

# Skills Bootcamps for Londoners

Wave 6 (2025-26) - Delivery Handbook

Version 1.1 – May 2025

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 6 Programme.

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## What's new in Wave 6 Version (May 2025)

Version 1.1 of the Delivery Handbook contains further clarification to Skills Bootcamp Timelines and Milestone 1 and the submission of a provider declaration.

The following points represent the key changes from the Wave 6 Delivery Handbook Version 1 (March 2025).

Section	Paragraph/ Page Numbers	Change
4	22.1	Skills Bootcamps Timelines and Milestones Table for KPI timelines for Direct Awards and Open Competition
4	26	Provider Declaration

## Previous changes in Version 1 (March 2025)

The following points represent the key changes from the Wave 5 Delivery Handbook Version 2 (February 2025).

Section	Paragraph/ Page Numbers	Change
1	4	Updated text on Department for Education (DfE) GLS Skills Bootcamp grant and sectors.
2	28	Subcontracting maximum retention fee.
2	32	Link to DfE Subcontracting funding rules for post – 16 education and training.
3	3	Learner eligibility dates.
3	4.1	Link to right to work.
3	4.3	Added link to Adult skills fund (ASF) postcode files
3	4.4	Learner Eligibility for Military personnel who are based in England.
3	11	New paragraph with link to Keeping Children Safe in Education guidance.
3	20	Link to National ASF Funding and Performance Management Rules 2024 to 2025
3	21	Updated paragraph for employer eligibility.
3	51	Employer Privacy Notice
4	2	Guided Learning Hours
4	7	Wraparound support updated
4	22	Delivery milestones and planning cohorts to meet contractual deadlines.
4	24.1	Update to the table payment milestone details
4	25	Submitting data via the Individualised Learner Record (ILR).
4	28 & 29	Updated data collection ILR and Supplementary Data Return (SDR)
4	34 to 36	Communications and branding.
4	37	National Careers Service and Find a Course
4	51	Wave 6 outputs and outcomes date

5	1	Capacity and capability for data – ILR.
5	6	ILR for Wave 6.
5	9 to 12	Payment and milestone summary.
5	15	Eligible learners update for military personnel.
Annex 1	Page 35	Update to the table that includes definition of Individualised Learner Record.
Annex 1	Page 36	Updated definition of Good Work and now includes links to the London Mayor's Good Work Standard and the London Living Wage and Skills Bootcamp qualification levels.
Annex 2	Pages 37 to 38	Updated Key Performance Indicators.
Annex 3	Pages 39 to 43	Example Enrolment Form updated.
Annex 6	Page 44	Update to How we use your personal information
Annex 8	Pages 57 to 64	Evidence requirements: Early Years Milestone 1 You must provide evidence that you have submitted an application for an enhanced DBS check. Reduced to 1 table that show additional evidence for HGV and Pathways to Accelerated Apprenticeship, plus updates on requirements.
Annex 9	Pages 65 to 67	Good Work Outcomes for Wave 6.
Annex 10	Page 68 to 72	Previously Annex 9, Now includes links to the Individualised Learner Record (ILR) technical document, Learner Record Service (LRS), and the registration process for an LRS account. Additionally, it features the new Supplementary Data Return (SDR), which replaces the Skills Bootcamp Data Collection (SBDC) and National Careers Service/Find a Course
Annex 11	Page 72	Previously Annex 10.
Annex 12	Page 77	New, Zero Hours Learner Declaration.

## 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 aimed to deliver flexible training programmes lasting up to 16 weeks, based on employer/sector 'in demand' skills' needs; and could be either regulated (that is, qualification-based) or non-regulated (for example, based on alignment with industry standards). They enabled adults (aged 19+) to do their training around work and other commitments and were targeted at those looking to gain work or additional responsibilities, or to access new opportunities. They offered a guaranteed job interview to individual learners 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 providers (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 Skills, 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 and £21m for Wave 5 in the FY 2024-25 to continue to deliver skills bootcamps to key national sectors alongside local priority sectors in London as outlined above.
4. For the 2025-26 FY, the Department for Education (DfE) has granted the GLA £27m funding to continue to deliver Wave 6 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, Retail, 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 learners on completion of the course.

6. The programme addresses employer and economic needs by delivering targeted interventions to meet short to medium-term demand, fill vacancies, and drive productivity. It aims to fill medium to higher-skilled vacancies and connect individuals to better jobs, new roles, added responsibilities, or new opportunities.
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 organisations informally supporting the delivery of a Skills Bootcamp Programme Project are referred to as 'Skills Bootcamps Delivery Partners'. These partners do not hold a formal agreement with the Skills Bootcamps Provider. They may include referral organisations, training providers, Local Authorities, etc., whose support helps the Skills Bootcamps Provider achieve Project objectives more effectively.
13. We use the term 'Learner' to describe an individual who receives training on a Skills Bootcamp.
14. Each Skills Bootcamps Provider must designate a named contact person with the GLA, typically the 'Project Manager' responsible for daily Bootcamp management and delivery. Additionally, you must nominate a secondary contact to cover periods of absences of 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.

15. 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

16. This Delivery Handbook serves as a guide for Skills Bootcamps Providers, offering information on reporting to the GLA and claiming payments.
17. 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.
18. 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.
19. 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. Before your Skills Bootcamp begins, we will conduct an onboarding exercise. This includes a visit to ensure that the systems you have established for delivering the Skills Bootcamp, in accordance with your Grant Agreement, meet GLA requirements. Additionally, we will verify that the venue is appropriate for training purposes. 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 Skills 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. Legal Advice should be obtained on Public Contracts Regulations 2015 for subcontractor recruitment and have it available for inspection.
7. Ensure subcontracting aligns with strategic aims and enhances quality for learners.
  - 7.1. 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. Use subcontractors only if you have the necessary knowledge, skills, and experience, and can evidence this with staff CVs. Subcontractors must be high quality and low risk, with written evidence confirming this. Ensure procedures prevent funding extremist organisations.
9. You are responsible for subcontractors' actions related to Skills Bootcamp services.

### Subcontractor selection and appointment

10. You must follow approved subcontracting arrangements in your application and Grant Agreement. Notify and get GLA approval for any changes. GLA may revisit selection criteria to ensure they are still met. Consult your GLA Provider Manager if considering changes to subcontracting arrangements for guidance on the process.
11. 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).
12. You must carry out your own due diligence checks on subcontractors and have results available for inspection.

### Entering a subcontract

13. You must not award a subcontract to any organisation if:
  - 13.1. 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
  - 13.2. Its statutory accounts are overdue.
14. Ensure learners are supported and aware of roles and responsibilities.
15. You must have a legally binding agreement with each subcontractor.
16. You must have a plan for learners if subcontracting arrangements change or subcontractors go into liquidation.
17. You must ensure subcontracts allow monitoring and control over subcontractor delivery and quality.

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

18. You must make sure that your Subcontractors:
  - 18.1. Comply with the requirements set out in the Delivery Handbook,

- 18.2. Provide data and management information on Learners supported by the Skills Bootcamp to ensure accurate reporting of subcontractor delivery,
- 18.3. Grant us and our nominee's access to their premises and all Skills Bootcamp-related documents under the same terms as your Grant Agreement,
- 18.4. Provide necessary evidence to support regular reports and claims for Skills Bootcamps Grant Funding.
- 18.5. Always have suitably qualified staff delivering the Skills Bootcamps,
- 18.6. Co-operate to ensure continuity for Learners if a subcontract ends,
- 18.7. Immediately report to the GLA any evidence of irregular financial or delivery activity, including:
  - 18.7.1. Non-delivery of Skills Bootcamp activities and outcomes, errors, and inaccuracies in claims,
  - 18.7.2. Sanctions or restrictions imposed by an awarding organisation,
  - 18.7.3. Complaints or allegations by Learners, volunteers, or other relevant parties,
  - 18.7.4. Allegations of fraud.

### Monitoring your Subcontractors

19. You must manage and monitor all subcontractors to ensure high-quality delivery that meets Skills Bootcamps objectives and Delivery Handbook requirements.
20. You must conduct a regular and substantial program of assurance and compliance checks on the Skills Bootcamp activities delivered by your subcontractors.
21. The assurance programme must include:
  - 21.1. Visits to venues where delivery takes place which are unannounced or at short notice,
  - 21.2. Checks to confirm that Learners are eligible,
  - 21.3. Checks to ensure compliance with the Delivery Handbook requirements through direct observation of initial guidance, assessment, and delivery of Project activities; and
  - 21.4. Face-to-face interviews with learners, employees or volunteers working for the Subcontractor.

22. Assurance check findings should confirm that the subcontractor is delivering the Skills Bootcamp as agreed in your subcontracting plan and in accordance with submitted data, management information, and supporting evidence. If not, take immediate action to address identified issues.
23. The GLA may request evidence of your assurance program, findings, and any actions taken to correct identified issues.

### Requesting changes to subcontracting arrangements

24. Your GLA approved subcontracting plan must include:
  - 24.1. The name of each of your Subcontractors,
  - 24.2. The grant award start and end date for each Subcontractor,
  - 24.3. The Skills Bootcamp activities that will be undertaken, and outcomes that will be delivered by each Subcontractor,
  - 24.4. The estimated proportion of Skills Bootcamps Funding will be paid to that Subcontractor for delivery of the Project.
25. 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

26. The GLA will pay Skills Bootcamps Grant Funding for delivery of outputs and outcomes. If subcontractors deliver some of these on your behalf, you are expected to pass the payments for these outcomes to them.
27. You may retain some Skills Bootcamps Grant Funding for providing administrative, management, or other support to subcontractors. If you do this, you must have a clear, published policy on funding retention or charges, reviewed by your governing body or board of directors and signed by your accounting officer.
28. Providers subcontracting Skills Bootcamp funding must adhere to a maximum retention fee of 20% of the allocated amount. If the retention fee exceeds this threshold, a detailed justification must be provided, outlining the exceptional circumstances necessitating the higher fee. The GLA will only consider retention fees above 20% in rare and exceptional cases, ensuring that the majority of funding directly supports educational delivery and outcomes.
29. If you charge a fee for supporting subcontractors, this fee may be subject to VAT, which cannot be included in your Skills Bootcamps Grant Funding claim.

