, tutors, guidance staff, your Subcontractors, Delivery Partners, and other external stakeholders such as employers, training providers and referral agencies.
39. You will need to be able to demonstrate that:
 - 39.1 Your Learners are provided with regular opportunities to give feedback about the Skills Bootcamp and the activities that they have been involved in; and
 - 39.2 You have in place a process for enabling complaints and whistleblowing to be raised and for managing and responding to these in an effective and timely manner.
40. You should explain and provide access to the procedure for providing feedback, raising complaints and whistleblowing during Learners' induction. Any information concerning complaints or whistleblowing raised by Learners should be reported to and actioned by a senior staff member in your organisation. Actions should be recorded, and evidence of the procedure followed, and actions taken should be retained in line with your organisation's complaints and whistleblowing procedures.
41. Learners' feedback may be gathered in many formats depending on the nature of your Project and the individuals that you are supporting. Examples include:

- 41.1 Satisfaction surveys and questionnaires,
 - 41.2 Individual or group discussions, the results of which are recorded and retained,
 - 41.3 Learners' involvement in project management meetings and/or steering group meetings.
42. You will need to keep evidence in your project management files of any feedback received and any actions that were undertaken because of this feedback.
43. Note that if complaints or whistleblowing relate to fraud, or suspected fraud, you must not only manage these in accordance with your internal anti-fraud policies, but you must also ensure that the GLA is notified immediately in writing in accordance with clause 7 of your Grant Agreement.

Programme and Project Evaluation

Evaluations

44. The evaluation of this initiative is vital to development of the National Skills Fund and future delivery of the Skills Bootcamps for Londoners Programme. You must commit to participate in research and evaluation by collecting and providing data and allowing your data to be processed and analysed for this purpose. GLA will provide an Excel template for manual completion.
45. You will be required to work with the GLA and its appointed Evaluation Supplier to ensure that the evaluation findings from this grant agreement can contribute to the end-of-project evaluation. In practise this will involve providing full, accurate and timely management information to support these aims and participating in data collection, surveys and interviews with research contractors acting on behalf of the GLA or the Department for Education.
46. The evaluation will involve Suppliers, delivery partners and employers, focusing on the delivery and outcomes of Skills Bootcamps. Suppliers and delivery partners will also be asked to provide more detail about themselves relating to Skills Bootcamps such as staffing levels and budget allocations, plus other firmographic details.
47. Employers will need to take part in interviews and surveys to understand the impact of Skills Bootcamps on employers and the workforce. Also, the data collection template may change during delivery, and you will be expected to provide any additional data to allow full evaluation to be completed.

Project Closure

48. All outputs and outcomes must be achieved in line with the deadlines outlined above in 'Table 1: Payment Milestone details'.
49. All outputs and outcomes must be claimed and reported to the GLA on or before 6 October 2025 unless you have been advised of an earlier date in your Grant Agreement. In this Delivery Handbook, this period from the date that a Grant Agreement commences to the date that the final claim for the Project must be submitted is called the '*Project Delivery Period*'.
50. At the end of Wave 5, we will undertake an audit to reconcile the total amount claimed by providers on the GLA OPS with all the evidence provided for the Milestone payments. Where the evidence is not acceptable to us, we will claw back the money by requesting a repayment from the provider.

Section 5: Payments, Performance and Monitoring

System Requirements

1. You must have the capacity and capability for data and evidence collection, management and reporting and be able to comply with our requirements, including the evidence requirements and submission of performance management data, supporting evidence and claims for Skills Bootcamps Grant Funding through the GLA ShareFile and GLA OPS.
2. You must have processes and controls in place to ensure the eligibility of Learners, compliance with audit and assurance requirements, progress monitoring, and effective risk management.
3. You will need to have provided copies of all evidence to support your claims for Skills Bootcamps Grant Funding electronically via ShareFile when you submit a claim for Skills Bootcamps Grant Funding via OPS. Separate guidance on using OPS and ShareFile will be provided to Skills Bootcamps Providers during onboarding.

Skills Bootcamps Grant Agreement Reporting Tools

GLA ShareFile

4. ShareFile is the GLA's preferred secure online portal to be used to upload evidence to support your claims for Skills Bootcamps Grant Funding, and to securely transfer other sensitive or confidential data, a Learner's date of birth, National Insurance number etc. You are required to process this data in accordance with the confidentiality and data protection requirements set out in your Grant Agreement. See Annex 9 for Separate guidance and training on access to, and use of, ShareFile.

Open Project System (OPS)

5. The GLA's Open Project System (OPS) is a secure online project management system, to be used for the submission of Claims for Skills Bootcamps Grant Funding and the reporting of Project data and management information. OPS is accessible to both Skills Bootcamps Providers and GLA Provider Managers. Skills Bootcamps Providers are required to register to use OPS. Separate guidance and training on registering and use of OPS is provided to Skills Bootcamps Providers during onboarding.

Individualised Learner Record (ILR)

6. The use of the ILR is not currently operational for Skills Bootcamps funded by the GLA or other devolved authorities and Local Grant Areas. DfE have informed the GLA of their expectations to use the ILR to report learner details and calculate payments on the Skills Bootcamps for Londoners programme from 1 August 2024. This is aligned with the timetable for all other Mayoral Combined Authorities and Local Grant Areas.
7. The GLA are currently in discussions with the DfE to delay the use of the ILR to commence for Wave 6 (FY 25-26) to minimise disruption for providers delivering in year during Wave 5 of the Skills Bootcamps for Londoners programme. At this stage Suppliers need to note the use of the ILR will become compulsory going forward for GLA-funded Skills Bootcamps providers and will need to make provisions and plan accordingly.
8. When the ILR becomes available, GLA-funded Skills Bootcamps suppliers will be required to return ILR data on each Individual learner in accordance with relevant national/local guidance. Any future submission of ILR data might be additional to the monthly Skills Bootcamps Data Collection Template. The latest updates will be shared by the GLA with successful providers.

Skills Bootcamps Grant Funding Claims

9. A 'Claim Period' is the period of Project delivery between submission of claims for Skills Bootcamps Grant Funding. The Claim Period for the Skills Bootcamps for Londoners programme is one calendar month. The minimum period between claims that the GLA will allow is one calendar month.

Eligible Project Delivery Period

10. Providers may begin delivery from the project start date in their Grant Agreement. All delivery must be completed in line with the deadlines for each milestone outlined above in 'Table 1: Payment Milestone details'.
11. Whilst all outputs and outcomes must be achieved by the deadlines outlined in 'Table 1: Payment Milestone details', all outputs and outcomes must be claimed and reported to the GLA by 6 October 2025 at the latest.

Payment Mechanism (for all Sectors excluding Pathway to Accelerate Apprenticeships)

12. Payments Milestone Breakdown

| First payment | Second payment | Third payment |
|--|--|--------------------------------|
| 40% on completion of 14 qualifying (calendar) days | 30% on course completion and offer of an interview (in case of a new job). | 30% on successful job outcome. |

13. The GLA will pay monthly in arrears, subject to submission of accurate MI data returns:

- 40% of agreed unit cost on completion of 14 qualifying days (Milestone 1).
- 30% of agreed unit cost on successful completion of the training programme including passing any required assessments

AND

- an offer of an interview on completion of the Skills Bootcamp for a job that matches the new skills acquired through the Skills Bootcamp, **where the learner is fully funded**, or
- an offer of a new role and/or responsibilities that matches the new skills acquired through the Skills Bootcamp where the learner is co-funded, or
- written confirmation/plan from the learner of how the new learning has been/will be applied to acquire new opportunities/contracts **where the learner is self-employed** (Milestone 2).
- 30% of agreed unit cost on receipt of recording of 'a successful outcome' (a successful outcome being the offer of a new job (which must be continuous employment for at least 12 weeks), an Apprenticeship, a new role or additional responsibilities with an existing employer, or new contracts or new opportunities for the self-employed, utilising the skills acquired in the Skills Bootcamp, within 6 months of completing the Skills Bootcamp (Milestone 3).

Payment Mechanism (for Pathway to Accelerated Apprenticeships)

14. Payment Milestone Breakdown

| First payment | Second payment | Third payment |
|---------------|----------------|---------------|
|---------------|----------------|---------------|

| | | |
|--|--|-----------------------------|
| 40% on completion of 14 qualifying (calendar) days | 30% on course completion and offer of an interview | 30% on a successful outcome |
|--|--|-----------------------------|

15. The GLA will pay monthly in arrears, subject to submission of accurate MI data returns:

- 40% of agreed unit cost on completion of 14 qualifying days.
- 30% of agreed unit cost on successful completion of the training programme including passing any required assessments

AND

- An offer of an interview on completion of the Skills Bootcamp for an Accelerated Apprenticeship that matches the new skills acquired through the Skills Bootcamp.
- 30% of agreed unit cost on receipt of recording of 'a successful outcome' (a successful outcome being the offer of an Accelerated Apprenticeship (which must be continuous employment for at least 12 weeks), with a new or existing employer, utilising the skills acquired in the Skills Bootcamp, within 6 months of completing the Skills Bootcamp.

