DIGITAL SKILLS TRAINING – BOOTCAMPs

STATEMENT OF REQUIREMENTS

CLOSING DATE FOR SUBMISSION OF APPLICATIONS: 10 JULY 2017 12:00 NOON

MAYOR OF LONDON
Summary

The Greater London Authority (GLA) is inviting applications for a grant funding contribution toward the costs to setup and deliver new, non-accredited ‘bootcamp’ (8-24 weeks) training opportunities as part of strand 2 of the Mayor’s Digital Talent programme. The total revenue grant funding available is £500,000 and is capped at a maximum request of £100,000 per applicant. Revenue grant funding will be awarded to a maximum of 6 providers.

A maximum of £125,000 capital grant funding is also available per applicant to cover the type of capital costs identified in section 3.

This invitation for applications is being managed through a competitive grant funding process issued by the GLA Digital Skills team.

Please email any queries and submissions to digitaltalent@london.gov.uk

The closing date for applications is 12.00 Noon Monday 10 July 2017.

Applications are to be made by submitting the following documentation to the GLA:

- Application form
- Delivery and Costs template
- Delivery Plan and Risks template
- Due diligence documentation
- References on request

The GLA will carry out financial due diligence checks prior to the offer of funding in order to ensure that any risk to either the success of the programme and project objectives, or to the funding itself, has been considered and any risk is deemed acceptable. The outcome of the due diligence checks will be provided to the project board to take into consideration alongside the technical aspects of the funding application, when determining the award of funding.

In order to facilitate the due diligence process, as per section A of the application form, applicants must provide as much of the following documentation with their application as possible:

- a signed copy of your organisation’s most recent audited accounts;
- a statement of organisation’s current turnover, profit and loss and cash flow position for the most recent full year of trading/operations (signed as correct by your Chief Financial Officer) where this information is not available in audited form;
- a statement of organisation’s cash flow forecast for the current year;
- a statement of organisation’s budget the current year;
- copies of the organisation’s public liability and employer’s liability insurance policies; and
- a copy of your organisation’s financial regulations.

**NB:** Please note that decisions to award grant funding (if any) are subject to a formal decision making process. You must not place any reliance whatsoever on the support of the GLA until formally notified in writing and your authorised signatories have executed and returned a grant agreement* with which you will be provided by the GLA should your application prove successful.

Accordingly, any expenditure that you incur and/or to which you commit (including that which you have incurred or committed to in relation to the preparation of your proposal for funding) prior to formal notification and execution and return of the grant agreement is incurred and/or committed entirely at your own risk.

Any award of grant funding will be made on the GLA’s standard grant funding terms, a copy of which is set out as an appendix to this Statement of Requirements. The terms are non-negotiable.
1. Introduction

Digital Skills Training – Bootcamps (the project), forms part of strand 2 of the Mayor’s Digital Talent programme, which aims to increase the quality and volume of industry-led digital training opportunities for young people aged 16-24 years old who reside in London. It is intended to plug a growing talent gap in digital, technology and creative entry-level occupations with diverse, ‘homegrown’ talent.

For further information on priorities for entry-level digital skills needs in Greater London please see Priorities for Entry-Level Digital Skills Needs in Greater London.

2. Project Aim

This project aims to equip more young Londoners for employment in London’s increasingly digital economy. To achieve this, the GLA will provide revenue grant funding to a maximum of 6 providers as a contribution to the cost of developing, setting-up and delivering new, non-accredited ‘bootcamp’ (8-24 weeks) training opportunities.

Capital funding can also be provided to support costs associated with delivering the training opportunities.

Training opportunities funded under this project must benefit young people aged 18-24 years old, with a specific focus on training and supporting female, Black, Asian and Minority Ethnic (BAME) and disadvantaged Londoners - groups who are under-represented in the technology workforce - into a paid internship or entry-level employment. All training opportunities must be co-designed with employers to meet their digital/technology/creative entry-level talent needs.