30. As a minimum, you must include the following in your subcontracting funding retention and charges policy:
- 30.1. Your reason(s) for using Subcontractors,
  - 30.2. A description of the support and management activities you will provide to subcontractors in return for the retained Skills Bootcamps Grant Funding, and explain how this arrangement will improve the quality of delivery for both you and your subcontractors,
  - 30.3. Specify the percentage of Skills Bootcamps Grant Funding you will retain for supporting and managing subcontractors, and explain how you calculate this percentage,
  - 30.4. If appropriate, the reason for any differences in retention amounts or support provided to, and management and oversight of, different Subcontractors,
  - 30.5. 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,
  - 30.6. How and when you will communicate and discuss your policy with current and potential Subcontractors,
  - 30.7. How and when the policy will be reviewed; and
  - 30.8. Where you publish your policy.
31. 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.
32. [Link to Subcontracting funding rules for post-16 education and training](#) (excluding apprenticeships) August 2024 to 31 July 2025, which apply to all GLA Grant funded providers for Skills Bootcamps in Wave 6

### 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](#)
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: ([Information Commissioner's Office](#))

## Section 3: Skills Bootcamps Eligibility

### Provider Eligibility

1. Providers need to have a delivery site in London or within the London fringe for the delivery of Skills Bootcamps. Providers learning site must be a physical location that is suitable and accessible. GLA Provider Managers will need to visit your site within 3 months of signing the grant agreement. If they find the site not fit for purpose, inaccessible, or not legitimate (like a residential address), your funding will be withdrawn for breaching the contract.
2. Providers 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 DfE funding year. This means:
  - 3.1. For Skills Bootcamps starting between 01 April 2025 – 31 July 2025 learners must be aged 19 or older on or before 31 August 2024
  - 3.2. For Skills Bootcamps starting between 01 August 2025 and 31 March 2026 learners must be aged 19 or older before 31 August 2025
4. Learners must also meet all the following criteria:
  - 4.1. Have the right to work in the UK - this can be checked on [gov.uk/view right-to-work](https://gov.uk/view-right-to-work); and
  - 4.2. To meet residency requirements, learners must satisfy the 3-year residency rule, which means they should have lived in the UK for at least three years before starting their course. Providers must consult the Residency Eligibility section of the Adult Skills Fund funding rules before enrolling an individual in a Skills Bootcamp. and
  - 4.3. Live in London. ([ASF postcode files](#))
  - 4.4. Military personnel who are based within the United Kingdom England but intend to leave the military and return to Greater London to live and work within six months of completing the Skills Bootcamp, will be eligible for GLA Skills Bootcamp funding. Providers must ensure that learners have a clear intention to return to Greater London to live and work and will need to provide evidence to support this. Where Milestone 3 outcomes are claimed

within six months after completion, the GLA will require evidence to confirm the learner has relocated to Greater London in line with their original intention.

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 employment, self-employed, or unemployed (i.e., not in work), as well as adults returning to work after a break. 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. A learner 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. Providers have an obligation to ask prospective learners whether they have already undertaken a Skills Bootcamp in that funding year and if they are currently undertaking a Skills Bootcamp.
8. Learners may only transfer between Skills Bootcamps within a year but only under the following conditions:
  - 8.1. The learner must have left their first Skills Bootcamp before the first payment milestone cut-off.
  - 8.2. The learner may only start two Skills Bootcamps maximum within a year.
9. 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.
10. 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 and/or disabilities (LLDD) and migrant learners.

11. As part of their service, the Provider will follow the rules in Part 2 of the [Keeping Children Safe in Education guidance](#). This is to make sure they protect and support the welfare of high needs learners up to age 25 who are receiving education or training at their institution or through the Provider, even in settings outside the Provider's direct control.
12. The Provider will monitor and act on any other harm to learners to the extent that the provider could reasonably be expected to do so and/or where the harm could affect the quality of the learning experience. The Provider will monitor and act on any other harm to learners to the extent that the provider could reasonably be expected to do so and/or where the harm could affect the quality of the learning experience.
13. 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.
14. Skills Bootcamps will be co-funded at 30 per cent contribution towards the cost of training by a large employer (LE) (defined as an employer with more than 250 employees), 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.
15. Providers are responsible for ensuring they collect and maintain evidence of payment of the employer's contribution. providers 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.
16. There must be no charges to the individual learner for any element of the Skills Bootcamps.



17. 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 2026 (previously end of April 2024), and the impact of this change will continue to be reviewed. Claimants can receive further guidance about this from their local Jobcentre Plus.
18. 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

19. Residency eligibility requirements for learners participating in Skills Bootcamps follow the Department for Education's (DfE) Adult Skills Fund (ASF) funding rules and are therefore not specific to the Skills Bootcamps programme. The residency requirements in the national ASF Funding Rules referred to in the Skills Bootcamps Prospectus (London), reflected the national residency requirements.
20. Please ensure that you adhere to the latest ASF funding rules – [Adult Skills Fund \(ASF\) provider information](#)

### Employer Eligibility

21. All Milestone 2 Guaranteed Interviews and Milestone 3 outcomes/Career Progressions must be with an employer registered as a UK company under the Companies Act 2006 and / or is located in England. All Milestone 2 and 3 employers listed on Companies House must be active. Their accounts should not be dormant, in the process of dissolution, or being struck off.

## Section 4: Skills Bootcamp Delivery

### Level of Delivery

1. Skills Bootcamps must be delivered at Level 2-5. This is new for Wave 6, the GLA given flexibility for Skills Bootcamps at level 2 for all sectors other than Digital and Creative, where our analysis indicates the occupational demand is at a higher qualification level.

### Course Length

2. Courses on offer must be a minimum of 60 Guided Learning Hours (GLH) (20 GLH for Skills Bootcamps related to driving) 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 in in person or online.

2.1. The following do not count as Guided Learning Hours:

2.1.1. Pre-recorded content.

2.1.2. Learners are sent off to do a project independently, in groups or alone where the tutor is not regularly supporting or interacting.

2.1.3. Self-directed study hours (e.g., using a learning platform).

2.1.4. Assignments not directly facilitated by a tutor in a live format (e.g. a tutor being contactable on demand does not qualify as GLH).

2.1.5. Optional, drop-in sessions that learners can book in addition to the planned guided learning hours set out for the Skills Bootcamp grant.

2.1.6. Please speak to your GLA Provider Manager if you have any queries about what qualifies as Guided Learning Hours (GLH).

3. 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 of where the GLA suspects GLH under delivery.

## Course Content & Flexibility

4. Skills Bootcamps should be reasonably delivered to a learner 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)).
5. Funding for wraparound career and personal development support for Skills Bootcamps is included in your Skills Bootcamps allocation.
6. Providers must deliver personalised wraparound career and personal development support for all phases of the Skills Bootcamps delivery. Ensuring this support is tailored to different needs and contexts including personalisation considering experience and employment status (employed, unemployed, self-employed, returners to work, prisoners within 6 months of release etc).
7. You must demonstrate comprehensive learner wraparound support, including coaching and mentoring, from the application stage through to after the program. This support should help learners find jobs or new roles. It should include:
  - 7.1. Screening applicants upfront.
  - 7.2. Broader work skills and behaviours, such as good workplace communication, managing stress, managing time, making decisions, and solving problems (referred to as "Behavioural Skills Support"), to help the learner find a suitable job.
  - 7.3. Providing pastoral services to help learners complete the program.
  - 7.4. Appropriate academic, skills and training support. This should include the incorporation of activities which replicate what learners can expect to be doing in the workplace, such as group projects, solving problems for real-world challenges set by employers, or industry placements and / or mentorships to gain experience 'on the job'.
  - 7.5. Personalised support, taking into consideration the learner's employment history and existing skills. Learners should complete personal development plans at the beginning, and record progress in reflective journals as the course progresses.
  - 7.6. IT, internet access and administrative support by providing provider contact details during office hours.
  - 7.7. Maintaining a relationship between learner and employer throughout the programme. Focus on engagement with employers who have genuine and evidenced vacancies, matching learners to job vacancies and securing interviews for learners with employers early into the programme.

- 7.8. Scheduling monthly check-ins to track the learner's employment status for the number of months after completion of the relevant Skills Bootcamp specified in the and offering follow-up services to support job placement, mentorship, and pastoral care.
- 7.9. In the event that the learner is either unsuccessful at interview or does not attend an interview, carry out a follow up review with the learner to discuss why they did not pass or attend the interview.
- 7.10. Based on the review, signposting appropriate next steps for the learner. This can include but is not limited to further career and personal development support, additional learning if the learner requires more support to pass an interview related to the relevant skills need or helping the learner to secure further interviews with appropriate employers.
- 7.11. Additionally, you should give high-quality advice and guidance to help learners achieve positive employment outcomes, such as CV writing support and mock interviews.
- 8. Provision may be delivered either in-person or a hybrid model of online and in-person **(the GLA does not accept delivery models that are entirely online)**. The in-person delivery must be at a delivery base within London or the 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 developed by the Institute for Apprenticeship & Technical Education (IfATE), 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).
- 11. Please also immediately consult with your GLA Provider Manager if you require a Change Request, these changes include, but are not limited to:
  - 11.1. Reduction of GLH for one or more bootcamps as per Grant Agreement,
  - 11.2. Change (increase or decrease) in the agreed learner numbers as per Grant Agreement,
  - 11.3. 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 auditing 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:
  - 20.1. To support the management process,
  - 20.2. To support payments to be made,
  - 20.3. To enable reconciliation to take place,
  - 20.4. To enable evaluation to take place,

- 20.5. In line with agreed audit arrangements,
- 20.6. In adherence with the UK GDPR and DPA 2018,
- 20.7. And to support any written request from the GLA.

21. You must:

- 21.1. Accurately reflect delivery and outcomes of your Skills Bootcamps in your Individualised Learner Record (ILR) submitted to the Submit Learner Data (SLD) service and via any other data collections requested,
- 21.2. Report new Learner starts within one month of the Learner starting, and
- 21.3. Report within two months of the Learner finishing, all withdrawals, and completions,
- 21.4. Report job outcomes for Learners in the next monthly reporting cycle following an offer of a job by an employer to a Learner; and
- 21.5. Report employment status of learners within six months after completion of the Skills Bootcamp.

