

Evidence Requirements Wave 5 Skills Bootcamps

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WAVE 5	Employer Co-funded Learner An existing employee, where their employer has; a) confirmed their support for the training and b) confirmed co-funding of the agreed Skills Bootcamp rate	
Milestone	Evidence Required	Process
MILESTONE ONE (LEARNER START)		
1	Submitted accurate datasheet (all data fields required for Milestone One Payment claim must be completed)	Data spreadsheet
1	Registration/enrolment documentation to include evidence of the following <u>being issued to the learner</u> : <ul style="list-style-type: none"> • DfE Whistleblowing Helpline detail • Skills Bootcamps Privacy Notice for individuals • DfE Complaints helpline • Check individuals prior and existing participation in Skills Bootcamps in the current year This link must be embedded in the learning agreement https://form.education.gov.uk/service/Contact_the_Department_for_Education	Enrolment Registration
1	Attendance Register and Initial Assessment per learner (trainer/learner signed) showing minimum 14 qualifying days attended and minimum of 10 GLH. Attendance Registers must include: <ul style="list-style-type: none"> • Wave 5 • Skills Bootcamp title • Leicester City Council Skills Bootcamp reference number • Name of delivery provider • Start and planned end date of Skills Bootcamp • Learner name • Date and title of session • Guided/tutor led hours (totalled on each sheet) • Mode of delivery • Learner status (present/absent) • Absence reason 	Attendance Register
1	Employer confirmation that: <ul style="list-style-type: none"> a) the learner is an existing employee; and b) the employer is supporting the learner to undertake the training; and c) the employer agrees to co-fund the training at the agreed Skills Bootcamp rate. This evidence should be an email from the employer to the learner or the training provider. <u>If evidence of employer co-funding contribution paid or received is submitted at Milestone 1, the above employer confirmation will not be required.</u> The invoice should include a PO number and/or ref number that can be traced to the payment evidence to provide a robust audit trail.	Learner status & employer commitment
MILESTONE TWO (LEARNER COMPLETION)		
2	Submitted accurate datasheet (all data fields required for Milestone Two Payment claim must be completed)	Data spreadsheet
2	Attendance registers demonstrating that the learner has completed 100% of the GLH of the approved Skills Bootcamp, within 16 weeks of the learning start date. (Leicester City Council may require further evidence if attendance is less than 100%, and must be a minimum of 80%). All attendance registers must have GLH totalled per sheet, include tutor led GLHs only (not including wrap around support and breaks etc) and be signed by learner or tutor.	Approved GLH attendance
2	Evidence of completion of learning and achievement, can include certificates or other evidence of all units/component parts and assignments passed. Learners must pass/achieve all the qualifications/units/courses denoted on the Scheme of Work for the approved Skills Bootcamp.	Learning completed and achieved
2	Certification of completion of Skills Bootcamp (denoting details of component qualifications and skills gained)	Certificate of completion
2	Evidence of employer co-funding contribution <u>paid or received</u> (see Milestone 3). If this is not available, then evidence of <u>request</u> for employer co-funding contribution i.e copy invoice/BAC request etc but must evidence contribution request to the value of the agreed co-funding Skills Bootcamp rate. The invoice should include a PO number and/or ref number that can be traced to the payment evidence to provide a robust audit trail.	Request for Employer Co funding contribution
2	Confirmation of an <u>offer</u> of a new role, supported with a Job Description , with their existing employer. Or their existing role but with additional responsibilities accompanied by a revised statement or Job Description , that utilises the new skills acquired through the Skills Bootcamp. This evidence should be <u>written confirmation</u> from the Employer to learner or the Delivery Provider, outlining details of the new role or additional responsibilities that utilises the new skills acquired.	Offer of new role or additional responsibilities with a Job Description or statement
MILESTONE THREE (LEARNER PROGRESSION)		
3	Submitted accurate datasheet (all data fields required for Milestone Three Payment claim must be completed)	Data spreadsheet
3	If not provided at Milestone 2, evidence of employer co-funding contribution paid or received. This can take the form of BACS remittance, bank statements, defrayal statements etc but must evidence the payment/receipt transaction to the value of the agreed co-funding Skills Bootcamp rate.	Co-funding paid/received
3	Employer confirmation that the Learner has a new role with their existing employer, or their existing role but with additional responsibilities, that utilises the new skills acquired through the Skills Bootcamp. Must be achieved within 6 months of end date of the Skills Bootcamp	Confirmation of new role or additional responsibilities

WAVE 5	Unemployed learner (Fully Funded) An individual, who has confirmed they are not in employment and are actively seeking employment in a role that will utilise the skills gained in the Skills Bootcamp.	