16. The GLA will pay, in line with the payment mechanism outlined above:

- up to 100% of the unit rate for eligible learners deemed to be fully funded,
- up to 70% of the unit rate for those eligible learners where their employer is training their own employees. Large employers must co-fund 30% of the unit rate where their employee is undertaking a Skills Bootcamp, this is reduced for small and medium enterprises (SMEs) (defined as an employer with less than 250 employees) who must co-fund 10% of the unit rate where their employee is undertaking a Skills Bootcamp.

17. You must retain evidence to support the above, e.g., learner registration records, accreditation, certification or digital reporting records, copies of work contracts in line with the evidence requirements outlined in Annex 8. In cases where irregularities are identified, the GLA reserves the right to carry out further checks and other remedial action to be defined at grant agreement stage.

18. Eligible learners include adults aged 19+, regardless of prior attainment (unless required by the role / regulations of the industry in which vacancies are offered), who are either:

- employed/self-employed, or
- career changers/returners/redeployed, or
- unemployed, or
- serving prisoners due to be released within 6 months of completion of a Skills Bootcamp and those on Temporary Release.
- It is your responsibility to ensure eligible learners have the right to live and work in the UK and are resident in London.

Monitoring

19. As part of our financial assurance and monitoring work, we will continue to monitor your compliance with this Delivery Handbook. We will contact you where we identify that you have submitted data, claims or evidence that do not meet our requirements. We will require you to correct inaccurate data submitted to the GLA and inaccurate or ineligible supporting evidence. If corrections cannot be made within a reasonable timeframe, we will require you to deduct any inaccurate or ineligible data and outcomes and adjust your claim for Skills Bootcamps Grant Funding accordingly.
20. Performance will be closely managed and regularly reviewed during the Skills Bootcamp Delivery Period, both through our regular monitoring and review visits and our reporting and performance management processes.
21. The frequency of monitoring and review visits may be increased if you are underperforming, or we have other concerns about your delivery.
22. The GLA may conduct random sampling checks of learner and employer evidence throughout the duration of the grant period aligned to reporting periods. We reserve the right to vary the volume and cadence of checks over the lifetime of the grant.
23. If any issues arise from any part of the process relating to data returns, payment claims or previous evidence checks, the GLA reserves the right to conduct evidence checks in advance of releasing payment. This includes commissioning additional checks in terms of volume and periodicity on an ad-hoc basis.
24. We may review all areas of Skills Bootcamp delivery, including management and quality of delivery; this may include visits to Subcontractors and meetings with staff and Learners.
25. During the lifetime of the Project, we may review all activities related to the delivery of the Project including Quality Systems; Governance; Delivery; hard copy evidence to support activities and outcomes; Financial Systems; Financial Delegations and Claims Processes; Publicity; any prior Action Points or other areas as required by your GLA Provider Manager.
26. Your GLA Provider Manager and/or the Department for Education may also ask

to observe Skills Bootcamp activities taking place and/or to meet some of the Learners on your Project, either at the Monitoring Visit, or at other informal, or ad hoc, visits that may be arranged from time to time. You must facilitate such observations and meetings on request. You will also be expected to adhere to the requirements as outlined in the latest version of the Department for Education's Quality Assurance and Improvement handbook.

27. Since 1 April 2023, Skills Bootcamps are now included in the Office for Standards in Education (Ofsted) inspections of Adult Learning Programmes. The GLA will be tracking Ofsted inspection outcomes during Wave 5 as part of our wider contract management and quality control and improvement processes.
28. Where social distancing, lockdown, or other restrictions, introduced by the UK Government to combat COVID-19 or any other health pandemic mean that face to face meetings, visits or observations are not possible for a temporary period, we may require that you accommodate implementation by the GLA of appropriate alternative remote monitoring activities to ensure continued performance, quality control and compliance during this period.
27. During the delivery period of the Skills Bootcamps for Londoners programme, if a provider receives a Grade 4 'Inadequate' rating from Ofsted, the GLA may decide to reduce the value of their funding allocation or terminate the contract.

Annex 1 – Definitions

| Term | Definition |
|---------------------------|--|
| Claim Period | A Claim Period is the period of Project delivery between submission by a Skills Bootcamps Provider of claims for Skills Bootcamps Grant Funding. The claim period for Skills Bootcamps is one calendar month. The minimum period between claims that the GLA will allow is one calendar month. |
| Privacy Notice | Declaration to be signed by the Learner participating in a Project. The declaration details the purposes of data processing, retention of personal data and GDPR implications which relate to their involvement in the Project. |
| ShareFile | ShareFile is the GLA's preferred secure online portal to be used to upload evidence to support the monthly/quarterly claims made to the GLA. |
| GLA Provider Manager | A GLA member of staff designated as the main point of contact between the Skills Bootcamps Provider and the GLA during the period of the Grant Agreement. |
| Grant Agreement | The Skills Bootcamps Grant Agreement Terms and Conditions. |
| Monitoring Visit | The visits made from time to time by the GLA Provider Manager to Skills Bootcamp Providers to verify/assess processes, procedures, evidence, quality, or other matters as deemed appropriate by the GLA. These Monitoring Visits are referenced in the Grant Agreement as 'review meetings'. |
| Open Project System (OPS) | The GLA's Open Project System (OPS) is a secure online portal for project management, submission of claims for Skills Bootcamps Grant Funding and the reporting of Project data and management information. |
| Outcomes | Outcomes are measurable deliverables which attract a payment on achievement as defined in a Skills Bootcamps Provider's Grant Agreement. |
| Learner | A person who receives training on a Skills Bootcamp. |
| Employer | <ol style="list-style-type: none"> 1. An organisation registered as a UK company under the Companies Act 2006 and / or is located in England. 2. An organisation registered as a charity with the Charity Commission for England & Wales, and / or is located in |

| | |
|-----------------------------------|---|
| | <p>England.</p> <p>3. Nonprofit organisations sometimes referred to as non-governmental organisations (NGOs), third sector or charities.</p> |
| Project Delivery Period | <p>The period from the date that a Grant Agreement commences to the date that the final claim for the Project must be submitted. The GLA will not make any payments for delivery or other Project activities, Outputs and Outcomes which occur or are reported outside of the Project Delivery Period.</p> |
| Project Manager | <p>An individual, appointed by, and accountable to, the Skills Bootcamps Provider to manage the Project on their behalf (including ensuring compliance with GLA requirements, that all GLA reporting requirements are met, that the outcomes are delivered, and that the Skills Bootcamp is delivered in accordance with the original aims and objectives).</p> |
| Project Risk Register | <p>A tool to determine the likelihood of problems occurring during the lifetime of the Project, and to identify measures to prevent them occurring or minimise their impact.</p> |
| Skills Bootcamps | <p>Skills Bootcamps are intensive, Level 3 to 5 or equivalent flexible training courses up to 16 weeks, with a guaranteed job interview (in the case of a new job). Skills Bootcamps will equip adults with technical skills that enable them to access in-demand jobs, apprenticeships, new opportunities, and an increased level of income over time (including for the self-employed).</p> |
| Skills Bootcamps Grant Funding | <p>The payments made for delivery of the Project by the GLA to a Skills Bootcamp Provider.</p> |
| Skills Bootcamps Delivery Partner | <p>Any organisation that is not the Skills Bootcamps Provider or a Subcontractor but is involved in supporting the delivery of the Bootcamp. Skills Bootcamps Delivery Partners are not required to have a formal Agreement with the Skills Bootcamps Provider. These Skills Bootcamps Delivery Partners could be referral organisations, training providers, Local Authorities etc., whose support enables the Skills Bootcamps Provider to deliver the Project objectives and Primary Results more effectively.</p> |
| Skills Bootcamps Provider | <p>An organisation that has been awarded a grant to deliver a Project through the Skills Bootcamps for Londoners programme.</p> |
| Subcontractor | <p>A separate legal entity that has an agreement with the Skills Bootcamps Provider to deliver any element of the Skills Bootcamp. A separate legal entity includes companies in the</p> |