### Skills Bootcamps Timelines and Milestones

22. **Delivery Milestones** - We will expect training providers to plan their cohorts to meet these contractual timelines:

**22.1. Milestone 1**

In order to meet the DfE KPIs of 20% by 31st July 2025 and 50% by 30th September 2025, the GLA have set different KPIs for Wave 6 Direct Award and Wave 6 Open Competition for learner starts/Milestone 1 starts:

Wave 6 Direct Award bootcamps	Wave 6 Open Competition bootcamps
<ul style="list-style-type: none"> <li>• 30% by 31st July 2025</li> <li>• 60% by 30th September 2025</li> <li>• 100% achieved by 31<sup>st</sup> March 2025</li> </ul>	<ul style="list-style-type: none"> <li>• 30% by 30th September 2025</li> <li>• 100% achieved by 31st March 2026</li> </ul>

22.2. **Milestone 2:** All learners must be offered an interview within 8 weeks of completing their Skills Bootcamp course. It is imperative that all Milestone 2 requirements to be completed by 31st March 2026.

- 22.3. **Milestone 3:** All learners to be offered a job 6 months after completing their Skills Bootcamp course. It is imperative that all Milestone 3 requirements to be completed by 30 September 2026
23. There are three payment milestones associated with a learner on a Skills Bootcamp. Payments will be made on the following basis:
24. 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.
25. You must submit data via the [Individualised Learner Record](#) (ILR) and any additional information requested by the GLA via the Supplementary Data Return (SDR) template. The ILR and Supplementary Data Return (SDR) are both mandatory and must be submitted monthly in accordance with the specifications set by the GLA and DfE. The submitted data will be utilised for purposes including payments, performance management, audit, quality control, and evaluation.
26. All claims must be submitted with a signed copy of the 'Provider Declaration' document. Please ensure you upload this signed document to ShareFile along with your SDR document. This declaration must be signed by the primary staff member responsible for collating and submitting your return and the Recipients' Senior Responsible Owner of the project.
27. You will also be expected to provide the GLA with any additional data which may be required to enable a full evaluation of the Skills Bootcamps programme to be completed.
28. 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.
29. Providers will be required to submit their ILR monthly within the specified submission dates explained in the relevant additional GLA data collection guidance provided. The GLA will perform evidence and validation checks based on the submitted ILR data (and any other required data collections), reconciling financial claims with evidence submitted onto the GLA ShareFile. Once the GLA are satisfied the correct evidence has been submitted we will request providers enter the agreed claim value onto the GLA OPS portal. The GLA will then make payment through our authorisation process.
30. Providers can access the GLA Skills Gateway through the GLA OPS portal, where they can view reports to identify which milestones have been paid each return period after submitting the ILR. You must keep an evidence pack for every

Skills Bootcamps learner. This pack should contain proof to support the funding claimed and must be available to the GLA upon request. The evidence pack should confirm all information reported in the ILR, SDR, and include all supporting evidence. Examples of evidence include learner registration records, accreditation and certification records, digital reporting records, learner interviews and job offer evidence, and copies of work contracts. If any irregularities are found, the GLA may conduct further checks and take remedial action.

31. 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

32. The GLA is committed to working collaboratively with Skills Bootcamps providers to ensure the success of the programme. To enable this, we have established a partnership approach to provider management. We will support and guide providers through the lifetime of the Skills Bootcamp, including detailed onboarding, monthly review sessions, site visits, knowledge sharing and consultation.
33. The GLA will assign each Provider a GLA Provider Manager who will maintain regular contact with you via Teams, telephone, email, and visits. This will enable us to review 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 P include, but are not limited to:
  - 34.1. Appointment of a Project Manager,
  - 34.2. Verification of outcomes,
  - 34.3. Internal quality control procedures, including risk management,
  - 34.4. Addressing underperformance,
  - 34.5. Attendance at workshops or seminars as directed.

### Communication

35. Under the terms and conditions of your Grant Agreement, you need to comply with brand guidelines from the GLA and the Department for Education (DfE). You should not use any branding other than as set out in the Skills Bootcamp for Londoners Branding Guidelines as otherwise agreed with the GLA.



36. Suppliers must follow the GLA's communication guidelines. All services under your Grant Agreement with the GLA must be advertised, marketed, and provided using the GLA's chosen names and branding throughout the Grant Agreement. Once the Skills Bootcamp Grant Agreement ends, you can no longer use the GLA's names, branding, or trademarks.
37. Providers of the London Skills Bootcamps Programme must use the Mayor of London logo and the Department for Education (DfE) Skills for Life and Skills Bootcamps lockup and Funded by the UK Government logos prominently in all communications materials and public facing documents relating to funded activity – including print and publications, through to digital and electronic materials.
38. The GLA must update the National Careers Service (NCS) Find a Course website to ensure that all contracted Skill Bootcamps available for learner applications are effectively promoted. Providers, including those with subcontracted provision, are required to supply relevant information by completing the NCS, Find a Course tab on the Supplementary Data Return. This information must be regularly updated in accordance with your grant agreement. For further details, refer to Annex 10.

### Delivery and Planning

39. 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 information on the Bootcamp structure, staffing and governance and outcomes.

### Managing Risks

40. 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'.
41. 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

42. 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.
43. You will need to be able to demonstrate that:

- 43.1. Your Learners are provided with regular opportunities to give feedback about the Skills Bootcamp and the activities that they have been involved in; and
- 43.2. 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.
- 44. 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.
- 45. Learners' feedback may be gathered in many formats depending on the nature of your Project and the individuals that you are supporting. Examples include:
  - 45.1. Satisfaction surveys and questionnaires,
  - 45.2. Individual or group discussions, the results of which are recorded and retained,
  - 45.3. Learners' involvement in project management meetings and/or steering group meetings.
- 46. 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.
- 47. 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 your Grant Agreement.

## Programme and Project Evaluation

### Evaluations

- 48. The evaluation of this initiative is vital to the 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.
- 49. 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 practice 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.

50. The evaluation will involve providers, delivery partners and employers, focusing on the delivery and outcomes of Skills Bootcamps. Providers 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.
51. 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 a full evaluation to be completed.
52. All providers must ensure that any employers they collaborate with whether through programme development, module delivery, or offering vacancies receive a copy of the Skills Bootcamps Privacy Notice for Employers. Providers must also confirm that the employers have received this notice by recording it in the employer's tab on the SDR.

### Project Closure

53. All outputs and outcomes must be achieved in line with the deadlines outlined above in 'Table 1: Payment Milestone details'.
54. All outputs and outcomes must be claimed and reported to the GLA on or before 22 October 2026 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'.
55. At the end of Wave 6, 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 ILR, 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 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. You are required to process this data in accordance with the confidentiality and data protection requirements set out in your Grant Agreement. 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. Effective from April 1, 2025, providers of Wave 6 GLA-funded Skills Bootcamps must submit Individualised Learner Record (ILR) data through the Submit Learner Data (SLD) service. This submission must adhere to the relevant national and local guidelines. Additionally, providers will be required to submit a

Supplementary Data Return (SDR) on a monthly basis. The Greater London Authority (GLA) will provide detailed data collection guidance to all successful providers.

### Skills Bootcamps Grant Funding Claims

7. 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

8. 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 Paragraphs 10 to 12 of the payments, performance, and monitoring.
9. Whilst all outputs and outcomes must be achieved by the deadlines outlined in 'the Payment Milestone Summary table details', all outputs and outcomes must be claimed and reported to the GLA by 22 October 2026 at the latest.

**Payment Milestone Summary table**

	Bootcamps Levels 2 and 3		Bootcamps Levels 4 and 5
<b>Milestone 1</b>	<b>40%</b>		<b>40%</b>
	Completion of 14 qualifying (calendar) days and must include a minimum of 10 guided learning hours		Completion of 14 qualifying (calendar) days and must include a minimum of 10 guided learning hours
<b>Milestone 2</b>	<b>30%</b>		<b>30%</b>
	<ul style="list-style-type: none"> <li>• Completion of training</li> <li>• Passing any required assessments</li> <li>• Offer of an interview for a role that includes the following elements:</li> <li>• Pays at least the national minimum wage or national living wage*</li> <li>• At least 16 hours per week</li> <li>• Continuous employment for a minimum of 12 weeks</li> </ul>		<ul style="list-style-type: none"> <li>• Completion of training</li> <li>• Passing any required assessments</li> <li>• Offer of an interview that incorporates Good Work Standards:</li> <li>• Pays a minimum of London Living Wage</li> <li>• At least 16 hours per week</li> <li>• Continuous employment for a minimum of 12 weeks</li> </ul>
<b>Milestone 3</b>	<b>30%</b>	<b>15%</b>	<b>30%</b>
	<ul style="list-style-type: none"> <li>• Offer of a new job or career progression that incorporates</li> </ul>	<ul style="list-style-type: none"> <li>• Offer of a new job or career progression that:</li> </ul>	<ul style="list-style-type: none"> <li>• Offer of a new job or career progression</li> </ul>

	<b>Good Work Standards:</b> <ul style="list-style-type: none"> <li>• Pays a minimum of London Living Wage (LLW)</li> <li>• At least 16 hours per week</li> <li>• Continuous employment for a minimum of 12 weeks</li> </ul>	<ul style="list-style-type: none"> <li>• Pays at least the national minimum or national living wage* but less than LLW</li> <li>• At least 16 hours per week</li> <li>• Continuous employment for a minimum of 12 weeks</li> </ul>	that incorporates Good Work Standards: <ul style="list-style-type: none"> <li>• Pays a minimum of London Living Wage</li> <li>• At least 16 hours per week</li> <li>• Continuous employment for a minimum of 12 weeks</li> </ul>
* national minimum wage or national living wage (as appropriate to age) <a href="https://www.gov.uk/national-minimum-wage-rates">https://www.gov.uk/national-minimum-wage-rates</a>			
No Milestone 2 or Milestone 3 outcomes can include the use of zero hour contracts (except where the individual explicitly consents)			

## Payment Mechanism

### Payments Milestone Breakdown

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

10.1. 40% of agreed unit cost on completion of 14 qualifying days and must include a minimum of 10 guided learning hours (Milestone 1). See page 22 for Milestone 1 target dates.