2.1 Deliverables

- Providers work collaboratively with employers to understand their digital/technology/creative skills, training and entry-level talent needs and co-design curricula and delivery plans for ‘bootcamp’ training reviewed through “Digital Labs”.

- Providers recruit young people (participants) who are under-represented in the digital/technology/creative workforce onto new free-of-charge ‘bootcamp’ training

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1 Digital Talent Programme, [https://www.london.gov.uk/digitaltalent](https://www.london.gov.uk/digitaltalent), 6 February 2017
opportunities. Full-time bootcamps should be delivered over a maximum of 12 weeks, part-time bootcamps can be delivered over a maximum of 24 weeks.

- Participants are provided with a bespoke training plan and strong wrap-around support based on their individual needs to include e.g. mentoring, confidence-building activities, work readiness training.
- Providers deliver training and support activities with other partners;
- Participants are supported to train and develop skills (including attitudinal, ‘hard’ and ‘soft’ skills) required for employment in digital, technology and creative entry-level occupations.
- Participants complete training and are supported to enter and sustain a paid internship or entry-level employment at training end-point, with continued engagement from training provider and other partners as appropriate for 12 weeks minimum.
- Employers are supported to recruit diverse young talent into 12 weeks minimum sustained paid internships or entry-level digital/technology/creative employment opportunities.

3. Scope of project

3.1 Funding

(i) Revenue
A total of £500,000 revenue grant funding is available for a maximum of 6 providers to deliver within the Digital Talent programme lifetime, ending March 2020. The total funding available to each provider is capped at a maximum request of £100,000, which will be paid to providers on achievement of agreed delivery milestones. Evidence of match funding secured (including both cash and in-kind match funding) is required for all applications.

Proposed costs can include management, administration, running costs and capacity building activities. Training opportunities must be made available free-of-charge to participants with appropriate additional support given to those from disadvantaged backgrounds, including transportation and food subsidies. Any childcare needs for participants should be identified at the recruitment stage and adequate guidance and support should be given by the provider and other partners involved in the delivery of the project.

(ii) Capital
A maximum of £125,000 capital grant funding is available to each provider to cover costs that will enable delivery such as;

- Purchasing IT equipment
Installation costs
Refurbishment of training room(s)
Purchasing chairs and desks for training

3.2 Project Objectives and Outcomes

It is expected that:

- £500,000 revenue grant funding will support a minimum of 166 young people (participants) with training and activities to increase their chances of accessing employment in digital, technology and creative entry-level occupations.
- At least 70% of participants that complete training will be supported into a paid internship or entry-level employment opportunity (including progression to higher apprenticeship employment pathways if appropriate) sustained for 12 weeks minimum.
- Up to 10% of participants that complete training will be supported into a new training or higher education pathway if appropriate.
- Providers will build the capacity of participants to influence other young people to engage with digital training and employment opportunities. Project targets should include the number of young people reached through existing participants (e.g. evidence of referrals to the project or attendance at events).
- Providers will build capacity of employers to help them engage with and more readily employ young people from diverse backgrounds. Project targets should include the number of participants achieving sustained paid internships or employment for 12 weeks minimum with employers.

3.3 Target Group

For this project, target participants are young people aged **18-24 years old**. We expect a strong focus on female, BAME and disadvantaged Londoners, but support should not be limited to these groups.