Milestone	Evidence Required	Process
MILESTONE ONE (LEARNER START)		
1	Submitted accurate datasheet (all data fields required for Milestone One Payment claim must be completed)	Data spreadsheet
1	Registration/enrolment documentation to include evidence of the following being issued to the learner: <ul style="list-style-type: none"> • DfE Whistleblowing Helpline detail • Skills Bootcamps Privacy Notice for individuals • DfE Complaints helpline • Check individuals prior and existing participation in Skills Bootcamps in the current year This link must be embedded in the learning agreement https://form.education.gov.uk/service/Contact_the_Department_for_Education	Enrolment Registration
1	Attendance Register and Initial Assessment per learner (trainer/learner signed) showing minimum 14 qualifying days attended and minimum of 10 GLH. Attendance Registers must include: <ul style="list-style-type: none"> • Wave 5 • Skills Bootcamp title • Leicester City Council Skills Bootcamp reference number • Name of delivery provider • Start and planned end date of Skills Bootcamp • Learner name • Date and title of session • Guided/tutor led hours (totalled on each sheet) • Mode of delivery • Learner status (present/absent) • Absence reason 	Attendance Register
1	Written confirmation/declaration from the learner: <ol style="list-style-type: none"> a) that they are currently unemployed; and b) that they are actively seeking employment in a role that will utilise the skills gained in the Skills Bootcamp c) they agree to an interview if they successfully complete the Skills Bootcamp (ie "I am clear what I will achieve by completing this Skills Bootcamp and agree to attend an interview with an employer (for a job using relevant skills gained from the Skills Bootcamp) arranged for me ") 	Learner status declaration & commitment to a guaranteed interview
MILESTONE TWO (LEARNER COMPLETION)		
2	Submitted accurate datasheet (all data fields required for Milestone Two Payment claim must be completed)	Data spreadsheet
2	Attendance registers demonstrating that the learner has completed 100% of the GLH of the approved Skills Bootcamp, within 16 weeks of the learning start date. (Leicester City Council will require further evidence if attendance is less than 100%, and must be a minimum of 80%). All attendance registers must have GLH totalled per sheet, include tutor led GLHs only (not including wrap around support and breaks etc) and be signed by learner or tutor.	Approved GLH attendance
2	Evidence of completion of learning and achievement, including certificates or other evidence of all units and assignments passed. Learners must pass/achieve all the qualifications/units/courses denoted on the Scheme of Work for the approved Skills Bootcamp.	Learning completed and achieved
2	Certification of completion of Skills Bootcamp (incl details of component qualifications and skills gained)	Certificate of completion
2	Offer of an interview, supported with a Job Description , on completion of the Skills Bootcamp for a new job which must be intended to be continuous employment for at least 12 weeks or an Apprenticeship, that utilises the new skills acquired through the Skills Bootcamp. Evidence of interview can take the form of: - <ul style="list-style-type: none"> • Confirmation from the employer that the learner has been offered/attended an interview to include details of company name, job role, date, and time of interview • Learner declaration (signed by the Learner) confirming the details of the interview (company name, job role, date, and time of interview) • Voice recording of conversation between Supplier and Learner confirming the details of the interview (company name, job role, date, and time of interview) • Text (or other message service) from Learner confirming the details of the interview (company name, job role, date, and time of interview) 	Offer of a guaranteed interview with a supporting Job Description
MILESTONE 3 (LEARNER COMPLETION)		
3	Submitted accurate datasheet (all data fields required for Milestone Three Payment claim must be completed)	Data spreadsheet
3	Confirmation of an offer of a new job (within 6 months of the completion of the Skills Bootcamps) which must be intended to be continuous employment for at least 12 weeks, or an apprenticeship, that utilises the new skills acquired through the Skills Bootcamp. Evidence of the offer of a new job or apprenticeship can take the form of: - <ul style="list-style-type: none"> • Learner declaration (signed by the Learner) confirming the details of the job offer/start (company name, job role, date, and salary) • Written confirmation of a job offer from an Employer confirming the details of the job offer/start (company name, job role, date and salary) • Voice recording of conversation between the Training Provider and Learner confirming job offer/start (company name, job role, date and salary) • Email trail from Learner's account confirming job offer/start (company name, job role, date, and salary) • Text (or other message service) from Learner's mobile confirming job offer/start (company name, job role, date, and salary) • LinkedIn account showing the Learner has started a new job AND Supplier Declaration form 	Offer of new job or apprenticeship
3	Supplier Declarations must be approved by Leicester City Council in advance of submission. Supplier Declaration form completed by Supplier in the following instances only: <ul style="list-style-type: none"> • Partial evidence received and cannot engage with Learner or Employer • Incomplete /missing evidence e.g., salary information • If submitting LinkedIn screenshot as positive outcome evidence 	Supplier Declaration

WAVE 5	Self-Employed learner (Fully Funded) An individual, who has confirmed they are self employed (ie registered with HMRC as self employed/are not paid through PAYE).	