10.2. Providers must achieve Starts by 31<sup>st</sup> March 2026 in line with delivery plans and in time to achieve Completions by this deadline also.

11. **Milestone 2:** All learners must be offered an interview within 8 weeks of completing their Skills Bootcamp course. It is imperative that all Milestone 2 requirements to be completed by 31st March 2026.

11.1. 30% of the agreed unit cost on successful completion of the training programme including passing any required assessments.

AND

11.2. 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

11.3. 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

11.4. 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).

- 11.5. For the self-employed learner: written confirmation of how the new training has been/will be applied to get new opportunities (work or contracts)
- 11.6. For Pathways to Accelerated Apprenticeships only:
  - 11.6.1. Fully funded/independent learner - evidence of an offer of an accelerated apprenticeship interview or other job (which is not an apprenticeship) vacancy. The apprenticeship must be linked to the skills acquired on the Skills Bootcamp.
  - 11.6.2. For the co-funded learner - an offer of an interview for a new role/ additional responsibility within the current organisation.
12. **Milestone 3:** All learners to be offered a job 6 months after completing their Skills Bootcamp course. It is imperative that all Milestone 3 requirements to be completed by 30 September 2026, See Annex 9
  - 12.1. A Milestone 3 payment of 30% for achieving a Good Work Job outcome. Alternatively, a 15% reduction payment may apply (see exception in section 13.3). A 'successful outcome' is defined as securing a new job, as per the [Mayor of London's Good Work Standard](#), which includes continuous employment for at least 12 weeks and must pay the [London Living Wage as published](#). It can also be an Apprenticeship, a new role or additional responsibilities with a current employer, or new contracts or opportunities for the self-employed, using skills gained from the Skills Bootcamp. This must occur within 6 months of completing the Skills Bootcamp.
  - 12.2. The only exception to this requirement is where all of the following criteria have been met:
    - 12.2.1. the Skills Bootcamp is delivering at levels 2 or 3 and;
    - 12.2.2. the pay offered for the role associated with the interview is above the [National Minimum Wage \(NMW\)](#) but below the [London Living Wage \(LLW\)](#) and;
    - 12.2.3. All other good work criteria have been met for the associated role and;
    - 12.2.4. The learner has achieved Milestone 3 for a job outcome which utilises the exception to the good work requirement for Milestone 3.
  - 12.3. Pathways to Accelerated Apprenticeships only
    - 12.3.1. An accelerated apprenticeship with a new employer or existing employer that utilises the skills acquired through the Skills Bootcamp. We will also require evidence that an apprenticeship

outcome will be accelerated (reduced in length by at least 3 months).

12.3.2. A job (which is not an apprenticeship) that utilises the new skills acquired through the Skills Bootcamp.

12.3.3. Co funded learner into a new role or their existing role but with additional responsibilities that utilises the new skills acquired through the Skills Bootcamp.

12.3.4. A new opportunity or contract where the learner is self-employed (note: we expect this to be an unlikely outcome for this model) gained as a result of the new skills acquired through the Skills Bootcamp.

12.3.5. Please note that the offer of an apprenticeship that has not been accelerated cannot be claimed for the PTAA Outcome payment.

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

13.1. Up to 100% of the unit rate for eligible learners deemed to be fully funded,

13.2. Up to 70% of the unit rate for those eligible learners where their employer is training their own employees.

13.3. Large employers must co-fund 30% of the unit rate where their employee is undertaking a Skills Bootcamp this is reduced for;

13.4. 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.

14. 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 the grant agreement stage.

15. 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:

15.1. Employed/self-employed, or

15.2. Career changers/returners/redeployed, or

15.3. Unemployed, or



- 15.4. Serving prisoners due to be released within 6 months of completion of a Skills Bootcamp and those on Temporary Release.
- 15.5. It is your responsibility to ensure eligible learners have the right to live and work in the UK and are resident in London.

Military personnel who are based within the United Kingdom England but intend to leave the military and return to Greater London to live and work within six months of completing the Skills Bootcamp, will be eligible for GLA Skills Bootcamp funding. Providers must ensure that learners have a clear intention to return to Greater London to live and work and will need to provide evidence to support this. Where Milestone 3 outcomes are claimed within six months after completion, the GLA will require evidence to confirm the learner has relocated to Greater London in line with their original intention.

### Monitoring

16. 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.
17. 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.
18. The frequency of monitoring and review visits may be increased if you are underperforming, or we have other concerns about your delivery.
19. 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.
20. 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.
21. 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.
22. 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.

23. 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.
24. 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 6 as part of our wider contract management and quality control and improvement processes.
25. 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.
Individualised Learner Record (ILR)	<p>The ILR is an on-going collection of data about learners and the learning undertaken by them from learning providers in the Further Education (FE) and Skills sector.</p> <p>ILR data is submitted by uploading a file in XML (extensible mark-up language) format through the Submit Learner Data (SLD) service.</p> <p>Data submitted via the ILR is used (in conjunction with other required data collections) to calculate funding and to enable comparison of actual volumes and costs against contracted levels.</p>
GLA Provider Manager	A GLA staff member designated as the main contact between the Skills Bootcamps Provider and the GLA during the Grant Agreement period.
Grant Agreement	The Skills Bootcamps Grant Agreement Terms and Conditions.
Monitoring Visit	The GLA Provider Manager conducts periodic visits to Skills Bootcamp Providers. These include monthly performance review meetings, either via Teams or face-to-face, to assess progress and outcomes. The GLA also performs detailed sample checks for compliance and accuracy. Additionally, quality visits are made to evaluate classrooms and discuss with learners and employers. A site visit ensures the facilities are suitable for the course. These monitoring visits are referred to as 'review meetings' in the Grant Agreement.
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.
Good Work	The <a href="#">London Mayor's Good Work Standard</a> aims to improve working lives by setting high employment standards. It focuses on four key areas: fair pay ( <a href="#">London Living Wage</a> ) and conditions, workplace wellbeing, skills and progression, and diversity and recruitment.
Employer	<ol style="list-style-type: none"> <li>1. An organisation registered as a UK company under the Companies Act 2006 or located in England.</li> <li>2. An organisation registered as a charity with the Charity Commission for England &amp; Wales or located in England.</li> <li>3. Nonprofit organisations, also known as non-governmental organisations (NGOs), third sector, or charities.</li> </ol>
Project Delivery Period	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.
Project Manager	An individual appointed by and accountable to the Skills Bootcamps Provider to manage the Project, ensuring compliance with GLA requirements, meeting all reporting requirements, delivering outcomes, and aligning with the original aims and objectives.
Project Risk Register	A tool to figure out how likely problems are to happen during the Project and to find ways to stop them or reduce their impact.
Skills Bootcamps	Skills Bootcamps are flexible intensive training courses lasting up to 16 weeks, offering Level 2 to 5 qualifications. They include a guaranteed job interview for new jobs. These courses help adults gain technical skills for in-demand jobs, apprenticeships, new opportunities, and higher income, even for the self-employed.
Skills Bootcamps Grant Funding	The payments made for delivery of the Project by the GLA to a Skills Bootcamp Provider.
Skills Bootcamps Delivery Partner	Any organisation that is not the Skills Bootcamps Provider or a Subcontractor but helps deliver the Bootcamp. These partners do not need a formal agreement with the Provider. They can be referral organisations, training providers, Local Authorities, etc., and their support helps achieve the Project objectives and Primary Results more effectively.
Skills Bootcamps Provider	An organisation that has been awarded a grant to deliver a Project through the Skills Bootcamps for Londoners programme.

## Annex 2 – Key performance Indicators (KPIs)

KPI Name	Definition	Performance Measure
<b>Learner Start (Milestone 1)</b>	Completion of 14 qualifying days and completion of initial assessment equating to at least a minimum of 10 guided learning hours within this period	<p>In order to meet the DfE KPIs of 20% by 31<sup>st</sup> July 2025 and 50% by 30<sup>th</sup> September 2025, the GLA have set the following KPIs on learner/Milestone 1 starts:</p> <p><b>W6 Direct Award</b> bootcamps:</p> <ul style="list-style-type: none"> <li>• 30% by 31<sup>st</sup> July 2025</li> <li>• 60% by 30<sup>th</sup> September 2025</li> </ul> <p><b>W6 Open Competition</b> bootcamps which will be starting later in summer 2025:</p> <ul style="list-style-type: none"> <li>• 30% by 30<sup>th</sup> September 2025</li> </ul> <p><b>All Wave 6 bootcamps:</b> 100% achieved by 31<sup>st</sup> March 2026</p>
<b>Guaranteed Interview for each Relevant learner* on the Skills Bootcamp</b>  <b>*a relevant Learner is one who is not</b>	Interview must be for a job (which can be an apprenticeship) The interview must be for a job that matches the skills acquired by learner through the successful completion of the Skills Bootcamp.	<b>100%</b>

training with the support of their existing employer, or are self-employed		
<b>Learner Outcomes/Career Progression</b>  Providers to ensure a positive outcome for at least 75% of individuals within 6 months of completing their Skills Bootcamp	Unemployed learners/independent learners: Should get a new job (which can be an apprenticeship) within 6 months of completion of their Skills Bootcamp, that utilises the skills acquired in the Skills Bootcamp  Employed learners being supported by their employers: Should get a new or different role within 6 months of completion that utilises the skills acquired in the Skills Bootcamp.  Self-employed learners: Should secure new opportunities/contracts within 6 months of completion that utilises the skills acquired in the Skills Bootcamp.	<b>75%</b>
New Skills	Learners who successfully complete a Skills Bootcamp will have acquired new skills within the scope of the Skills Bootcamp programme.	<b>100%</b>
<b>Referral to alternative Opportunities</b>	Learners who are unsuccessful at post completion interview should be referred to other job and training opportunities.	<b>100%</b>
Learner drop- out rates	Robust recruitment and learner support processes must be in place to minimise learner drop-outs.	<b>20% or less</b>
Employer engagement	Every Skills Bootcamp should be able to evidence Employer Engagement at the Design Stage, during the Delivery Stage and Post Skills Bootcamp Stage, supporting the learner into the improved outcome.	<b>100%</b>
Employer co-funding	Where they are training their own existing employees*, all employers must co-fund the training with a cash contribution.  *Employee defined as directly employed by the employer, not a worker, sub-contractor, or freelancer ** SME defined as an employer with less than 250 employees.	<b>30%</b> of Skills Bootcamp cost (large employers).  <b>10%</b> of Skills Bootcamp cost if the employer is an SME**