On joining this project, participants must:

- Be aged 18-24 and;
- Reside in one of London’s 32 boroughs or the City of London

The project should aim to recruit, as a minimum, participants with the following proportions of Equality Groups;
<table>
<thead>
<tr>
<th>Equalities Group</th>
<th>Programme Target (%)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Participants with disabilities or health conditions</td>
<td>9%</td>
</tr>
<tr>
<td>Participants from ethnic minorities</td>
<td>56%</td>
</tr>
<tr>
<td>Female participants</td>
<td>50%</td>
</tr>
<tr>
<td>Participants who live in a single adult household with dependant children</td>
<td>5%</td>
</tr>
</tbody>
</table>

Applicants must provide details on how they will determine eligibility requirements and targets for participant groups, to ensure that training opportunities are targeted to those who are most likely to benefit from them (but not limited to hardest-to-reach groups) and who would have otherwise been unlikely to access them. We do not expect training opportunities to exclude specific groups e.g. women-only training. If an applicant wishes to tailor their training opportunity to specific group(s) and exclude other groups, a strong rationale and evidence for this approach must be provided in order for it to be considered for funding.

Please note eligibility for training opportunities should differ to DfE traineeship eligibility – participants should be qualified at level 3 or above (or demonstrate competencies and aptitude at equivalent of level 3).

Additional beneficiaries may also include parents, teachers, careers advisors, Job Centre Plus advisors, businesses, other educational institutions and training providers and others identified as relevant.

### 3.4 Geographic coverage

Training opportunities can be delivered over an agreed geographic area or as a pan-London offer. Whilst the GLA is not specifying the geographic coverage for training opportunities it wants to ensure that delivery covers multiple boroughs and there is sufficient coverage across inner and outer London, and engagement with a range of stakeholders to ensure there is complementary activity. Please provide details of your proposed geographic coverage in your application.

### 3.5 Lead applicants and partnerships

Applications are encouraged from training providers, educational institutions, charities, social enterprises, third sector organisations, subject or cohort specialists and other organisations.
Applicants must provide information of key partnership arrangements they have developed in order to support participants and achieve the desired outcomes, detailing the role each partner will play in the delivery and success of the project.

This could include but is not limited to; employers including micro – Small Medium Enterprises (SMEs) - corporates, stakeholders who have an interest in, but are external to the project such as statutory bodies; progression or referral partners whose activity or provision is complementary to the project, charities, social enterprises etc.

3.6 Marketing, website and communications

Training opportunities should be advertised to target participants at a local level (led by the provider) and also collaborate effectively with the GLA’s pan-London marketing campaign. It is expected that local marketing plans are informed by user-testing.

All training opportunities funded by the Digital Talent programme will be advertised on the GLA’s London.gov.uk website. The GLA’s pan-London marketing campaign will drive young people to a new page on our website, currently in development.

It is anticipated that providers work towards a programme-level website and launch event date in November/December 2017 (date tbc). This does not mean that activity must commence at this point, but providers should be ready to open a ‘register your interest’ web-based process at minimum. Full dates and plans for the GLA marketing campaign, website and programme launch event will be provided at grant funding agreement stage. Information on GLA style, language and branding requirements will also be provided.

3.7 Evaluation

The GLA is committed to promoting the highest standards of evidence and evaluation. All applicants must demonstrate how they will evaluate the impact of their project against the anticipated outcomes.

Key data requirements include:

<table>
<thead>
<tr>
<th>Number of Employers Engaged</th>
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</thead>
<tbody>
<tr>
<td>Number of Participant Training Starts</td>
</tr>
<tr>
<td>Number of Participant Training Completions</td>
</tr>
<tr>
<td>Number of Participants Starting Employment</td>
</tr>
<tr>
<td>Number of Participants Sustaining Employment outcomes for 12 weeks minimum</td>
</tr>
</tbody>
</table>
Please submit a theory of change / logic chain as an appendix to your application.

An external evaluator will be appointed to identify impact across the whole Digital Talent programme. Further details will be made available when the evaluator has been appointed in early Autumn 2017. Providers will be invited to co-design the evaluator’s objectives and workplan before this point. All providers must fully comply with the requirements for this evaluation including supplying data, monitoring and assessment of outcomes, and feeding into any required qualitative and quantitative research. Participants, parents (where possible), employers, teachers and other partners involved in delivery will also be expected to take part in evaluation activities.