Milestone	Evidence Required	Process
MILESTONE ONE (LEARNER START)		
1	Submitted accurate datasheet (all data fields required for Milestone One Payment claim must be completed)	Data spreadsheet
1	Registration/enrolment documentation to include evidence of the following being issued to the learner: <ul style="list-style-type: none"> • DfE Whistleblowing Helpline detail • Skills Bootcamps Privacy Notice for individuals • DfE Complaints helpline • Check individuals prior and existing participation in Skills Bootcamps in the current year This link must be embedded in the learning agreement https://form.education.gov.uk/service/Contact_the_Department_for_Education	Enrolment Registration
1	Attendance Register and Initial Assessment per learner (trainer/learner signed) showing minimum 14 qualifying days attended and minimum of 10 GLH. Attendance Registers must include: <ul style="list-style-type: none"> • Wave 5 • Skills Bootcamp title • Leicester City Council Skills Bootcamp reference number • Name of delivery provider • Start and planned end date of Skills Bootcamp • Earner name • Date and title of session • Guided/tutor led hours (totalled on each sheet) • Mode of delivery • Earner status (present/absent) • Absence reason 	Attendance Register
1	Written confirmation/declaration from the learner: <ol style="list-style-type: none"> a) that they are currently self employed; and b) they agree to provide confirmation/plan of how the new learning will be applied to obtain new contracts and/or opportunities that utilises the new skills acquired through the Skills Bootcamp. 	Learner status declaration & commitment to a plan
MILESTONE TWO (LEARNER COMPLETION)		
2	Submitted accurate datasheet (all data fields required for Milestone Two Payment claim must be completed)	Data spreadsheet
2	Attendance registers demonstrating that the learner has completed 100% of the GLH of the approved Skills Bootcamp, within 16 weeks of the learning start date. (Leicester City Council will require further evidence if attendance is less than 100%, and must be a minimum of 80%). All attendance registers must have GLH totalled per sheet, include tutor led GLHs only (not including wrap around support and breaks etc) and be signed by learner or tutor.	Approved GLH attendance
2	Evidence of completion of learning and achievement, including certificates or other evidence of all units and assignments passed. Learners must pass/achieve all the qualifications/units/courses denoted on the Scheme of Work for the approved Skills Bootcamp.	Learning completed and achieved
2	Certification of completion of Skills Bootcamp (incl details of component qualifications and skills gained)	Certificate of completion
2	Written confirmation/plan from the learner of how the new learning has been/will be applied to acquire new opportunities/contracts that utilises the new skills acquired through the Skills Bootcamps. This must take the form of written learner confirmation (plan, letter, e mail).	Confirmation or plan to acquire new contracts/opportunities
MILESTONE 3 (LEARNER COMPLETION)		
3	Submitted accurate datasheet (all data fields required for Milestone Three Payment claim must be completed)	Data spreadsheet
3	Confirmation and details of new contracts or new opportunities that utilise the new skills acquired through the Skills Bootcamp. This can take the form of written learner confirmation (plan, letter, e mail) or learner declaration (<i>voice recording etc</i>) that they have obtained new contracts or new opportunities that utilise the new skills acquired through the Skills Bootcamp.	Confirmation of new opportunities/contracts obtained

WAVE 5	Independent Employed learner (Fully Funded) An employed individual, who has confirmed they are undertaking the Skills Bootcamp independently of their current employer.	