Equality Targets	The Provider is required to meet the equality targets specified in the grant agreement. Progress towards these targets will be monitored on a monthly basis and reviewed during the monthly performance meetings with the GLA's Provider Manager.	<b>100%</b>
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## Annex 3 – Example Enrolment Form

Company Logo

Company Learning Agreement 2025/26

Provider UKPRN:

Skills Bootcamp name:

<b>1. Learner Information</b>			
Title:		Surname/Family Name:	
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 as stated in passport or birth certificate: Male <input type="checkbox"/> Female <input type="checkbox"/>
Gender: Male <input type="checkbox"/> Female <input type="checkbox"/> Other <input type="checkbox"/> (Please specify) Undergoing Gender Reassignment? Yes <input type="checkbox"/> No <input type="checkbox"/>			Are you one of the following please tick: Parent <input type="checkbox"/> Carer <input type="checkbox"/> or a Care Leaver <input type="checkbox"/>
Home Telephone No:		Mobile No:	
Email address		National Insurance Number:	
<b>2. Please indicate your ethnic group: (please tick ONE box)</b>			
<b>White</b> <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  <b>Mixed/Multiple ethnic groups</b> <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		<b>Asian/Asian British</b> <input type="checkbox"/> Indian <input type="checkbox"/> Pakistani <input type="checkbox"/> Bangladeshi <input type="checkbox"/> Chinese <input type="checkbox"/> Any other Asian background  <b>Black/African/Caribbean/Black British</b> <input type="checkbox"/> African <input type="checkbox"/> Caribbean <input type="checkbox"/> Any other Black/African/Caribbean background  <b>Other, ethnic group</b> <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"/>			



<b>3. Emergency Contact Details</b>	
Emergency contact name:	Relationship:
Mobile telephone no:	Home telephone no:

<b>4. Prior Attainment/Highest Previous Qualifications</b>	
<input type="checkbox"/> None	No formal qualifications
<input type="checkbox"/> Entry Level	Entry level certificates/ESOL Skills for Life (at Entry level)/Functional Skills (at Entry level)
<input type="checkbox"/> Level 1	NVQ Level 1/GCSEs or 'O' Levels – 5 or more grade 3-1 (D-G), or less than 5 grades 9-4 (A*-C)
<input type="checkbox"/> Full Level 2	NVQ Level 2/GCSEs or 'O' Levels – 5 or more grade 9-4 (A*-C)/GCSE – 5 or more grade 4 or above/two AS Levels/one A Level/BTEC L2
<input type="checkbox"/> Full Level 3	NVQ Level 3/two or more A Levels/two or more BTECs L3/GNVQ Advanced Diploma/other Level 3 qualification(s)
<input type="checkbox"/> Level 4	QFC Level 4/HNC/Certificate of Higher Education
<input type="checkbox"/> Level 5	QFC Level 5/HND/Foundation Degree
<input type="checkbox"/> Level 6	QFC Level 6/Bachelor Degree/Graduate Certificate/Graduate Diploma
<input type="checkbox"/> Level 7	QFC Level 7 and above/Master's Degree/Postgraduate Certificate/Postgraduate Diploma/Doctorate
<input type="checkbox"/> Not known	

<b>5. Employment Information (before learning start date)</b>	
<input type="checkbox"/> Not working – looking for work <input type="checkbox"/> Not working – not looking for paid work <input type="checkbox"/> Working full time <input type="checkbox"/> Working part time <input type="checkbox"/> Self-employed	<input type="checkbox"/> Voluntary work – looking for work <input type="checkbox"/> Voluntary work – not looking for paid work <input type="checkbox"/> In full time education <input type="checkbox"/> Retired
If you are unemployed and looking for work, how long have you been unemployed for?	If you are working (including self-employed), how many hours a week do you work?
<input type="checkbox"/> Unemployed for less than 6 months <input type="checkbox"/> Unemployed for 6-11 months <input type="checkbox"/> Unemployed for 12-23 months <input type="checkbox"/> Unemployed for 24-35 months <input type="checkbox"/> Unemployed for over 36 months <input type="checkbox"/> Never worked	<input type="checkbox"/> Self-employed (please also tick relevant box below) <input type="checkbox"/> Employed for 0-10 hours a week <input type="checkbox"/> Employed for 11-20 hours a week <input type="checkbox"/> Employed for 21-30 hours a week <input type="checkbox"/> Employed for 31 hours or more a week <input type="checkbox"/> Employed on a Zero Hour contract
<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 – Please state here:	Length of employment:
Are you attending this bootcamp via your current employer (has applicant been sent on the bootcamp through their current employment)? Yes <input type="checkbox"/> No <input type="checkbox"/>	If ticked in Paid Employment above, please state name of your employer and your current job role and your current salary:

if you are not currently employed, please give most recent occupation: <input type="checkbox"/> Major Group <input type="checkbox"/> Managers, directors, and senior officials <input type="checkbox"/> Professional occupations <input type="checkbox"/> Associate professional and technical occupations. <input type="checkbox"/> Administrative and secretarial occupations <input type="checkbox"/> Skilled trades occupations <input type="checkbox"/> Caring, leisure and other service occupations <input type="checkbox"/> Sales and customer service occupations <input type="checkbox"/> Process, plant, and machine operatives <input type="checkbox"/> Elementary occupations	Do you plan to work alongside the bootcamp? <input type="checkbox"/> Yes (Full-time employment) <input type="checkbox"/> Yes (Self-employed) <input type="checkbox"/> Yes (Part time employed) <input type="checkbox"/> No
Industry / sector of current occupation (if not currently employed, please give most recent occupation)	
<input type="checkbox"/> Agriculture / forestry / fishing <input type="checkbox"/> Banking / finance <input type="checkbox"/> Construction <input type="checkbox"/> Distribution / hotels / restaurants <input type="checkbox"/> Energy / water	<input type="checkbox"/> Manufacturing <input type="checkbox"/> Public admin / education / health <input type="checkbox"/> Transport / communication <input type="checkbox"/> Other services (Please specify below)

<b>6. Household Situation – on the learning start date – please tick all that apply</b> <input type="checkbox"/> No member of the household in which I live (including myself) is employed. <input type="checkbox"/> The household that I live in includes only one adult (age 18 years or over) <input type="checkbox"/> There are one or more dependent children in the household (aged 0-17 years, or 18-24 years if full time students or inactive) <input type="checkbox"/> None of these statements apply. <input type="checkbox"/> I confirm I wish to withhold this information.
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<b>7. Disability, Learning Difficulty and or Health Problem – please tick all that apply, if no option is indicated the starred * option will be selected</b>	
Do you consider that you have a learning difficulty, disability, or health problem? Yes <input type="checkbox"/> *No <input type="checkbox"/> Other <input type="checkbox"/> Please specify:	
<input type="checkbox"/> Allergy <input type="checkbox"/> Asperger's Syndrome <input type="checkbox"/> Asthma <input type="checkbox"/> Autism Spectrum Condition <input type="checkbox"/> Cystic Fibrosis <input type="checkbox"/> Diabetes <input type="checkbox"/> Disability Affecting Mobility <input type="checkbox"/> Dyscalculia <input type="checkbox"/> Dyslexia <input type="checkbox"/> Epilepsy <input type="checkbox"/> Hearing Impairment <input type="checkbox"/> Diagnosed mental health condition	<input type="checkbox"/> Moderate Learning Difficulty <input type="checkbox"/> Physical Disability <input type="checkbox"/> Other Specific Learning Difficulty e.g., Dyspraxia <input type="checkbox"/> Profound/Complex Disabilities <input type="checkbox"/> Severe Learning Difficulty <input type="checkbox"/> Social, Emotional & Behavioural Difficulties <input type="checkbox"/> Speech, Language and Communication needs <input type="checkbox"/> Temporary Disability after Illness or accident <input type="checkbox"/> Visual Impairment-excluding glasses/contact lenses <input type="checkbox"/> Prefer not to say <input type="checkbox"/> Are you a wheelchair user?
If you have ticked more than one of the above, please state which disability, learning difficult:	

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

#### 8. Skills Bootcamp Details

Skills Bootcamp Title	Start Date	End Date	Number of Weeks	Hours Per Week	Total Hours
Number of hours attendance in person:		Number of hours self-directed study:			

#### 9. Contact and Marketing Information

How did you hear about us, please tick one? <input type="checkbox"/> Employer <input type="checkbox"/> Job Centre <input type="checkbox"/> Social Media	<input type="checkbox"/> Local Press <input type="checkbox"/> Search Engine <input type="checkbox"/> Friends / Family <input type="checkbox"/> Other Source
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#### 10. 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](#)

Whistleblowing entries for Skills Bootcamps must be clearly marked as 'Skills Bootcamps' and will submit via the DfE's whistleblowing submission process and will be escalated to the relevant policy team. **Please also copy in [skillsbootcamps@london.gov.uk](mailto:skillsbootcamps@london.gov.uk)**

<p>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:</p>	
<input type="checkbox"/> About courses or learning opportunities <input type="checkbox"/> For surveys and research <input type="checkbox"/> By Email  I agree to visual images being used for marketing purposes. Yes <input type="checkbox"/> No <input type="checkbox"/>	<input type="checkbox"/> By post <input type="checkbox"/> By phone

Learner Name:			
Signature:			
Date:			
<b>For staff use only</b>			
ID Seen: Only 1 type of ID needs to be recorded below			
Photographic ID Number	Passport number	Driving Licence	ID Card
Other ID Seen (if learner has no photographic ID) i.e., Birth certificate, bank card etc.			
Evidence of Funding:			
Unemployment benefit	Universal Credit	Job Seekers Allowance	Other (ASPEN etc)
Low wage evidence	Universal Credit	Wage Slip	P60
Evidence of Residency:			
EU Settlement Status			
Discretionary leave to enter or remain			
Exceptional Leave to enter or remain			
Indefinite leave to enter or remain			
Share code		Number	
Section 23a Letter or ARC Card		ARC Card number:	Expiry Date:
Has the learner lived in the UK for the last 3 years?		Yes <input type="checkbox"/> No <input type="checkbox"/>	
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.			
Comprehensive IAG completed		Yes <input type="checkbox"/> No <input type="checkbox"/>	
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](http://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 learners 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 our work to evaluate the effectiveness of Skills Bootcamps in supporting people to gain employment and higher incomes we will link this data to records on education and training, income, employment and benefits which are held by the Department for Education, 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 look at our 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 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. We may also request participation to gather feedback on the Skills Bootcamp.