3.8 Sustainability

The GLA wants to fund projects that will have a lasting and sustainable impact. Please provide details in your application on how this funding will contribute towards sustainable activity, post GLA funding.

3.9 The wider programme

(i) The GLA will lead activities to support providers to share best practice and contribute toward the improvement of London’s digital training offer. Delivery partners are expected to contribute to this process and collaborate with providers across the entire Digital Talent programme.

(ii) An expert advisory group will monitor the progress and success of all delivery partners awarded grant funding throughout the lifetime of the Digital Talent programme, until March 2020. Regular reporting will be required and delivery partners may be asked for additional information at any point during the grant funding agreement period.

(iii) All teachers and trainers delivering training as part of the programme will be required to take part in a London-wide Continuous Professional Development (CPD) scheme funded by the programme. The aim is to enable teachers and trainers to learn best practice from each other and improve their careers guidance offer. We will consult with providers in September 2017 to help shape the objectives for this scheme and ensure it produces the most benefit, specifically hoping to:

- Upskill and raise confidence levels of teachers and trainers delivering digital training
• Better inform teachers and trainers about the opportunities and requirements of jobs with advanced digital skills

• Create a supportive teaching/training network across London for digital training

4. Project Stages

In the application process and delivery plan, please provide details on how you will deliver the following stages, including your project management methodology and processes.

Please note where ‘The provider (and partners)’ has been stated, this is only to be applied to stages of the project that you will co-deliver with partners, and does not mean every element must be delivered in partnership with others; only where it adds value.

<table>
<thead>
<tr>
<th>Stage</th>
<th>Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>Prepare and submit clear, detailed curriculum &amp; delivery proposals for “Digital Labs”</td>
<td>The Tech Partnership have been commissioned to facilitate “Digital Labs” that will help providers develop and review their detailed curricula and delivery proposals with employers. Providers (and partners) will be required to submit detailed proposals as part of this process, covering the occupational area their digital skills training offer fits within. Please note training opportunities funded by the Digital Talent programme are not intended to lead to an accredited qualification. Dates and requirements for “Digital Labs” will be confirmed with delivery partners once grant funding agreements are signed.</td>
</tr>
<tr>
<td>Set up an online web presence and register your interest/applications process</td>
<td>The provider (and partners) should establish a web presence for the new training opportunity. This must include an initial process for young people to register their interest and convey appropriate eligibility criteria, as defined in your application and agreed at grant funding stage.</td>
</tr>
<tr>
<td>Set up and launch a local marketing</td>
<td>The training opportunity should be advertised to target participants at a local level and also collaborative effectively with the GLA’s pan-</td>
</tr>
<tr>
<td>Campaign informed by user-testing</td>
<td>London marketing campaign. Providers (and partners) should also work with London boroughs, National Careers Service provider in London (Prospects) and Jobcentre Plus to promote the offer.</td>
</tr>
<tr>
<td>----------------------------------</td>
<td>--------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Person-centred applications and recruitment process &amp; skills development plan</td>
<td>A person-centred, strengths-based application and recruitment process must establish each participant’s current skills, development needs, abilities, talents, experiences, aspirations, preferences and informal support and connections. This should ensure successful continued engagement with the training opportunity and a clear skills development and support plan to take the participant into employment.</td>
</tr>
<tr>
<td>Provide sufficient wrap-around support as needed</td>
<td>The provider (and partners) must establish appropriate wrap-around support needs, necessary to address the specific barriers the young person may face, and enabling them to engage in and sustain training followed by sustained paid employment. A clear wrap-around support plan must be created for each participant and be delivered throughout training and into the next stage of employment. Continuous adjustments must be made to ensure the participant remains engaged and is adequately supported to access and remain in a paid internship or employment for 12 weeks minimum at training end-point.</td>
</tr>
<tr>
<td>Integrate attitudinal, ‘hard’ and ‘soft’ skills delivery appropriate for sectoral needs &amp; continuously review impact</td>
<td>The provider (and partners) must deliver training with strong teaching, learning, industry engagement and attitudinal, ‘hard’ and ‘soft’ skills development to enable a young person to progress into employment after training. Training should include problem solving, team-work, digital portfolio development, building resilience within a work environment and adaptability to changing workforce needs. The provider (and partners) must integrate tools to continuously review the impact of training and support methodologies, working</td>
</tr>
</tbody>
</table>
closely with participants to revise and update methods based on participant feedback.