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| | <p>Skills Bootcamps Provider's group, other companies and sole traders. It also includes individuals who are self-employed or supplied by an employment agency, unless those individuals are working under the direction and control of the Skills Bootcamps Provider, in the same way as the Skills Bootcamps Provider's own employees. The term 'Subcontractor' in this document encompasses both subcontractors and sub-grantees.</p> |
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Annex 2 – Key Performance Indicators (KPIs)

| KPIs | 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 | <p>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.</p> <p>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.</p> <p>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.</p> | 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 | Providers must ensure that robust recruitment and learner support processes are 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, so that learners get end-to-end support into improved job outcomes. | 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, subcontractor, or freelancer.</p> <p>** Small Medium-sized Enterprise (SME) employer is defined as an employer with less than 250 employees.</p> | <p>30% of Skills Bootcamp cost (large employers).</p> <p>10% of Skills Bootcamp cost if the employer is an SME**</p> |
| Social value | <p>To meet minimum requirements, you will need to demonstrate at least 3 of the following:</p> <p>(a) You have good understanding of London different communities.</p> <p>(b) You put measures put in place, or you are working towards engaging in projects that deliver benefits to the local community i.e., projects promoting community health and wellbeing, supporting environmental objectives, tackling digital poverty, reducing homelessness, poverty and hunger; reducing loneliness; helping with English language proficiency etc. Employee volunteering schemes applicable to the contract workforce.</p> <p>(c) You put policies in place to make sure that your recruitment practices are inclusive and accessible. Including candidates with protected characteristics, in shortlists for recruitment and promotions.</p> <p>(d) You ensure advertising of supply chain opportunities is open and are accessible to a diverse range of businesses.</p> <p>(e) You ensure accessibility for disabled business owners and employees.</p> <p>(f) You structure your supply chain selection process in a way that ensures fairness and encourages participation by a diverse range of businesses.</p> <p>(g) You will promote the GLA's Good Work Standard.</p> | <p>Achieving at least 3 of the listed requirements within the duration of the Skills Bootcamps contract by having SMART (Specific, Measurable, Actionable, Results-oriented, and Time-bound) objectives which your GLA Provider Manager will monitor.</p> |

Annex 3 – Example Enrolment Form

Learning Agreement

Skills Bootcamp name:

| 1. Learner Information | | | |
|---|----------------------|---|--|
| Title: | Surname/Family Name: | | |
| First Name(s) in full: | | | |
| Preferred name: | | Previous name (if applicable): | |
| Address | | | |
| | | | Postcode: |
| if you've changed address within the last 3 years, please provide previous Postcode: | | | |
| Date of Birth (dd/mm/yyyy): | Age: | | Legal Sex: Male <input type="checkbox"/> Female <input type="checkbox"/> i.e. stated on passport/ birth certificate |
| Gender: Male <input type="checkbox"/> Female <input type="checkbox"/> Other <input type="checkbox"/> (Please specify) Undergoing Gender reassignment? <input type="checkbox"/> Yes <input type="checkbox"/> No | | | |
| Home Tel No: | | Mobile No: | |
| Email address: | | | |
| National Insurance Number: | | | |
| 2. Please indicate your ethnic group: please tick ONE box | | | |
| White <input type="checkbox"/> English/Welsh/Scottish/Northern Irish/British <input type="checkbox"/> Irish <input type="checkbox"/> Gypsy or Irish Traveller <input type="checkbox"/> Any Other White Background Mixed/Multiple ethnic groups <input type="checkbox"/> White and Black Caribbean <input type="checkbox"/> White and Black African <input type="checkbox"/> White and Asian <input type="checkbox"/> Any other Mixed/multiple ethnic background Asian/Asian British <input type="checkbox"/> Indian | | <input type="checkbox"/> Pakistani <input type="checkbox"/> Bangladeshi <input type="checkbox"/> Chinese <input type="checkbox"/> Any other Asian background Black/African/Caribbean/Black British <input type="checkbox"/> African <input type="checkbox"/> Caribbean <input type="checkbox"/> Any other Black/African/Caribbean background Other ethnic group <input type="checkbox"/> Arab <input type="checkbox"/> Any other ethnic group | |
| Do you have a criminal conviction (excluding minor motoring offences)? Yes <input type="checkbox"/> No <input type="checkbox"/> | | | |
| Are you currently caring for children or other adults? - please tick ONE box Yes <input type="checkbox"/> No <input type="checkbox"/> | | | |

| 3. Emergency Contact Details | |
|------------------------------|--------------------|
| Emergency contact name: | Relationship: |
| Mobile telephone no: | Home telephone no: |

| 4. Prior Attainment/Highest Previous Qualifications | |
|--|---|
| <input type="checkbox"/> Entry Level (<i>Basic Entry Level, E</i>) <input type="checkbox"/> Qualifications below Level 1 (Pre-entry) <input type="checkbox"/> Level 1 (5GCSEs D-G/3-1; 1 AS Level; GNVQ Foundation; BTEC First Certificate) <input type="checkbox"/> Full Level 2 (5 GCSEs A*-C/9-4; NVQ2; 2 or 3 AS Levels; GNVQ Intermediate; BTEC First Diploma) <input type="checkbox"/> Full Level 3 (4 AS Level; 2 A2/A Level; NVQ3; BTEC Diploma/Extended Diploma/Access to HE) | <input type="checkbox"/> Level 4 (Certificate of Higher Education; HNC) <input type="checkbox"/> Level 5 (Foundation Degree; HND) <input type="checkbox"/> Level 6 (Bachelor's Degree; Graduate qualification) <input type="checkbox"/> Level 7 or above (Master's Degree; Postgraduate qualification; Doctorate) <input type="checkbox"/> Other qualification: level not known <input type="checkbox"/> No qualifications <input type="checkbox"/> Not known |

| 5. Employment Information | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|--|---|---|--------------------------|--|------------------|--------------|--|--------------------------|--------------------------|--------------------------|--------------------------|--|--------------------------|--------------------------|--------------------------|--------------------------|--|--------------------------|--------------------------|--------------------------|--------------------------|--|--------------------------|--------------------------|--------------------------|--------------------------|---|--|--|--|
| 1. On the day prior to this course, what is your employment status? (please tick one) | | 2. If you are unemployed, how long have you been unemployed (please tick one) | | 3. If unemployed, please tick one of the following | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | <table border="1"> <tr> <td></td> <td>0 – 10 Hours</td> <td>11 – 20 hours</td> <td>21 – 30 hours</td> <td>31+ hours</td> </tr> <tr> <td><input type="checkbox"/> Paid employment Self employed</td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> <tr> <td><input type="checkbox"/> Not in paid employment & looking for work</td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> <tr> <td><input type="checkbox"/> Not in paid employment & not looking for work</td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> <tr> <td><input type="checkbox"/> In full-time education or training prior to enrolment</td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> </table> | | 0 – 10 Hours | 11 – 20 hours | 21 – 30 hours | 31+ hours | <input type="checkbox"/> Paid employment Self employed | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> Not in paid employment & looking for work | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> Not in paid employment & not looking for work | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> In full-time education or training prior to enrolment | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> * Less than 6 months <input type="checkbox"/> 6-11 months <input type="checkbox"/> 12-23 months <input type="checkbox"/> 24-35 months <input type="checkbox"/> 36 months or over | | <input type="checkbox"/> In receipt of JSA <input type="checkbox"/> In receipt of ESA (Part of WRAG group) <input type="checkbox"/> In receipt of Universal Credit <input type="checkbox"/> In receipt of another State Benefit | |
| | 0 – 10 Hours | 11 – 20 hours | 21 – 30 hours | 31+ hours | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <input type="checkbox"/> Paid employment Self employed | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <input type="checkbox"/> Not in paid employment & looking for work | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <input type="checkbox"/> Not in paid employment & not looking for work | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <input type="checkbox"/> In full-time education or training prior to enrolment | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 2. If ticked in Paid Employment above, please state name of your employer and your current job role and your current salary: | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 3. Are you attending this bootcamp via your current employer (has applicant been sent on the bootcamp through their current employment)? | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <input type="checkbox"/> Yes <input type="checkbox"/> No | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

4. if you are not currently employed, please give most recent occupation:

- ☐ Major Group
- ☐ Managers, directors and senior officials
- ☐ Professional occupations
- ☐ Associate professional and technical occupations
- ☐ Administrative and secretarial occupations
- ☐ Skilled trades occupations
- ☐ Caring, leisure and other service occupations
- ☐ Sales and customer service occupations
- ☐ Process, plant and machine operatives
- ☐ Elementary occupations

5. Do you plan to work alongside the bootcamp?

- ☐ - Yes (Full-time employment) ☐ - Yes (Self-employed)
☐ - Yes (Part time employed) ☐ - No

6. Industry / sector of current occupation (if not currently employed, please give most recent occupation)

- ☐ Agriculture / forestry / fishing
- ☐ Banking / finance
- ☐ Construction
- ☐ Distribution / hotels / restaurants
- ☐ Energy / water
- ☐ Manufacturing
- ☐ Public admin / education / health
- ☐ Transport / communication
- ☐ Other services (Please specify below)

6. Disability, Learning Difficulty and or Health Problem – please tick all that apply, if no option is indicated the starred * option will be selected

Do you consider that you have a learning difficulty, disability or health problem?