## **How we use your personal information**

Personal information collected is treated as confidential and collected for research purposes, course quality assurance 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 (and its contracted research organisation) 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 the purpose of transparency in how we are using public funds. None of your individualised 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 learners' 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 learner 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 learners 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](mailto: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](mailto: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 Providers 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 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](http://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 providers 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 providers 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 providers 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 learners 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 providers. 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 and, 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 providers are delivering the quality we expect.

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 include 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.

The GLA Skills Bootcamp team may also request your participation in providing feedback and responding to surveys on the Skills Bootcamps and this data is made available to the GLA.

g. 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 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 3<sup>rd</sup> 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 for a maximum of 20 years, however the GLA will conduct reviews every 5 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](mailto: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](mailto: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 March 2025.***

## Annex 6 – DfE Skills Bootcamp Privacy Notice Q&A

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

#### **Why do you need my personal data?**

We will collect personal data on applicants, candidates, and learners 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 several 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
- Individualised 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.

If you would like to request the removal of your personal information from our database, please use the following link:

[https://form.education.gov.uk/service/Contact the Department for Education](https://form.education.gov.uk/service/Contact_the_Department_for_Education)

## 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 27 March 2025.***



## Annex 8 – Evidence requirements

### Milestone 1

#### Milestone 1: Evidence requirements for ALL learners including HGV

Requirements	Suggested evidence for providers
<p>Learner Enrolment and completion of <b>14 qualifying (calendar) days</b> and <b>minimum of 10 guided learning hours (GLH)</b>.</p> <p>This section also includes additional evidence requirements for <b>HGV Driving Pathways A-C and D-H and Early Years</b></p> <p>Providers must achieve Starts as outlined in Annex 2 KPIs</p>	<p><b>Registration/enrolment documentation/learner agreement:</b></p> <ol style="list-style-type: none"> <li>Below is the evidence we are looking for within the above: <ol style="list-style-type: none"> <li>Signed and dated by the learner,</li> <li>Confirmation of receipt of Privacy Statement,</li> <li>Confirmation of Whistle-blower/complaints helpline link,</li> <li>Employer name (if employed),</li> <li>Skills Bootcamp title (as per grant agreement and ILR)</li> <li>evidence that a learner is not currently undertaking, or has undertaken, an additional Skills Bootcamp in this financial year (self-declaration), this could be included in the learner enrolment documentation.</li> </ol> </li> </ol> <p><b>This additional evidence only applies to HGV Pathways</b></p> <ol style="list-style-type: none"> <li><b>HGV - A-C</b> learner has successfully passed a medical test.</li> <li><b>HGV - A-C</b> learner has a full car licence and has attained a provisional Cat C entitlement.</li> <li><b>HGV - D-H</b> learner has successfully finished the practical training.</li> </ol> <p><b>Early Years Only</b></p> <ol style="list-style-type: none"> <li>Training providers are required to apply for an enhanced Disclosure &amp; Barring Service (DBS) checks for all confirmed Early Years Skills Bootcamp learners, either before the start of the Skills Bootcamp, or within 14 qualifying days.</li> <li>If the learner already has a relevant DBS certificate, this must be evidenced instead.</li> </ol> <p><b>Attendance Sheets/Registers:</b></p> <ol style="list-style-type: none"> <li>Attendance registers must be kept for all Skills Bootcamps, and should include the following details: <ol style="list-style-type: none"> <li>Skills Bootcamp title (as per grant agreement and ILR/SDR),</li> <li>Provider name,</li> <li>Start and end date,</li> <li>Learner name, session date, session title,</li> </ol> </li> </ol>

	e. Number of guided / tutor lead learning hours f. Mode of delivery, g. Learner present/absent, h. Percentage attendances.
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## Milestone 2

### Milestone 2: Evidence the GLA will not accept

#### What we will not accept as arrangement of an interview for both Non-HGV and HGV Skills Bootcamps

##### We will not accept the below as evidence of meeting the offer of an interview element of payment milestone 2:

1. Providers sending lists of interviews to learners is not sufficient as evidence of meeting the payment milestone 2
2. Pre-screen interviews are not considered valid evidence for achieving Milestone 2 in the skills bootcamp funding process.
3. Learners are being signed up to recruitment agencies as evidence of an offer of an interview.
4. General interviews with recruitment agencies without a live vacancy as evidence of an offer of an interview.
5. Interviews arranged where:
  - a. Learners are invited to employer meet and greet sessions e.g. an employer insight day.
  - b. Learners are invited to meet employers as part of an initial screening process.
6. **Pathways to Accelerated Apprenticeship only** – The offer of an interview for an apprenticeship that has not been accelerated cannot be used to claim for the completion payment in this model.

##### Clarification on the use of Recruitment Agencies (applies to Milestone 2 & Milestone 2 PtAA);

1. Interviews by a recruitment agency will only be accepted where; the interview is for live vacancies and the recruitment agency would be the employer and or contractor for the learner if the learner is successful OR where employers engaged by the provider have contracted with a recruitment agency to interview candidates for relevant job vacancies/roles on their behalf.
2. If providers cannot provide either of these pieces of evidence at Milestone 2, we will only pay Milestone 2 once Milestone 3 has been evidenced in line with agreed time limits.

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

Requirements	Suggested evidence for providers
<p>Successful completion of the Skills Bootcamp training programme including passing any required assessments.</p> <p>This section also includes additional evidence requirements for <b>HGV Driving Pathways A-C and D-H</b>.</p> <p>The job interview must be with an organisation registered as a UK company under the Companies Act 2006 and is in England.</p>	<p><b>Evidence of attainment:</b> (based on the requirements of the Skills Bootcamps).</p> <ol style="list-style-type: none"> <li>1. For non-accredited certifications - must be fully dated DD/MM/YY and signed by a senior member of the organisation</li> <li>2. For accredited certifications - evidence that the learner has passed/received the accreditation</li> <li>3. For training which involves a licence - evidence that the competence has been acquired</li> </ol> <p><b>Attendance sheets:</b></p> <ol style="list-style-type: none"> <li>4. Please refer to Milestone 1 guidance on <a href="#">page 57</a></li> <li>5. Evidence of the time spent on pastoral support and employability skills delivered during the Skills Bootcamp.</li> </ol> <p><b>This additional evidence only applies to HGV Pathways A-C only:</b></p> <ol style="list-style-type: none"> <li>1. Evidence that the learner has passed the theory test.</li> <li>2. Confirmation of number of GLH undertaken and that the learner has successfully finished the practical training.</li> <li>3. Proof that the learner has undertaken both the 3a &amp; 3b elements of the practical driving test.</li> </ol> <p><b>This additional evidence only applies to HGV Pathways D-H:</b></p> <ol style="list-style-type: none"> <li>1. Evidence of successfully passing the practical test for the relevant pathway</li> <li>2. For Pathway G: Evidence of up-to-date Driver CPC.</li> </ol> <p><b>Evidence of meeting the minimum of 80% of the GLH.</b></p> <ol style="list-style-type: none"> <li>1. If a learner completes training with less than 80% of the GLH but is deemed to have completed, the provider must justify the exception.</li> <li>2. Contact your <b>Provider Manager</b> to request the necessary form. The GLA may decline exception requests.</li> <li>3. For interviews offered by the provider or their partners, the GLA will request additional information to verify authenticity and may withhold milestone payments if concerns arise.</li> <li>4. If interview invitations are sent by the provider on behalf of an employer, additional evidence is required, including a written request from the employer to the provider.</li> </ol>

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

Requirements	Suggested evidence for providers
<p><b>Interview Offer:</b> Upon completing the Skills Bootcamp, learners will be offered an interview for either:</p> <ol style="list-style-type: none"> <li>1. A new job with at least 16 hours per week and is continuous employment for at least 12 weeks, or</li> <li>2. An apprenticeship that uses the new skills learned in the Bootcamp.</li> <li>3. Must pay minimum London Living Wage (LLW).</li> <li>4. not involve the use of zero hours contracts.</li> </ol> <p>This section also covers evidence requirements for <b>HGV Pathways D-H</b>:</p> <p>The job interview must be with an organisation registered as a UK company under the Companies Act 2006 and is in England.</p>	<p><b>Interview Arrangement:</b> Providers must set up an interview for a <b>live job vacancy</b> that uses the skills from the Skills Bootcamp, aligns with salary expectations (LLW or above), and matches the location specified in the IAG process.</p> <p><b>Interview Confirmation:</b> Submit written proof from the employer that the learner has been offered an interview using skills from the Bootcamp (e.g. an email exchange of employer engagement for an interview). This should include:</p> <ol style="list-style-type: none"> <li>1. Company name</li> <li>2. Date and time of the interview</li> <li>3. Job title/Role</li> <li>4. Skills required for the role (can be shown via job advert or description)</li> <li>5. <b>For Pathways to Accelerated Apprenticeships</b> an offer of an interview with an employer for an apprenticeship</li> </ol> <p><b>Where a learner has independently arranged an interview, we require a confirmation from the learner that they did so.</b></p> <ol style="list-style-type: none"> <li>1. This confirmation (comprising of company name, job title/role, date, and time of interview) can be evidenced as follows:</li> <li>2. Learner declaration (signed by the learner) confirming the details of the interview.</li> <li>3. Email from learner confirming the details of the interview.</li> <li>4. Text message (or other message service) from the learner confirming the details of the interview.</li> </ol>