Milestone	Evidence Required	Process
MILESTONE ONE (LEARNER START)		
1	Submitted accurate datasheet (all data fields required for Milestone One Payment claim must be completed)	Data spreadsheet
1	Registration/enrolment documentation to include evidence of the following being issued to the learner : <ul style="list-style-type: none"> • DfE Whistleblowing Helpline detail • Skills Bootcamps Privacy Notice for individuals • DfE Complaints helpline This link must be embedded in the learning agreement https://form.education.gov.uk/service/Contact_the_Department_for_Education	Enrolment Registration
1	Attendance Register and Initial Assessment per learner (trainer/learner signed) showing minimum 14 qualifying days attended and minimum of 10 GLH. Attendance Registers must include: <ul style="list-style-type: none"> • Wave 5 • Skills Bootcamp title • Leicester City Council Skills Bootcamp reference number • Name of delivery provider • Start and planned end date of Skills Bootcamp • Learner name • Date and title of session • Guided/tutor led hours (totalled on each sheet) • Mode of delivery • Learner status (present/absent) • Absence reason 	Attendance Register
1	Written confirmation/declaration from the learner: a) that they are employed; and b) that they are attending the Skills Bootcamp independent of their current employer; and c) they agree to an interview if they successfully complete the Skills Bootcamp (ie "I am clear what I will achieve by completing this Skills Bootcamp and agree to attend an interview with an employer (for a job using relevant skills gained from the Skills Bootcamp) arranged for me").	Learner status declaration & commitment to a guaranteed interview
MILESTONE TWO (LEARNER COMPLETION)		
2	Submitted accurate datasheet (all data fields required for Milestone Two Payment claim must be completed)	Data spreadsheet
2	Attendance registers demonstrating that the learner has completed 100% of the GLH of the approved Skills Bootcamp, within 16 weeks of the learning start date. (Leicester City Council will require further evidence if attendance is less than 100%, and must be a minimum of 80%). All attendance registers must have GLH totalled per sheet, include tutor led GLHs only (not including wrap around support and breaks etc) and be signed by learner or tutor.	Approved GLH attendance
2	Evidence of completion of learning and achievement, including certificates or other evidence of all units and assignments passed. Learners must pass/achieve all the qualifications/units/courses denoted on the Scheme of Work for the approved Skills Bootcamp.	Learning completed and achieved
2	Certification of completion of Skills Bootcamp (incl details of component qualifications and skills gained)	Certificate of completion
2	Offer of an interview, supported with a Job Description , on completion of the Skills Bootcamp for a new job which must be intended to be continuous employment for at least 12 weeks or an Apprenticeship, that utilises the new skills acquired through the Skills Bootcamp. Evidence of interview can take the form of: - <ul style="list-style-type: none"> • Confirmation from the employer that the learner has been offered/attended an interview to include details of company name, job role, date, and time of interview • Learner declaration (signed by the Learner) confirming the details of the interview (company name, job role, date, and time of interview) • Voice recording of conversation between Supplier and Learner confirming the details of the interview (company name, job role, date, and time of interview) • Text (or other message service) from Learner confirming the details of the interview (company name, job role, date, and time of interview) 	Offer of a guaranteed interview
MILESTONE THREE (LEARNER COMPLETION)		
3	Submitted accurate datasheet (all data fields required for Milestone Three Payment claim must be completed)	Data spreadsheet
3	Confirmation of an offer of a new job (within 6 months of the completion of the Skills Bootcamps) which must be intended to be continuous employment for at least 12 weeks, or an apprenticeship, that utilises the new skills acquired through the Skills Bootcamp. Evidence of the offer of a new job or apprenticeship can take the form of: - <ul style="list-style-type: none"> • Learner declaration (signed by the Learner) confirming the details of the job offer/start (company name, job role, date, and salary) • Written confirmation of a job offer from an Employer confirming the details of the job offer/start (company name, job role, date and salary) • Voice recording of conversation between the Training Provider and Learner confirming job offer/start (company name, job role, date and salary) • Email trail from Learner's account confirming job offer/start (company name, job role, date, and salary) • Text (or other message service) from Learner's mobile confirming job offer/start (company name, job role, date, and salary) • LinkedIn account showing the Learner has started a new job AND Supplier Declaration form 	Offer of new job or apprenticeship
3	Supplier Declarations must be approved by Leicester City Council in advance of submission. Supplier Declaration form completed by Supplier in the following instances only: <ul style="list-style-type: none"> • Partial evidence received and cannot engage with Learner or Employer • Incomplete /missing evidence e.g., salary information • If submitting LinkedIn screenshot as positive outcome evidence 	Supplier Declaration

WAVE 5	Pathway to Accelerated Apprenticeship Learner	
	An eligible individual (fully funded or co-funded) who has confirmed that they are actively seeking progression to an Accelerated Apprenticeship that will utilise the new skills acquired through the Skills Bootcamp.	