Yes ☐ *No ☐ Other ☐ Please specify:

- | | | |
|--|--|---|
| <input type="checkbox"/> Allergy | <input type="checkbox"/> Epilepsy | <input type="checkbox"/> Social, Emotional & Behavioural Difficulties |
| <input type="checkbox"/> Asperger's Syndrome | <input type="checkbox"/> Hearing Impairment | <input type="checkbox"/> Speech, Language and Communication needs |
| <input type="checkbox"/> Asthma | <input type="checkbox"/> Diagnosed mental health condition | <input type="checkbox"/> Temporary Disability after Illness or accident |
| <input type="checkbox"/> Autism Spectrum Condition | <input type="checkbox"/> Moderate Learning Difficulty | <input type="checkbox"/> Visual Impairment-excluding glasses/contact lenses |
| <input type="checkbox"/> Cystic Fibrosis | <input type="checkbox"/> Physical Disability | <input type="checkbox"/> Prefer not to say |
| <input type="checkbox"/> Diabetes | <input type="checkbox"/> Other Specific Learning Difficulty e.g. Dyspraxia | <input type="checkbox"/> Are you a wheelchair user? |
| <input type="checkbox"/> Disability Affecting Mobility | <input type="checkbox"/> Profound/Complex Disabilities | |
| <input type="checkbox"/> Dyscalculia | <input type="checkbox"/> Severe Learning Difficulty | |
| <input type="checkbox"/> Dyslexia | | |

If you have ticked more than one of the above, please state which disability, learning difficulty and/or health problem impacts most on your learning

If you have a support need and would benefit from a confidential interview, please tick this box ☐

7. Contact and Marketing Information

- How did you hear about us?
 - ☐ Employer
 - ☐ Job Centre
 - ☐ Social Media
 - ☐ Local Press
 - ☐ Search Engine
 - ☐ Friends / Family
 - ☐ Other Source

8. Learner Declaration and Commitment

I agree that initial assessment and information advice and guidance concerning the course has been provided to me, this included information about the course, its entry requirements, the implications of the choice of course, its suitability and the support which is available to me. I agree that the information given on this agreement is true, correct and completed to the best of my knowledge and I understand that (**name of the provider**) has the right to cancel my enrolment if it is found that I have provided false or inaccurate information. I agree that this information can be used to process my data for any purposes connected with my studies or my health and safety whilst on the premises. This also includes any other contractual requirements and, in particular to the disclosure of all the data on this form or otherwise collected about me to the DfE for the purposes noted in the GLA Privacy Notice and DfE Privacy Q&A which can be found below at Annex four and five. I also agree with the below points relating to my chosen programme:

- Take appropriate responsibility for my own learning, development and progression
- Attend and undertake training required to achieve the Skills Bootcamp identified in Programme Details in the ILP
- Promptly inform the **Employer and/or** xxx if any matters or issues arise, or might arise, that will, or may, affect my learning, development and progression
- All times behave in a safe and responsible manner and in accordance with the statutory requirements of health and safety law relating to my responsibilities from time to time
- comply with the policies, regulations and procedures of my Employer and/or (name of provider), notified to me from time to time;

If you wish to raise a complaint about how we have handled your personal data email to (provider's email address) or any other issues, please email (provider's emails address) with full details of your issue.

If you are not satisfied how your complaint has been dealt with, please be aware of the Department of Education (DfE) Whistleblowing and Complaints policies and processes. Whistleblowing involves entering a 'whistleblowing' webform on the 'Contact the Department for Education' page, which can be found on [Complaints procedure - Department for Education - GOV.UK \(www.gov.uk\)](https://www.gov.uk/guidance/complaints-procedure-department-for-education)

Whistleblowing entries for Skills Bootcamps must be clearly marked as 'Skills Bootcamps' and will

submitted via the DfE's whistleblowing submission process and will be escalated to the relevant policy team. **Please also copy in skillsbootcamps@london.gov.uk.**

Your information may also be shared with other third parties for the above purposes, but only where the law allows it and the sharing is in compliance with data protection legislation. You can agree to be contacted for other purposes by ticking any of the following boxes:

- ☐ About courses or learning opportunities. ☐ By post.
- ☐ For surveys and research. ☐ By phone
- ☐ By Email
- I agree to visual images being used for marketing purposes. ☐ Yes ☐ No

| | |
|----------------|---|
| • Learner Name | • |
| • Signature | • |
| • Date | • |

| | |
|--|--|
| <i>GLA Use only</i> | |
| Has the learner lived in the UK for the last 3 years? | • |
| Current ID checked | • |
| I confirm that I have checked the form for completeness and accuracy, have seen certification to validate the qualification/grades entered and have witnessed the identification ticked above. | |
| Suitable for course? | • Yes <input type="checkbox"/> No <input type="checkbox"/> |
| Accepted on Programme? | • Yes <input type="checkbox"/> No <input type="checkbox"/> |
| Staff Signature | |
| Date | |

Annex 4 – Skills Bootcamps Privacy Notice - Individuals

GREATER LONDON AUTHORITY Skills Bootcamps - Privacy Notice - individuals

Privacy Notice for Skills Bootcamps

Who we are

The Greater London Authority (GLA) is London's regional government. The Mayor of London provides citywide leadership, and the London Assembly is responsible for holding the Mayor and his advisors to public account. Find out more about what we do and whom we work with at www.london.gov.uk.

This privacy notice explains how we collect and use your personal information to evaluate the Employer Led Training Initiatives/Skills Bootcamps. This data is being collected by the GLA for the National Skills Fund.

For the purposes of relevant data protection legislation, the GLA is the data controller for personal information processed.

More information about how the GLA handles personal information is published here: <https://www.london.gov.uk/about-us/governance-and-spending/privacy-policies/gla-privacy-policy>

Why we collect your personal information

We are collecting data on Skills Bootcamp applicants, candidates, and participants to help the GLA understand how well the courses are working and if they are achieving their outcomes. This is important because it allows us to be transparent about how the government spends public money and measures the impact that policies are having, as well as helping us make improvements to future training courses. This data also helps us check if the people who are on the course do complete the course and ensures that the correct amount of funding is paid.

The nature of your personal data we will be using

The categories of your personal data that we will be collecting include:

- national insurance number
- first name
- surname
- postcode
- date of birth
- education and qualifications information
- earnings and employment information

- benefits information
- caring responsibilities

The special category data we will be processing includes:

- gender
- disability and
- ethnicity

As part of the work to evaluate the effectiveness of Skills Bootcamps in supporting people to gain employment and higher incomes, we will share data with the Department for Education (DfE) who will link this data to records on education and training, income, employment and benefits which are held by the DfE, the Department of Work and Pensions and Her Majesty's revenue and customs. This is to evaluate the programme's overall impact. For more information on this, please see the DfE's Skills Bootcamps privacy notice Q&A.

Our legal basis for collecting your personal information.

We collect personal information only when necessary and when the law permits. For our use of your personal data to be lawful, we need to meet conditions in the data protection legislation. For this programme, the relevant condition(s) that we are meeting are:

1. Article 6 (1)(e): It is necessary to collect data from users in order to effectively access the service and to evaluate outcomes of the service. The legal basis is public task, and the legal gateway is Section 87 of the Education and Skills Act 2008.
2. Article 6 (1)(f): It is necessary to collect data from users as the processing is necessary for the organisation's legitimate interests or the legitimate interests of a third party unless there is a good reason to protect the individual's individual data that overrides those legitimate interests.

And for the processing of special category data:

3. Article 9(2)(g) of the GDPR, and Schedule 1, Part 2 paragraph 8 of the Data Protection Act 2018: to ensure equality of opportunity or treatment.

We may request your participation in interviews and surveys as part of the evaluation of the programme. We may request your participation to make checks to ensure that the correct amount of funding is paid.

How we use your personal information

Personal information collected from research participants is treated as confidential and collected for research purposes contract management assurance purposes and to prevent the risk of fraud. Any information shared publicly will be anonymised so you cannot be identified.

The GLA will use the data for policy development and help improve education services.

We may publish the findings for use by other relevant organisations and for transparency in how we are using public funds. None of your individualized data will be identified.

How long we will keep your personal data

We will keep your personal data in its original format for a maximum of three years, after which point it will be securely destroyed. A pseudonymised version of your personal data to be used for research purposes will be kept for a maximum of 20 years. We will conduct reviews every five years to test if it is necessary to still retain this data. For qualitative interviews, the GLA (or its contracted research supplier) will review the notes, recordings and other research data after the session. Voice recordings will be deleted by the research contractor as soon as they are transcribed and no later than one year after the interview has taken place.

Whom we will make your personal data available to

We sometimes need to make personal data available to other organisations. These include the DfE, contracted partners whom we may employ to process your personal data on our behalf and/or other organisations (with whom we need to share your personal data for specific purposes). We plan to track participants' longer-term outcomes through links to administrative data held by DfE, DWP and HMRC.