### Milestone 2 (PART C): Employer supported co-funded learners

Requirements	Suggested evidence for providers
<p>Learner has an offer of a new role with their existing employer, or additional responsibilities within their existing role that utilises the new skills acquired through the Skills Bootcamp.</p> <p>This section also covers evidence requirements for <b>HGV Pathways D-H</b>:</p>	<p><b>Written confirmation from the employer</b> of offer <b>of an interview</b> for a new role which utilises skills gained through the bootcamp <u>or</u></p> <p><b>Written confirmation from the employer</b> that the learner is now equipped to <b>take on additional responsibilities</b> which utilises skills gained through bootcamp; to include planned start date.</p> <p><b>Evidence of payment</b> of the 10% or 30% co-funding from the employer.</p> <p><b>Note:</b> The above written confirmations must <b>be dated and signed</b> by the employer or an email from authorised employer representative to confirm the learner's new status.</p>

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

Requirements	Suggested evidence for providers
<p><b>Written confirmation / plan from the learner</b> of how the new learning has been / will be applied to acquire new opportunities / contracts that utilises the new skills acquired through the Skills Bootcamp.</p> <p>This section also covers evidence requirements for <b>HGV Pathways D-H</b>:</p>	<p>Written detail/action plan completed by the self-employed learner as to how the new skills acquired through the learning in the Skills Bootcamp will be applied to enable them to secure new opportunities (work) or new contracts which utilise the learning. The action plan should demonstrate how they plan to achieve this within 6 months of finishing the training.</p> <p><b>All documents to be dated / signed by the learner either on an uploaded pdf with signature or signed online using DocuSign or similar.</b></p>

### Milestone 3

#### Milestone 3 requirements: Unemployed / Independent learners

Requirements	Suggested evidence for providers
<p>An <b>offer of a new job which must be continuous employment for at least 12 weeks, or an Apprenticeship</b>, that utilises the new skills acquired through the skills Bootcamp.</p> <p><b>Note:</b> All jobs related to Milestone 3 claims must:</p> <ol style="list-style-type: none"> <li>1. Pay the minimum London Living Wage (LLW).</li> <li>2. Not involve the use of zero hours contracts</li> <li>3. Is a minimum of 16/hours per week.</li> <li>4. See <b>Annex 9</b> for exception to London Living Wage.</li> </ol> <p>Exception to above is offer of a reduced payment of 15% for Milestone 3's where they meet the criteria set out in <b>Annex 9</b></p> <p>This section also includes additional evidence requirements for <b>HGV Driving Pathways A-C and D-H</b>.</p> <p>The job must be with an organisation registered as a UK company under the Companies Act 2006 and is in England.</p>	<p><b>Job Offer Confirmation:</b> Providers can use one or more of the following:</p> <p><b>Employer Confirmation:</b> Written proof from the employer offering the job, including:</p> <ol style="list-style-type: none"> <li>1. Employer/company name</li> <li>2. Learner's name</li> <li>3. Job title/role <ol style="list-style-type: none"> <li>a. <b>For Pathways to Accelerated Apprenticeship</b> – also need to state the standard the learner will enrol onto.</li> </ol> </li> <li>4. Start date (and end date if relevant)</li> <li>5. Contracted hours</li> <li>6. Salary</li> </ol> <p><b>Learner Declaration:</b> Signed declaration from the learner (PDF or online signature using DocuSign or similar) with job details:</p> <ol style="list-style-type: none"> <li>1. Employer/company name</li> <li>2. Job title/role <ol style="list-style-type: none"> <li>a. <b>For Pathways to Accelerated Apprenticeship</b> – also need to state the standard the learner will enrol onto.</li> </ol> </li> <li>3. Start date (and end date if relevant)</li> <li>4. Contracted hours</li> <li>5. Salary</li> </ol> <p><b>Email Confirmation:</b> Email from the learner's account with job details:</p> <ol style="list-style-type: none"> <li>1. Employer/company name</li> <li>2. Job title/role <ol style="list-style-type: none"> <li>a. <b>For Pathways to Accelerated Apprenticeship</b> – also need to state the standard the learner will enrol onto.</li> </ol> </li> <li>3. Start date (and end date if relevant)</li> <li>4. Contracted hours</li> <li>5. Salary</li> </ol>

	<p><b>Exceptional circumstances, LinkedIn Screenshot:</b> Screenshot of the learner's LinkedIn showing the employer's name, job title/role, job description and start date supported by the provider's signed declaration form.</p> <p><b>This additional evidence only applies to HGV Driving Pathways A-C only:</b></p> <ol style="list-style-type: none"> <li>1. Evidence that the learner has passed both the 3a &amp; 3b elements of the practical driving test.</li> <li>2. Evidence that the learner has passed CPC module 4.</li> </ol> <p><b>Provider Declaration Form:</b> To be completed by the provider in these cases:</p> <ol style="list-style-type: none"> <li>1. Partial evidence received and unable to contact the learner or employer.</li> <li>2. Incomplete or missing evidence (e.g., salary information).</li> <li>3. Submitting a LinkedIn screenshot as positive outcome evidence.</li> </ol> <p><b>Additional Assurance:</b> For job offers from the provider or associated partners, the GLA will request extra information to ensure the job roles are genuine. The GLA may refuse milestone payments if there are concerns.</p> <p><b>Note:</b> If the job title/role does not clearly link to the Skills Bootcamp intended outcome, a job description which sets out the role will be required.</p>
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### Milestone 3 requirements: Employer supported learner (Co-funded)

Requirements	Suggested evidence for providers
<p>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> <p>Note: All jobs related to Milestone 3 claims must:</p> <ol style="list-style-type: none"> <li>1. Pay the minimum London Living Wage (LLW).</li> <li>2. Not involve the use of zero hours contracts</li> <li>3. Is a minimum of 16/hours per week.</li> <li>4. See <b>Annex 9</b> for exception to London Living Wage.</li> </ol> <p>This section also includes additional evidence requirements for <b>HGV Driving Pathways A-C and D-H</b>.</p> <p>The job must be with an organisation registered as a UK company under the Companies Act 2006 and is in England</p>	<p>Where the learner is Co-funded by their employer, we need evidence from that employer of progression to a new job role or their existing role detailing additional responsibilities:</p> <ol style="list-style-type: none"> <li>1. Job role, <ol style="list-style-type: none"> <li>a. <b>For Pathways to Accelerated Apprenticeship</b> – also needs to state the standard the learner will follow.</li> </ol> </li> <li>2. Start date,</li> <li>3. Relevant skills utilised,</li> <li>4. Starting salary (minimum LLW rate).</li> </ol> <p><b>This additional evidence only applies to HGV Driving Pathways A-C only:</b></p> <ol style="list-style-type: none"> <li>1. Evidence that the learner has passed both the 3a &amp; 3b elements of the practical driving test.</li> <li>2. Evidence that the learner has passed CPC module 4.</li> </ol> <p>Must be <b>dated / signed by the employer or email</b> from authorised employer representative.</p> <p><b>Note:</b> If the job title/role does not clearly link to the Skills Bootcamp intended outcome, a job description which sets out the role will be required.</p>



### Milestone 3 requirements: Self-employed learners

Requirements	Suggested evidence for providers
<p>Obtaining new contracts or work opportunities secured related to training received at bootcamp, as per action plan.</p> <p>Note: All jobs related to Milestone 3 claims must:</p> <ol style="list-style-type: none"> <li>1. Pay the minimum London Living Wage (LLW).</li> <li>2. Not involve the use of zero hours contracts</li> <li>3. Is a minimum of 16/hours per week.</li> <li>4. See <b>Annex 9</b> for exception to London Living Wage.</li> </ol> <p>This section also includes additional evidence requirements for <b>HGV Driving Pathways A-C and D-H</b>.</p>	<p><b>Evidence that they have procured new contracts or secured new opportunities:</b></p> <p>Confirmation/plan from the Learner (learner declaration or email) that they have obtained new contracts or new opportunities that utilise the new skills acquired through the Skills Bootcamp. Plus, evidence of the learner Unique Tax Reference (UTR) or evidence they have applied for a UTR.</p> <p><b>This additional evidence only applies to HGV Driving Pathways A-C only:</b></p> <ol style="list-style-type: none"> <li>1. Evidence that the learner has passed both the 3a &amp; 3b elements of the practical driving test.</li> <li>2. Evidence that the learner has passed CPC module 4.</li> </ol> <p><b>Note:</b> If the job title/role does not clearly link to the Skills Bootcamp intended outcome, a job description which sets out the role will be required.</p>

## Annex 9 - Good Work outcomes

### Focus on Good Work outcomes

The primary aim of the Skills Bootcamps for Londoners programme is to help Londoners secure Good Work. As with previous waves, GLA-funded Skills Bootcamps are expected to achieve 'Good Work' outcomes. These outcomes include securing a job, taking on a new role or additional responsibilities with a current employer, obtaining a new contract or new opportunities for self-employment, starting an apprenticeship, or participating in a paid work placement which:

- 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 hours contracts (except where the individual explicitly consents)

Providers will be eligible to claim the full 30% payment associated with Milestone 3 when learners achieve Good Work outcomes as defined.

For Wave 6, the GLA will also recognise outcomes where learners secure jobs that do not fully meet the Good Work definition.

In such cases, providers will be eligible for a reduced payment of 15% for Milestone 3, provided all the below criteria are met:

- the Skills Bootcamps is delivering at levels 2 or 3 and;
- the pay offered is above the [National Minimum Wage](#) (NMW) but below the [London Living Wage](#) (LLW) and
- All other good work criteria have been met;
  - utilises the skills acquired in the Skills Bootcamp
  - is a minimum of 16 hours/week and is continuous for at least 12 weeks
  - does not involve the use of zero hours contracts (except where the individual explicitly consents)

## Payment Milestones

There are three payment milestones associated with a learner on a Skills Bootcamp.

### Milestone 1

Providers must achieve Starts the percentage of start by these dates:

Wave 6 Direct Award bootcamps	Wave 6 Open Competition bootcamps
<ul style="list-style-type: none"><li>• 30% by 31st July 2025</li><li>• 60% by 30th September 2025</li><li>• 100% achieved by 31<sup>st</sup> March 2025</li></ul>	<ul style="list-style-type: none"><li>• 30% by 30th September 2025</li><li>• 100% achieved by 31st March 2026</li></ul>

This must be in line with delivery plans and in time to achieve Completions by this deadline. The Provider should report on the next monthly reporting cycle any new learner Starts via the GLA's reporting process.