Milestone	Evidence Required	Process
MILESTONE ONE (LEARNER START)		
1	No additional evidence requirements at Milestone One. Refer to evidence requirements for relevant learner status.	
MILESTONE TWO (LEARNER COMPLETION)		
2	Evidence of completion of learning and achievement, including certificates or other evidence of all units and assignments passed. Learners must pass/achieve all the qualifications/units/courses denoted on the Scheme of Work for the approved Skills Bootcamp <i>and the identified knowledge, skills and behaviours of the linked Apprenticeship standard.</i>	Learning completed and achieved
2	Certification of completion of Skills Bootcamp (incl details of component qualifications and <i>skills, knowledge and behaviours of the linked Apprenticeship standard gained</i>)	Certificate of completion
2	<p>Offer of an accelerated apprenticeship interview on completion of the Skills Bootcamp for an Accelerated Apprenticeship, that must be linked to the new skills acquired through the Skills Bootcamp.</p> <p>Evidence of interview can take the form of: -</p> <ul style="list-style-type: none"> • Confirmation from the employer or Apprenticeship Provider that the learner has been offered/attended an accelerated apprenticeship interview to include details of company name, job role, date, and time of interview • Learner declaration (signed by the Learner) confirming the details of the interview (company name, job role, date, and time of interview) • Voice recording of conversation between Training Provider and Learner confirming the details of the interview (company name, job role, date, and time of interview) • Text (or other message service) from Learner confirming the details of the interview (company name, job role, date, and time of interview) 	Offer of a guaranteed interview for an accelerated apprenticeship
MILESTONE 3 (LEARNER COMPLETION)		
3	<p>Within 6 months of the completion of a Pathway to Accelerated Apprenticeship Skills Bootcamps, confirmation of an offer of:</p> <p>i. An accelerated apprenticeship with a new employer or existing employer that utilises the new skills acquired through the Skills Bootcamp. (please note - an offer of an apprenticeship that is not an accelerated apprenticeship is not an eligible progression). Details of the accelerated apprenticeship standard must be included in the evidence, including how and what duration (must be a minimum of 3 months) will the apprenticeship will be accelerated due to the skills acquired through the Skills Bootcamps.</p> <p>ii. A job (which is not an apprenticeship) and is supported with a Job Description, that utilises the new skills acquired through the Skills Bootcamp.</p> <p>iii. Upskilling of an employee into a new role or their existing role but with additional responsibilities that utilises the new skills acquired through the Skills Bootcamp.</p> <p>iv. A new opportunity or contract where the learner is self-employed (note: we expect this to be an unlikely outcome for this model) gained as a result of the skills acquired through the Skills Bootcamp</p> <p>Evidence of the offer of a new job or accelerated apprenticeship can take the form of: -</p> <ul style="list-style-type: none"> • Learner declaration (signed by the Learner) confirming the details of the job offer/start (company name, job role, date, and salary) • Written confirmation of a job offer from an Employer confirming the details of the job offer/start (company name, job role, date and salary) • Voice recording of conversation between the Training Provider and Learner confirming job offer/start (company name, job role, date and salary) • Email trail from Learner's account confirming job offer/start (company name, job role, date, and salary) • Text (or other message service) from Learner's mobile confirming job offer/start (company name, job role, date, and salary) • LinkedIn account showing the Learner has started a new job AND Supplier Declaration form 	Offer of new job role, with supporting Job Description or an Accelerated Apprenticeship

WAVE 5	Newly Self-Employed learner (Change of Status from Unemployed/Individual Learner) (Fully Funded) An individual, who has confirmed they are now self employed (ie registered with HMRC as self employed/are not paid through PAYE).	