Where we need to share your personal data with others, we ensure that this sharing complies with data protection legislation. For the purposes of this project, we need to share your personal data with external evaluators who will:

- analyse your personal data on behalf of the GLA to evaluate digital skills bootcamp provider and participant outcomes, to contribute to improving the next wave of provision.
- follow up with you directly to invite you to take part in qualitative interviews or a survey to understand your experience of participating in the Skills Bootcamps. Participation in surveys and/or interviews is voluntary, and you can opt-out by requesting this from our 3rd party contractor.

Request to access, rectify or erase your information

This service is optional for individuals to use. As part of the public task and legitimate interest purposes we collect personal information and use this to link to government administrative records on income, employment and benefits. If participants decide they do not want their data used on an ongoing basis for research, they can notify the GLA and withdraw from the training. No further data will be collected/linked on that individual beyond that point.

Our privacy notices make clear how data is processed once it is received by the GLA. Special category data collection will include a 'prefer not to say' option, this means that the individuals have the free will to choose whether to provide it or not.

Under the Data Protection Act 2018, you are entitled to ask if we hold information relating to you and ask for a copy, by making a 'subject access request'.

Your data protection rights;

- The right to access: you are entitled to ask if we hold information relating to you and ask for a copy by making a “subject access request.”
- The right to rectification: you have the right to request to correct any information you believe is inaccurate.
- The right to erasure: you have the right to request for your information to be erased, under certain circumstances.
- The right to restrict processing: you have the right to request that DfE restricts the processing of your personal data, under certain circumstances.
- The right to object to processing: you have the right to object to DfE’s processing, under certain circumstances.
- The right to data portability: You have the right to move your personal data to another data controller.

If you have a concern about the accuracy of personal information about you, if you want to erase or restrict the use of your personal information, if you object to the use of your personal data, if you wish to exercise rights in relation to automated decision-making or if you are unhappy with how we have used your personal information, please email: Data.Protection@london.gov.uk

You can also find more information from the Information Commissioner’s Office at <https://ico.org.uk/for-organisations/guide-to-data-protection/guide-to-the-general-data-protection-regulation-gdpr/individual-rights/>

More information about how the DfE handles personal information is published here: <https://www.gov.uk/government/organisations/department-for-education/about/personal-information-charter>

If you have any questions about how your personal information will be used, please contact us at: skillsbootcamps@london.gov.uk and enter Skills Bootcamp as a reference.

Annex 5 – Skills Bootcamps Privacy Notice - Employers

GREATER **LONDON** AUTHORITY

Skills Bootcamps - Privacy Notice - Employers **Privacy Notice for Skills Bootcamps (for contracted lead suppliers and delivery partners)**

1. Purpose

This privacy notice explains how data containing your personal information is collected on behalf of the Greater London Authority by our contracted provider and how it is shared and processed for the following purposes:

- Processing supplier invoices
- Counter fraud and gaming cross checks
- Verifying employer contributions paid towards the Skills Bootcamp
- Quality checking
- Market Research and Engagement
- Programme tracking to understand which employers are involved, how we can improve the programme etc
- Research and evaluation purposes including surveys and interviews as part of the process and impact evaluation and User Centred Design research interviews and processes,
- Any other purpose that may be required that promotes the robust evaluation and continuous improvement of the Skills Bootcamp programme, mitigates against fraud and gaming, and ensures we achieve maximum value for money for the taxpayer.

2. Who we are

The Greater London Authority (GLA) is London's regional government. The Mayor of London provides citywide leadership, and the London Assembly is a watchdog for London responsible for holding the Mayor, and his advisors to public account. Find out more about what we do and who we work with at www.london.gov.uk

For the purposes of relevant data protection legislation, the GLA is the data controller for personal information processed.

This means that GLA sets out for contracted suppliers what data they must collect from employers, how they must collect and share it and the specific purposes for which this data will be processed.

3. The nature of your personal data we will be using

The categories of your personal data that we will be using for this project are:

- your business name
- your full name
- your work email address
- your work telephone number

You should note that our use of your personal data is limited to processing for the purposes listed above in relation to you in your role as an employer or your role working for an employer in relation to the Skills Bootcamp.

4. How we expect providers to collect your data

When suppliers contracted to the GLA or any of their delivery partners contact employers, we expect them to email this privacy notice to you and to read to you a summary script to outline what data we will collect, why and for what purposes and to secure your agreement to collect and share the data in the ways set out. Furthermore, we expect suppliers to confirm to GLA that they have secured your agreement to collect and share your data and to allow GLA to process it, prior to sharing the data with us.

5. Why we ask providers to collect your personal information on our behalf

a. Processing supplier invoices

This data is used to check if the participants who are registered on the course are genuine, that they complete the course, that the interviews with employers listed are evidenced and that employers who recruit from the programme are identified. This ensures that the GLA pays the correct amount of funding on each payment milestone to suppliers. We ask for the contact details (business name, contact person, email address and telephone number) of the employers listed so that we can cross check the information that the supplier has provided. This is done through sampling surveys or a telephone call to some of the employers listed.

b. Counter fraud and gaming cross checks

This same process as in 2a feeds into our counter-fraud strategy as this cross checking allows us to identify potentially fraudulent activity and to follow up any irregularities that we find.

c. Verifying employer contributions paid towards the Skills Bootcamp

As part of the Skills Bootcamp programme, where an employer wants to train their own employees on the Skills Bootcamp, we expect an employer contribution of 30% from large employers (from April 2023 for any new contracts, this is reduced to 10% for small medium sized enterprises (SMEs). We use the employer data submitted on the data collection sheets to check which Skills Bootcamps should include an employer contribution to pay the correct (reduced amount) to the supplier.

d. Quality checking

As part of our quality assurance processes, our Quality Assurance team will access the employer contact details we hold to ask employers to participate in sample

interviews to check that the Skills Bootcamps suppliers are delivering the quality we expect. This is especially important as Skills Bootcamps is a new programme and not yet under the Ofsted inspection regime.

e. Market Research, engagement and programme tracking to understand which employers are involved, how we can improve the programme etc

As part of policy development, we use the employer contact details we hold to support our ongoing employer engagement activity to understand the needs of employers and how we can optimise the design of Skills Bootcamps. We also use the contact details to invite employers to events such as roundtables and market engagement.

f. Research and evaluation purposes including surveys and interviews as part of the process and impact evaluation and User Centred Design interviews and processes.

We are collecting data on Skills Bootcamp employers to help the GLA understand how well the courses are working and if they are achieving their outcomes. This is important because it allows us to be transparent about how government spends public money and measures the impact that policies are having, as well as helping us make improvements to future training courses.

We may also request your participation in interviews and surveys as part of the evaluation of the programme.

From time to time, there may be other purposes that we need to process your data. This includes any other purpose that may be required that promotes the robust evaluation and continuous improvement of the Skills Bootcamp programme, mitigates against fraud and gaming and ensures we achieve maximum value for money for the taxpayer. We will only process your data where data protection legislation allows us to do so.

6. Our legal basis for collecting your personal information.

When we collect personal information, we only collect only the minimum level of data required. For our use of your personal data to be lawful, we need to meet conditions in the data protection legislation. We must have a legal basis for collecting your personal information. The lawful basis we use is:

Article 6 (1)(f): processing is necessary for the purposes of the legitimate interests pursued by the GLA as the data controller.

7. How we use your personal information

Personal information collected from employers is treated as confidential and collected only for the purposes set out in point 5. Any information shared publicly will be anonymised so you cannot be identified.

The GLA (and its contracted research organisation) will use the data for policy development and to help improve education services. We may publish the findings for use by other relevant organisations and for the purposes of transparency in how we are using public funds. None of your individualised data will be identified.

8. Who we will make your personal data available to

We sometimes need to make personal data available to other organisations. These include the Department for Education (DfE) who are Joint Controllers for the purposes of Data Protection Legislation with respect to Learner and Provider participation data and Provider performance data, contracted partners whom we may employ to process your personal data on our behalf and/or other organisations (with whom we need to share your personal data for specific purposes, including research and evaluation).

Where we need to share your personal data with others, we ensure that this sharing complies with data protection legislation. For the purposes of this project, we need to share your personal data with external evaluators working for the GLA under contract who may:

- Contact you directly to invite you to take part in research (e.g., qualitative interviews and/or surveys) to understand your experience with Skills Bootcamps. Participation in the research is voluntary. If you do not want to participate in these interviews/surveys, you can request this from our 3rd party contractor if you are contacted.

9. How long we will keep your personal data

We will keep your personal data in its original format for a maximum of 7 years, after which point it will be securely destroyed. A pseudonymised version of your personal data to be used for research purposes may be kept beyond the 7-year period, however the GLA will conduct reviews every 2 years to test if it necessary to still retain this data. For qualitative interviews, the GLA (or its contracted research supplier) will review the notes, recordings and other research data after the session. Voice recordings will be deleted by the research contractor as soon as they are transcribed and no later than one year after the interview has taken place.

10. Request to access, rectify or erase your information

If employers decide they do not want their data to be used, you can notify the GLA and withdraw from further involvement. No further data will be collected/linked on that employer beyond that point.