### Milestone 1 summary table:

	Bootcamps Levels 2 and 3	Bootcamps Levels 4 and 5
<b>Milestone 1</b>	<b>40%</b> Completion of 14 qualifying (calendar) days and must include a minimum of 10 guided learning hours	<b>40%</b> Completion of 14 qualifying (calendar) days and must include a minimum of 10 guided learning hours
Additionally, you must provide evidence for Milestone 1 in accordance with the evidence requirements. Detailed information can be found in Annex 8.		

### Milestone 2

Providers must achieve Completions by 31 March 2026 and in line with delivery plans. The Provider should report on the next monthly reporting cycle any new learner Completions via the GLA's reporting process.

### Milestone 2 summary table:

	Bootcamps Levels 2 and 3	Bootcamps Levels 4 and 5
<b>Milestone 2</b>	<b>30%</b>	<b>30%</b>
	<ul style="list-style-type: none"><li>• Completion of training</li><li>• Passing any required assessments</li><li>• Offer of an interview:<ul style="list-style-type: none"><li>- Pays at least the national minimum wage</li><li>- At least 16 hours per week</li></ul></li></ul>	<ul style="list-style-type: none"><li>• Completion of training</li><li>• Passing any required assessments</li><li>• Offer of an interview that incorporates Good Work Standards:<ul style="list-style-type: none"><li>- Pays a minimum of London Living Wage</li><li>- At least 16 hours per week</li></ul></li></ul>

	- Continuous employment for a minimum of 12 weeks	- Continuous employment for a minimum of 12 weeks
<p>No Milestone 2 achievements can include the use of zero-hour contracts (except where the individual explicitly consents)</p> <p>Additionally, you must provide evidence for Milestone 2 in accordance with the evidence requirements. Detailed information can be found in Annex 8.</p>		

### Milestone 3

Providers 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 Provider should report on the next monthly reporting cycle any new learner Positive Outcomes via the GLA's reporting process. Positive outcomes cannot be achieved later than 30 September 2026.

#### Milestone 3 summary table:

	Bootcamps Levels 2 and 3		Bootcamps Levels 4 and 5
Milestone 3	30%	15%	30%
	<ul style="list-style-type: none"> <li>Offer of a new job or career progression that incorporates Good Work Standards:               <ul style="list-style-type: none"> <li>Pays a minimum of London Living Wage</li> <li>At least 16 hours per week</li> <li>Continuous employment for a minimum of 12 weeks</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>Offer of a new job or career progression that:               <ul style="list-style-type: none"> <li>Pays at least the minimum wage but less than London Living Wage</li> <li>At least 16 hours per week</li> <li>Continuous employment for a minimum of 12 weeks</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>Offer of a new job or career progression that incorporates Good Work Standards:               <ul style="list-style-type: none"> <li>Pays a minimum of London Living Wage</li> <li>At least 16 hours per week</li> <li>Continuous employment for a minimum of 12 weeks</li> </ul> </li> </ul>
<p>No Milestone 3 outcomes can include the use of zero hour contracts (except where the individual explicitly consents)</p> <p>Additionally, you must provide evidence for Milestone 3 in accordance with the evidence requirements. Detailed information can be found in Annex 8.</p>			

For all milestones, in addition to referring to Annex 8, please also refer to Annex 2 for Key Performance Indicators

## Annex 10 – Data Collection Guidance

### GLA Skills Bootcamps Programme

#### ShareFile Guidance Note Version 1.0,

March 2025

GLA Skills Bootcamps providers are required to upload an Individualised Learner Record (ILR) to Submit Learner Data service and a Supplementary Data Return (SDR) 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, Wave 6 Data Collection Guidance 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 ILR and SDR outline below:

#### ILR Reporting Requirements

For detailed information on how to submit ILR data for Skills Bootcamps, please refer to the [Individualised Learner Record \(ILR\)](#) technical documents, guidance and requirements.

#### Learning Records Service

The Unique Learner Number (ULN) is returned as part of the ILR.

The ULN is a number allocated to all learners from age 14 plus. ULNs are now frequently found on award certificates or results slips.

ULNs are issued and held by the Learning Records Service (LRS).

[Learning Records Service \(LRS\) - GOV.UK](#)

You will need to register for an account before you can use this service. The registration forms and guidance are available on GOV.UK.

<https://www.gov.uk/government/publications/lrs-registration-documents>

#### 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](#).

#### National Careers Service (NCS) – Find a Course

Providers must supply the GLA with detailed information on their Skills Bootcamps as specified in the grant agreement. This information should be entered using the NCS, Find a Course tab in the Supplementary Data Return (SDR), ensuring that all required rows and columns are completed accurately and without errors. The

provided information will be used to submit Skills Bootcamp details to the National Careers Service (NCS) Find a Course website, aiding in the promotion of Skills Bootcamp opportunities for Londoners.

### External partners: open a GLA Group file via GLA ShareFile

1. Click the ShareFile email link sent by a GLA Group employee.
  - a. Note: you may be prompted to verify your email via a Microsoft ShareFile 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.
  - a. Note: you may be prompted to verify your email via a Microsoft ShareFile 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 Supplementary Data Return (SDR)

1. Create a new folder for saving SDR returns.
  - a. Name it 'SDR Returns'.
  - b. Inside the SDR Returns folder, create a folder for each monthly data return, named.
    - i. {Return Number}
    - ii. e.g. for the R02 return, name the folder 2025-26 R02
    - iii. Return numbers for each month can be found in the Skills Bootcamps for Londoners Wave 6 Data Collection Guidance.
  - c. Save your SDR return data file using the naming convention W5-{Return Number}-{UKPRN}-{submission date}
    - i. e.g. for the R02 return of the Wave 6 SDR:  
W5-R02-10000001-2025-10-04.xlsx
  - d. Drag and drop your SDR and evidence files into the relevant monthly folders or upload them from the drives on your computer.
  - e. 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 file path 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.

Example:

Milestone	Evidence Type	Example file name begin with A for Applicant and then Applicant number (refer to column A of the course participants tab of the SDR). <u>No learner names or learner IDs in the file name please.</u>
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 February 2025	Register 01-02 to 27-02-2025
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 non regulated or Awarding Organisation Certificate.	A10 – Completion Certificate
Milestone 3	Job outcome evidence needs abbreviation of employer name:	A22 – Job Network Rail
Milestone 3	For self employed learners:	A12 – Confirmation and plan from the learner

## GLA ShareFile Folder Structure Guidance - updated March 2025

GLA ShareFile Folder Structure Guidance - updated March 2025

Provider folder should have a maximum of THREE folders.

*(If you are a Direct Award training provider with a Wave 5 returns and evidence)*



SDR Returns – do NOT upload any evidence in these folders.



Wave 5 Evidence (Direct Award training providers only)



Wave 6 Evidence



SDR Returns - **do NOT upload any evidence in these folders.**

Funding Policy & Systems Team (FP&S) are responsible for downloading your ILR each month from the Submit Learner Data service. This folder for Wave 6 onwards only and will now be used for your SDR.



Wave 5 Evidence  
(Direct Award training providers only)









Wave 6 Evidence

1. Skills Bootcamp team are responsible for checking all the evidence within these files.
  - ✓ We check the evidence systematically for each bootcamp.
  - ✓ Against the Skills Gateway (total claims paid report) we file by bootcamp.
2. **To verify Milestone 1 claims for each bootcamp**, we check we have the required Milestone 1 evidence in the Milestone 1 folder to match the claims.
  - ✓ e.g. if there are 12 x M1s claims on the skills Gateway/claims paid report, we check the specific bootcamp Milestone 1 folder for 12 registration, and attendance registers to show those 12 learners attended 10 hours of learning and have completed the 14 days.
3. 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 M2s claims on the skills Gateway/claims paid report, we check the specific bootcamp Milestone 2 folder for all registers to check those 8 learners have attended a minimum of 80% of the bootcamp or more, and then we look for 8 x invitations to interview.
  - ✓
4. 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 of the skills Gateway/claims paid report, we check the specific bootcamp M3 folder for proof of employment for all 4 claims.
5. If we cannot find your evidence within the structure set out above, it is likely to result in withheld payments.
6. For all milestone evidence claims please refer to Annex 8





## SDR Returns – file structure for Wave 6 April 26

Wave 6 Supplementary SDR Subfolders must be set up for each return number:

-  Supplementary SDR Returns
-  Supplementary SDR Template
-  2025-26 R01
-  2025-26 R02
-  2025-26 R03
-  2025-26 R04  
(Through to 2025-26 R14)

Do **NOT** upload any evidence in these SDR folders

## Example of Supplementary SDR uploaded return

-  2025-26 R02
-  W6-R02-10000010-2025-10-04

← Supplementary Return Deadlines please see the Data Collection Guidance for Wave 6.

## Annex 11 – Learner Declaration

### **GLA Skills Bootcamps Programme**

#### **Learner Declaration version 1.0,**

**March 2025**

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 Financial Year (April 2025-March 2026).

### Personal Commitment Statement

As a learner 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 learners listed in the table below on the GLA Skills Bootcamps Programme:*

<b>Order of scanned submission</b>	<b>Learner Reference Number</b>
<b>1</b>	
<b>2</b>	
<b>3</b>	
<b>4</b>	
<b>5</b>	
<b>6</b>	
<b>7</b>	

## Annex 12 – Learner Zero Hours Declaration

### Learner Consent Form for Zero-Hour Contract

#### Learner Information:

- Name: \_\_\_\_\_
- Skills Bootcamp: \_\_\_\_\_
- Date of Completion: \_\_\_\_\_

#### Provider Information:

- Provider Name: \_\_\_\_\_

#### Consent Agreement:

I, [Learner's Name], hereby consent to accepting a zero-hour contract for a job related to the skills acquired through the Skills Bootcamp. I understand that a zero-hour contract means that my working hours may vary and are not guaranteed.

#### Job Details:

- Employer: \_\_\_\_\_
- Job Title: \_\_\_\_\_
- Job Description: \_\_\_\_\_
- Expected Hours: \_\_\_\_\_
- Hourly rate of pay or Salary: \_\_\_\_\_
- Start date: \_\_\_\_\_
- Contract is for more than 12 weeks. Yes/No

Learner's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## **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](http://www.london.gov.uk)

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