### Employer and education/training establishment engagement

The provider (and partners) should use clear, effective methods to engage with employers in order to provide a suitable paid internship or entry-level employment progression opportunity for each young person at training end-point. Can include Higher Apprenticeship pathways, where applicable, and further or higher education or training if appropriate.

### Support participant to enter and sustain employment

The provider (and partners) should provide support to employers to enable them to effectively recruit and support young people in the workplace, gain the highest level of productivity from their employee and enable participants to sustain employment for 12 weeks minimum.

The provider (and partners) should continue to provide wrap-around support to the participant whilst they sustain a paid internship or employment for 12 weeks minimum.

### Continue working with participants to build ‘alumni’ and advocacy for digital skills training

The provider (and partners) should provide training and tools for participants to promote the benefits of digital training and employment in digital/technology/creative occupations to their peers (and others identified as relevant).

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### 5. Grant Funding Management

The project manager at the GLA will be Catherine Knivett, Principal Policy Officer for Digital Skills – Economic and Business Policy Unit.

Applicants must provide a delivery plan with key milestones. Funded providers will submit regular progress reports linked to key milestones mapped to their delivery plan and GLA requirements, with quarterly claims to the GLA. They will also be expected to make themselves available for an inception meeting and take part in co-design workshops for other strands of the programme.
Payments will be based on achievement of key milestones as set out in the applicant’s delivery plan and related expenditure agreed by the GLA. Evidence will be required to demonstrate that key milestones have been met and of the expenditure incurred in so doing.

6. **Criteria and Scoring**

We will assess your application on the criteria weighted as set out at section D of the application form.

Each response to a question will be scored in accordance with the following scoring scale:

<table>
<thead>
<tr>
<th>Score</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>0</td>
<td>No response</td>
</tr>
<tr>
<td>1 – 2</td>
<td>Unsatisfactory, Poor</td>
</tr>
<tr>
<td>3</td>
<td>Satisfactory, Not met exactly but acceptably</td>
</tr>
<tr>
<td>4</td>
<td>Good, Most aspects of criteria are met.</td>
</tr>
<tr>
<td>5</td>
<td>Excellent, Meets criteria exactly.</td>
</tr>
</tbody>
</table>

Further details are provided in section D of the application form.

We reserve the right to ask for clarification on applications; first through a written process and second through an interview process.

The GLA is not bound to make any award of funding.

7. **Timetable**

The anticipated timetable for the project is outlined in the table below.

<table>
<thead>
<tr>
<th>Milestone</th>
<th>Deadline (Provisional)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Funding opportunity published</td>
<td>12 June 2017</td>
</tr>
<tr>
<td>Closing date for applications</td>
<td>10 July 2017</td>
</tr>
<tr>
<td>GLA shortlisting</td>
<td>w/c 10 July 2017</td>
</tr>
<tr>
<td>Clarification Interviews (if required)</td>
<td>w/c 17 July 2017</td>
</tr>
<tr>
<td>Execute grant agreements</td>
<td>w/c 24 July 2017</td>
</tr>
<tr>
<td>Inception meeting</td>
<td>TBC</td>
</tr>
<tr>
<td>Activity commences</td>
<td>w/c 31 July 2017</td>
</tr>
<tr>
<td>GLA funding ends</td>
<td>March 2020</td>
</tr>
<tr>
<td>Quarterly updates to the GLA on progress</td>
<td>Quarterly basis from September 2017</td>
</tr>
</tbody>
</table>