Your data protection rights

- More information about use of and access to our personal data held by the GLA, details of organisations with whom the GLA regularly shares data, information about how long the GLA retain your data and how to exercise your rights is set out in the GLA Privacy Policy published here: <https://www.london.gov.uk/about-us/governance-and-spending/privacy-policies/gla-privacy-policy>
- Under the Data Protection Act 2018, you are entitled to ask if we hold information relating to you and ask for a copy, by making a 'subject access request'.
- If you have a concern about the accuracy of personal information about you, if you want to erase or restrict use of your personal information, if you object to

use of your personal data, if you wish to exercise rights in relation to automated decision-making or if you are unhappy with how we have used your personal information, please email: Data.Protection@london.gov.uk

You can also find more information from the Information Commissioner's Office at <https://ico.org.uk/for-organisations/guide-to-data-protection/guide-to-the-general-data-protection-regulation-gdpr/individual-rights/>

If you have any questions about how your personal information will be used, please contact us at: skillsbootcamps@london.gov.uk and enter Skills Boot Camp as a reference.

We may need to update this privacy notice periodically, so we recommend that you revisit this information from time to time. This version was last updated May 2025.

Annex 6 – DfE Skills Bootcamps Privacy Notice Q&A

Department for Education (DfE) Skills bootcamps privacy notice Q&A

Why do you need my personal data?

We're collecting personal data on applicants, candidates and participants to help effectively administer the programme with the training providers and to support with the evaluation of the programme. We only collect information which is necessary for these purposes.

What will you be doing with my personal data?

We will be collecting your personal data and then linking this to administrative data government holds on tax and benefits to evaluate the impact of skills bootcamps has on earnings and employment over a number of years. This is to test if the programme is effective, provides value for money and to improve service provision.

Identifying details will be removed in the process and no individual details will be made public. This is to evaluate the bootcamps programme overall. We may also contact you to participate in surveys or interviews about your experience with the programme. Participation is voluntary.

What other of my data in government will you be linking my personal data you are collecting to?

We intend link your details to information held by DfE, HMRC and DWP on your education, tax and benefits data to allow us to evaluate whether skills bootcamps improves earnings and employment. Namely;

- HMRC P45, P46, P14 and Self-Assessment data on employment and earnings
- HMRC Pay as you earn Real Time Information
- DWP National Benefit Database data, Labour Market System data and Juvos data.
- DWP Universal Credit data
- Individual Learner Record ("ILR"), Higher Education Statistics Agency ("HESA"), and Student Loans Company ("SLC") data.
- Higher Education Funding Council for England (HEFCE) has powers to authorise the collection of information on students studying Higher Education courses (the student record data). This data is collected by HESA.

- The Student Loans Company is a non-departmental public body, owned by DfE, Scottish Ministers, the Welsh Assembly Government and the Department for Employment and Learning in Northern Ireland.
- DfE National Pupil Database (“NPD”)

Why are collecting information on protected characteristics? What if I do not want to share information?

We collected information on protected characteristics, such as ethnicity, to support us monitoring how well the policy is doing on equality and diversity. Providing this information is optional with a ‘Prefer Not Say’ option.

What happens with my information afterwards?

Your information is used for the purposes specified. Personal information will be kept for a maximum of three years after which point it will be securely destroyed. A pseudo-anonymised version of your data, used for research purposes, will be kept up to a maximum of 20 years.

Annex 7 – Background Documents and Links

Other Documents and References

Equality Act 2010

<https://www.legislation.gov.uk/ukpga/2010/15/contents>

Data Protection Act 2018

<https://www.legislation.gov.uk/ukpga/2018/12/contents/enacted>

The UK GDPR – Information Commissioner's Office

<https://ico.org.uk/for-organisations/data-protection-and-the-eu/data-protection-and-the-eu-in-detail/the-uk-gdpr/>

Information Commissioner's website

<https://ico.org.uk/>

Please note – these links were up to date as of 1 May 2024.

Annex 8 – Evidence requirements

1 Milestone 1: Evidence requirements for ALL learners

| Milestone | Trigger | Suggested evidence for providers |
|-----------|--|--|
| 1 | On learner enrolment and completion of 14 qualifying (calendar) days and minimum 10 guided learning hours (GLH). | <p>Registration / enrolment documentation / learner agreement</p> <p>Below is the evidence we are looking for within the above:</p> <ul style="list-style-type: none"> (a) Signature and dated by the learner, (b) Confirm learner has received the Privacy Statement, (c) Confirm learner has been given the link to the Whistle-blower / complaints helpline, (d) Current employer name (where learner is employed) (e) Name of Skills Bootcamp the learner is registered on. <p>Attendance Sheets</p> <p>Registers will need to be kept for all Skills Bootcamps. The register, or supporting documentation / evidence to the register, should be include:</p> <ul style="list-style-type: none"> (a) Skills Bootcamp title, (b) Name of provider, (c) Start and end date of Skills Bootcamp, (d) Learner name, date of session, title of session, (e) Number of guided / tutor-led learning hours, mode of delivery, learner present / absent. |

2 Milestone 2 (PART A): requirements for ALL learners

| Milestone | Trigger | Suggested evidence for providers |
|-----------|--|---|
| 2 | Successful completion of the Skills Bootcamp training programme including passing any required assessments. | <p>Evidence of attainment (based on the requirements of the Skills Bootcamps).</p> <p>Certification – either accredited (where applicable) or provider certification.</p> <p>Attendance sheets Please see registers guidance given above under Milestone 1.</p> <p>Evidence of meeting the minimum of 80% of the GLH.</p> <p>If a learner completes less than 80% of the GLH and is deemed to have completed, further information will be required from the provider to justify why an exception to this requirement should be made for that learner.</p> <p>Please contact your provider manager to request a form to provide the information required. The GLA reserves the right to decline requests for exceptions to this requirement.</p> |

3 Milestone 2 (PART B): requirements for unemployed and independent learners

| Milestone | Trigger | Suggested evidence for providers |
|-----------|--|--|
| 2 | An offer of an interview on completion of the Skills Bootcamp for either a new job which must be continuous employment for at least 12 weeks or an apprenticeship that utilises the new skills acquired through the | <p>Written confirmation from employer of the offer of an interview which utilises skills gained through bootcamp, to include:</p> <ul style="list-style-type: none"> • Date of interview • Job Title • Skills required within the new role (can be evidenced by job advert or job description if appropriate) <p>Ideally, any one or more of the following:</p> <p>(i) Confirmation from the employer or apprenticeship provider that the learner has been offered / attended an interview to include details of company name, job role, date, and time of interview.</p> |

| | | |
|--|------------------|---|
| | Skills Bootcamp. | <p>(ii) Email from Learner confirming the details of the interview (company name, job role, date, and time of interview).</p> <p>(iii) Text (or other message service) from Learner confirming the details of the interview (company name, job role, date, and time of interview).</p> <p>(iv) Voice recording of conversation between Provider and Learner confirming the details of the interview (company name, job role, date and time of interview).</p> |
|--|------------------|---|

4 Milestone 2 (PART C): Employer supported learner (Co-funded)

| Milestone | Trigger | Suggested evidence for providers |
|-----------|--|--|
| 2 | Learner has 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>(a) Written confirmation from the employer of offer of an interview for a new role which utilises skills gained through the bootcamp or</p> <p>(b) Written confirmation from the employer that the learner is now equipped to take on additional responsibilities which utilises skills gained through bootcamp; to include planned start date.</p> <p>*The above written confirmations must be dated and signed by the employer or an email from authorised employer representative to confirm learner's new status.</p> <p>(c) Evidence of payment of the 10% or 30% co-funding from the employer.</p> |

5 Milestone 2 (PART D): Self-employed learners

| Milestone | Trigger | Suggested evidence for providers |
|-----------|---|--|
| 2 | Written confirmation / plan from the learner of how the new learning has been / will be applied to acquire new opportunities / | <p>Confirmation / plan from the Learner (learner declaration, email, or text) 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>To be dated / signed by the learner.</p> |

| | | |
|--|--|--|
| | contracts that utilises the new skills acquired through the Skills Bootcamp. | |
|--|--|--|