Milestone	Evidence Required	Process
MILESTONE ONE (LEARNER START)		
1	Submitted accurate datasheet (all data fields required for Milestone One Payment claim must be completed)	Data spreadsheet
1	Registration/enrolment documentation to include evidence of the following being issued to the learner: <ul style="list-style-type: none"> • DfE Whistleblowing Helpline detail • Skills Bootcamps Privacy Notice for individuals • DfE Complaints helpline • Check individuals prior and existing participation in Skills Bootcamps in the current year This link must be embedded in the learning agreement https://form.education.gov.uk/service/Contact_the_Department_for_Education	Enrolment Registration
1	Attendance Register and Initial Assessment per learner (trainer/learner signed) showing minimum 14 qualifying days attended and minimum of 10 GLH. Attendance Registers must include: <ul style="list-style-type: none"> • Wave 5 • Skills Bootcamp title • Leicester City Council Skills Bootcamp reference number • Name of delivery provider • Start and planned end date of Skills Bootcamp • Eearner name • Date and title of session • Guided/tutor led hours (totalled on each sheet) • Mode of delivery • Eearner status (present/absent) • Absence reason 	Attendance Register
1	Written confirmation/declaration from the learner: <ol style="list-style-type: none"> a) that they will be changing status to self employed; and b) they agree to provide confirmation/plan of how the new learning will help them to obtain new contracts and/or opportunities that utilises the new skills acquired through the Skills Bootcamp as a newly self employed individual/ in starting their new business. 	Learner status declaration & commitment to a plan
MILESTONE TWO (LEARNER COMPLETION)		
2	Submitted accurate datasheet (all data fields required for Milestone Two Payment claim must be completed)	Data spreadsheet
2	Attendance registers demonstrating that the learner has completed 100% of the GLH of the approved Skills Bootcamp, within 16 weeks of the learning start date. (Leicester City Council will require further evidence if attendance is less than 100%, and must be a minimum of 80%). All attendance registers must have GLH totalled per sheet, include tutor led GLHs only (not including wrap around support and breaks etc) and be signed by learner or tutor.	Approved GLH attendance
2	Evidence of completion of learning and achievement, including certificates or other evidence of all units and assignments passed. Learners must pass/achieve all the qualifications/units/courses denoted on the Scheme of Work for the approved Skills Bootcamp.	Learning completed and achieved
2	Certification of completion of Skills Bootcamp (incl details of component qualifications and skills gained)	Certificate of completion
2	Written confirmation/plan from the learner of how the new learning has been/will be applied to acquire new opportunities/contracts that utilises the new skills acquired through the Skills Bootcamps. This must take the form of written learner confirmation (plan, letter, e mail) to include the following: <ol style="list-style-type: none"> a) Business Name/Trading Name b) Brief description of business type c) Where the business will advertise (Facebook/Linkln/Etsy/Amazon etc.) d) What business support mechanisms have been put in place for the 'New Self Employed Learner' - Please attach suitable evidence of referrals. 	Confirmation or plan to acquire new contracts/opportunities for the new business
MILESTONE 3 (LEARNER COMPLETION)		
3	Submitted accurate datasheet (all data fields required for Milestone Three Payment claim must be completed)	Data spreadsheet
3	Confirmation and details of new contracts or new opportunities for the new business that utilise the new skills acquired through the Skills Bootcamp. This can take the form of written learner confirmation (plan, letter, e mail) or learner declaration (<i>voice recording etc</i>) that they have obtained new contracts or new opportunities that utilise the new skills acquired through the Skills Bootcamp. This must include: <ol style="list-style-type: none"> a) Business Name/Trading Name b) Brief description of the trading business and evidence of sales/new contracts/new opportunities obtained c) Where the business advertises (Facebook/Linkln/Etsy/Amazon etc.) Please attach evidence to show advertising by the new business 	Confirmation of new opportunities/contracts obtained by the new business