6 Milestone 3 requirements: Unemployed / Independent learners

| Milestone | Trigger | Suggested evidence for providers |
|-----------|---|--|
| 3 | An offer of a new job which must be continuous employment for at least 12 weeks, or an Apprenticeship , that utilises the new skills acquired through the skills Bootcamp. | <p><i>Providers can use one (or more) of the following to confirm job offers:</i></p> <p>(i) Written confirmation of an offer of a job to the learner from an employer, confirming the details of the job offer / start (it must have company name, learner's name, job role, start date [and end date if relevant], contracted hours, and salary).</p> <p>(ii) Learner declaration (signed by the Learner) confirming the details of the job offer (including employer / company name, job role, start date [and end date if relevant], contracted hours, and salary).</p> <p>(iii) Email trail from Learner's account confirming job offer / start (company name, job role, start date [and end date if relevant], contracted hours, and salary).</p> <p>(iv) LinkedIn account screenshot showing the learner has started a new job AND supported by Provider's signed Declaration form.</p> <p>Provider Declaration form to be completed by Provider in the following instances only -</p> <p>1) Partial evidence received and cannot engage with Learner or Employer.</p> <p>2) Incomplete / missing evidence e.g., salary information</p> <p>3) If submitting LinkedIn screenshot as positive outcome evidence.</p> <p>All jobs related to Milestone 3 claims must:</p> |

| | | |
|--|--|--|
| | | <ul style="list-style-type: none"> - pay the minimum London Living Wage (LLW). - not involve the use of zero hours contracts - is a minimum of 16/hours per week and is continuous for at least 12 weeks - utilises the skills acquired in the Skills Bootcamps. |
|--|--|--|

7 Milestone 3 requirements: Employer supported learner (Co-funded)

| Milestone | Trigger | Suggested evidence for providers |
|-----------|--|--|
| 3 | Learner has secured 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>Written confirmation of offer from the employer of new role or enhanced role, which utilises skills gained through bootcamp detailing:</p> <ul style="list-style-type: none"> • Role, • Start date, • Relevant skills utilised, • Starting salary (minimum LLW rate). <p>Must be dated / signed by the employer or email from authorised employer representative.</p> |

8 Milestone 3 requirements: Self-employed learners

| Milestone | Trigger | |
|-----------|---|--|
| 3 | Obtaining new contracts or work opportunities secured related to training received at bootcamp, as per action plan. | <p><i>Written confirmation from the learner of new work or contracts secured, which utilises skills gained through bootcamp.</i></p> <p><i>To be dated / signed by the learner.</i></p> <p>*Any stipulated contractual day rate or per hour rate in the learner written declaration must be at least at or above LLW.</p> |

Annex 9 – ShareFile Guidance

GLA Skills Bootcamps Programme Sharefile Guidance Note Version 1.0, May 2024

GLA Skills Bootcamps providers are required to upload a Skills Bootcamps Data Collection return each month along with the evidence supporting the monthly claim, made to the Greater London Authority (GLA).

Providers are required to process this data in line with the Skills Bootcamps Grant Agreement and Delivery Handbook, which set out the confidentiality and data protection requirements for processing this data.

It is best practice to submit supporting evidence via ShareFile monthly, along with your Skills Bootcamp Data Collection return.

How to access and use GLA's ShareFile:

Guidance for external partners

Below is a step-by-step guide to help external partners gain access to GLA's ShareFile folder. You can also watch step-by-step video guides to [accessing files](#) and [uploading files](#).

External partners: open a GLA Group file via GLA ShareFile

1. Click the ShareFile email link sent by a GLA Group employee.

Note: you may be prompted to verify your email via a Microsoft SharePoint one time verification code email. Depending on your security barriers, some organisations may need to contact their IT team to gain access.

2. ShareFile will open in your internet browser. You will now be able to access files in the folder shared with you.

External partners: sharing a file with a GLA Group employee via GLA ShareFile

1. Click the ShareFile email link sent by a GLA Group colleague.

Note: you may be prompted to verify your email via a Microsoft SharePoint one time verification code email. Depending on your security barriers, some organisations may need to contact their IT team to gain access.

2. Once ShareFile is open in your browser, click 'Upload' and select the files you want to share. Now click 'Open'.
3. The GLA Group employee will now be able to view and download the selected file(s).

Set up GLA ShareFile Folders

Skills Bootcamps Data Collection

1. Create a new folder for saving Skills Bootcamps Data Collection returns. Name it '**SBDC Returns**'.
 - Inside the *SBDC Returns* folder, create a folder for each monthly data return, named
 - {Return Number}
 - e.g. for the R02 return, name the folder **2024-25 R02**
 - Return numbers for each month can be found in the Skills Bootcamps for Londoners Wave 4 Data Collection Guidance
 - Save your Skills Bootcamp Data Collection return data file using the naming convention
W5-{Return Number}-{UKPRN}-{submission date}
 - e.g. for the R02 return of the Wave 5 SBDC:
W5-R02-10000001-2024-10-04.xlsx
 - Drag and drop your Skills Bootcamp Data Collection return and evidence files into the relevant monthly folders, or upload them from the drives on your computer
 - Repeat this each month before the published deadline for that return

Evidence requirements for Payment Milestones

1. Create a **new folder for each Bootcamp**. Within each Bootcamps folder, please create a new folder named '**Evidence requirements for Payment Milestones**' to upload evidence to support claims.
2. Create three sub-folders named '**Milestone 1**', '**Milestone 2**' and '**Milestone 3**'.

Sharefile has a restriction on filepath length. This is the total number of characters in the folder name plus sub folder names plus document name.

Therefore we have amended previous guidance to enable you to upload your evidence.

Within each Milestone Sub folder, please name each document succinctly, beginning with the Applicant Number in the format A1, A2, A3 etc. The Applicant Number is detailed in Column A of the Course Participants tab in the SBDC.

Examples:

| Milestone | Evidence type | Example File name Begin with A for Applicant, and then the Applicant number (refer to Column A of the Course Participants tab of the SBDC). No learner names or Learner IDs in file name please |
|-------------|--|--|
| Milestone 1 | Registration forms for: Applicant 1, Learner ID 123456 Applicant 2, Learner ID 145678 Applicant 3, Learner ID 298753 | A1 - Reg Form A2 - Reg Form A3 - Reg Form |
| Milestone 1 | Attendance register for May 2024 | Register 01-05 to 29-05 |
| Milestone 2 | Offer of an interview letter or email needs abbreviation of employer name Applicant 14 has an invitation to interview with Microsoft Applicant 22 has an invitation to interview with Network Rail | A14 – Interview Microsoft A22 – Interview Network Rail |
| Milestone 2 | Course completion certificate (if used) | A10 – Completion cert |
| Milestone 3 | Job outcome evidence needs abbreviation of employer name: | A22 – Job Network Rail |
| Milestone 3 | For self employed learners: | A12 – New contract |

GLA ShareFile Folder Structure Guidance - updated September 2024

Provider folder should have a maximum of **THREE** folders
(if you are a Direct Award training provider with Wave 4 SBDC returns and evidence)



SBDC Returns - do NOT upload any evidence in these folders



Wave 4 Evidence (Direct Award training providers only)



Wave 5 Evidence



SBDC Returns - do NOT upload any evidence in these folders

Funding, Policy & Systems Team (FP&S) are responsible for processing the data from your SBDC returns within these folders.

- The deadlines are similar across all our programmes which creates a significant challenge to process all claims across all programmes in 1-2 days.
- FP&S therefore need to find the SBDC returns easily.
- It is hard for them to find SBDC submissions if folders are incorrectly structured, contain evidence, or if SBDC returns are misnamed.



Wave 4 Evidence (Direct Award only)



Wave 5 Evidence

Skills Bootcamp team are responsible for checking all the evidence within these folders.

- We check the evidence systematically for each bootcamp.
- Against the Skills Gateway (total claims paid report) we filter by bootcamp.

To verify Milestone 1 claims for each bootcamp, we check we have required Milestone 1 evidence in the Milestone 1 folder to match the claims

- ✓ e.g., if there are 12 x M1 claims on the Skills Gateway/Claims paid report, we check the specific Bootcamp Milestone 1 folder for 12 registration forms, and attendance registers to show those 12 learners turned up to first lesson

To verify Milestone 2 claims for each bootcamp, we check we have the required Milestone 2 evidence in the Milestone 2 folder to match the claims

- ✓ e.g., if there are 8 x M2 claims on the Skills Gateway/Claims paid report, we check the specific Bootcamp Milestone 2 folder for all the registers to check those 8 learners turned up, and then look for 8 x invitations to interview

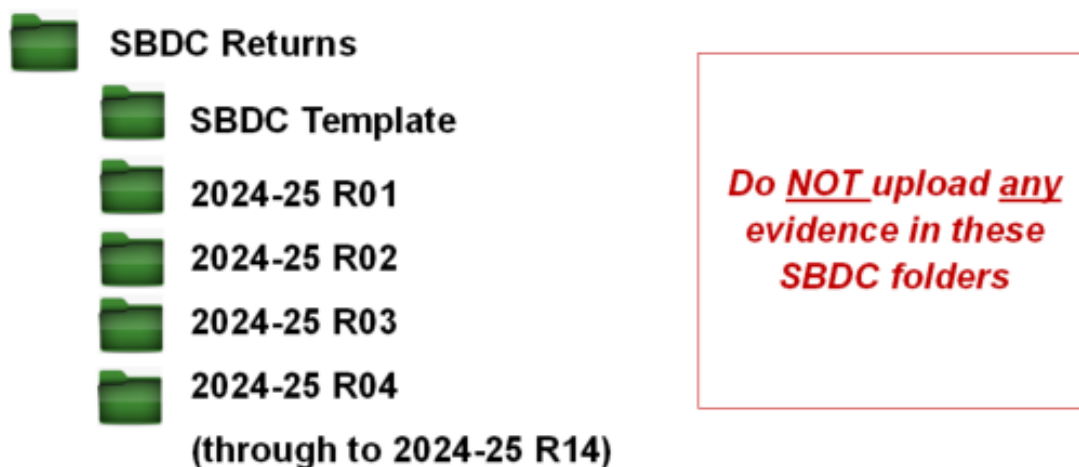
To verify Milestone 3 claims for each bootcamp, we check we have the required Milestone 3 evidence in the Milestone 3 folder to match the claims

- ✓ e.g., if there are 4 x M3 claims on the Skills Gateway/Claims paid report, we check the specific Bootcamp Milestone 3 folder for proof of employment for all 4

If we cannot find your evidence within the structure set out on the following pages, it is likely to result in withheld payments.

SBDC Returns - new file structure from September 2024

Wave 5 SBDC subfolders must be set up for each Return number



Example of SBDC uploaded in Return folder



SBDC Return Deadlines

| Return Number | Folder name | Data Reference Date (SBDC should capture all bootcamp and learner activity up to the Data Reference Date) | Data Submission deadline to GLA (5pm) |
|---------------|-------------|--|---------------------------------------|
| 24/25 R01 | 2024-25 R01 | 31/08/2024 | 05/09/2024 |
| 24/25 R02 | 2024-25 R02 | 30/09/2024 | 04/10/2024 |
| 24/25 R03 | 2024-25 R03 | 31/10/2024 | 06/11/2024 |
| 24/25 R04 | 2024-25 R04 | 30/11/2024 | 05/12/2024 |
| 24/25 R05 | 2024-25 R05 | 31/12/2024 | 07/01/2025 |
| 24/25 R06 | 2024-25 R06 | 31/01/2025 | 06/02/2025 |
| 24/25 R07 | 2024-25 R07 | 28/02/2025 | 06/03/2025 |
| 24/25 R08 | 2024-25 R08 | 31/03/2025 | 04/04/2025 |
| 24/25 R09 | 2024-25 R09 | 30/04/2025 | 07/05/2025 |
| 24/25 R10 | 2024-25 R10 | 31/05/2025 | 05/06/2025 |
| 24/25 R11 | 2024-25 R11 | 30/06/2025 | 04/07/2025 |
| 24/25 R12 | 2024-25 R12 | 31/07/2025 | 06/08/2025 |
| 24/25 R13 | 2024-25 R13 | 31/08/2025 | 12/09/2025 |
| 24/25 R14 | 2024-25 R14 | 30/09/2025 | 23/10/2025 |

Annex 10 – Learner Declaration

GLA Skills Bootcamps Programme

Learner Declaration version 1.0,

September 2024

Learner registration – GLA Skills Bootcamps providers are required to recruit with integrity to ensure that learners are recruited onto a bootcamp that will benefit them, that will meet their aims and aspirations and that they have the capability and opportunity to achieve the expected milestones.

The learner registration process should ascertain the applicant's motivation for enrolling in the bootcamp, including their understanding of the job outcome purpose of the programme.

This Learner Declaration template is provided as suggested good practice to use during the learner registration process.

LEARNER DECLARATION

I **confirm** that I have received information, advice and guidance concerning the Skills Bootcamp entitled **[insert course title]** delivered by **[insert training provider/delivery partner name]**. This included information about the course, its entry requirements, the expected workload of the course, number of guided learning hours (both taught and self-learning) and the support* available to me.

*For example, wraparound career and personal development support considering my employment history and existing skills; sector-specific Behavioural Skills Support for employment in **[insert sector]**; assistance with the drafting of my CV and preparation for interviews personalised to my individual learner needs. Such support may include but is not limited to:

- (a) giving interview preparation and guidance from industry professionals or Employers, with experience in the sector.
- (b) Tailored career coaching from industry professionals with experience in **[insert sector]**.

I **confirm** that the Skills Bootcamp named in paragraph one is the only Skills Bootcamp I am enrolled on currently in this academic year (August 2024-July 2025).

Personal Commitment Statement

As a participant in the Skills Bootcamp, I am fully committed to utilising the skills and knowledge gained from this program to enhance my career opportunities. Upon successful completion of the Bootcamp, I affirm my intent to pursue one of the following paths:

[Delete A-C as appropriate];

A) Employment:

- Actively collaborate with my training provider to attend pre-arranged interviews organised by them.
- Upon receiving a job offer, accept the position, and begin employment.
- Actively seek and secure a role that applies the skills acquired during the Bootcamp.
- Provide written confirmation of the job offer, including the following details:
 - Employer/company name
 - Job role
 - Start date (and end date, if applicable)
 - Contracted hours and salary

B) Self-Employment:

- Utilise the skills gained from the Bootcamp to launch or expand my own business.
- Provide written confirmation of new contracts or work secured that directly uses the skills acquired through the Bootcamp.

C) In-Work Progression:

- Leverage the new skills to advance within my current role or organisation, facilitating career growth and development.
- Provide written confirmation from the employer of the new or enhanced role, including:
 - Job role
 - Start date
 - Relevant skills utilised
 - Starting salary (which must meet or exceed the minimum Living Wage rate)

I fully understand the objectives and outcomes I will achieve by completing this Skills Bootcamp. I hereby agree to participate in interviews with one or more employers, organised by the training provider, supplier, or delivery partner named above, for positions that align with the skills I have gained through the Bootcamp **[insert bootcamp title]**. This commitment applies unless I am self-employed or am receiving support from my current employer, who is contributing to the cost of the training.

By signing this commitment statement, I acknowledge that the goal of this program is to equip me with the tools necessary for professional advancement and I am dedicated to pursuing opportunities aligned with this objective.

I will:

- Take appropriate responsibility for my own learning, development, and progression.
- Attend and participate in the training required to successfully complete the Skills Bootcamp.
- Promptly inform the supplier/delivery partner named above and employer if applicable, if any matters or issues arise, or might arise, that will, or may, affect my learning, development, and progression.

Data consent

I agree to provide all data and information requested by the provider on behalf of the Department for Education (DfE) and the Greater London Authority (GLA) to inform evaluation of the Skills Bootcamps programme.

This will include:

- Sharing information about my income before the Skills Bootcamp and afterwards when I achieve a positive outcome. A positive outcome is defined as an offer of a new job or an apprenticeship for independent learners, a new role/enhanced role utilising the new skills acquired on the Skills Bootcamp for learners co-funded by an employer or, obtaining new opportunities/contracts for self-employed learners.

- Responding to and engaging with follow-up communications from the supplier/delivery partner named above following completion of the training component of a Skills Bootcamp, and during the next six months, to record my progression as a result.

I agree that this information can be used to process my data for contractual requirements, in particular to the disclosure of all the data on this form or otherwise collected about me to the DfE and the GLA for the purposes noted in [the Privacy Notice](#).

I understand that the supplier/delivery partner named above has the right to cancel my enrolment if I have provided false or inaccurate information.

Complaints and whistleblowing

I understand that if I am not satisfied with any aspect of my Skills Bootcamp and wish to raise a complaint I should do so in the first instance with the supplier/delivery partner named above by following their complaint process with full details of the issue. If I am not satisfied with how my complaint has been dealt with, I understand that I may write to [DfE through their Whistleblowing and Complaints process](#).

Name:

Signature:

Date

Certification

There are now two options to certificate a claims submission (listed below). A signature is now required for the scanned Word document.

In order to certificate a claims submission please either include

- a scanned Word document signed by an authorised signatory; or
- an email from an authorised signatory provided the sender information and date are clearly visible;

with the following text and information:

Name of programme: GLA Skills Bootcamps Programme: [Insert Bootcamp name]

Name of authorised person:

Signature:

Position in organisation:

Name of organisation:

Date:

I certify that the folder containing this letter, [enter the month], contains true copies of original documents relating to the participants listed in the table below on the GLA Skills Bootcamps Programme:

| Order of scanned submission | Learner Reference Number |
|------------------------------------|---------------------------------|
| 1 | |
| 2 | |
| 3 | |
| 4 | |
| 5 | |
| 6 | |
| 7 | |
| | |

General

Please notify your named Provider Manager when staff are no longer working on the project or have left the organisation, so the account can be deleted, and access can be removed.

Other formats and languages

For a large print, Braille, disc, sign language video or audio-tape version of this document, please contact us at the address below:

Greater London Authority
City Hall
Kamal Chunchie Way
London,
E16 1ZE

Telephone **020 7983 4000**

www.london.gov.uk

You will need to supply your name, your postal address and state the format and title of the publication you require.

If you would like a summary of this document in your language, please phone the number or contact us at the address above.